

Clifty Creek Elementary School 2010-2011 Handbook



Clifty Creek Elementary School
4625 E 50 N
Columbus, IN 47203-9301

School and Attendance Line – 812-376-4342
Fax Number—812-376-4305

Web site – www.bcsc.k12.in.us/clifty/

Mr. Adam Ulrich
Principal

Mrs. MaryAnn Ransdell
Assistant Principal

Table of Contents

BCSC Mission Statement; Vision Statement; High Expectation Objectives;
Clifty Vision, Clifty Goals3

ARRIVAL/DISMISSAL
Car Riders; Change of Dismissal Plans4

ATTENDANCE
Introduction; Procedures to Report; Excused/Unexcused; Highly Extenuating
Circumstances; Tardies; ATTEND, Emergency School Closings.5-6

BEHAVIORAL EXPECTATIONS
Life Skills and Lifelong Guidelines; Personal Appearance; What to Leave
At Home; Treats at School; Pets; Rules-bus, classroom, hallway, playground
cafeteria.7-10

SCHOOL DISCIPLINE PLAN11-12

FERPA (Family Educational Rights and Privacy Act)13

STUDENT HAZING & BULLYING14

ANTI-HARASSMENT14

NON-DISCRIMINATION POLICY14

Nondiscrimination and Access to Equal Educational Opportunity14

EPA14

HEALTH SERVICES AND SAFETY
Health Information; Health Services; School Clinic; Medicines;
Physical Exams; Immunizations; Health Screenings; Lice;
BCSC Search and Seizure; Substance Abuse15-17

FOOD SERVICE
Breakfast; Lunch; Lunch Assistance; Visitors for Lunch; Wellness Policy18-19

ACADEMICS
Homework; Recommended Minutes of Homework; Parent Involvement;
Incomplete Assignments; Parent Connect; Ideas for Helping Your Child;
Report Cards; Grading Scale; Honor Roll; Study Trips; Library;
Library Usage and Care; Book Rental Fees; Textbooks; Assessment.20-23

STUDENT SERVICES
Before/After School Programs; Student Council; Pupil Services;
Project Connect; Change of Student Information; Kindergarten
Screenings; Policies for Athletic, Extra Curricular & Co-curricular
Activities; Instructional Consultation Teams (ICT); Convos, Parties; PTO; Recess .24-25

GENERAL INFORMATION
Change Of Student Information; Lost and Found; School Property;
Distribution of Materials; Telephones and cell phones;
Interruptions; Parent/Visitors; Volunteers/Field Trip Chaperones;
What to Do When Moving; Use of Building; Parties and Treats; Pets;
Textbooks; Assignment Books; Bookstore; Checks; Smoking;
School Pictures and Yearbook; Free Speech; Fund Raiser 26-28

BUILDING CRISIS INFORMATION
Emergency Drills; Safe Schools Emergency Planning;
Parent Receiving Site; Student Evacuation Site; Security 29

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE30

TECHNOLOGY AND INTERNET USE POLICY31-32

CALENDAR 33

STAFF PAGE34

PERMISSION PAGE 35

The information contained in this handbook is to help students, parents and the entire Clifty family understand the basic organization of Clifty Creek Elementary and the rules and regulations that govern such things as conduct, absences and normal day to day routines. Please feel free to call the school (376-4342) if you have a specific question. The student and the parent/guardian must sign the signature page at the end of this handbook. It must be returned to school within one week of receipt of the handbook.

We have very high expectations for your child and ask that children be good citizens, participate in extra-curricular activities provided by the school, and take pride in their school. Conduct should reflect honor, pride and respect for parents, teachers and the classmates themselves.

Sincerely,
Mr. Adam Ulrich, Principal

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION MISSION STATEMENT

To achieve educational excellence for all learners through continuous improvement, professional growth, and accountability.

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION VISION STATEMENT

BCSC is a world-class community learning system.

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION HIGH EXPECTATION OBJECTIVES

1. Exemplary Academic Achievement
2. Aligned Continuous Improvement Process
3. Effective and Efficient Use of Financial Resources
4. Safe, Healthy and Well-Equipped Learning Environments
5. Inclusive Culture of Respect, Equity, and Trust

CLIFTY CREEK ELEMENTARY VISION STATEMENT

Clifty Creek Elementary will be recognized as an exemplary school.

We encourage each staff member, parent, community member and student to be committed towards and faithfully adhere to our mission at Clifty Creek Elementary School.

SCHOOL GOALS

- ✓ Increase percentage of students reading on grade level by the end of 2nd grade by 10% yearly
- ✓ Increase percentage of students passing both Language Arts (LA) and Math Assessments by 10%
- ✓ Increase percentage of students passing the BCSC Writing Development by 10%
- ✓ Increase percentage of special education students, students receiving free/ reduced lunch assistance, and minority students passing ISTEP+ LA and Math by 10%
- ✓ Increase percentage of students passing the ISTEP+ Science test by 10% yearly

ARRIVAL/DISMISSAL

1. Students are admitted to the building no earlier than **7:50** A.M. unless enrolled in The Extended Day Program. At **7:50** students may go to the cafeteria for breakfast or to the gym; both areas have adult supervision. Students will be dismissed from the gym or cafeteria to go to class at 8:05 a.m.
2. Students are considered tardy after 8:15 AM.
3. A note is to be written to your child's teacher if your child:
 - is not to ride the bus in the afternoon.
 - is riding a different bus in the afternoon.
 - is being picked up by a relative, neighbor, or sitter. (Such persons will be expected to show proper identification at the office. **Their names must be listed as emergency contacts.**) Calls during the day before 1:30 will be put into the teacher's voice mail.
4. Afternoon dismissal is at 2:45 p.m.
5. Riding bikes to and from school is discouraged. Please contact the school office for permission.
6. If you have transportation concerns, please contact your bus driver or the BCSC transportation office.
7. Late arrivals should check in at the office before going to their class.
8. A parent, guardian, or person who is on the emergency contact list must sign out children who need to leave early.



CAR RIDERS

1. Pick-up and drop-off is to be at the east end of the building by the gym and kindergarten areas. After entering the parking lot, please form two lines between the two lines of parked cars. Cars are to remain in a single line next to the sidewalk. Car riders are to enter the building in the morning and exit in the afternoon through the exterior entrance to the gym on the east end of the building. Morning drop-off is at 7:50 A.M. and afternoon pickup is 2:45 P.M.. Students are not to enter the building prior to 7:50 unless accompanied by an adult.
2. No pedestrian traffic will be allowed in the bus area while buses are loading or unloading.
3. Please pick your child up promptly.

CHANGE OF DISMISSAL PLANS

Changes in the student's usual form of transportation must be in writing and signed by the parent/guardian. If there is no note, the child will be dismissed from school in the usual manner.

ATTENDANCE/ILLNESS

Research supports good school attendance as a major contributing factor to a student's academic success. The guidelines listed below are to ensure your child's safety, well-being, and academic success. Our average daily attendance over the past several years has been nearly 97%, which shows excellent support by our Clifty Creek families. However, our goal is 98%. If there are problems that may limit your child's ability to attend school, or if you have a question about any one of these guidelines please be sure to contact us.

1. Good school attendance is necessary for success in school.
2. Parents must contact the school prior to 10:00 if their child is absent. If a parent is without a phone, a note must accompany a child when he or she returns to school. -If an absence is not clarified within 48 hours, the absence will be considered unexcused. **Students do not receive academic credit for work missed during an unexcused absence, but the work must be done** so students will understand and be able to do the next assignments.
3. A doctor's statement can be required in cases of poor general attendance. The Indiana Code requires that schools initiate appropriate legal action for truancy and/or educational neglect.
4. Homework assignments are usually not sent home for a student missing one day of school. If a student will be out for more than one day, the teacher will prepare homework assignments if given 24 hours notice.
5. A student becoming ill at school should inform the teacher. Where situations warrant, parents will be notified and are expected to arrange for their child's care. **It is very important that the school always have a current telephone number where the parent/guardian can be reached.**
6. A note is to be sent to the teacher if a student is to be released during school hours. The student should be picked up at the school office. Students missing school because of a doctor or dentist appointment must pick up a verification form at the doctor's office at the time of their visit. If the doctor does not confirm the visit, the absence will be recorded as unexcused. The student should miss only the time necessary for the appointment and travel time to and from the appointment.
7. The Pupil Service teacher will investigate all frequent absences, unexcused absences, late arrivals, and early departures. Frequent absences (missing more than five days of school in a semester or in a previous school year) may result in requiring a doctor's statement to count as an excused absence. Continued problems with absences, late arrivals, and early departures will be referred to the Attend Team, Bartholomew County Prosecutor, and/or Children's Protective Services for further investigation.
8. Tardiness is defined as being late to school during any portion of the school day, or late to any class or school activities. Lost time as a result of continued tardiness or truancy will be made up at the discretion of the school officials and may result in after school detention.
9. Parents/guardians wishing to remove their child(ren) from school for an outside school activity must notify the office and complete the "EXTENUATING CIRCUMSTANCE FORM" two weeks prior to the activity. Good school attendance is necessary for success in school. These requests will be reviewed and are subject to the approval of the principal on a case-by-case basis. Homework will not be provided in advance for these absences or for vacations that are not part of the school corporation schedule.



