
Community Schools of Frankfort Elementary Student Handbook



GREEN MEADOWS INTERMEDIATE



BLUE RIDGE PRIMARY



SUNCREST ELEMENTARY

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INTERMEDIATE**
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Community Schools of Frankfort
Elementary Student Handbook
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Community Schools of Frankfort Elementary Information Page

Dear Students and Parents,

Our students pride themselves on doing the right thing and treating people right. This means developing good character by practicing the six pillars of character in our daily interactions. This handbook has been composed as a code of conduct for the students. It will drive our day-to-day actions, so we can reach our full potential!

SCHOOL DATA

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DAILY SCHEDULE

Students may arrive at school at 7:45 AM. The tardy bell will ring at 8:10 AM to designate the beginning of the instructional day. For dismissal, car riders, walkers, and students attending an after-school daycare program are dismissed at 3:05 PM and CSF bus riders are dismissed at approximately 3:10 PM.

Blue Ridge and Green Meadows Students who choose to eat breakfast at school should report directly to the designated area upon arrival. At 8:00 AM, the bell will ring and students will be dismissed to their classrooms.

Suncrest Students should report directly to the designated area upon arrival. At 7:55 AM, the bell will ring and students will be dismissed to their classrooms and served breakfast.

CHANGE of DISMISSAL

Dismissal plans are established by parents at the beginning of the school year. Depending on residential location, students may be transported from school by bus, may be picked up by car, or may utilize the walker's path. While every effort is made accommodate changes, **all dismissal changes must be communicated with the office staff by 2:00pm**. The office staff will then communicate the change of dismissal to appropriate school personnel.

CANCELLATION & CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed start time, or early dismissal will be announced over local radio and television stations. You may also receive a phone and/or email communication in the event of a cancellation, closure, or any situation that requires immediate action. In order to ensure receipt of such communications, **please be sure current contact information is provided to the office staff**.

EARLY DISMISSAL

The regular dismissal time is 3:05 PM for car riders, walkers, and students attending an after-school daycare program and approximately 3:10 PM for CSF bus riders. Students who leave before regular dismissal are dismissed only from the office. Students shall be dismissed only to a parent or a person who has written or verbal permission of the parent(s). The individual picking up the student must come to the office to provide the following information: the child's name and class, the individual's name and relationship to the child, and the reason for the early dismissal. Picture identification may be requested. **Students will not be released during the last ten minutes of the day in order to avoid confusion at dismissal time.**

DELAYED START TIME - PRESCHOOL

In the event of a delayed start time, **preschool will run on an abbreviated schedule.** AM – 10:10-12:10 PM – 1:10-3:10

SECTION 1: ATTENDANCE

In order to ensure the best educational opportunities for each child, it is important that each child attends school. All absences will either be counted as excused or unexcused. Attendance concerns will be handled in accordance with IC-20-8.1-3-20, 3-33, the Indiana Compulsory Attendance Code.

1. After a student has accumulated **FIVE** unexcused absences for the year, **parents will be informed of their child's attendance through a letter**. A printout of the attendance record may accompany this letter.
2. Upon the **TENTH** day per school year of unexcused absences, **a letter will be sent to the parents. A parent meeting will be arranged with an administrator. During the meeting the student's attendance record will be reviewed, and an understanding will be reached which may involve the signing of an attendance contract by all parties involved.**
3. If the student continues to accumulate absences, other legal actions may be taken against the student or guardian.

KINDERGARTEN EXPECTATIONS

If a child enrolls in kindergarten, the child is subject to the same "compulsory attendance" requirement as any other student in school. Compulsory attendance means that the child is required to attend school during the days and hours determined by the school corporation.

EXCUSED ABSENCES

Students will be excused for the following:

1. death in the immediate family*
2. religious observances
3. service as a page in the Indiana General Assembly
4. service as an official at an election poll
5. medical appointments*
6. verified court appointments*
7. personal illness with a written doctor's excuse**
8. quarantine and communicable disease**
9. exhibiting projects at the Indiana State Fair*
10. school sponsored field trips
11. personal illness with permission from the school nurse or school administration to go home
12. other reasons approved by the principal or designee***

* Additional documentation may need to be provided in order to be excused.

