Welcome!

The staff of Clifty Creek Elementary School welcomes you to our school. We are here to provide a successful learning experience for our students. The involvement, support, cooperation, and interest demonstrated by parents, students, and staff make all the difference in our students’ attitudes toward learning and the importance of education.

The information in this handbook is to acquaint our Clifty Creek families with the programs, services, procedures, and policies of BCSC and Clifty Creek Elementary School. Please keep this as a resource to utilize throughout the school year as questions arise about social, behavioral, and academic issues for your learner.

All Clifty students and parents or guardians are asked to sign the signature page at the end of this handbook. We ask that the signature page be returned to school within one week of receiving the handbook. Thank you very much for your attention to this task.

Welcome to Clifty Creek Elementary School ~ we are very glad you are here!

Clifty Creek Elementary School
4625 E 50 N
Columbus, IN 47203-9301
School and Attendance Line: 812-376-4342
Nurse: 812-376-4342
Fax Number: 812-376-4305
Web site – www.bcscschools.org/clifty

Dr. Michael Parsons
Principal

Mrs. Kellie McIntyre
Assistant Principal
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BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION
MISSION STATEMENT
Deeper Learning is our individualized approach for preparing all learners to succeed in a competitive global economy and democratic society and to tackle the complex issues they will encounter.

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION
VISION STATEMENT
BCSC demonstrates a community commitment to deeper learning for one… and all.

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION
HIGH EXPECTATION OBJECTIVES
BCSC will ensure a balanced, intentional and forward thinking approach to meet the following objectives:
➢ Enable achievement of core academic knowledge and varied levels of critical thinking
➢ Advance a deep community commitment to all learners’ health, personal, and academic success
➢ Provide multiple pathways that intellectually engage all learners
➢ Promote and support agile, collaborative learning environments
➢ Foster multiple perspectives to develop global citizens
➢ Provide a welcoming and diverse learning culture of respect, fairness, and trust
➢ Cultivate a commitment to a life-long learning process for all

CLIFTY CREEK ELEMENTARY MISSION STATEMENT
We change lives by inspiring lifelong learners.

CLIFTY CREEK ELEMENTARY SCHOOL GOAL AND OBJECTIVES
Goal: All students at Clifty Creek Elementary School will become proficient in reading, writing, and math.

Objectives:
● All students will demonstrate a proficiency of skills in reading and writing in English Language Arts by Spring 2022 as measured by ILEARN.
● All students will demonstrate a proficiency of skills in Mathematics by Spring 2022 as measured by ILEARN.

CLIFTY CREEK ELEMENTARY SCHOOL VALUES
At Clifty Creek our values are: authentic learning, commitment, diversity, goal-directed learning, setting high expectations, inspiration, respect, and student focused.

CLIFTY CREEK ELEMENTARY SCHOOL BEHAVIOR EXPECTATIONS

Be Respectful  Be Responsible  Do Your Personal Best

CLIFTY CREEK ELEMENTARY SCHOOL CREED
We believe in ourselves.
We believe in each other.
We never give up.
We are safe.
We are Clifty Creek Cougars!
ARRIVAL/DISMISSAL
1. Students are admitted to the building no earlier than 7:50 a.m., unless enrolled in the before school program, i-CARE. At 7:50 a.m. students may go to the gym. Students will be dismissed off the bus, or from the gym to go to class at 8:00 a.m.
2. Students are considered tardy after 8:15 a.m.
3. Afternoon dismissal is at 2:35 p.m.
4. BCSC offers a before and after school supervision and enrichment program called i-CARE. This is a fee-based service with a limited number of scholarships available. The program may be provided in the morning between 6:30 a.m. and the beginning of school and after school until 6:00 p.m. For more information, please call Anna Villa, i-CARE director, at 812-418-0924.
5. Riding bikes to and from school is discouraged. Please contact the school office for permission.
6. If you have a transportation concern, please contact your bus driver or the BCSC transportation office, at 812-376-4246.
7. Late arrivals should check in at the office before going to their class.
8. Only a parent, guardian, or person on the emergency contact list can 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 area. 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 begins at 2:35 p.m. Students are not to enter the building prior to 7:50 a.m. unless accompanied by an adult or for a pre-arranged activity.
2. No pedestrian traffic will be allowed in the bus area while buses are loading or unloading.
3. All car riders are to be picked up in the car rider line. We ask that parents do not come to the lobby to pick their children up during dismissal times.
4. Please pick your child up promptly and have your assigned car rider tag visible to staff.

CHANGE OF DISMISSAL PLANS
All arrangements for after school must be made before the student arrives at school. Students are not allowed to use the phone for making after school arrangements. Students must go to their home after school unless there is a note from their parent/guardian stating that other arrangements have been made. Changes in the student's usual form of transportation must be in writing and signed by the parent/guardian. The note must be specific. EX: Johnny will be a car rider with Sally Smith….not Johnny will go home with Sally. This note must be taken to the office to be stamped. If there is no note, the child will be dismissed from school in the usual manner. Parents should only call school in emergency situations. These emergency calls must be received before 2:00 p.m.

ATTENDANCE/ILLNESS
The Bartholomew Consolidated School Corporation believes that regular school attendance is critical to a student's ability to derive the full benefits provided in the school. Maximum learning occurs through teacher instruction, class participation, and interaction among students. Therefore, any school absence, excused or unexcused, places the student at a disadvantage. Regular school attendance further prepares students to assume their roles as productive members of the workforce and society.
If your child is absent, it is necessary to notify the school nurse by calling the school by 9:00 a.m. on the day of the absence. For your convenience voicemail is available to take your calls when the office is closed. If you are not able to call school the day of the absence, you must send a note with your child when he/she returns to school stating the reason for the absence. If the reason for the absence is not provided, the absence will be recorded as unexcused.
1. When your child visits the doctor, dentist, optometrist, etc., the doctor must confirm the visit. Forms are in the doctors' offices and are also available at the school office. 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.
2. The school counselor 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 Department of Child Services for further investigation.

3. Your child is responsible for requesting make-up work. You may pick up assignments during the period of a student’s extended absence (two or more days) by giving the teacher 24 hours’ notice. This gives the teacher time to prepare the materials and send them to the office.

4. If you wish your child to be excused from school for "highly extenuating circumstances" or for participation in non-school sponsored competitions, please obtain a request form from the school. Family vacations are not considered extenuating circumstances and will result in unexcused absences. The Highly Extenuating Circumstance/ Competition Form must be submitted at least one week before the scheduled absence. 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 will be required to obtain a tardy slip from the office to be presented to the student’s teacher. Parents must accompany children into the building when tardy.

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
https://www.bcscschools.org/
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), WWWY (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 will pick up at 9:45.

In the first quarter of school, a “Plan B Emergency Plan” sheet will be sent home with each student. This is for a rare occasion that school may be released early. Please think about what your child would do should school be dismissed early. This may or may not be different than a usual dismissal day for your child. The sheet is to be filled out and returned to the teacher to keep on file for the school year.