TARDIES

It is imperative that children arrive at school on time. Important opening instructions concerning the day's activities are presented early in the day. Tardiness disrupts your child's education and the education of other students. Please help him/her avoid this problem. If a student arrives after the 8:15 a.m. tardy bell, he/she will be counted tardy and may be required to obtain a tardy slip from the office to be presented to the student's teacher. Parents should notify the school by phone or written note when a child is late.

ATTEND

ATTEND is a coalition of schools, law enforcement agencies, community organizations, community organizations, and service agencies in Bartholomew County. Their task is to respond to violations of BCSC's attendance policy and the Indiana Compulsory Attendance Law (I.C. 20-8.1-3).



EMERGENCY SCHOOL CLOSING

DO NOT CALL SCHOOL – CHECK THE BCSC WEBSITE

www.bcsc.k12.in.us

For the safety of the children during inclement weather, schools may be closed, dismiss early or have a two-hour delay in starting. Families should be prepared for any of these situations. The school will send home a form to complete regarding your emergency plan. These forms should be returned to your child's teacher. **Children and staff must know the alternative plan for your child in case of an emergency school closing.** Emergency closings are announced by radio stations WCSI (1010 AM), WKKG (101.5 FM), WWY (104.9 FM) AND WRZQ (107.3 FM). Parents are asked to listen to the radio for announcements and to **not call the school**. In case of a two-hour delay, school will begin at 10:10 a.m. When there is a two hour delay, buses will run two hours later, i.e. if the bus normally picks up at 7:45, it would pick up at 9:45.

BEHAVIORAL EXPECTATIONS

LIFE SKILLS AND LIFELONG GUIDELINES

In order to grow and develop, children need to be in an environment with firm, consistent, positive limits. This environment also needs to provide warmth and support for this appropriate behavior.

Our school uses a program that reinforces positive behavior and provides consequences for negative behavior. The guidelines for our program are simple. They include the following five guidelines that govern our behavior. They are as follows:

**Cougar Respect,
Cougar Responsibility,
Cougar Kindness,
Cougar Truth
Cougar Personal best.**

We also teach the Life skills. They include **Caring, Common Sense, Cooperation, Courage, Curiosity, Effort, Flexibility, Friendship, Initiative, Integrity, Organization, Patience, Perseverance, Pride, Problem Solving, Resourcefulness, Responsibility, and Sense of Humor**

Family cooperation and assistance will greatly help in reaching our common goal of instilling self-control within each student.

Most students are able to follow rules most of the time. Action will be taken to assist students who have problems following rules. These actions may include withholding of privileges, conferences, detention after school, in-house or at-home suspension, or modified scheduling.

Our ultimate goal is for each student to become self-disciplined. These disciplinary steps have been created to assist students in meeting this goal and allowing teachers to spend as much time as possible in instruction. Your assistance and support will help to guarantee success.

Bullying is any repeated, intentional act by a more powerful person that causes others embarrassment, pain or discomfort. While outside of the school setting, students using electronic means of communication (texting, social networking, e-mailing, etc) to bully or harass other students are subject to disciplinary action if the students' actions cause a substantial disruption or disturbance in the operation of school.

GENERAL RULES

Students should:

- be responsible for their actions.
- keep hands, feet, and other objects to self.
- dress appropriately and practice habits of personal cleanliness and safety.
- be in school daily and arrive on time.
- obey classroom and school rules, as well as city, state, and federal laws.
- respect the rights of fellow students and school personnel.
- attain the best possible level of academic achievement, continually striving for improvement.
- respect authority both in school and at school-sponsored activities.
- respect school and community property.
- know the reasons for and methods of discipline.

PERSONAL APPEARANCE

The primary requirement for the appropriateness of any dress for children is the cooperation of the parents. If a child's clothing is so unusual that it attracts excessive attention to himself/herself, it may distract from the educational process. No rule will suffice for all occasions.

- Printing, patches, or badges, which are profane or suggestive, must never be worn on clothing. Clothing that promotes drugs, alcohol, tobacco, wrestling, gang emblems or insignias, or displays obscene/objectable language or graphics is prohibited.
- Sleeveless is okay, however, no spaghetti straps, tank tops or halter-tops should be worn. Undergarments and torso should not be visible.
- Pants must come to the waist and stay up. Clothing must also be a safe fit. Clothes that are too tight may restrict movement during PE or a safety drill.
- Shorts must pass the fingertip test. Shirts must cover the midriff/torso and be modest. Shirts must keep the entire torso covered when students raise their hand.
- Sensible shoes are to be worn at all times to assist in student safety on the playground, during PE classes and during the instructional day. Shoes should be ones that do not restrict physical activities. Such shoes that may restrict activities include high heels, flip flops, shoes with tall soles/heels and clogs. **Gym shoes with built-in roller skates can not be worn.**
- Painted or colored hair is strongly discouraged. This disrupts the learning environment.
- No dangle-type earrings are allowed. All earrings will be removed during recesses and gym classes.
- Students are not to wear coats in the classroom.
- Students are not to wear heavy chains or necklaces that resemble dog collars.
- All children must be clean and come to school in clean clothing. Hats and caps are prohibited in the school building. Any gang emblem or insignia is prohibited.

Students inappropriately dressed will be sent home to change or have appropriate attire brought to them by parents.

WHAT TO LEAVE AT HOME

Anything not needed for class should be left at home; ipods MP3 players, CD's cell phones, cameras, radios, recorders, skateboards, pets, knives, matches, electronic games, guns, card collections, etc. Toys should not be brought to school without prior teacher permission.

Students are not to bring candy or gum to school. Fireworks, tobacco products, alcohol and illegal drugs violate state and local laws. Possession under any circumstances will result in serious penalties. Electronic paging devices or hand-held portable telephones used on school grounds during school hours in a situation not related to a school purpose or an educational function may also be grounds for suspension or expulsion from school. **Clifty Creek is not responsible for lost or stolen items.**

TREATS AT SCHOOL

For the safety and welfare of all children, treats for birthdays that are brought to school should be store purchased and individually wrapped. **Please contact your child's teacher before sending any treats to school.**

PETS

Pets or other animals of any kind should not be brought to school. If a classroom project requires a live animal, the classroom teacher will make special arrangements for the care and supervision of the animal.

BUS RULES

Bus transportation is provided for students living south of Twenty-Fifth Street, west of Washington Street, east of Central Avenue, and north of US 31. Students should use the stop closest to their home unless assigned to a different bus stop by the bus driver or principal. Students living within the bus area must submit a note from their parent/guardian if they will not be using bus transportation. The supervisor of transportation can be reached at 376-4246 and is available to handle your concerns or questions regarding bus transportation.

School bus drivers are to have complete control of all school children while students are on the buses. Drivers will keep order, maintain discipline, and treat everyone in a civil manner. The driver will see that no child is imposed upon or mistreated, and use every care for the safety of the children. Buses are equipped with

audio visual equipment. The school bus is an extension of the classroom, and students are expected to abide by the bus rules and regulations.



Before Bus Arrives

1. Leave home on time each day.
2. If there are no sidewalks, walk facing traffic.
3. Arrive at bus stop 5 minutes prior to pick up time.
4. Wait off the roadway, not in the street.
5. Respect private property.

Boarding the Bus

1. Wait for the bus to come to a full stop.
2. Be polite and take your turn getting on the bus.
3. Use the handrails.

Conduct on the Bus

1. Go to straight to assigned seat and stay seated. Do not move around the bus while the bus is in motion. (Driver has the right to assign seats as he/she deems necessary.)
2. Do not distract the driver unless it is an emergency. (Drivers need to keep minds on driving and eyes on the road.)
3. Loud, profane language or yelling is not permitted. (Talk quietly so the driver can hear traffic sounds.)
4. Keep arms, feet and personal items out of the aisles, to yourself, and inside the bus.
5. Eating, drinks, and gum are not permitted.
6. Do not open or close windows without driver's permission.
7. Carry-on bags or personal items should not infringe on the space of others.
8. All toys, games, balls, or personal items should be kept inside a contained bag and are not for use on a bus.
9. Use of alcohol, drugs of any kind, tobacco, matches, or lighters is not permitted.
10. Firearms or weapons of any kind are not permitted.
11. Do not litter or deface the bus in any way.
12. Do not tamper with any safety device or any other equipment on the bus.
13. Rude, discourteous, or annoying behavior is not permitted.
14. Physical or verbal abuse of another student will not be tolerated.
15. Any behavior that is deemed to be a danger in relation to safety, well-being, or respect for others will not be tolerated.

Leaving the Bus

1. Do not leave your seat until the bus comes to a complete stop.
2. Take your turn, don't crowd in front of others.
3. Use the handrails and watch your step.
4. Follow the directions of the driver when crossing the street, at all transfer points.

In accordance with Indiana Law, RIDING THE BUS IS A PRIVILEGE! Failure to follow the rules may result in suspension of transportation privileges.