** A parent with a child who has a chronic illness should contact the school administration regarding a Certificate of Incapacity for such a condition.

*** Requests for extended absences should be made two weeks prior to the absence. The principal has final approval in this matter.

A student must be present at school for at least the second half of the day of an extra-curricular activity in order to participate in that activity that day after school. These activities include but are not limited to ball games, music programs, and academic teams.

UNEXCUSED ABSENCES

All other absences not listed above, including trancies and out-of-school suspensions, shall be considered unexcused. Repeated unexcused absences may, however, warrant appropriate disciplinary action, including action under Indiana's compulsory school attendance laws. Note, depending on the nature of a principal approved absence, it may still be unexcused.

TRUANCY

Students who miss school under the following circumstances will be considered truant:

1. Leaving school premises during the school day without parental knowledge or notification of the school.
2. Defying parental authority in the failure to attend school, or being absent from school without parental knowledge or approval.
3. Repeated unexcused absenteeism after the tenth unexcused absence.

All days of truancy are considered unexcused. Truant students will receive disciplinary consequences. A student with thirteen or more unexcused absences will result in the student being identified as a "habitual truant." A Juvenile Truancy Report will be filed with the Clinton County Prosecutor's Office.

SECTION 2: CODE OF CONDUCT

BULLYING

Bullying of any kind will not be tolerated. Bullying is defined by Senate Enrolled Act 285 (SEA 285) as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; 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.” Bullying also includes cyber-bullying in which corporation owned computers or other equipment is used to send or receive messages. Community Schools of Frankfort also prohibits bullying through a cellular telephone or any other wireless communication device pursuant to House Bill 1230. Students who feel they have been bullied should report the act immediately to a teacher or building administrator. Any student that bullies another student may be referred to a counselor or administrator.

Procedures for bullying incidents:

1. The initial bullying incident is dealt with and documented by the teacher (See Bullying Report Sheet). If necessary, the teacher should also contact the student’s parents regarding the incident. The initial bullying incident may also be dealt with by the counseling office or administration.
2. The 2nd incident of bullying (by the same offender, but not necessarily the same victim) goes through the counseling office. The teacher is responsible for discipline within the classroom and making the counselor aware (either through electronic or written referral) that he or she needs to speak with the student. The school counselor will try to get to the root of the bullying behavior and also work with the student on appropriate choices. The School Counselor will contact the parent.

Procedures for bullying incidents (cont.):

3. The 3rd instance of bullying goes through the Assistant Principal. Again, the teacher is responsible for letting the Assistant Principal know that a conference/discipline with a student is needed.
4. If the above interventions do not work and the behavior continues, a conference will be held with:
 - a. Parent(s)
 - b. Administrator
 - c. Counselor
 - d. Teacher(s)
 - e. Student (optional based on the situation)

BUS PROCEDURES

Thank you for the trust you have placed in us to transport your child to and from school. Student behavior has a direct effect on the safe operation of our buses. Out of our concern for your child’s safety, we want to make you aware of the basic rules of conduct for school bus riders. These rules are included for your reference. Please have your child return this form to the bus driver as soon as possible. Please keep the attached conduct and safety rules to reinforce to your child throughout the school year.

Riding the school bus is a privilege and not a right. We need everyone’s help to make sure the buses are safe for all students. The following bus regulations are to be observed by all students:

At the Bus Stop

1. Be on time. This is extending courtesy to your fellow students and to the bus driver who is responsible in getting students to school on time.
2. Students must have written consent from a parent or guardian to get off at any stop except the assigned stop, or to ride another bus. This written consent must be turned into the office in order to receive a bus pass. Students without the appropriate bus pass WILL NOT be permitted to ride another bus or get off at another stop.
3. Students are not permitted to trespass in other people’s yards and are not allowed to leave the sidewalk unless getting onto the bus.
4. Stand 10 feet back from roadway and wait in single line to board bus.
5. Students will not throw objects at the bus as it approaches the bus stop.
6. Wait until the bus has come to a complete stop, the door has opened, and the driver signals before boarding the bus. If crossing the road, wait until the driver signals, then cross 10 feet in front of the bus.
7. Respect other people’s property. Do not throw trash or destroy other people’s property.
8. Fighting, wrestling, horseplay, and harassing or derogatory remarks towards others will not be tolerated. Students are expected to keep all body parts and objects to themselves at all times.