Stay connected to our school by signing up for the Emergency E-Alerts. Emergency E-alerts are sent by the BCSC district administration when there will be a school closing, delay or early dismissal or if there is an emergency announcement. Please go to the BCSC website (https://www.bcscschools.org/) to sign up for Emergency E-Alerts.

You can also receive information from BCSC and Clifty Creek’s Facebook page.

BUS SCHEDULES
Check the BCSC website for latest bus information: https://www.bcscschools.org/. Inclement weather such as snow, icy roads or other Local Weather Alerts may delay all buses. When this is the case, you can expect delays
on most routes. Should your bus be running later than its regularly scheduled time, please view the Transportation link for delay information on the BCSC website.

**BEHAVIORAL EXPECTATIONS**

**PBIS 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 or PBIS, also known as Positive Behavior Instructional Supports. The guidelines for our program are used before and after school in the classrooms, hallways, restrooms, library, cafeteria, playground, buses, and convocations. All classroom and general rules are related to the *Cougar Expectations* of…

**Be Respectful**

**Be Responsible**

**Do Your Personal Best**

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-school or out of school 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.

**GENERAL RULES**

**Students should:**
- Keep hands, feet, and other objects to self.
- Be responsible for their actions.
- 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**
School dress should be modest, safe, and appropriate. Clothing that some may consider to be fashionable may be inappropriate in a public school setting. The careful regulation of student dress is the responsibility of the school. Student/staff health and safety, common decency, student schoolwork, and the school and classroom order are all affected. This basic dress code does not infringe on students’ rights of freedom of expression, but rather encourages students to “dress for success,” and come to school properly prepared to participate in the educational process. This list is not intended to be all-inclusive. Students inappropriately dressed will be sent to the nurse’s office to change or have appropriate attire brought to them by parents.
- Clothing should support a positive and inclusive school culture. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups. Any item of apparel that bears any picture, diagram, or slogan/language that can be considered vulgar, indecent, obscene, or tends to exploit drugs, alcohol, weapons, violence, gangs (inclusive of clothing colors and symbols, or promotes racial disruptions by
Students are required to follow the dress code guidelines listed below:

- Students shall not wear any clothing or accessories that bear a picture, diagram, logo or slogan/language or other symbol denoting the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, confederate flags or articles, Neo-Nazi or any other “hate” groups that support racial disruption) or anything immoral or illegal, will be deemed inappropriate and may not be worn in school or at a school function.
- Students shall not racially harass or intimidate others by using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. Students, shall not at school, on school property, or at school activities wear or have in their possession any written material, either printed or in their own handwriting, which is racially disruptive or would cause a reasonable person to be intimidated.
- No student participating in interscholastic sports is permitted to wear any type of jewelry during practices, games, or competitive events.
- Sleeveless shirts are permitted, however, no spaghetti straps, tank tops or halter-tops should be worn. Undergarments and torso should not be visible.
- Clothing must be a safe fit. Shorts must be an appropriate length (shorts that reach the bottom of the student’s fingertips when arms are extended down are appropriate). Pants must come to the waist and stay up.
- Sensible shoes are to be worn at all times to assist in student safety. Shoes that may restrict activities include high heels, flip flops, slippers, shoes with tall soles/heels and clogs. Shoes with built-in skates are prohibited.
- Clothing and accessories such as, but not limited to, pajamas, blankets, non-religious hats and caps must be left at home, as should attire that may cause property damage and/or injury.

Students and parents are encouraged to listen to the weather forecast each morning and dress appropriately. Students do play outside all year except when it is extremely cold or wet. Students should dress appropriately for outside play.

**WHAT TO LEAVE AT HOME**
Anything not needed for class should be left at home: iPods, MP3 players, cd’s, cameras, radios, recorders, skateboards, pets, knives, matches, lighters, 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 cellular phones 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. The School 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. The Food Services make available a birthday party package and pizza party package should you want to use this. You may call our cafeteria to find out details.

**Bus Riding Policies**
1. Children may be required to walk a reasonable distance to a bus stop. Please note, parents/guardians are responsible for the safety of your child while going to or from the bus stop and while waiting for the school bus. Stops will be chosen with concern for safety and numbers.
2. Bus drivers will pick up/drop off only at scheduled assigned stops.
3. Students will ride only on assigned buses unless prior authorization has been granted.

Bus Expectations: Boarding, Riding and Unloading

Boarding
Arrive to bus stop 5 minutes before bus arrival.
For your child’s safety, refrain from chasing a moving bus.
Wait for the bus to come to a complete stop.
Hands to self when boarding the bus.
Backpack on back or carry on.
Enter one student at a time.
If seats are assigned, go to assigned seat.
Fasten seat belt if one is provided and remain in seat when bus is in motion.

Riding
Back to back, Seat to seat,
Feet to floor, and out of the aisle.
Backpack in your lap or in front of you in your space.
Hands to self and away from equipment on the bus.

When riding the bus please remember:
- Use a reasonable conversation voice.
- Hands to self.
- Toys, pencils/pens or other items, should stay in your backpack.
- Treat each other with respect.

Unloading
Be prepared for your stop: backpack/items ready to go.
Wait until bus stops completely and door opens.
Exit single file.
Walk away from bus.
Wait for the bus driver’s point in motion to cross in front of the bus staying 10 feet away from the bus in the “danger zone”.

For everyone’s safety when riding the bus, please remember:
- Tell the bus driver of any danger or emergency.
- Ask to open or close a window.
- Language should be clean and free of profanity.
- Head, arms, or any object must stay inside the bus.
- Place any trash in bus trash can before unloading.
- Avoid bringing food, drinks and/or gum on the bus. Eating, drinking, or chewing gum is not permitted for the safety of all students.
- Be kind and courteous to other riders and the bus driver.
- Refrain from using scents such as perfumes, hand sanitizers due to existing health conditions (allergies, asthma) of students and transportation staff.

The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, tobacco, electronic cigarettes, flammable items, ammunition, explosives, firearms, knives, or any other dangerous materials or objects.

The bus driver is trained to take care of emergency situations. Students need to: stay seated and remain calm.

Misbehavior on the bus
Per BCSC Transportation policy 8600 - B: school bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. In the event a disciplinary action needs to be taken due to misbehavior on the bus, please note the following.

The severity of the offense may overrule the following disciplinary action.

1. Written Warning:
   - The student’s parent/guardian will be provided a yellow copy of the School Bus Incident Report.
   - Once the yellow copy of the School Bus Incident Report is signed by parent/guardian and returned to the bus driver, the student may board the bus and ride.

2. First Offense:
The bus driver/Transportation Department may reassign seating, speak to the student regarding their behavior and, if necessary will converse with the building administrator regarding possible suspension of riding privileges for one day.
   In the event of a bus suspension:
   - Suspension will take place the following day.
   - Parent/guardian will be provided a yellow copy of the School Bus Incident Report.
   - Once the yellow copy of the School Bus Incident Report is signed by parent/guardian and returned to the bus driver, the student may board the bus and ride.