School Bus Disciplinary Action Guideline:

Warning: Driver will talk with student to try to resolve the issue.

First Offense: Driver will talk with student and assign student to another seat. If the student's behavior warrants; the driver may suspend riding privileges for one day.

Second Offense: The driver will notify the principal who may take action to suspend the pupil from riding the bus for up to ten days.

Third Offense:

The bus driver will notify the principal who will take action to suspend the student from riding the school bus for the remainder of the school year.

NOTE: VIOLATION OF THE ABOVE RULES WILL RESULT IN SUSPENSION OF TRANSPORTATION PRIVILEGES. IF THIS OCCURS, IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE TRANSPORTATION.
GENERAL EXPECTATIONS FOR CONDUCT

- ✓ ALL CHILDREN ARE TO RESPECT ALL ADULTS IN CHARGE OF THEM. STUDENT DISRESPECT WILL NOT BE TOLERATED AND MAY RESULT IN SUSPENSION.
- ✓ All students are to enter and leave the building in an orderly manner. There is to be no running, shouting or horseplay in the hallways, cafeteria or restrooms.
- ✓ Students shall not leave the school grounds during the day unless written permission from a parent or guardian is provided.
- ✓ Teachers' classroom expectations should be strictly followed. Each teacher will provide the students in his/her classroom with a list of those expectations at the beginning of the school year.
- ✓ Students are not to buy, sell or trade items with each other.
- ✓ Students are not to sit on desktops, tables, ventilators or other objects intended for uses other than sitting.
- ✓ Students are not to re-enter the building once they have left.
- ✓ Only children involved in approved and supervised activities will be permitted in the building after 3:30 PM.
- ✓ No gum should be brought to school
- ✓ Appropriate and respectful language should be used at all times
- ✓ Students are to keep their hands, feet, and objects to themselves.
- ✓ Students must have a pass from an adult to be in the hallways without supervision.

PLAYGROUND RULES

- ✓ Students should play inside the designated boundaries of the playground
- ✓ Students should keep their hands, feet, and objects to themselves.
- ✓ Students should remain on school grounds
- ✓ Appropriate and respectful language should be used at all times
- ✓ Students are to respect all adults in charge of them.

**CAFETERIA RULES**

- ✓ Walk into cafeteria and there is to be no pushing in line
- ✓ Students are expected to use proper manners and courteous behavior while in the cafeteria.
- ✓ Talk quietly with the people at your table
- ✓ Do not send carbonated drinks (Pepsi, 7-Up, etc.), food in glass containers, or knives with your child for lunch.

- ✓ Sharing or trading food is prohibited
- ✓ If you must leave your seat raise your hand for permission
- ✓ Wait until you are dismissed by tables to take up trays and line up for recess
- ✓ Push in chairs and clean up your area before exiting the cafeteria.

Clifty Creek Behavioral Expectations

	Hallway/ Gym AM/PM	Recess/Playground	Recess/Indoor	Cafeteria	Restroom	Library
Cougar Respect	Raise hand to talk to adult Voices off Hands to side Walk on right side of hall	Stay within boundaries Personal space in line Follow rules of games	Only touch your items Follow classroom rules Respect personal space	Touch only food you are going to take	Keep hands to self One at a time in Stall Put trash in trash can Use only toilet paper in sit down toilet.	Use a one foot voice at all times. Library will be closed to other students during scheduled times
Cougar Kindness	Ask an adult before helping someone Use kind words	Invite and Include others in games	Invite others to join activities. Use kind words	Use 1ft voice Use kind words	Feet on Floor. Flush after each use.	NO talking on ramps. Help classmates find materials. Wait patiently for your turn.
Cougar Responsibility	Pick-up your unnecessary items on floor Feet on Floor Walk in single file line	Pick-up your grade level equipment at end of recess. Decide on rules of game before starting the game.	Sit on floor or at desk participating in a sit down activity Stay in classroom Take care of school property Use 2 ft voice	Do not wear jackets in café line	Wash hands when finished Return immediately to class.	Handle books and other materials with care. Students bring individual bar-codes for check out during open times.
Cougar Courage	Tell the Truth Be accountable for your actions Let adult know if there is a problem	Follow rules Get adult help when needed	Play fair Be a good sport Pick up all materials	Take a chance and invite someone new to sit with you	Be safe by using equipment for intended purposes.	Be accountable for your actions. Ask adults for help when needed
Cougar Best	Be a role model Be a positive example Encourage others to do their best	Work through conflicts without fighting.	Be a positive example. Encourage others to do their best	Clean up after yourself.	Follow procedures even when you are alone.	Be a positive role model and encourage others to do their best.

Clifty Creek Elementary School Behavior Guidelines

Clifty Creek can be a great school if students become part of the Clifty Creek family. As with all families there are consequences for behaviors, good or bad, that occur after each choice in behavior. The following consequences are in place to ensure that all students feel safe and comfortable at school.

As a student at Clifty Creek Elementary School, I will demonstrate:

- Cougar Respect,
- Cougar Responsibility,
- Cougar Kindness,
- Cougar Truth
- And will do my best.

I will follow these guidelines before and after school in the classroom, hallways, restrooms, library, cafeteria, playground, bus, and convocations.

Student Name _____

CONSEQUENCES FOR INAPPROPRIATE CLASSROOM BEHAVIOR

* To be handled by any adult designated for the area where the offense occurred.

BEHAVIOR	BLUE	GREEN	YELLOW	ORANGE	RED
Disruptive Behavior: Any noises, sounds or behavior that disrupts instruction and learning for others. Irresponsible Behavior: Includes failure to complete all assigned work or failure to have all necessary materials needed for class. Possession of Electronic Devices: Radios, CD players, cell phones, pagers, hand held games are NOT permitted on school grounds. Possession of Nuisance Items: Chewing Gum, candy, toys, water pistols, trading cards, other play items that distracts student learning. Inappropriate Language and/or Gestures: verbal, drawn or written. Throwing Items – tossing pencils, paper, paper wads, books, erasers, book bags, food, other items such as rocks, ice or snowballs, mulch, etc. Leaving Class without permission – allowed ONLY if child is sick, hurt, or for an approved self time-out (per IEP)	Teacher will re-teach desired one time behavior before changing first card.	Warning	Teacher directed consequences served during lunch and/or recess.	After school detention 1 day	After school detention 3 days After this color change, students will be sent to the office for a conference with the principal or pupil services teacher. If a child is sent to the office, one additional day of after school detention will be <u>automatically</u> given.
Cheating – copying others work, taking tests for others on paper or computer.	Student will turn a color and receive a failing grade on the assignment, work, or project that is the focus of the cheating.				
Inappropriate Dress: Clothing not fitting the dress code.	Students will be sent to the nurse for an evaluation of clothing. If inappropriate, students will be asked to change. Student will remain in the office area until a change has been made. If appropriate clothing is not available through the nurse's office, parents will be called to bring appropriate clothing.				

Discipline notices need to be signed and returned the following day. Detentions for these behaviors will be served the next school day from 2:45 to 3:30 p.m. Arrangements for returning home will need to be made for students attending after school detentions. Please let your child's teacher or the office know about these arrangements.

Guidelines for Major Inappropriate Behaviors

BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Continued Classroom Disruptions	After school detention 3 days	½ day PANS	1 or 2 days in PANS	1 day out of school suspension
Disrespectful behavior: Any verbal or written language and/or gestures that are out-downs and disrespectful.	3 lunch detentions and rest of the day in In-school suspension	Lunch/recess detention 1 week	1-2 day PANS	1 day out of school suspension
Aggressive Behavior: Physical agitation including pushing and shoving. (Hands not to self.)	Lunch/recess detention 3 days	3 detentions after school	1 day PANS	2 days PANS
Leaving School Grounds without permission.	Parents will be called– Officials will be called to return student to school. PANS for rest of day.	Parents will be called– Officials will be called to return student to school. 1 full PANS	Parents will be called– Officials called to return student to school. 2 full days PANS	Parents will be called– Officials called to return student to school. 1 day out of school suspension.
Bullying: Direct or Indirect- Teasing, taunting, threatening, and/or intentionally excluding others	3 days after school detention	1 day PANS	1 day out of school suspension	2 days out of school suspension
Possession of: Cigarettes, matches, lighters, or other harmful substances.	Conference with parents, principal and Student Assistance Director and proper authorities to determine further action and consequences. Student and parent may be required to attend classes with local authorities.			
Vandalism: Damage to and/or destruction of school or personal property of others.	3 detentions after school (Payment for damage will be the responsibility of the parents)	1 day PANS (Payment for damage will be the responsibility of the parents)	2 days PANS (Payment for damage will be the responsibility of the parents)	1 day out of school suspension (Payment for damage will be the responsibility of the parents)
Fighting: Aggressive behavior, involving both parties hitting with hands or fists, spitting, hair pulling. Seriousness to be determined by principal & appropriate officials.	1 day PANS with 1 week no recess.	2 days PANS with 1 week no recess	1 day out of school suspension	2 days out of school suspension
Unprovoked Physical contact: toward peers or adults (hitting, shoving, that causes injury to someone else)	1 day out of school suspension	2 days out of school suspension	3 days out of school suspension	5 days out of school suspension
Theft: Stealing of any item belonging to school, student or staff member.	3 detentions or 1 day PANS	1 day PANS	2 days PANS	1 day out of school suspension
Threats/Inappropriate language: Physical threat, sexual harassment, yelling at an adult, profanity directed toward any adult or student; verbal, written, or through use of gestures	1 day PANS	2 days PANS	1 day out-of-school suspension	3 days out-of-school suspension
Possession of a weapons/look alike weapons/explosives: Knife, gun, firecrackers, bullets, etc.	Conference with parents, principal or designee and Student Assistance Director and proper authorities to determine further action and consequences. Student and parent may be required to attend classes with local authorities.			