On the Bus

1. Students will obey all of the driver’s directions promptly and respectfully. Bus drivers reserve the right to assign consequences if directions are not followed.
2. Students will walk promptly to their assigned seats and be seated.

3. Students will remain seated while the bus is in motion.
4. All books and other items shall be held on students' laps or contained in book bags and placed under the students' seats.
5. Students will refrain from using loud voices. Profanity and/or obscene gestures will not be tolerated.
6. Students will not eat, drink, or chew gum while riding the bus.
7. Students are expected to keep the bus clean.
8. Student usage of cell phones is prohibited on buses except in emergency situations with the bus driver's permission.
9. Windows or doors will be opened or closed only by the permission of the bus driver.
10. Students will be totally silent at railroad crossings.
11. Fighting, wrestling, horseplay, and harassing or derogatory remarks towards others will not be tolerated. Students are expected to keep all body parts and objects to themselves at all times.
12. Students will not bring animals (except service animals with the bus driver's permission), glass objects, objects that create a distraction according to driver or administrator (such as balloons), hazardous materials (including flammable liquids), weapons, or any object resembling a weapon on the bus.
13. Students will not throw objects inside the bus, out the windows of the bus, or outside the bus when not riding it.
14. Students will not extend head, hair, arms, or objects out of bus windows.

Leaving the Bus

1. Students will remain seated until the bus stops and the door is opened. The open bus door is the signal to leave your seat.
2. Once off the bus, walk quickly away from the bus. If crossing the street, walk 10 feet in front of the bus and wait for the driver's signal before crossing the street. Look both directions then proceed to cross the roadway.
3. Students will not throw objects at the bus once leaving it.

Note: Your child's bus is equipped with video surveillance equipment and may be used at any time.

Thank you for doing your part to maintain bus safety. When you obey the rules, you keep your riding privileges. When you disobey the rules, you will be held accountable for your actions and your riding privileges may be denied. Accountability = Responsibility. Failure to adhere to Bus Procedures may result in bus suspension for a period of time as determined by the appropriate staff.

CHARACTER EDUCATION

Each elementary utilizes a character education program as a framework for explaining important life skills to our students. While the foundation for this program is laid in the primary elementary grades, upper elementary students benefit from the common language of expectations this framework provides. In addition, the school counselor may provide monthly guidance lessons to students based upon student need and teacher feedback. Typically, these lessons focus on important social skills such as: anti-bullying, conflict resolution, manners, and goal setting among others. For more information, please contact the School Counselor.

Human sexuality instruction will follow compliance as stated in Senate Bill 65, specifically that Community Schools of Frankfort will make available to parents instructional materials on human sexuality and will provide parents with a consent form that allows a parent to consent to or decline the instruction. Any student who does not participate in instruction on human sexuality must be given alternative academic instruction during the time that other students are receiving instruction on human sexuality.

CLOTHING REQUIREMENTS

Elementary students participate in physical education and recess activities and must dress appropriately.

1. For safety, shoes with rubber soles are encouraged. Shoes with cleats or wheels are not allowed. **Flip flops are not to be worn to school.**
2. Shorts or skirts must be longer than fingertip length with arms dropped to the side, even if worn with leggings. Wearing shorts and open toed shoes is not allowed between fall break and spring break.
3. Students are not to wear jeans with holes above the knee. All students should wear pants at the waist. Pants that sit below the waist are not appropriate.
4. Pictures, printing or symbols that support or advertise tobacco, alcohol, and drugs or make reference to illegal activities, violence, or sex may not be worn on clothing or school bags.
5. Students are not to wear see through clothing, spandex (bike tights), tops with elongated arm holes (unless with a shirt under), or clothing which exposes midriffs.
6. Headgear including hoods may not be worn, except for special days.
7. Tank top apparel is prohibited unless worn with a shirt under.
8. The wearing of pierced apparel on any part of the body other than ear is prohibited.
9. A student's dress and general appearance should not distract or interfere with the teaching and learning in the classroom. Students should be dressed and groomed appropriately for the learning environment, social setting, and work climate. Parents will be notified of appearances causing such a distraction or interference.