3. Second Offense:
The bus driver/Transportation Department will converse with the building administrator regarding possible suspension of riding privileges for up to ten days.
   In the event of a bus suspension:
   - Suspension will take place the following day.
   - Parent/guardian will be provided a yellow copy of the School Bus Incident Report.
   - After the completion of the suspension and the yellow copy of the School Bus Incident Report is signed by parent/guardian and returned to the bus driver, the student may board the bus and ride.
     ○ A bus contract notifying the student, parent/guardian and school officials that another bus discipline report may result in loss of bus privileges for the remainder of the school year may be completed.

4. Third Offense:
Upon notification to the principal by Transportation of the student’s third offense, the principal may take action to suspend the student from riding any BCSC school bus for the remainder of the school year.
   - Parent/guardian will be provided a white copy of the School Bus Incident Report noting violation of the contract.

Parents/guardians should note that any damage by your child to the school bus, personal or public property is your responsibility per BCSC Transportation policy 8600 B 2.c.

For more information on BCSC Transportation policy 8600, please refer to [http://www.bcschools.org/domain/64](http://www.bcschools.org/domain/64).

**GENERAL EXPECTATIONS FOR CONDUCT**

✓ All children are to respect all adults in charge of them.
✓ 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 p.m.
✓ 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.
✓ Clean up your area before exiting the cafeteria.
## CLIFTY CREEK ELEMENTARY REFERRAL SYSTEMS

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<th>Discipline offenses handled by the Teacher/Staff</th>
<th>Discipline offenses that result in an Office Referral</th>
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<td>● Hands/Feet/Objects to Self – Inappropriate physical contact that is not wanted by another and done in an unfriendly manner</td>
<td>● Fighting – Actions involving serious physical contact where injury is intended or highly likely, such as two individuals exchanging blows that could result in serious injury.</td>
</tr>
<tr>
<td>● Minor Theft – Taking something of minimal value that can be easily replaced</td>
<td>● Theft – Student in possession of, having passed on, or being responsible for removing someone else’s property that has significant value and cannot easily be replaced.</td>
</tr>
<tr>
<td>● Minor Vandalism/Property Damage – Misuse of property and/or minor destruction resulting in damage that can easily be fixed (by student w/or w/o help)</td>
<td>● Vandalism/Property Damage – Student participates in an activity that results in substantial destruction or disfigurement of property: damage that cannot easily be fixed.</td>
</tr>
<tr>
<td>● Peer Conflict – Name calling, words or gestures that are used to make someone unhappy but do not include serious threats or intimidation</td>
<td>● Bullying/Harassment/Intimidation – Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matter.</td>
</tr>
<tr>
<td>● Disrespect – Brief or low intensity failure to respond to adult requests after being prompted to comply in a clear and respectful manner</td>
<td>● Disrespect – Refusal to follow directions, talking back, and/or socially rude interactions that continues despite several interventions. Student leaves area of instruction and is not visible by staff.</td>
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<td>● Disruptive Behavior – Behavior that interferes with the ability of others to engage in learning activities, such as making unwanted noises, interrupting instruction, etc.</td>
<td>● Disruptive Behavior – Behavior causing serious interference in a class or activity that continues despite adult intervention. Disruption includes continuous loud talking out of turn, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.</td>
</tr>
<tr>
<td>● Inappropriate Language/Gestures – Low intensity instance of profanity or rude language or gestures</td>
<td>● Inappropriate Language/Gestures – Student continues to curse or uses profanity (words used to threaten harm or used to hurt another individual) despite continued teacher intervention.</td>
</tr>
<tr>
<td>● Other - Any other minor problem behaviors When intervention attempts have not been successful in reducing/eliminating behaviors (i.e. before referring students to the office for offenses listed above Teacher/Staff will):</td>
<td>● Fleeing - Leaving school grounds/building without permission</td>
</tr>
<tr>
<td>1. Utilize intervention strategies to address/redirect/correct problem behaviors</td>
<td>● Weapons – As defined by the BCSC School Board of Trustees Section 5772 which prohibits the possession, storing, making, or using of any weapon or look-alike items.</td>
</tr>
<tr>
<td>2. Follow individual classroom management plan</td>
<td>● Tobacco, Alcohol, Drugs (or other harmful substances) – As defined by the BCSC School Board of Trustees Section 5512 and 5530.</td>
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<tr>
<td>3. Attempt to communicate w/ parents before behavior becomes chronic</td>
<td>● Other – Student engages in other major problem behaviors that do not fall within the above categories or behavior that escalates or continues despite repeated intervention strategies.</td>
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<td>4. Conference with Principal to communicate the potential for referral</td>
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<td>Clifty Creek Behavioral Expectations</td>
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<tr>
<td><strong>Hallway/Gym a.m./p.m.</strong></td>
<td><strong>Recess/Playground</strong></td>
</tr>
<tr>
<td><strong>Be Respectful</strong></td>
<td></td>
</tr>
<tr>
<td>Raise hand to talk to adult.</td>
<td>Stay within boundaries.</td>
</tr>
<tr>
<td>Voice level=0.</td>
<td>Invite others to join activities.</td>
</tr>
<tr>
<td><strong>Be Responsible</strong></td>
<td></td>
</tr>
<tr>
<td>Pick up your belongings before leaving gym.</td>
<td>Sit on floor or at table to participate in sit-down activity.</td>
</tr>
<tr>
<td>Feet on floor.</td>
<td>Take care of school property.</td>
</tr>
<tr>
<td>Walk in single file line on ramps.</td>
<td>Stay in classroom.</td>
</tr>
<tr>
<td>Hands to self.</td>
<td>Put all materials away when recess is over.</td>
</tr>
<tr>
<td>Let an adult know if there is a problem.</td>
<td></td>
</tr>
<tr>
<td><strong>Do Your Personal Best</strong></td>
<td></td>
</tr>
<tr>
<td>Be truthful.</td>
<td>Play fair.</td>
</tr>
<tr>
<td>Set a positive example.</td>
<td>Be a good sport.</td>
</tr>
<tr>
<td>Encourage others to do their best.</td>
<td>Encourage others to do their best.</td>
</tr>
<tr>
<td></td>
<td>Follow procedures when conflicts by problem-solving.</td>
</tr>
</tbody>
</table>
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 of 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 of 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
Disclosure of Student Directory Information
FERPA allows disclosure of appropriately designated “directory information” without written consent from a parent or eligible student. Directory information is information that generally is not considered harmful or an invasion of privacy if released. BCSC has designated the following information as directory information: Student’s name, photograph, date of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and school attending.

BCSC shall limit the purpose of releasing directory information. BCSC can allow, within their discretion, release of directory information from your child’s education records only to BCSC school or community publications, media or organizations that report or produce articles or information regarding the following: school events; yearbook; graduation; senior projects; academic honor roll, awards, scholarships, achievements and accomplishments or other recognition lists; athletic, performing arts and other school club information, activities, and accomplishments. Directory information can also be released to a student’s health care provider/office.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. (Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c)).