Parents will be notified of all major behavior incidents through a telephone call from the principal or pupil services teacher. A conference and attendance at after school sessions will be required if a student has two incidents of the same type of inappropriate behavior.

All students receiving an in-school or out of school suspension will be required to have a meeting with the principal and/or pupil services teacher to discuss plans to change behavior, BEFORE the student goes back to the classroom.

Appropriate enforcement agencies will be contacted when any incident occurs which would be a crime if committed by an adult. For example, a fight in which injury occurs, theft, and possession of any weapons. Parents will be called to school immediately to conference with principal, staff members and/or appropriate officials. After school sessions will be require

The Bartholomew Consolidated School Corporation prohibits the use of corporal punishment in all the corporation's schools. Legal Authority: IC 20-8.1-%-1 to 18; BSCS policy 5-6-11.

FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or reliable student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

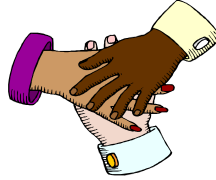
4. The right to file a complaint with the U.S/ Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Hazing & Bullying (overview)

Policy 5516

Hazing and bullying activities of any kind are inconsistent with the educational process and are prohibited at anytime. Hazing shall be defined as performing any act of initiation into any class, group, or organization that causes or creates a substantial risk of causing mental, emotional or physical harm. Permission, consent or assumption of risk by an individual shall not lessen the hazing prohibition. Bullying means intentional, repeated acts or gestures, including verbal or written communications transmitted by and/or physical acts committed by a student or group of students against another students with intent to harass, ridicule, humiliate, intimidate or harm the other student.



Anti-Harassment (Overview)

Policy 5517

All students, administrators, teachers, and staff share responsibility for avoiding, discouraging, and reporting harassment issues. This commitment applies to all School Corporation operations, programs, and activities. The School Corporation will enforce its prohibition against harassment based on gender, age, race, color, national origin, including limited English language and other differences, religious/creed, disability, and any other unlawful basis (i.e. sexual harassment, bullying, etc.)/ Allegations of harassment will be investigated immediately, and appropriate action will be based on the results of that investigation. – Copies of policy 5517 can be obtained in the main office.

Non-Discrimination Policy

Policy 3122

Bartholomew Consolidated 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 limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Dr. Linda DeClue, Assistant Superintendent
2650 Home Avenue
Columbus, IN 47201
812-376-4392

Nondiscrimination and Access to Equal Educational Opportunity

Policy 2260

The following person has been designated to handle inquires regarding the non-discrimination policies of the corporation or to address any complaint of discrimination:

Civil Rights Compliance Officer
Assistant Superintendent of Human Resources
1200 Central Avenue
Columbus, IN 47201
Telephone no. 812-376-4472

EPA

In accordance with the US EPA’s AHERA Standard (ref: 40CFR 763.80), all information concerning asbestos-containing materials in the schools of the Bartholomew Consolidated School Corporation is available for review and copying by students, staff and guardians during normal business hours.

HEALTH SERVICES AND SAFETY

HEALTH INFORMATION

Our school nurse indicates that an individual's quality of health determines, in part, their interest in learning and ability to learn. It is only with the cooperation of parents and guardians to ensure good health that each individual student reaches his/her optimum potential for learning. Here are some suggestions to assure your child a healthy, productive school year.

1. Have your child adequately immunized. (Phone your local Health Department for up-to-date information).
2. Utilize your school nurse as a resource person. She is familiar with county and state programs.
3. Notify the school nurse of any changes in your child's health or any existing diseases or conditions.
4. Follow up promptly on any health referrals. If financially impossible, contact the school nurse for help.

HEALTH SERVICES

1. A student becoming ill at school should inform the teacher. Where situations warrant, parents will be notified and are expected to arrange for their child's care.
2. Any student receiving an injury should report the injury to a teacher. In case of serious injury, the parents or legal guardian will be notified.
3. If a student runs an elevated temperature (100 degrees or above) or if he/she has vomiting, he/she should be kept home until symptoms are gone. If the fever or vomiting occurs during the night, parents should keep their child home that next day. If a student would develop reddened eyes with thick, yellow drainage, he/she should be seen by a doctor and may return to school after twenty-four (24) hours with a doctor's statement or clear eyes.
4. Medical/dental appointments during the school day must be confirmed by your doctor on a specific form that your child returns to the school office.
5. Routine health screenings of vision, hearing, height/weight, blood pressure, scoliosis and dental will be conducted during the school year.
6. Proof of any immunizations must be brought to the school nurse.
7. **WHEN TO KEEP A CHILD HOME AND REASONS WE SEND CHILDREN HOME:**
 - * Temperature of 100 degrees or more
 - * Inflamed eye with drainage
 - * Persistent cough
 - * Severe pain
 - * Vomiting and/or diarrhea
 - * Open, draining sores
 - * Lice

SCHOOL CLINIC

Our school nurse is here to serve your child and family. Please feel free to contact her regarding health problems or concerns, or for assistance obtaining necessary medical treatment.

Our Nurse's Office provides **MINOR FIRST AID ONLY**. Therefore, if your child is injured or becomes ill and should go home or to the doctor, we will call you. **IT IS ESSENTIAL THAT WE HAVE A CURRENT PHONE NUMBER AND ADDRESS OF WHERE YOU CAN BE REACHED DURING THE SCHOOL DAY.** It is essential that your child be picked up from school within one (1) hour of being called.

MEDICINES

ALL MEDICATION MUST BE BROUGHT TO THE NURSE'S OFFICE!

Indiana Law **REQUIRES** a written order from a physician for prescription medication to be given at school. The medication, amount to be given, the hour to be given and the period of time it needs to continue **MUST** be stated on the note.

Written permission from the parent/guardian is also **required** for Rx medications or over-the-counter medications to be given at school.

If a student has symptoms that require an over-the-counter medication (cough syrup, Tylenol, lotions, creams, etc.) to be given when necessary, the nurse needs a note from the parent telling what the medication is and how the medication is to be given. **Cough drops are not permitted at school.** They are a potential choking hazard. All medications are kept locked in the medicine cabinet in the nurse's office, excluding inhalers. Noon medicines are not given on early dismissal days.

ALL medication must be in **properly labeled containers** when brought to school. Medications must be brought to school by a parent or guardian. Students may not bring medications to school on the bus.

PHYSICAL EXAMS

All students entering kindergarten or first grade are asked to have a physical exam by the family physician. Forms for these exams are available in local physician's offices as well as The Child Care Clinic. This record is kept current all through the student's years in Bartholomew Consolidated Schools. See Appendix for immunization requirements.

IMMUNIZATIONS

Parents are responsible for fulfilling the immunization requirements for their children in accordance with Indiana State Laws. The Bartholomew Consolidated School Corporation requires all students to have documentation of completed immunizations (or an exemption). A list of current requirements by the Indiana State Department of Health is available in the school nurses's office. Students not meeting the state requirements will have 20 days to comply before they are excluded from school for failing to provide proof of immunizations.

HEALTH SCREENINGS

Service:	Administered by:
Speech & Hearing Test (Grades 1, 4)	School Nurse/Speech/Hearing Therapist
Vision Test (Grades 1, 3, 5)	School Nurse/Optometrists
Height & Weight (Grades 5 - 6)	School Nurse
Blood Pressure Screening (Grade 1, 3, 5)	School Nurse

LICE

From time to time, cases of head lice are found among the students. When such a discovery is made, parents are notified by the school nurse to pick up their children and take them home. Students are unable to ride the bus if they are found to be infected. At the time the parent comes to pick up their children the school nurse will be happy to give information regarding the treatment of lice. Students may return to school as soon as they are treated.

Upon return to school, students must check into the office to see the nurse and show proof of treatment (empty bottle, receipt, etc.). Parents are asked to report any cases of lice to the office so that, if appropriate, other students may be checked.

BCSC SEARCH AND SEIZURE

Suspicion of controlled substance use or possession can result in a canine search by law enforcement officials. Possession of controlled substance, illicit substance (tobacco/alcohol), or weapons (knives, guns, chains, etc.) may result in suspension or expulsion.

SUBSTANCE ABUSE

- A student shall not use or consume, have in his or her possession, buy, sell, or give away any paraphernalia, illicit chemical or product or any substance represented to be a controlled substance.