10. Pajamas and lounge wear are not to be worn to school, except for special days.

Parents of a student who is inappropriately dressed will be contacted to provide alternate clothing for their child that meets the above requirements.

DISCIPLINE

School-Wide: The School-Wide Positive Behavior Support (PBIS) plan describes the procedures that students, staff, and visitors are expected to follow. We believe that self-discipline requires knowledge of how one should behave in various situations. Our plan allows for students to learn these procedures.

Classroom / Playground: The learning environment at school is positive. Most students are interested in doing their personal best and being trustworthy and truthful. Students will be recognized for good choices and examples of strong character. When problems arise, they are first handled by the teacher, who may involve the parent. An administrator becomes involved if improvement is not seen and/or if deemed necessary by the supervising adult.

Natural and logical consequences and responsibility are stressed more than punishment. Students learn that behavior decisions create consequences. Consequences for severe offenses may include, but are not limited to, detention, suspension, and/or expulsion.

Recess: All children are expected to go outside for recess, except during inclement weather. The only exceptions will be those children who have a medical excuse from a doctor. Students will have indoor recess during inclement weather or if playground conditions are determined to be unsafe. Students will follow all playground procedures:

PLAYGROUND PROCEDURES

1. No student is to be closer than five feet from the fences.
2. Students are to play in the playground area.
3. No one is to re-enter the building during recess time without permission from a recess duty teacher.
4. No balls are to be kicked on the black-top area.
5. No balls are to be thrown at the building or on the roof.
6. Playing is not allowed in the grass area by the windows.
7. Hard balls, toys that may be dangerous in a congested area, wheeled shoes, portable electronic devices, and riding vehicles of any kind are not permitted.
8. Sit in the swings; slide seated down the slide; do not play tag on the equipment.
9. Snow ball, rock, pea gravel, or tire mulch throwing is not permitted.
10. Suckers and gum are not permitted.
11. Line up when whistle blows; face the front of the line; do not talk in line; hold playground balls while in line.
12. Injured students should report to a recess teacher for assistance.

Safety: Students who exhibit harmful behaviors to self, others, or property may be relocated to a safe location within the school.

METAL DETECTOR USE

The Community Schools of Frankfort Board of School Trustees authorizes the use of metal detectors for student searches. Metal detector checks will be conducted by designated school personnel or law enforcement officers in accordance with provisions and procedures noted in Board policy #3306.

PERSONAL BELONGINGS/VALUABLES

The school and school officials are not responsible for items brought to school. Students should not bring valuable items to school. This includes, but is not limited to: CD players, iPods or MP3 players, Gameboys or other handheld electronic gaming devices, cell phones, Pokémon or other trading cards, collectibles, and money. These items will be held by administration to be claimed by parents.

SUSPENSION & EXPULSION (CSF Policy)

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with State law and the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 days.
2. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 16 listed under the grounds for Suspension and Expulsion in this policy.

GROUND FOR SUSPENSION OR EXPULSION:

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.

- (a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - (b) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - (c) Setting fire to, or damaging any school building or property.
 - (d) Prevention of, or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - (e) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

GROUND FORS FOR SUSPENSION OR EXPULSION (cont.)