If you do not want BCSC to disclose any or all of the above listed directory information from a student’s education records without your prior written consent, you may opt out by notifying the principal (or appropriate school official) of the school the student is attending, in writing by August 31 of each school year, of the specific directory information that should not be disclosed.

Student Hazing & Bullying (overview) Policy 5516
Hazing and bullying activities of any kind are inconsistent with the educational process and are prohibited at any time. 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 student 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.

Criminal Organizations and Criminal Organization Activity Policy 5840
Notice of this policy must be published in student handbooks and the policy shall be posted on the corporation website. The use of criminal gang symbols, graffiti, or recruitment or any sign that may be construed as of affiliation is strictly prohibited. Incidents that are gang related will be deemed a more serious situation and handled as such. Gang threats, intimidation or violence may be grounds for expulsion.
Non-Discrimination Policy

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:

Ms. Teresa Heiny, Assistant Superintendent
1200 Central Avenue
Columbus, IN 47201
812-376-4392

Nondiscrimination and Access to Equal Educational Opportunity

The following person has been designated to handle inquiries 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.

PEST CONTROL AND USE OF PESTICIDES

See School Board Policy 8342 on the BCSC website. Prior to the application of pesticides within any building or on school grounds, the parents who have registered for prior notice shall receive notification to be received no later than two (2) school days prior to the application unless an emergency is declared.

ANIMALS ON SCHOOL CORPORATION PROPERTY

Animals permitted in schools and elsewhere on Corporation property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with an Individualized Education Program or a Section 504 Plan, or those that serve as service animals as required by Federal and State law. A non-service animal may be allowed on Corporation property under certain conditions. Please see BCSC Policy 8390 for additional information.
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
A nurse is available to all students during the school day for first aid and emergency care, to assist in the management of care for chronic health conditions and as a healthcare resource. Please update the school nurse during the school year if your child has any health changes. If your child is diagnosed with a communicable disease like chicken pox, strep throat, impetigo, conjunctivitis or fifth’s disease please report it to the school nurse as soon as possible.

1. Immunizations (Policy #5320): Indiana law and BCSC policy requires written documentation of immunizations from a physician or the Health Department for all students. This law provides that no child shall be permitted to attend school beyond the day of his enrollment without furnishing proof of the required immunizations. A full list of all school immunization requirements can be found online on the website for Indiana’s state immunization registry (CHIRP): https://chirp.in.gov/. If you have a religious or medical exemption, we must have a parent/guardian signature every year.

2. Emergency Care. Blue information cards will be used to contact a parent/guardian in the event of an emergency. The parent/guardian signature on the nurse emergency card signifies permission for the student to receive emergency treatment.

3. Illness: Students experiencing illnesses at school should notify the teacher. The student is then assessed by the nurse. If the student is too ill to remain in the classroom, the parent/guardian is called and expected to arrange for the child’s care.
Criteria for sending a student home or when to keep the student at home:
- Temperature of 100 degrees or more
- Inflamed eye with drainage
- Persistent cough
- Vomiting and/or diarrhea
- Severe pain
- Open, draining sores

Return to school when fever free for 24 hours without medication or when vomiting/diarrhea has stopped. A student that develops reddened eyes with thick, yellow drainage may return after being seen by a physician and may return when eyes are clear after 24 hours with a note from the physician.

4. Disease Management: Students with chronic health conditions such as asthma, allergies, diabetes, seizures, etc. should notify the nurse each year at the beginning of school. The nurse, parent/guardian
and student should meet to create an individualized health plan for the school year. Supplies can be kept for the student in the nurse’s office.

5. **Medication (Policy #5330):** In order to protect the health and welfare of children, Indiana law requires that schools observe certain safeguards in administering medication to pupils. All medication must be registered and stored in the Nurse's office. If the nurse is to administer medicine to a student, the following procedures will be observed:

- An order from the physician is required for prescription medications to be given at school.
- Medication should be in the original and properly labeled container.
- Written permission from a parent/guardian is required for an over the counter medication to be given at school.
- Prescription or non-prescription medications must be renewed each school year.
- Any medications not picked up at the end of the school year will be destroyed.
- Medications cannot be transported on the bus. Please drop them off at the nurse’s office.
- A physician order is required for a student to self-carry medication.
- Cough drops are not permitted in elementary school due to the potential risk of choking.

6. **Lice:** The most common symptom of lice is itching. Parent/Guardians will be notified if a student is found to have live lice. The student will be sent home for treatment; bus transportation is not available in this situation. Head lice are not a sign of poor hygiene and they do not transmit disease.

7. **Health Screenings:** The state required health screenings are listed below. Parents are notified by letter of the hearing and vision failures in order for the student to receive further medical assistance. If you do not wish to have your student screened, written notification must be provided to the school nurse.

**Service:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Administered by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech &amp; Hearing Test</td>
<td>School Nurse/Speech/Hearing Therapist</td>
</tr>
<tr>
<td>(Grades 1, 4)</td>
<td></td>
</tr>
<tr>
<td>Vision Test</td>
<td>School Nurse/Optometrists</td>
</tr>
<tr>
<td>(Grades 1, 3, 5)</td>
<td></td>
</tr>
<tr>
<td>Height &amp; Weight</td>
<td>School Nurse</td>
</tr>
<tr>
<td>(Grades K-6)</td>
<td></td>
</tr>
<tr>
<td>Blood Pressure Screening</td>
<td>School Nurse</td>
</tr>
<tr>
<td>(Grade 1, 3, 5)</td>
<td></td>
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</tbody>
</table>

8. **Appointments:** It is recommended to schedule medical and dental appointments after the school day. If a student has an appointment during the day, the appointment must be confirmed by written documentation from the medical/dental office and returned to the office.

**BCSC SEARCH AND SEIZURE**

Suspection of controlled substance use or possession can result in a canine search by law enforcement officials. Possession of controlled substance, illicit substance (tobacco products/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.

BULLYING INCIDENT REPORT

Staff at Clifty Creek Elementary School take bullying very seriously. To be a true bullying situation, the following must be present:

● Intentional acts
● An imbalance of power between the bully and victim
● Repeated over time
● Causes others embarrassment, pain, or discomfort

If you have witnessed or are the victim of the above, please complete the online form on the school website or contact the school immediately.

Bullying means overt, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

(1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
(2) has a substantially detrimental effect on the targeted student's physical or mental health;
(3) has the effect of substantially interfering with the targeted student's academic performance; or
(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

BULLYING

Policy 5517.01

Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or
equipment provided by the school. Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment.

**FOOD SERVICE**

**BREAKFAST**
Clifty Creek serves breakfast daily beginning at 8:00 a.m. Student breakfast is free for students who qualify for free/reduced lunch.