Paraphernalia Without Residue

Violation 1: In-school suspension and a letter/parent contact from the Student Assistance Director.

Violation 2: Out of school suspension and a meeting with the Student Assistance Director

Violation 3: Expulsion

(Paraphernalia with residue may result in immediate suspension or expulsion.)

- Any BCSC principal may request a canine search. To support this search, the principal shall provide facts and circumstances to the Superintendent or designee, which would support a reasonable suspicion, to believe there is a controlled substance use or possession in the school building or vehicle in the school parking lot.
- When there is reasonable suspicion that any BCSC student is under the influence of alcohol or drugs while in attendance at school or a school function, the student will be referred to the principal or designee who will determine whether or not a school administered drug test is required. Refusal to submit to a drug/alcohol test will be considered an admission of being under the influence of alcohol or other drugs. A positive test will be considered a violation of the BCSC Substance Abuse Policy 5-7-3-7 and will receive consequences as listed herein.
- **The Bartholomew Consolidated School Corporation maintains a CRISIS HOTLINE** throughout the school year. If you know of a student in crisis, please call 379-7710. Unless you choose to identify yourself, this is an anonymous call.

FOOD SERVICE

BREAKFAST

Clifty Creek serves breakfast daily beginning at 7:45 a.m. A student elementary breakfast is \$1.00. The reduced price for breakfast is 30 cents. Adults may join us for breakfast, too. An adult breakfast is \$1.60.

LUNCH

Students may either bring a sack lunch or purchase a school lunch. Students who bring lunches from home will store them in the hallway storage area. Do not send carbonated drinks (Colas, 7-Up, etc.), food in glass containers or knives with your child for lunch.

Lunch Purchasing Procedures

1. Our lunch payment program is computerized. With this system each student has his/her own account so money can be added to the account at any time. The price of the lunch will be deducted as students get their lunch each day.
4. Parents may pay for meals for any length of time. Lunch prices are \$2.00 daily or \$10.00 a week for students and \$2.75 daily for adults. Reduced price lunches are 40 cents per day or \$2.00 per week. Milk only is 30 cents per carton. (Prices subject to change each year).
3. You may pay for lunches using VISA or MASTERCARD at www.mylunchmoney.com. We encourage you to pay for more than one week at a time when using a credit card.
4. Parents can bring money to the cafeteria to add money to their child's account any school day between 7:30 and 9:30 a.m. Questions about your child's account can be handled by calling the cafeteria between 7:30 – 1:30 p.m. Monday through Friday.
5. Please send your child's lunch money on Monday in an envelope with his/her first and last name, teacher's name and amount of money written on the front. You can send money for more than one child in an envelope as long as all names are on the front of the envelope with the amount of money to put in each account.
6. We will only allow students to have two emergency lunches. After that, we will offer a peanut butter sandwich and milk. Notes are sent home from the cafeteria if your child has depleted their account and have charged a lunch.
7. A variety of ala carte items (e.g. fruit rolls) are on sale in the cafeteria each day. Students may purchase **NO MORE THAN TWO OF THESE EACH DAY AFTER THEY HAVE FINISHED EATING THEIR REGULAR LUNCH.** Ala carte items MUST be purchased with cash unless parents have made specific arrangements with the cafeteria manager to deduct the cost from the student's account.
8. **FOOD AND DRINKS ARE NOT TO BE TAKEN TO THE PLAYGROUND AREA OR BACK TO CLASSROOM.**

Lunch Assistance

Forms for lunch assistance are sent home on the first day of school each year. If you need lunch assistance, please complete the form and return it to school. You will be notified if you meet the criteria. If at any time during the school year problems arise that might entitle your child to a free or reduced lunch, please call the school office at 376-4311. The lunch status of all students is confidential. Please include the names of all of your children who attend schools in BCSC.



Visitors for Lunch

Parents are always welcome to eat lunch with their child in the cafeteria. In order to help our kitchen staff with their preparations, please send a note to your child's teacher the day you plan to eat with us or call the school cafeteria no later than 9:00 a.m. to let our kitchen staff know. The price for an adult lunch is \$2.75. You will be eating with your child at our guest table. **REMEMBER – YOU MUST CHECK IN AT THE OFFICE AND RECEIVE A VISITOR BADGE.** In order to keep classroom disruptions to a minimum, we must ask parents to wait either in the office hallway or in the cafeteria until the children are dismissed for lunch.

Due to insurance regulations, only students **ENROLLED** at Clifty Creek may play on the playground during school hours.

BCSC WELLNESS POLICY

The Child Nutrition & WIC Re-authorization Act of 2004 mandates that all school corporations with a Federally Funded Meal Program develop and implement wellness policies that address nutrition and physical activity. The Wellness Policy for the Bartholomew Consolidated School Corporation (pending BCSC board approval) is located in its entirety in the office area of the school.

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the development process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits, with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

ACADEMICS

HOMEWORK

Homework assignments provide the opportunity for students to practice, reinforce, apply and/or extend the skills they are learning during the regular school day. Homework can also help develop good work/study skills and a sense of responsibility. The assignments help communicate to parents which skills students are working on during the school year and reinforce the partnership between school and home.

Assignments will be given orally by the teacher and written on the board or overhead with the assignments adapted to meet the needs of individual students. Children should write their assignments in their homework assignment books (first one provided by the school) or bring home their assignments in folders depending upon teacher's choice. The teacher will explain the assignments fully; allow time for questions; and either demonstrate examples or allow students to begin the assignment in class. It is the responsibility of the student to record assignments and gather necessary materials for the assignment. Students are responsible for returning assignments on time.

Recommended Minutes of Homework: Since students work at varying rates, some students will be able to complete their assignments during the school day. We ask that parents please check their student's homework each day. All students may not have homework every evening.

On average, students in grade 1 should be able to complete their homework in 10 minutes, grade 2 in 20 minutes, grade 3 in 30 minutes, grade 4 in 40 minutes, grade 5 in 50 minutes and grade 6 in 60 minutes (with the child working for the designated period of time without any interruptions). **If your child is frequently requiring much more than the allotted time to complete assignments, parents should contact the teacher.**

Teachers have a web page connected to the Clifty Creek website. Please visit these sites for information on homework and classroom activities.

Research indicates that parents can have a very positive influence on their child's education by reading to them. In addition to their regular assignments, students are encouraged to **read either independently or with a parent on a regular basis for 20-30 minutes.** If students have completed their daily assignments, they can fill their allotted study time by practicing math facts, spelling words, vocabulary lists, or other long-term assignments.

Parent Involvement: Students are expected to complete assignments independently unless the teacher gives other instructions. Parents can provide support by providing a time and place for students to work. Parents can also help by answering student questions and checking the first part of the assignment to make sure the student understands the task. Parents may be asked to initial assignment notebooks or work and respond to teacher memos. Parents are asked to make sure that their child's homework is completed and help the child form habits in getting the homework back to school.

Incomplete Assignments: Teachers will notify the parents (phone call, notes in assignment notebook, interim reports) if a student is frequently not completing assignments. Teachers may require the student to lose recess time, or with parent consent, stay after school for homework help, or attend Saturday School if the problem persists. The Beacon After School Program is designed to assist students with their homework, so the work can be turned in on time. Parent or student concerns about homework assignments should first be discussed with the teacher. A conference should be scheduled if necessary.

Parent Portal: Parent **Portal** is designed to link parents and schools together via the internet. It enables parents to access their children's school records. **You may view health and immunization, assignments, grades,**

attendance, and discipline. Grades and missing assignments can be found through PowerSchool Parent Portal. Please contact Clifty's main office at 376-4342 to apply for a username and password.

IDEAS FOR HELPING YOUR CHILD

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your child with suitable study conditions (desk, table, lights, books, supplies, etc.).
3. Reserve a regular time for homework and **turn off the television and video games.**
4. Encourage your child, but avoid undue pressure.
5. Show interest in what your child is doing, but do not do the work for him/her.
6. Understand that teachers expect homework to be completed neatly and returned on the date due.

Children can improve their study habits if they:

1. Record each assignment in an assignment book.
2. Understand each assignment completely. Ask questions when necessary.
3. For the habit of setting a regular time and place for study. The location should offer adequate lighting, ventilation, and a quiet atmosphere.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much time, on each subject.
7. Use time wisely. Concentrate on the task at hand and get it done!

REPORT CARD

At Clifty Creek, students learn to set their own learning goals and to chart their progress in the key areas of reading, writing, math, attendance, and discipline.

Students in **grades K-6** will receive report cards at the end of each nine weeks. Parents will be notified halfway through each grading period if their child is having serious problems in any subject area. Students will receive grades in art, music, and physical education at the end of each semester.

As part of the implementation of quality tools, all classrooms are encouraged to use data folders and to engage in at least some student-led conferences. Parents are encouraged to schedule meetings with your child's teacher whenever you have questions or concerns.

Grades and missing assignments can be found through Parent **Portal**.