- 3. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
- 4. Bullying in accordance to Senate Enrolled Act No. 285. Please refer to the district's Anti-Bullying Policy.
- 5. Using profane, vulgar, obscene, insulting, or threatening language, gestures, graphics, or materials, whether spoken, written, gestured, or communicated in person or via any electronic device.
- 6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the other person does not, however, constitute a violation of this provision.
- 7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student.
- 8. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
- 9. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
- 10. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- 11. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an education function.
- 12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an education function.
- 13. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - (a) engaging in sexual behavior on school property;
 - (b) disobedience of administrative authority;
 - (c) willful absence or tardiness of students;
 - (d) knowingly possessing, using, or transmitting any substance which is represented to be, or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - (e) possessing, using, transmitting, or being under the influence of caffeine-based substances, substance containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- 14. Knowingly possessing or using on school grounds during school hours an electronic paging device, laser pointers (Board adopted for high school May 10, 1999), or a handheld portable telephone in a situation not related to school purpose or educational function.
- 15. Participating in gang related activities (Board adopted for high school May 10, 1999)

16. POSSESSION OF A FIREARM:

- (a) No student shall possess, handle or transmit any firearm on school property.
- (b) The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - any weapon which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- (c) The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant

such reduction.

(d) The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above apply when a student is:

- (a) On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- (b) Off school grounds at a school activity, function, or event or
- (c) Traveling to or from school or a school activity, function, or event.

17. SUBSTANCE ABUSE (excerpt from CSF policy 9200)

The goal of the Community Schools of Frankfort is to create an environment where students can learn in a setting free of substance abuse. It is the position of the school to take a positive and pro-active approach toward substance abuse. For the purpose of this policy, substance abuse is defined as knowingly possessing, using, transmitting, or being under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any item that is represented to be, or looks like any of the foregoing items, unless otherwise authorized by a medical prescription from a physician.

When an elementary student has been involved with substance abuse, that student will be:

- Reported to the law enforcement agency
- Suspended for not more than ten (10) days

The second offense of substance abuse will result in a recommendation to the Superintendent of Schools of an out-of-school expulsion.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

CRIMINAL ORGANIZATION ACTIVITY

The Community Schools of Frankfort prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or schools buses, or at school sponsored functions.

The CSF prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior.

See board policy #7000 for additional information regarding procedures for investigating and reporting, consequences, intervention services, and criminal organization prevention and education.

SECTION 3: EXTRA CURRICULAR

ATHLETICS

Fifth grade boys may participate in basketball. Fifth grade girls may participate in basketball and volleyball. There will be a camp for 11 days where students will practice game skills and team concepts. The twelfth day will be a game night at the high school. Fifth and fourth grade students may participate in cross country. The student must obtain an A, B, C, or D in the areas of reading, math, English, spelling, writing, social studies, science and a 3 or 2 in conduct and work habits. If the student earns an F or U in one of the subject areas, or a 1 in conduct or work habits, he or she is placed on probationary status. The coach will check with the teacher on a weekly basis to determine if the student has improved grades and/or conduct to acceptable levels. A student who has two or more U/F's in the subject areas or one subject area U/F and a conduct U at the time of initial eligibility will not be permitted to play that season.

Initial eligibility will be determined according to the semester prior to the sport:

- Volleyball - based on grades for 4th nine weeks in 4th grade
- Cross Country – based on grades for 4th nine weeks in 3rd and 4th grades.
- Boys' basketball - based on grades for 1st nine weeks in 5th grade
- Girls' basketball - based on grades for 2nd nine weeks in 5th grade

COACH KIDS

COACH Kids is a program that serves students through a school-based program called "Local Heroes." Recommended students are matched with a mentor who commits to a weekly visit at the school with the student. For more information, contact the school counselor.

STUDENT COUNCIL

The student council is comprised of one girl and one boy from each fifth grade classroom. The students elected complete various projects throughout the school year.