**LUNCH**
All students must eat lunch. Students must either bring a lunch or eat the school lunch. The cost of their lunch is deducted from their lunch account. Students choose lunch items from a variety of selections. One carton of milk is included with the meal purchase. Do not send carbonated drinks, food in glass containers, or knives with your child for lunch. Please talk with the cafeteria manager if you have any questions about the school lunch program. Parents or other special people are always welcome to have lunch at school.

**BCSC FOOD SERVICE DEPARTMENT GUIDE TO LUNCH**

Welcome to the cafeterias of Bartholomew Consolidated School Corporation! It is a privilege for the food service staff to provide nutritious, high quality, satisfying meals to our students. Below you will find basic information about the lunch program. Questions regarding account balances or overall meal service can be directed to the cafeteria manager at your child’s school. (See listing below)

**DEBIT SYSTEM**

All cafeteria purchases are to be prepaid before meal service begins. BCSC Cafeterias utilize a pre-pay/debit system designed to process student purchases in an efficient, confidential manner, and to reduce the amount of cash on hand at each location. At the end of each school year, the account balance is transferred to the student’s account for the following year. Deposits may be made at the school cafeteria by cash, online using Visa or MasterCard at MySchoolBucks.com, or personal check made payable to the school cafeteria. Please indicate student name and or student ID# on the check.

**CHARGES**

Due to the nature of this pre-payment/debit program, charging school meals is discouraged. **Students may only charge 3 lunches.** Elementary students will be sent home written notices of any outstanding negative balances in the meal account at a minimum weekly until the balance is paid in full. Schools will provide an emergency meal of peanut butter sandwich or grilled cheese sandwich, vegetable, fruit, and milk at no cost until charged lunches have been paid in full. If food service staff suspect that a student may be abusing this policy, written notice will be provided to the guardian that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused. If a student repeatedly comes to school with no lunch and no money, the food service staff must report this to the principal. All accounts must be settled prior to the end of the school year. Negative balances of more than $25.00, not paid in full in the 15 days prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small
claims courts, or any legal method deemed necessary. Students who graduate or withdraw from the corporation and have $5.00 or more left in their lunch/meal food service account will be notified by food services by the last day of school and given the option to transfer the funds to another student or to receive a refund. If no response is received within 90 days the student’s lunch /meal account will close and the funds will no longer be available.

**MEAL ASSISTANCE**

Meal assistance is available to all BCSC students that meet income qualifications. An application for meal assistance is given to each student at the start of each school year. Students are considered paid students and will be charged full price meals until the meal assistance applications has been processed and approved. Due to the large number of students attending BCSC schools, it may be a few weeks before all applications are processed. *It is recommended each student start the school year with two weeks’ worth of lunch money in their account to avoid charges and to allow time for applications to be processed.* Meal assistance forms are effective for one school year. Families must reapply each school year for meal/textbook assistance.

Eligibility for free pre-school WILL NOT automatically qualify you for free/reduced lunches. *A free/reduced meal assistance form must be on file with the food service department, processed, and approved before free/reduced lunch prices take effect.*

Students approved for meal assistance of free or reduced priced meals of $0.40/day will utilize their lunch account in the same manner as paid students; thereby keeping meal eligibility status confidential.

**VEGETARIAN OPTIONS**

BCSC Food Service has a variety vegetarian options for students. These items are served on week two and 4 of the 5 week cycle menu

**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. **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.

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**GUÍA DE ALMUERZO DEL DEPARTAMENTO DE SERVICIO ALIMENTARIO DE BCSC**

¡Bienvenidos a las cafeterías de la Corporación Escolar del Condado! Es un privilegio para el personal de servicio de alimentos proporcionar alimentos nutritivos, de alta calidad, que satisfagan a nuestros estudiantes. A continuación, se encuentra información básica sobre el programa de almuerzo. Las preguntas relacionadas con los saldos de la cuenta o el servicio general de comidas pueden ser dirigidas al gerente de la cafetería de la escuela. (Ver lista abajo.)

**SISTEMA DE DÉBITO**

Todas las compras de la cafetería deben ser pagadas por adelantado antes de que comience el servicio de comidas. Las cafeterías BCSC utilizan un sistema de prepago / débito diseñado para procesar las compras de los estudiantes de manera eficiente y confidencial y para reducir la cantidad de efectivo disponible en cada ubicación. Al final de cada año escolar, el saldo de la cuenta se transfiere a la cuenta del estudiante para el año siguiente. Los depósitos se pueden hacer en la cafetería de la escuela en efectivo, en línea usando Visa o Mastercard en el sitio MySchoolBucks.com, o con cheque personal pagadero a la cafetería de la escuela. Indique el nombre del estudiante y / o el número de identificación del estudiante en el cheque.

**CARGOS**
Debido a la naturaleza de este programa de pre-pago / débito, no se alienta el cobro de comidas escolares. **Los estudiantes solo pueden adeudar 3 almuerzos.** A los estudiantes de primaria se les enviará a casa avisos por escrito mínimo una vez por semana, de los saldos negativos pendientes en la cuenta de comidas hasta que el saldo se pague en su totalidad. Las escuelas proporcionarán una comida emergente de sándwich de mantequilla de maní o de queso asado, vegetales, fruta, y leche hasta que los almuerzos adeudados hayan sido pagados en su totalidad. Si el personal del servicio de alimentos sospecha que un estudiante puede estar abusando de esta política, se le notificará por escrito al tutor que si continúa abusando de esta ayuda, se negarán los privilegios de una comida alternativa. Si un estudiante viene repetidamente a la escuela sin almuerzo y sin dinero, el personal de servicio de comida debe reportarlo al director. Todas las cuentas deben ser liquidadas antes del final del año escolar. Los saldos negativos de más de $ 25.00 no pagados en su totalidad en los 15 días anteriores al final del año escolar obligarán a la Corporación a tomar medidas para cobrar estos adeudos por medio de agencias de cobro, tribunales de reclamos menores o cualquier método legal que se considere necesario. Los estudiantes que se gradúen o se retiren de la corporación y tengan $ 5.00 o más a favor en su cuenta de servicio de comida / comida serán notificados por escrito por los servicios de alimentos el último día de la escuela y se les dará la opción de transferir los fondos a otro estudiante o recibir un reembolso. Si no recibe respuesta dentro de 90 días, la cuenta de almuerzo / comida del estudiante se cerrará y los fondos ya no estarán disponibles.

**AYUDA PARA COMIDA**

La ayuda para comidas está disponible para todos los estudiantes de BCSC que cumplan con los requisitos de ingresos. Una forma de solicitud de ayuda para comida se da a cada estudiante al comienzo de cada año escolar. Los estudiantes se consideran estudiantes que pagan y se les cobrarán las comidas a precio completo hasta que las solicitudes de ayuda de comida hayan sido procesadas y aprobadas. Debido al gran número de estudiantes que asisten a las escuelas de BCSC, puede tomar algunas semanas antes de que todas las solicitudes sean procesadas. **Se recomienda que cada alumno comience el año escolar con dos semanas de dinero para almuerzo en su cuenta para evitar cargos y para dar tiempo a que las solicitudes sean procesadas.** Las solicitudes de ayuda para comidas son efectivas por un año escolar. Las familias deben volver a aplicar cada año escolar para recibir ayuda de comida / libros de texto.