HONOR ROLL/STUDENT RECOGNITION

High academic achievement does not occur without hard work and sacrifice on the part of students and their families. In acknowledgment of this dedication and hard work, Clifty Creek recognizes students in grades 3, 4, 5 and 6 who have demonstrated high academic achievement during each grading period. The recognition program distinguishes high academic achievement on two levels: **Gold Honor Roll (all A's)** and **Silver Honor Roll (A/B)**.

The grading scale is as follows:

<u>1st Grade</u>	<u>2nd – 6th</u>		
O = 90 – 100%	A+ = 100%	C+	= 77 – 79%
S+ = 85 – 89%	A = 93 – 99%	C	= 73 – 76%
S = 76 – 84%	A- = 90 – 92%	C-	= 70 – 72%
S- = 70 – 75%	B+ = 87 – 89%	D+	= 67 – 69%
W = 60 – 69%	B = 83 – 86%	D	= 63 – 66%
U = 59 and below	B- = 80 – 82%	D-	= 60 – 62%
		F	= 59% or below

Gold Honor Roll requires a student to receive a grade of “A-“ or higher in all classes. Consequently, the grade point average (GPA) would have to be at least 10.0 on a 12 point scale for the grading period. If a student has the 10.0 GPA but receives a grade lower than A-, the student would not qualify for Gold Honor Roll.

Silver Honor Roll requires a student to earn a grade point average of at least 9.0 on a 12 point scale with no grades lower than B-. If a student has the 9.0 GPA, but receives a grade lower than “B-”, the student would not qualify for Silver Honor Roll.

Handwriting will not be included on Honor Roll.

Music, Art, and PE will not be included on Honor Roll.

Students in grade 6 may also qualify for the Presidential Award for Educational Excellence given at the end of the school year.

STUDY TRIPS (field trips)

Study trips are part of the curriculum and are designed to fulfill educational goals. We hope you will encourage your children to participate in these activities. Teachers will notify you of study trips and obtain your written permission. Signing page 35 covers all in-county trips. The permission slip must be returned to school prior to the study trip in order for your child to participate. Teachers will request parent chaperones for many study trips. Students’ siblings are not permitted to accompany parent chaperones on field trips. School rules are enforced on all field trips (this includes BCSC’s “No Smoking Policy”). Chaperones must have completed and passed a criminal history check prior to the field trip.

LIBRARY

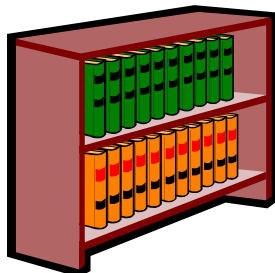
All students have access to the library on an as needed basis. Books are checked out for a period of up to two weeks and may be renewed.

It is our goal to fill the library with quality books and materials to meet the needs and interests of all our students. It is very important that students learn how to take care of the books that they borrow. Sometimes, however, books do get lost or damaged. If this should happen, please check very carefully for the book, and if it is not found, see that it is paid for quickly so that it can be replaced for use by other students.

LIBRARY MEDIA CENTER USAGE AND CARE

- ✓ Students in grades K-1 may check out one book for a two week period.

- ✓ Students in grades 3-6 may check out up to three items for a period of two weeks.
- ✓ With teacher permission, students may visit library as often as needed
- ✓ Students must pay for lost and damaged materials
- ✓ While students are in the library they are search for books and work quietly



BOOK RENTAL FEES

Book rental fees may change. The fee rates will be announced at the beginning of each school year. Parents will be notified of changes. Last year our fees were as follows: The materials fee for kindergarten is \$20.00 per semester plus a \$6.00 per semester student activity fee or \$52.00 per year. For grades one – six the fee is \$48.00 per semester plus a \$6.50 per semester student activity fee or \$109.00 per year. Applications for assistance will be provided in the first day of school packet of information and are also available in the office. These should be completed and turned in as soon as possible. You will be billed twice a year, once each semester. You may make arrangements with us to pay the fee in payments. **If you qualify for free or reduced lunch, your textbook rental fee is waived.** Fees are subject to approval by the school board.

TEXTBOOKS

Textbooks and library books are the property of the school corporation. These items are checked out to students by a name/number system. It is the responsibility of the student to keep track of these items and to return them in satisfactory condition. Students and parents are responsible to pay for books that are lost, stolen or damaged.

ASSESSMENT

Students in grades 3,4,5 and 6 will participate each year in the statewide ISTEP+ testing each fall. Student writing is assessed quarterly using BCSC's district –wide writing rubric. Additional assessments are completed throughout the year consisting of STAR Reading and Math, timed math facts, and Individual Reading Inventories.

Students in grades K, 1, and 2 will participate in the Indiana Reading Diagnostic Assessment (IRDA) three times per year. Kindergarten students participate in formal and informal screening periodically throughout the year. Should a teacher feel that a student requires a full battery of individual testing, the school psychologist will provide such a service.

STUDENTS SERVICES

BEFORE/AFTER SCHOOL PROGRAMS

Children, Inc. provides day care service at Clifty Creek both before and after school. Care is provided in the morning between 6:30 a.m. and the beginning of school. Care is provided after school until 6:00 p.m. Call Children, Inc. (379-2319) for additional information about services and charges.

Through a federal grant Clifty Creek offers after-school enrichment and remediation, as well as a summer program entitled Beacon. Teachers recommend students for this program. If you are interested in more information, please contact the office.

The Foundation for Youth provides a bus for after-school programs at the Boys and Girls Club. Please contact Boys and Girls Club for more information.

STUDENT COUNCIL

A Student Council representative and an alternate will be selected from each homeroom in grades 4-6. The Student Council will communicate positive ideas between all students and staff and help organize school-related projects to improve citizenship and responsibility.

PUPIL SERVICES

Clifty Creek has a pupil services program to help students achieve the highest growth mentally, emotionally and socially. The student may participate in individual, small group or classroom activities in order to help meet these goals. Parent conferences are also offered when a parent, teacher or student feels it is necessary. The pupil services teacher is available to meet with the parent to discuss anything that may affect a student's performance at school.

PROJECT CONNECT

All students (with emphasis students in grades 5 and 6) have the opportunity to participate in Project Connect. Through a community initiative, families receive a computer to utilize as long as the student is enrolled in BCSC.

CHANGE OF STUDENT INFORMATION

Please notify the office as soon as possible of any change of address and/or phone number (home or emergency). If this move takes you out of the school district:

- make the teacher and office aware.
- return all textbooks and library books.
- notify the bus driver.

If the school does not have updated information, school personnel might be unable to reach you should an emergency occur.

KINDERGARTEN SCREENINGS

Kindergarten students participate in formal and informal screening periodically throughout the year. Should a teacher feel that a student requires a full battery of individual testing, the school psychologist will provide such a service.

POLICIES FOR ATHLETIC, EXTRA CURRICULAR & CO-CURRICULAR ACTIVITIES

Eligibility -- To be eligible as a member of a BCSC elementary team, a prospective player and/or cheerleader must have a completed physical examination form and a completed/signed Consent and Waiver form on file at the school prior to team tryouts. This procedure brings the BCSC Elementary Basketball League into compliance with the athletic procedure of the BCSC's secondary schools.

Academics are always our first priority; therefore, all participants must maintain a minimum of a C average. Individual schools may have higher grade requirements to be eligible to participate in their extracurricular programs. The effort grade must not be below a "4" in any graded subject area.

A player becomes ineligible if his/her 13th birthday occurs before August 1.

If your child is planning on participating in/attending an after-school event(s), he/she must be in school for half of the school day. He/She may not have been sent home by the school nurse for any medical reason. If your child has been sent home with a lice issue, the child may be treated and brought back to school by the parent for the nurse to recheck before returning to class. If your child has a doctors appointment and can produce a doctor slip, he/she may attend the evening event.

No student participating in interscholastic sports is permitted to wear any type of jewelry during practices, games. Or competitive events.

INSTRUCTIONAL CONSULTATION ASSISTANCE TEAM (ICAT)

Students struggling academically or behaviorally may be referred to a member of the Clifty ICAT. The ICAT facilitator meets for an initial meeting with the teacher where the academic concerns are identified. An analysis of the concerns is completed and a plan of action is developed. The facilitator and the teacher will continually monitor the progress and make adjustments as needed. Parents are welcome to be a part of this process.

CONVOCATIONS

Convocations are held four times a year to recognize academic and behavioral achievements and the attendance of our Clifty Creek students. Parents and family members are welcome to attend. Convocations that support academic standards and behavioral expectations such as Bully Awareness training, are scheduled throughout the year.

PTO

The Clifty Creek PTO meets the first Monday of every month of the school year at 6:30 in the Media Center. These meetings are open to parents, staff, and community members. The PTO supports Clifty through fundraising. The funds are used for fieldtrips and instructional supplies.

RECESS

Fresh air and outdoor play activity are beneficial to students. We do go outside for recess whenever the weather permits. In the winter a combination of the wind chill factor and temperature is looked at using twenty degrees as our cut-off for outdoor play. All students should have appropriate clothing for outdoor play. Contact our school nurse if you need assistance in obtaining warm clothing. Students with health conditions that don't allow outside play must provide a doctor's statement. All students must participate in outdoor recess, unless a doctor's statement is on file.