CLASS PARTIES AND CELEBRATIONS

Prior arrangements need to be made with the classroom teacher. **Healthy snacks for class parties and celebrations must meet the CSF Wellness Policy.** If healthy snacks are provided, they should be pre-packaged and store-bought. If students receive balloons or flowers at school, alternate transportation will need to be arranged, as these items cannot be transported on the school bus. Students may distribute invitations to birthday parties

outside of school hours if all students within the classroom receive an invitation. **CSF Wellness Policy can be found in the office at any elementary school or on the district website.**

FIELD TRIPS

Each year, classes may have opportunities to go on field trips to supplement the curriculum studied at school. A fee may be charged to cover the costs associated with the trip. If a family cannot afford these costs, arrangements can be made with the classroom teacher or administration. Student participation in field trips is contingent on parent signature of a field trip permission slip form. Additionally, student participation in a field trip or other special activity may be denied at the discretion of the administration. Parents will be notified if this exclusion is pending. Students not allowed to participate in such activities will be assigned to an alternate setting.

SECTION 4: HOMEWORK, REPORT CARDS, AND GRADE RETENTION

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and establishing study routines at home. The purpose of homework should be to:

1. Practice and reinforce what is taught in school.
2. Complete assignments not finished in school.
3. Teach organization of time.
4. Provide an opportunity for enrichment activities.

Report cards are issued following the conclusion of each quarterly grading period. Student achievement is assessed according to the grading scale listed below:

HOMEWORK (cont.)

<p style="text-align: center;">STANDARD BASED GRADING SCALE (K-5)</p> <p>3= Satisfactory 2= Approaching Standard 1= Does Not Meet Standard</p>

INTERMEDIATE GRADING SCALE (3-5)	
A 93 – 100	C 73 – 76
A- 90 – 92	C- 70 – 72
B+ 87 – 89	D+ 67 – 69
B 83 – 86	D 63 – 66
B- 80 – 82	D- 60 – 62
C+ 77 – 79	F < 59

A student may be considered for grade retention if he/she is not progressing at an appropriate rate, despite attempts at intervention or remediation. Parents will be notified of these concerns in a timely manner and a support plan will be implemented. Decisions regarding grade placement will be finalized in May or upon completion of IREAD-3 retakes.

SECTION 5: HIGH ABILITY PROGRAMMING

Students must be formally identified before being placed in a high-ability cluster group in elementary school. The identification data is obtained from a variety of sources, including parent nominations, teacher nominations, achievement test scores, ability test scores, and teacher rating scales. A student is placed in the level of services that is deemed appropriate to stimulate development while maintaining a manageable classroom workload. This placement is continually monitored by school personnel and may be adjusted as the year moves along. Any questions about the identification process should be directed to Bret Rhea (Director of High-Ability Services) at the CSF Education Center.

SECTION 6: NURSING SERVICES

ACCIDENTS

If your child is injured at school, the principal or person in charge will deal with the situation in his or her best judgment. The Community Schools of Frankfort's policy regarding students injured at school has been provided for guidance of such persons.

1. If one of the following conditions exists, an ambulance may be called immediately:
 - a. The student is unconscious.
 - b. The student is having difficulty breathing or having a seizure.
 - c. There is a suspected head, neck, or spinal injury.
 - d. There is a possible fracture.
2. If the injury is not one of the above listed, nor is it life threatening, contact will be made with the school nurse and/or parent.
3. If an ambulance is called, all attempts will be made to notify the parents.
4. If a student is injured and asks to telephone his or her parents, the student will be permitted to do so.
5. It is very important that if your child has an allergy to medication or has a medical condition, the school be made aware of it in advance and has a record of such. In the event of an emergency and you could not be reached, this could be of vital importance to the proper treatment of your child.
6. **ANY AND ALL MEDICAL AND AMBULANCE BILLS ARE THE RESPONSIBILITY OF THE PARENTS OR GUARDIAN.**

7. The following criteria is used when considering whether to send a child home or not (these would count as an excused absence)
 - a. Temperature of 100 or above-if temperature is 99 then our school nurse will call the parent for consent to give Tylenol or Ibuprofen.
 - b. Vomiting or diarrhea
 - c. Pink-drainage from the eye
 - d. Drainage from the ear
8. We realize that doctors are not always available for walk in visits when your child is sick, so please use our nurse as a doctor visit. Please know she can't give drug prescriptions or even recommendations of drugs. **Families will need to visit a pharmacy.**

IMMUNIZATION REQUIREMENTS

Indiana law requires that parents must show proof of immunizations upon enrollment into school. Additionally students in all grades are required to meet the minimum immunization requirements as described on the document "MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY," which can be found on the website CHIRP. Your school nurse will also have information and will contact you if your child does not meet current requirements.