La elegibilidad para la educación preescolar gratis NO lo calificará automáticamente para almuerzos gratuitos o con descuento. **Un formulario de ayuda para comida gratis / con descuento debe estar archivado en el departamento de servicio de comida, procesado y aprobado antes de que los precios de almuerzo gratis / con descuento entren en vigencia.**

Los estudiantes aprobados para recibir comidas gratuitas o al precio reducido de $ 0.40 / día utilizarán su cuenta de almuerzo de la misma manera que los estudiantes que pagan; manteniendo de manera confidencial el estatus de elegibilidad para comidas.

**OPCIONES VEGETARIANAS**

El servicio de comida de BCSC tiene una variedad de opciones vegetarianas para los estudiantes. Estos artículos se sirven en las semanas dos y cuatro del ciclo de 5 semanas del menú.

**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.**

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. The i-CARE 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.

Itslearning is BCSC’s web-based Learning Management System. Each student and teacher has access to this resource while in school. Students can login to their accounts with any internet connection and device outside of school. Itslearning will allow students to access learning resources, turn in assignments, and communicate with teachers and other students.

**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. Please contact the school office if you need a username and password.

**STUDENT ACADEMIC 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 who have demonstrated high academic achievement during each semester. The recognition program distinguishes high academic achievement on two levels: **ACADEMIC SUCCESS** and **ACADEMIC GROWTH**
Goal: To recognize BCSC students that are making academic gains and maintaining a high level of success each semester.

All BCSC Elementary Schools give both Academic Growth and Academic Success Awards. Academic Success Awards are received at the end of 2nd semester. Academic Growth Awards are received at the end of 1st semester and 2nd semester.

Kindergarten through 6th grade participate in a growth model standards based grading and report card system in an effort to more effectively communicate what students know and are able to do aligned to grade level standards. The grading scale is as follows:

**Kindergarten – 6th Grade**

Level of Mastery
- 4 EXCEEDS grade-level standards
- 3 MEETS grade-level standards
- 2 APPROACHING grade-level standards
- 1 BELOW grade-level standards

**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 per semester is $20.00, $8.20 consumable fee, $2.50 technology fee, and $7.50 student activity/science fee or $38.20 per semester. This would be $76.40 per year for kindergarten. For grades one – six the fee per semester is $47.47, $7.50 student activity/science fee, $5.29 technology fee, and $.50 science fee or $60.76 per semester or $121.52 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.

Overdue and Lost/Damaged Materials
It is a privilege and a responsibility to borrow Media Center materials. Students are expected to properly care for and return promptly all borrowed materials. Overdue lists are issued periodically. Overdue fines are not charged, but students having an item overdue for three weeks or more will receive a parent note with a replacement cost in case the item cannot be found. Parents are responsible to pay for lost or damaged materials. Some exceptions such as house fires, floods, etc. are made. We can accommodate “installment” payments if the entire amount cannot be paid at one time. A refund will be given if a book is later found and returned. Students with habitually late or lost materials may be given a “delinquent” status, which allows only one book to be checked out.

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 3-6 will participate each spring in the statewide ILEARN testing. In addition, students in grade 3 will participate in the statewide reading assessment- IREAD3. Additional assessments may be completed in all grade levels throughout the school year to better understand your child’s academic needs. For more information on these assessments visit the BCSC assessment website.

DYSLEXIA SCREENING
BCSC uses NWEA MAP Growth and MAP Reading Fluency for the universal literacy screening for all students in kindergarten through second grade. NWEA is used as an assessment tool in all K-6 classrooms at the beginning, middle, and end of the year. The K-2 literacy screening process includes six components: letter naming fluency, phonemic segmentation fluency, nonsense word fluency, word reading, fluency, and oral reading fluency. The K-2 Universal Screening is also used to identify risk factors for dyslexia. If you have any questions about NWEA or the Universal Screening process, please contact your school principal.
STUDENT SERVICES

BEFORE/AFTER SCHOOL PROGRAMS
i-CARE provides day care service at Clifty Creek both before and after school. i-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 the i-CARE Director, Anna Villa, at 812-418-0924 for additional information about services and charges. There is also a summer program offered as a part of i-CARE. 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.

COUNSELOR
Clifty Creek has a counselor 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 counselor is available to meet with the parent to discuss anything that may affect a student’s performance at school.

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
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.

Academic eligibility for student athletes is a school decision based on academic effort and growth of each individual student.

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 doctor’s appointment and can produce a doctor's slip, he/she may attend the evening event.

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.
PTO  
The Clifty Creek PTO meets quarterly during the school year at 6:00 p.m. 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 field-trips and instructional supplies. Dates of meetings will be sent home at the beginning of the year.

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 their 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 messages for teachers may be left on the teacher’s voice mail.

There is no need for students to have cell phones at school. However, if parents feel that it is absolutely necessary, phones should be turned off unless using for educational purposes with teacher permission. Students who bring cell phones to school run the risk of having them stolen or damaged. The school is not responsible for them. Should the phone go off and disrupt class, it will be taken to the office and parents will need to pick it up. E-readers, tablets, iPads, or any other device used in the classroom should only be brought to school with the teacher’s permission, and only used in the classroom for educational purposes. Parents should contact the teacher to verify permission. These devices will be used without network connection or support. The student should not share their personal device with others, and the school cannot accept responsibility for lost or damaged items.

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 (812-376-4236). School usage forms are available in the school office.

**INDOOR AIR QUALITY**

Any questions or concerns regarding the Indoor Air Quality in this school or any BCSC facility please contact:

Martin Roberts
Indoor Air Quality Coordinator
Bartholomew Consolidated School Corporation
Office 812-376-4231 Cell 812-374-6936
E-mail robertsm@bcsc.k12.in.us
AHERA
In accordance with the US EPA's AHERA Standard (ref: 40 CFR 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.

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.

ANIMALS ON SCHOOL CORPORATION PROPERTY
Policy 8390
Animals permitted in schools and elsewhere on Corporation property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with an Individualized Education Program or a Section 504 Plan, or those that serve as service animals as required by Federal and State law. A non-service animal may be allowed on Corporation property under certain conditions. Please see BCSC Policy 8390 for additional information.

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.

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 the 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 field trips, instructional supplies, and other specified projects. The grade level teams also conduct fundraisers for field trips.

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 so 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 - Old Cintas Building
  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

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

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.
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.
Clifty Creek Elementary Title I Home and School Compact  
2021-2022

It is our belief that we need everyone to be actively involved in our school. Our goal is to provide a safe and caring learning environment and provide high-quality instruction of the Indiana Academic Standards to all students.