GENERAL INFORMATION

CHANGE OF STUDENT INFORMATION

Please notify the office as soon as possible of any change of address and/or phone number (home or emergency). If this move takes you out of the school district:

- make the teacher and office aware.
- return all textbooks and library books.
- notify the bus driver.

If the school does not have updated information, school personnel might be unable to reach you should an emergency occur.

LOST AND FOUND

A lost and found site for large items (i.e. – coats, backpacks, lunchboxes, etc.) is located outside the cafeteria doors. Smaller items such as jewelry, toys, money, etc. may be turned in to the school office. Students should check both places for lost items. Items not claimed will be disposed of at the end of each semester. The school assumes NO liability for lost items. Please help your child keep track of his/her belongings. Parents can assist by placing the child's name on lunch boxes, notebooks and articles of clothing, especially outerwear such as coats and jackets.

SCHOOL PROPERTY

Destruction of school property will not be tolerated. Any student caught damaging the building or school materials will be expected to repair the damaged property, clean the soiled area, or be financially responsible for the damages.

Clifty Creek is the property of tax-paying citizens. Parents are asked to encourage their children to take pride in their school. Students should respect the school and be responsible for keeping our building clean and presentable. **NOTE:** Clifty Creek has carpeted areas, therefore, chewing gum is not allowed.

DISTRIBUTION OF MATERIALS

Printed matter and other materials, student invitations, etc. shall not be distributed through the schools except for educational purposes as approved by the Superintendent of Schools.

TELEPHONES AND CELL PHONES

Parents are asked to plan ahead with students so it will not be necessary for them to use the school phone. Plans to go home with friends must be arranged in advance. Students may use phones only with teacher permission for emergency situations. Telephone message for teachers may be left on voice mail. There is no need for students to have cell phones at school. They often become disruptive to the school environment and should be left at home. Students who bring cell phones to school run the risk of having them confiscated. In this case, parents will need to pick them up in the office.

INTERRUPTIONS

School time should be devoted to instructional purposes. We must all try to avoid interruptions, unless absolutely necessary. Parents may contact teachers after dismissal by phone, voice mail, or make an appointment to see them at a later date. Any important messages will be delivered to a student through the school office. Items intended for your children should be labeled and left at the office. Disciplinary action may be taken when issues from social networks, such as myspace or facebook, cause a disruption at school that interrupts the educational environment

PARENTS/VISITORS

- Parents are always welcome to visit Clifty Creek School. For the safety and security of our students, by board policy, parents should make arrangements **in advance** with the child's teacher. **Teachers must**

focus on the business of teaching. Unless arrangements have been made, visits to the classroom will need to be made outside class time. All visitors must sign in at the office before proceeding to classrooms, and visitor badges must be worn.

- Children who are not enrolled in Clifty Creek School will not be permitted to spend any portion of the school day in the building unless it has been approved by the principal and teacher. This does not apply to children who are accompanying parents for a visit.
- Since you are helping us set the proper example for our students, we expect ALL parents and visitors to dress appropriately (follow the student dress code) when visiting the school and/or accompanying a class on a field trip.
- For safety purposes, all exterior doors will remain locked during the school day with the exception of the main entrance doors.
- No parking is allowed at curbed areas. If the parking lot is full, parking is allowed in the grass south of the lot.

VOLUNTEERS/FIELD TRIP CHAPERONES

All volunteers at Clifty Creek School must obtain a criminal history check. This includes volunteers in the classroom, on field trips and for special events. Forms are available in the office at no cost to the volunteer. If you think you may want to accompany your child's class, volunteer on a regular basis or for special events, please fill out a form. They will be good for the entire school year and must be renewed yearly. Chaperones going on field trips must have returned criminal history checks in order to accompany the school.

WHAT TO DO WHEN MOVING

Please notify the office and teacher as soon as possible of any change of address or phone number. If your move takes you out of the school district:

- Make teacher and office aware.
- Return all textbooks and library books.
- Notify your bus driver.

Please report any change of phone numbers to the office. This is very important in the event of an emergency.

USE OF BUILDING

Any group wishing to use the school building must call John Johnson at Columbus North High School (376-4236). School usage forms are available in the school office.

PARTIES AND TREATS

Each year, a class will have no more than three parties. Contact your child's teacher if you would like to provide a classroom birthday treat. Please advise the classroom teacher in advance if your child is not to participate in any of these parties for medical or other reasons.

All treats are to be commercially prepared or individually wrapped. Do not supply hard candy or any other item that could result in choking.

Birthday invitations for personal parties **will not** be distributed at school.

PETS (Animals)

Pets or other animals of any kind should not be brought to school. If a classroom project requires a live animal, the classroom teacher will make special arrangements for the care and supervision of the animal.

TEXTBOOKS

Textbooks and library books are the property of the school corporation. These items are checked out to students by a name/number system. It is the responsibility of the student to keep track of these items and to return them in satisfactory condition. Students and parents are responsible to pay for books that are lost, stolen or damaged.

ASSIGNMENT BOOKS

Clifty Creek' students in grades three through six are required to have a Clifty Creek' Assignment Book. Students write their assignments in the book every day. Teachers may include comments in the assignment book. The assignment book is taken home daily and shared with the parents or other important people. The parent or guardian must sign the book and the student must return the assignment book to school every day. Teachers may check the assignment book each morning for the signature and to read any notes that have been included. The assignment book is a great tool for helping our students with organization and for communication between home and school.

BOOKSTORE

Our Bookstore is located in the gym by the media center. For your convenience, the following supplies will be available at the school bookstore from 7:55 – 8:10 a.m. each morning: pencils, paper, erasers, crayons, folders, scissors, glue, spiral notebooks and red pens. It is the student's responsibility to have the supplies necessary for daily schoolwork.

CHECKS

All checks issued to our school must have your current name and address. There will be a \$20.00 fee on all checks returned for insufficient funds.

SMOKING

The BCSC Board prohibits the use of tobacco by visitors in school buildings at all times. Such prohibition also applies on school grounds, on school buses, and/or at any school-related event. (Policy 7434)

SCHOOL PICTURES AND YEARBOOK

School pictures are taken once in the Fall and once in the Spring. The pictures taken in the fall are used to create the yearbooks along with some activity and group pictures.

FREE SPEECH

Freedom of speech can take different forms. The U.S. Dept. of Education gives students right to pray, organize groups, express your faith in classwork, homework, or at a school event.

FUNDRAISERS

The PTO and Clifty Creek conduct fundraisers to raise money for fieldtrips, instructional supplies, and other specified projects. The grade level teams also conduct fundraisers for fieldtrips. The PTO sponsors a fundraiser in the fall, and the staff conducts a walkathon in the spring.

BUILDING CRISIS INFORMATION

EMERGENCY DRILLS

Drills are held regularly to help ensure the safety of the students at Clifty Creek Elementary. During fire, tornado, earthquake, and code blue drills, students are expected to :

- follow directions of their teachers.
- go to designated safe areas with no running or pushing.
- remain quiet to directions can be heard.

SAFE SCHOOLS EMERGENCY PLANNING

The safety of students and staff must be a priority in schools today. Each school has developed a comprehensive plan for response to emergency situations. To provide students and staff members the opportunity to practice the outlined procedures, drills are held regularly for fire, tornado, earthquake and Code Blue (lock down of school and classrooms).

The complete document, BCSC Crisis Plan & Clifty Creek Elementary Emergency Situations Procedures, is available for parent review in the school office.

Parent Receiving Site – East High School
230 S. Marr Road
Columbus, IN 47203

Student Evacuation site -- CINTAS
4300 E. 50 N.
Columbus, IN 47203

SECURITY

The size of our building and the numerous entrances has prompted us to be concerned about the safety of our students and staff. Therefore, all outside entrances, except the main entrance on 50 N. will be locked. The panic hardware on the doors allows them to be used as exits at any time. All people entering the building while students are present must sign in at the office and wear a nametag while in the building. You are always welcome at Clifty Creek, but we feel it is our responsibility to know who is in our building so we can ensure the safety of our children.

PLEDGE OF ALLEGIANCE

Policy 8801.01

Each building principal shall ensure that a daily opportunity is provided for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation and may not be required to participate in the Pledge of Allegiance if the student or student's parent chooses for the student not to participate.

Students who are exempt from reciting the pledge shall remain quietly standing or sitting while others recite and shall make no display that disrupts or distracts other students who are reciting the pledge. Students who participate shall stand and recite while facing the United States flag with their right hand over their hearts or in an appropriate salute if in uniform. The student code of conduct applies for disruptive behavior during the recitation of the pledge in the same manner as provided for in other circumstances of such behavior.



MOMENT OF SILENCE

Policy 8801.02

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence. During the moment of silence the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent. The teacher will ensure that the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity the does not interfere with, distract, or impede another student in the exercise of the student's individual choice. This moment of silence is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy. The student code of conduct applies for disruptive behavior during the moment of silence in the same manner as provided for in other circumstances of such behavior.