MEDICINE

In accordance with school board policy, if your child needs to take prescription medication while at school, you will need to bring the medication in the original prescription container to the nurse's office. You will also need to fill out a "parental medication release form." The pharmacy will provide you with an extra bottle if you ask. Any over-the-counter medication must be accompanied by parent/guardian instructions on amount to be given, times, and

MEDICINE (cont.)

reason for the medication. The school will not provide any medications. Medication should be transported by parent only, not via bus.

ALLERGIES

Our schools may house therapy animals on the premises. If your child has an allergy to animals, please complete an allergy form which may be obtained from the school's nurse.

SECTION 7: PRESCHOOL PROGRAM

Blue Ridge Primary and Suncrest Elementary Schools offer Developmental Preschool and Community Preschool programs. Teachers, para-educators, therapists and a curriculum director work with our preschool students to help prepare them for entry into kindergarten. Please contact your home school for more information about our preschool services. Green Meadows Intermediate and Suncrest Elementary house Bauer Head Start Programs. Please contact Bauer Head Start at 765-449-0487 for information regarding enrollment in this program.

SECTION 8: CHILDCARE PROGRAM

Blue Ridge Primary School houses the before and after-school childcare program, available to all CSF students in grade K-5. For additional information about this program, please contact the coordinator at Blue Ridge at 765-659-3822.

SECTION 9: FOOD SERVICE

It is important for your child to eat a nutritious breakfast and lunch. We encourage each child to try different foods and to eat a reasonable portion of his/her lunch. Parents are welcome to eat lunch with **their** student(s). Parents who plan to join us for lunch should notify the office by 9:00 a.m. so we are able to prepare enough meals. Fast food and soft drinks are not permitted in the cafeteria in accordance with National School Lunch Program regulations. Breakfast is served every morning, beginning at 7:45 a.m. In the event of a 2-hour delay, breakfast will not be served.

Breakfast FREE for all students
Adult Breakfast \$2.25

Lunch \$2.00
Reduced Lunch FREE
Adult Lunch \$3.25

Milk \$.40

CAFETERIA PROCEDURES

The following procedures help maintain a warm and orderly atmosphere:

- Student computer numbers are used for accountability. Students will go through the lunch line in the order determined by their grade level teachers or the teacher on duty.
- Good table manners are expected. This means using soft voices to talk to people at your table, staying seated with your legs under the table, chewing with your mouth closed, using silverware and passing condiments.
- Some cafeteria food, for instance, apples or packaged crackers, may be eaten outside the cafeteria with permission. The supervising adults on duty may decide when items may be taken out of the cafeteria.
- Carbonated beverages and fast food from restaurants are not permitted in the cafeteria. (In accordance with the National School Lunch Program.)
- Children who eat school lunches may not bring non-nutritional items from home to consume with those lunches.

SECTION 10: VISITORS & VOLUNTEERS

Parents are always welcome to visit our school but are encouraged to schedule an appointment to meet with a teacher, counselor, or administrator. All visitors must report to the office upon entering the building and are required to sign in and wear a visitor's badge for easy identification. Volunteers are welcome to support student learning and other special activities at our school. If you are interested in volunteering at your child's school, you must complete a criminal background check. Please stop by the office or call for more details.

SECTION 11: CSF Policy Addendum

ASBESTOS

In accordance with the U.S. EPA's AHERA Standard (ref: 40 CFR 763.80) all information concerning asbestos-containing materials in the schools of the Community Schools of Frankfort is available for review and copying by students, staff and guardians during normal business hours.

CSF CIVILITY POLICY EXCERPTS

All persons employed by the Community Schools of Frankfort School Corporation of Clinton County will treat parents and other members of the public with respect and expect the same in return. The school community is committed to maintaining orderly education and administrative processes in keeping schools and administrative office free from disruptions and preventing unauthorized persons from entering school/district grounds. All school personnel are expected to be exemplary role models for young people in all school settings.

This policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, the Community Schools of Frankfort encourages positive communication and discourages volatile, hostile, or aggressive actions. The district seeks public cooperation with this endeavor.

Disruptions: In the event that members of the public, including parents, relatives of students, or other members of the public, enter the school, it is posted at every entrance that they are to first report to the office during regular school hours.

Any individual who disrupts or threatens to disrupt normal school/office operations and its events, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language which could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the Chief Administrative Officer or designee

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly.

If correction action is not taken by the abusive party, the district employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated and if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

In the event that an individual is directed to leave under such paragraph 2 or 3 circumstance, the Chief Administrative Office or designee may choose to inform the person that he/she will be banned from future contact with the schools for thirty (30) days after being directed to leave. Patrons may be banned up to one year for physical violence or if they incite such violence.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Records are confidential and may be disclosed only as provided in Community Schools of Frankfort policy. Before education records are disclosed to third parties, the school requires a signed and dated written consent. Directory information may be released to media organizations unless a *Denial of Permission to Release Certain Directory Information without Prior Written Consent* has been filed with the school office.

ELECTRONIC INFORMATION ACCESS (INTERNET)

Internet access is available to students in the Community Schools of Frankfort. The policy governing district-provided Internet access is available on

request for review by parents, guardians, and community members. The Community Schools of Frankfort also provide parents and guardians the option of requesting alternative activities not requiring Internet use for their children.

CSF NONDISCRIMINATION POLICY STATEMENT

It is the policy of the Community Schools of Frankfort not to discriminate on the basis of race, color, religion, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil rights Act (I.C.22-9-1), I.C.20-8.1-2 Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title, IX, (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Section 504, or the American with Disabilities Act should be directed to the Superintendent of the Community Schools of Frankfort, Mr. Don DeWeese, at 2400 E. Wabash Street, Frankfort, IN 46041 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

PESTICIDE EXPOSURE PREVENTION

The school corporation maintenance department will periodically need to treat our school grounds with a chemical application for weed, rodent or insect control purposes.

Pesticides will not be applied during school hours or when school activities are taking place.

Parents who would like to receive 24 hour notice prior to pesticide application are to contact the school office and provide an email address or phone number where you can be notified.

RELEASE OF INFORMATION

Certain information, including the student's name, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, and other similar information may be released without parental consent unless the parents notify the school that they do not want certain designated information released without prior consent.

SEXUAL HARASSMENT

Sexual harassment of any person will not be tolerated. Any student harassing others through conduct or communication of a sexual nature will be subject to the disciplinary code as outlined in this handbook.

CSF Tobacco Policy

In accordance with the CSF Board of School Trustees Policy 9005, this building and all persons affiliated with the building are informed that this is a tobacco-free campus.

Quoting from school board policy 9005: "All persons, including students, employees, and visitors, shall not be permitted to possess or use tobacco products of any kind or in any form while:

1. Inside school corporation-owned buildings.
2. Being transported to or from school events in school corporation-owned, contracted, or other authorized vehicles.
3. On school corporation-owned property outside school corporation-owned buildings.

Any individual who observes a violation of this policy is encouraged to report it in accordance with the procedures contained in this policy and regulations.

By signing and returning this form you are confirming the fact that you have read and understand the rules set forth by the School Board and the Transportation Department. You also verify that you and your child have read, understand, and will comply with the school rules, discipline policies and bus procedures described in this contract and on the school board website. Please have your child return this form to the classroom teacher as soon as possible. Please keep the attached handbook to reinforce district expectations to your child throughout the school year.

Thank you for your cooperation.

Blue Ridge, Green Meadows and Suncrest Staff

Date

Student's Registered First and Last Name

Bus #

Name Student is Known By

Grade of Student

Parent/Guardian Signature

Babysitter/Day Care

(Please Print Your Name)

(Printed Name)

Address

Address

Home Phone Number

Phone Number