Principal: Dr. Michael Parsons  
Assistant Principal: Mrs. Kellie McIntyre

As a family member, I will…

- remember that I am my child’s first and most important teacher
- be sure my child is well rested and on time each day
- listen and discuss with my child events of the school day
- provide a quiet place to learn at home
- make an effort to attend school activities and volunteer when I can
- spend 15-20 minutes a day reading to my child or listening to my child read

As staff members, we will…

- demonstrate care and concern for each student by developing positive relationships
- encourage students to be independent readers, writers, and thinkers
- provide instruction for learners supporting their individual needs
- communicate with families about child’s progress through reports, parent/teacher conferences, etc.
- provide resources to parents that will assist in the improvement of academic performance
- support and encourage family involvement by offering family activities and opportunities to volunteer
- encourage students to read 15-20 minutes at home daily

As a student, I will…

- be ready to learn each day
- strive to be an expert learner even when the work is hard
- be responsible for my actions
- respect those around me so everyone can learn
- communicate about my school day with my family
- read 15-20 minutes daily
Creemos que necesitamos que todos participen activamente en nuestra escuela. Nuestro objetivo es proporcionar **un ambiente de aprendizaje seguro y afectuoso** y proporcionar **instrucción de alta calidad** de los Estándares Académicos de Indiana para todos los estudiantes.

**Director: Dr. Michael Parsons**  
**Sub-Directora: Mrs. Kellie McIntyre**

Como padre de familia, yo deberé …
- recordar que soy el primer y más importante maestro de mi hijo
- asegúrarme de que mi hijo esté bien descansado y llegue a tiempo todos los días
- escuchar y discutir con mi hijo los eventos del día escolar
- hacer un esfuerzo para asistir a las actividades escolares y ser voluntario cuando pueda
- proporcionar un lugar tranquilo para aprender en casa
- Pasar de 15 a 20 minutos al día leyendo a mi hijo o escuchando a mi hijo leer

Como miembros del personal, nosotros deberemos …
- demostrar cuidado y preocupación por cada estudiante mediante el desarrollo de relaciones positivas
- alentar a los estudiantes a ser lectores, escritores y pensadores independientes
- proporcionar instrucción para los alumnos que apoyan sus necesidades individuales
- comunicarse con las familias sobre el progreso del niño a través de informes, conferencias de padres / maestros, etc.
- proporcionar recursos a los padres que ayudarán a mejorar el rendimiento académico
- apoyar y alentar la participación familiar ofreciendo actividades familiares y oportunidades para ser voluntario
- alentar a los estudiantes a leer 15-20 minutos en casa todos los días

Como estudiante, yo deberé …
- estar listo para aprender cada día
- esforzarse por ser un aprendiz experto incluso cuando el trabajo es difícil
- ser responsable de mis acciones
- respetar a quienes me rodean para que todos puedan aprender
- comunicar acerca de mi día escolar con mi familia
- leer 15-20 minutos diarios
Parent and Family Engagement Policy

Bartholomew Consolidated School Corporation
2021-2022
Clifty Creek Elementary

The vision of Bartholomew Consolidated School Corporation's Title I Program is to provide services and resources to eligible students, educators, and families. Title I funding in Bartholomew Consolidated School Corporation supports programming at Clifty Creek Elementary, L. C. Schmitt Elementary, L. Frances Smith Elementary, Taylorsville Elementary, and BCSC Pre-K. The Title I program believes adults in a family are the child’s first and most important teachers and that the family’s continued involvement is essential for the success of the child.

To support this Parent and Family Engagement Policy, the Title I program will provide the following:

1. **COORDINATION** of Title I programs through the director of Title Service with the assistance of parents and staff to help build ties between home and school

2. **ACTIVE SUPPORT** of parents and family members to strengthen their participation in the child’s learning

3. **CONVENE** an annual meeting each September to share Title I information with family members

4. **PARTICIPATION** of family members in the design and implementation of school and Title I programs through Continuous Improvement Council and the Title I Parent Advisory Council

5. **CONTINUING SUPPORT SERVICES** for children and families including facilities, activities and recognition: working with Big Brothers and Big Sisters, Family School Partners, Su Casa, Centerstone, Family Services, McDowell Adult Education, and i-CARE

6. **OFFER A FLEXIBLE** number of family meetings and workshops, in mornings and/or evenings that may include childcare, transportation, and/or home visits

7. **TRAINING** for parents, family members, and teaching staff through the coordination with community programs, workshops, home visits, i-CARE, Council for Youth Development, Su Casa, Foster Grandparents, IUPUC, Bartholomew County Public Library, and McDowell Adult Education

8. **EMPHASIZE** to educators the importance of working with families as equal partners

9. **COMMUNICATION** that is ongoing, open, and varied and includes timely information about the Title I programs through newsletters, phone calls, emails, text messages, social media, and the Title I website in a language families can understand

10. **ONGOING ASSESSMENT AND EVALUATION** of requirements, needs, resources, activities, and programming by staff and parents, including the Title I Parent Advisory Committee where families have the opportunity to provide comments and suggestions.

11. **INVOLVE FAMILIES** in the transition of Pre-K students in the school setting with meetings, readiness workshops, and activities throughout the year
La visión del Programa Título I de Bartholomew Consolidated School Corporation es proporcionar servicios y recursos a estudiantes, educadores y familias elegibles. El financiamiento del Título I en Bartholomew Consolidated School Corporation apoya la programación en Clifty Creek Elementary, L. C. Schmitt Elementary, L. Frances Smith Elementary, Taylorsville Elementary y BCSC Pre-K. El programa de Título I cree que los adultos en una familia son los primeros y más importantes maestros del niño y que la participación continua de la familia es esencial para el éxito del niño.

Para apoyar esta Política de participación de padres y familias, el programa de Título I proporcionará lo siguiente:

1. **COORDINACIÓN** de los programas de Título I a través del director de Title Service con la asistencia de padres y personal para ayudar a construir lazos entre el hogar y la escuela
2. **APOYO ACTIVO** de padres y otros miembros de la familia para fortalecer su participación en el aprendizaje del niño
3. **CONVOCAR** una reunión anual cada Septiembre para compartir información del Título I con miembros de la familia
4. **PARTICIPACIÓN** de los miembros de la familia en el diseño e implementación de Programas de Título I a través del Comité de Mejorar Continuamente y el Comité de Aviso de Título I.
5. **CONTINUACIÓN DE LOS SERVICIOS DE SOPORTE** para niños y familias, incluidas las instalaciones, actividades y reconocimiento: en conjunto con Family School Partners, Su Casa, Centerstone, Family Services, McDowell Adult Education, y i-CARE.
6. **OFRECER UN NÚMERO FLEXIBLE** de reuniones y talleres para familias, por las mañanas y/o noches que pueden incluir cuidado de niños, transporte y/o visitas de hogar.
7. **ENTRENAMIENTO** para padres, familiares y personal docente a través de la coordinación con programas comunitarios, talleres, visitas domiciliarias, con i-CARE, Council for Youth Development, Su Casa, Foster Grandparents, IUPUC, Bartholomew County Public Library, y McDowell Adult Education
8. **ENFATIZAR** a los educadores la importancia de trabajar con las familias como socios iguales
9. **COMUNICACIÓN** continua, abierta y variada que incluya información oportuna sobre los programas de Título I a través de boletines, llamadas telefónicas, correos electrónicos, mensajes de texto, redes sociales y el sitio web de Título I en un idioma que las familias puedan entender.
10. **EVALUACIÓN CONTINUA** de necesidades requeridas, recursos, actividades y programación por parte del personal y padres, incluido el Comité de Aviso de Título I donde las familia tienen la oportunidad de proporcionar comentarios y sugerencias.
11. **INVOLUCRAR A LAS FAMILIAS** en la transición de Estudiantes de prekínder en el entorno escolar con reuniones, talleres de preparación y actividades durante todo el año.
Your child has been assigned a device to support his or her learning this year. To support your child’s use of this device, we ask that you agree to follow these guidelines:

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>● I will make sure my child is supervised while using the device.</td>
<td>● I will follow the guidelines below each time I use the device.</td>
</tr>
<tr>
<td>● I will discuss our values and expectations regarding the use of the internet at home.</td>
<td>● I will charge the device nightly and bring it to school fully charged.</td>
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<tr>
<td>● I will take responsibility for my child’s internet use at home.</td>
<td>● I will use appropriate and respectful language when using the device.</td>
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<tr>
<td>● I will report to the school any problems with the device or accessories in a timely manner.</td>
<td>● I will stay within the district filter.</td>
</tr>
<tr>
<td>● I will make sure my child brings a charged device to school each day.</td>
<td>● I will back up important data files regularly.</td>
</tr>
<tr>
<td>● I understand that if my child comes to school without the device, he or she might not be able to participate in certain classroom activities.</td>
<td>● I will only use technology for school-related purposes.</td>
</tr>
<tr>
<td>● I agree to make sure the device is returned to the school when requested or upon my child’s withdrawal.</td>
<td>● I will follow copyright laws and fair use guidelines.</td>
</tr>
<tr>
<td>● I agree to pay for damages to the device as invoiced by BCSC.</td>
<td>● I will make the device available for inspection by an administrator or teacher.</td>
</tr>
<tr>
<td>● I agree to set boundaries at home regarding the use of the device and internet at home.</td>
<td>● I will transport the device in sleep mode or turned off, with screen closed, and in a protective case (if supplied).</td>
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<tr>
<td></td>
<td>● I will provide my own headphones and/or earbuds as needed for school related work.</td>
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<tr>
<td></td>
<td>● I will only clean the screen with a soft, dry microfiber cloth or anti-static cloth.</td>
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<tr>
<td></td>
<td>● I will return the device, charger, and carrying case (if supplied) upon transferring out of school or at the end of the year.</td>
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BCSC One to One Technology Use Agreement
Acceptable Use Policy

PURPOSE
Bartholomew Consolidated School Corporation (BCSC) may provide and assign students a device (computer) for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families issued these one-to-one (1:1) devices. Additional rules may be added as necessary and will become part of this policy.

EXPECTATIONS
Our expectation is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

STUDENT RESPONSIBILITIES
The student will:

- Adhere to these guidelines each time the device is used at home and school.
- Charge the 1:1 device at home nightly, bringing it to school each day with a full charge.
- Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
- Respect the Internet filtering and security measures included on the device. All students on 1:1 computing devices are configured so that the Internet content is filtered both when the student is at school and when on any other public or private network.
- Back up important data files regularly.
- Only use technology for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
- Follow copyright laws and fair use guidelines and only download or import music, video, or other content that students are authorized or legally permitted to reproduce or use for school related work.
- Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
- Transport device in sleep mode or turned off, with screen closed, and in a protective case (if supplied).
- Provide personal own headphones and/or ear buds as needed for school related work.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Return (including the charger) the device and carrying case (if supplied) upon transferring out of school or at the end of the year.

STUDENT RESTRICTIONS
The student will not:

- Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized.
- Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
- Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
- Attempt access to networks and other technologies beyond authorized access. This includes attempts to use another person’s account and/or password or access secured wireless networks.
- Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make the student subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
- Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of device viruses and other malicious software.
- Tamper with device hardware or software, attempt to unauthorized entry into devices, and/or vandalize or destroy the device or device files. Intentional or negligent damage to devices or software may result in criminal charges.
- Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
- Modify or remove the BCSC asset tab or the manufacturer serial number and model number tag.

**CARE OF DEVICES**

It is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

- You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

**DEVICE DAMAGES**

If a device is damaged, the school must be notified immediately. If a student damages a device due to negligence, the student/student’s family is responsible for paying repair costs according to the repair costs determined by BCSC up to the full cost of a replacement device. BCSC reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- Lending equipment to others other than one’s guardians/guardians.
- Using equipment in an unsafe environment or manner.
- Ignoring common sense guidelines listed above.

**LOANER DEVICES**

A student who does not have a device due to a device being damaged may be allowed to use a device from the school depending on availability and reason for loss. Students whose device has been damaged due to negligence will not be allowed to take the loaner device home.

**ACCESSORIES**

If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.

**CONSEQUENCES**

Access to a BCSC provided 1:1 device and network should be considered a privilege that must be earned and kept. A student’s technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the BCSC technology agreements outlined in this document.

[ ] I agree to have my child take home their BCSC device.

[ ] I do not agree to have my child take home their BCSC device.

I have received, read, and agree to abide by these Acceptable Use Policy Rules.

Student Name (Printed)_________________________ Student Name (Signature)_________________________

Guardian Name (Printed)_________________________ Guardian Name (Signature)_________________________

Date: _______________________________________

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Clifty Creek Elementary School

PERMISSION FORM FOR 2021-2022

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 earn 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 websites, and displaying student work. Sometimes the newspaper will come into school to do a story and take pictures about 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 initial next to each item below and sign at the bottom, giving your child permission to participate. Then return it to the classroom teacher.

USE OF INTERNET

_____ I have read the handbook, understand, and agree to the technology policy.

IN-COUNTY FIELD TRIPS

_____ Study trips (field trips) within Bartholomew County
_____ BCSC district educational programs such as the Symphony and Outdoor Lab
_____ Events at other BCSC Schools

MEDIA/PHOTO/INFORMATION DISCLOSURE

_____ I have read the handbook regarding disclosure of directory information under FERPA. I understand and agree to the disclosure.

TITLE 1 COMPACT/ PARENT AND FAMILY ENGAGEMENT POLICY

_____ I have read the Title 1 Compact and Parent and Family Engagement Policy.

Student Name: _______________________________ Homeroom Teacher: ________________
Student Signature: ___________________________ Date: __________________
Parent Signature: ____________________________ Date: __________________