NOTIFICATION TO PARENTS REGARDING ACCOUNTS FOR COMPUTER NETWORKS

Bartholomew Consolidated School Corporation (BCSC) will be providing your child with access to current technologies including the Internet and access to the BCSC computer network. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that s/he abide by the enclosed agreement which is to be signed by both the child and the parent.

Our goal is to provide an Internet environment that is safe and appropriate for all of our students. Bartholomew Consolidated School Corporation currently uses a commercial Internet screening product that filters Internet content and does not allow access to pages and/or sites with objectionable material. In addition, district personnel monitor Internet use to ensure that students are using the resources appropriately and design use according to their grade level.

At the beginning of each school year, your child's teacher will discuss the appropriate use of technology including the use of the Internet. The district's *Technology Acceptable Use Policy*, *Web Publishing Guidelines*, and *Safe Use of the Internet Guidelines* will be reviewed. Students will be expected to follow the rules established in these guidelines. Your local school may implement additional Internet and computer use procedures to make the experience safe and engaging for students. Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well.

Since you are legally responsible for your son/daughters actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under NO circumstances should anyone else be given the information to access your child's account.

Because the use of the Internet is becoming an integral part of learning and our society at large, all students are granted access when they are enrolled in our schools. If you DO NOT want your student to have access to the Internet, please contact your child's teacher(s) and access will be declined. If assignments require the use of the Internet, alternatives will be provided.

Bartholomew Consolidated School Corporation is using all of the strategies described above to ensure the safety of students and restrict access to inappropriate material. However, access to the Internet brings with it the potential availability of material that is of no educational value, abusive, racially biased, or is otherwise offensive. While district personnel are putting great effort into ensuring appropriate access, we cannot **guarantee** that students will not locate material that may be objectionable. We continue to rely on a student's judgment to use the Internet ethically, responsibly, and in accordance with the guidelines outlined by the district.

If you would like to review the district Internet guidelines with your child, they can be reviewed at the Bartholomew Consolidated School Corporation's By-laws and Policies website <http://www.neola.com/bartholomew-in/> under policy **7540.03 - INTERNET SAFETY POLICY** or you can view a copy in the school office. Your cooperation in helping students understand appropriate use of the Internet is greatly appreciated.

Proper use of the **Internet** is a joint responsibility of students, parents, and employees of the school corporation. **BCSC** retains the right to review and edit any materials downloaded, stored, or used on school computers. Before connecting to the Internet, students must first notify their teacher, teacher assistant or librarian.

Violations of the policies will be dealt with seriously. Violators will be subjected to the loss of computing privileges and the normal disciplinary procedures of BCSC, including referral to police authorities. Use of information obtained via the Internet is at the student's own risk. Bartholomew Consolidated School Corporation denies any responsibility for any unauthorized financial obligations resulting from the use of school resources and accounts to access the Internet.

Access to the BCSC's electronic communications system(s) and technology resources is provided without charge to students for instructional purposes and is a privilege, not a right. All students shall be required to acknowledge receipt and understanding of the administrative regulations governing use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with BCSC policies and regulations.

Violations of law may result in criminal prosecutions as well as disciplinary action by the District. Users MAY use the technology and Internet access provided by BCSC to research and complete assigned classroom projects, and to send electronic mail for educational purposes using BCSC-provided email accounts to others users, both inside and outside of BCSC.

Users MAY NOT:

1. Circumvent or attempt to circumvent any technology protections and/or filters installed by BCSC.
2. Use technology and Internet access provided by BCSC for any illegal purpose, including but not limited to the violation of copyright laws.
3. Use technology and Internet access provided by BCSC to harass or bully others, vandalize, or disable programs, or download or upload any inappropriate or destructive materials (viruses, worms, copyrighted material, etc.)
4. Use technology and Internet access provided by BCSC to transmit or receive any inappropriate materials.
5. Use technology and Internet access provided by BCSC to access, use or modify another's materials regardless of whether the operating system allows this.
6. Use or attempt to retrieve and/or use another person's ID or password including but not limited to the use of "packet sniffers" and key logging software to gain access to technology and Internet access provided by BCSC .
7. Forge or attempt to forge electronic mail messages.
8. Attempt to read, delete, copy, or modify the electronic mail of other system users or deliberately interfere with the ability of other system users to send/receive electronic mail.
9. Waste materials/resources.
10. Engage in any activity, including the playing of games, that is not part of an approved educational program.
11. Access chat rooms, instant messaging services, or social networking sites/service without permission from a teacher or administrator.
12. Upload or install programs on BCSC computer(s) without appropriate authorization from the Technology Division.
13. Knowingly bring prohibited materials into BCSC's electronic communication system(s).
14. Harm, destroy school equipment or materials, data of another user of the BCSC's system(s), or any of the agencies or other networks that are connected to the Internet
15. Attempt to compromise, degrade, or disrupt system performance
16. Modify or reconfigure the software, data, or hardware of any BCSC resource (e.g., system/network administration) without appropriate authorization or permission.

STAFF ASSIGNMENTS – 2010-2011

Pre Kindergarten	Mrs. Engelbert
Kindergarten	Mrs. Nolting, Mrs. Peetz, Mrs. Grider, and Mrs. Stotts
First Grade	Mrs. Kiel, TBA, TBA, and TBA
Second Grade	Mrs. Gallion, TBA, TBA
Third Grade	Mrs. Caldwell, Ms. Robinholt, and TBA
Fourth Grade	TBA, Mrs. Ingram, and Mrs. Scrogam
Fifth Grade	Mrs. Klakamp, Mrs. Abplanalp, and Mrs. Scherschel
Sixth Grade	TBA, TBA
Special Needs	Mrs. Baker, Mrs. Golay, and Mrs. Wolf
Pupil Services	Mr. Hood
English Second Language	Mrs. Ransom
Learning Resource	Mrs. Warf, TBA and Mrs. Rohlfig
Physical Education	Mrs. Criswell
Music	Mr. Donnelly
Art	Mrs. Foss and Mrs. Chasteen
Media Specialist	Mrs. Hackman
Media TA	Mrs. Brodfuehrer
Speech	Mrs. Fleming & Mrs. Meek
Occupational Therapist	Mrs. Miller
Physical Therapist	Mrs. Fallon
Administrative Assistant	Mrs. Elkins
Secretary	Mrs. Riche
Nurse	Mrs. Gust
Lead Custodian	Mrs. Cross
Custodians	Mrs. Almarales, Mrs. Haddix, & Mrs. Delaney
Cafeteria Manager	Mrs. Mifflin
Cafeteria Staff	Mrs. Burns, Mrs. Hundley, Mrs. McCartney, Mrs. Studler, and Mrs. Burton, Mrs. Kovens
Prime Time TA's	Mrs. Chapman, Mrs. Hetisimer, Mrs. Knorr, Mrs. Wolterman, and Mrs. Ferris
ESL TA's	Mrs. Buitron, Mrs. Chambers, Mrs. Leckron
Special Needs TA's	Mrs. K. Baker, Mrs. Bolander, Mrs. Browning, Mrs. Garrity, Mrs. Gilham, Mrs. Grimmett,, Ms. Turner, Mrs. Lucas, Ms. Hadden, Mrs. Blackwood, and Mrs. A. York, Mrs. Creamer, Mrs. Gallant
LRC TA's	Mrs. Reed & Mrs. Law
Remediation TA's	Ms. Frazita
Beacon Coordinator	Ms. Buitron
Beacon TA	TBA
Principal	Mr. Ulrich
Assistant Principal	Mrs. Ransdell

Clifty Creek Elementary School
PERMISSION FORM FOR 2010-2011

Within our curriculum we give our students as many opportunities as possible for “being there experiences.” These experiences help the children connect ideas and relationships for a better understanding of the world around them. This permission form allows your child to participate in these activities. This form will serve as a permission slip for trips within Bartholomew County. The teachers will send notes prior to the trip giving the specific dates, times, and cost of trips. All trips outside of Bartholomew County will require an additional permission form.

We also want to recognize the accomplishments of our children when they receive awards, create projects, participate in school events, etc. This is done in ways such as including the names of students in the Clifty Creek Newsletter, using pictures on bulletin boards, and displaying student work. Sometimes the newspaper will come into school to do a story and pictures on events at Clifty Creek. This form also includes permission for this recognition.

The Internet is used in the classroom, Media Center, and computer lab for research and to provide students with another kind of “being there” experience. Internet use information is included in the Student/Parent Handbook. This form includes permission for Internet use.

Please sign the permission form below and return it to the classroom teacher. If there are any activities in which you don’t want your child to participate, please cross the activity(ies) off the list

- Study trips (field trips) within Bartholomew County
- BCSC district educational programs such as the Symphony and Outdoor Lab
- Events at North High School and Northside Middle School
- Public recognition of student success in the Clifty Creek Newsletter and at convocations
- Use of student photos and work for bulletin boards and displays in school
- Picture and name in the newspaper
- Use of the Internet

My child has my permission to participate in the activities below: (indicate permission by on the line)

Media Release

Technology Policy

In-county field trips

Photo release

Read handbook and agree to follow

Student name

Homeroom

Student Signature

Date

Parent Signature

Date