

CORDEN PORTER SCHOOL
630 MEIGS AVE.
JEFFERSONVILLE, IN 47130
812-288-4891 812-288-4843 (fax)

2016-2017 SCHOOL YEAR HANDBOOK

Donna Daily, Principal
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ARRIVAL/DISMISSAL INFORMATION

The safety of all our children is our top priority. Students arriving after the beginning of school (8:15) should be escorted into the Corden Porter office by an adult. The adult must sign the student into school, providing a statement for the reason of the late arrival. Students should never be dropped off at school after 8:15 a.m. without being signed in by an adult.

Any time a student needs to leave school early, the student's parent or guardian must notify the school by note or phone call prior to the time of dismissal. The adult picking up the student must sign the student out at the Corden Porter office. Students will not be released to individuals other than legal guardians unless we have permission from the legal guardian specifying that a particular individual may pick up the student. If we do not have written or verbal permission from the parent for a student to leave school with other arrangements, students will be placed on their bus home as usual.

ATTENDANCE

Good attendance is essential for your child's success in school and it is the legal responsibility of the parent/guardian to see that attendance is regular. Please refer to GCCS Board Policy.

Students are expected to be present in the classroom by 8:15 a.m. in order to prepare for the beginning of classes. The school day begins at 8:15 a.m.

Absence Call-ins: All communication regarding the reason for absences/tardies must be communicated through the school office. Parents may also contact the teacher regarding absences/tardies; however, it is imperative the main contact be the school office. A phone call from a parent or guardian to the school office prior to 8:30 a.m. is required for any absences, tardiness, or schedule changes. A voice mail message may be left on the general mailbox 24 hours per day by calling 812-288-4891. If the office has not received a phone call from a parent/guardian regarding the reason for a student's absence or tardy by 8:30 a.m., an office staff member will call the parent/guardian to determine why the child is not at school.

Written Excuses: If the office does not receive a call from the parent by 8:30 a.m., the absence will require a statement from a licensed medical professional or agency. Written excuses are required for tardiness and absences and should be sent to school with your child upon his/her

return if you did not call to report the absence. Any unexcused absence may be changed to excused with a statement.

Excused Absences: Children are expected to attend school each and every day. Corden Porter Education Center recognizes excused student absences for the following reasons, when such an absence is verified by parent, guardian, physician, or other responsible agency:

- Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that a physician recommends absence.
- Death of immediate family member
- Medical or dental appointments that cannot be scheduled outside the school day.
- Religious observances. Advance notification of the principal or his designee by parent/guardian and a church official is required for approval.
- Other highly extenuating circumstances that will be determined by the principal in advance of the absence.
- Service as a page in the Indiana General Assembly.

Tardies: Any student arriving after 8:15 a.m., or leaving before 2:20 p.m. for any reason will be counted tardy. If a child is tardy, he/she must get a pass from the office before going to class. ALL children arriving after 8:15 a.m. should be brought to the office by whoever brings the child to school to receive a tardy pass. A student will not be permitted to enter the classroom without a tardy pass from the office. Time-on-task is very important. All students should be prepared and at school by 8:15 a.m. and remain at school until dismissal at 2:20 p.m.

Sick at School: Generally, your child will be sent home if he/she shows one of the following: elevated temperature (100.5+), vomiting, pain in chest or stomach, fainting, injury, any condition meriting doctor review - pink eye, unexplained rash or redness, pediculosis (head lice), diarrhea, etc. Students should be fever-free for 24 hours prior to returning to school for the safety of all students.

Homework: Arrangements should be made for homework so that your child will not fall far behind in classroom work.

After School Time: All Corden Porter Students will be expected to participate in make-up time outside of the regular school day in order to make up missed instruction, when work is not completed or when behavior warrants such disciplinary measures. This additional time may be served for students with discipline issues, who sleep or do not do their work during the day as well as when students need to participate in "attendance recovery class". When time is served outside of the regular school day, parents will be notified and permission will be sought before the student is scheduled to stay. No student will be put on a bus at the end of the day when presenting behavioral concerns at the time of release. When the need for after school time becomes consistent, a plan particular to the individual student will be created.

Students may be asked to stay after school on Thursdays at 11:30 or on other days after 2:20. Parents are asked to provide transportation home for students who serve time outside the regular school day. Corden Porter will work with each family individually and may be able to provide transportation in some situations when it is impossible for the family to do so.

Emergency Contacts: The home, cell and work phone numbers of parents and emergency contacts must be kept up-to-date in PowerSchool. Please contact the office if any of these change during the school year.

Excessive Absences and Tardies:

- After three (3) consecutive absences without proper notification, the school shall contact the home for information about the child's well being. A statement from a licensed medical professional **must be** provided upon return to school.
- When a student has been absent (excused, unexcused or tardy) a total of five (5) days in a school year, the principal or his/her designee, as a matter of concern shall mail the First Official Notice.
- When a student has been absent (excused, unexcused or tardy) a total of nine (9) days in a school year, the principal or his/her designee, as a matter of concern shall:
 - Contact the home by telephone or letter and the Second Official Notice will be mailed.
 - Visit the home where contact cannot be made by telephone.
 - A referral to the corporation's attendance officer will be made for appropriate action.
 - If at any time a student is regarded as truant or as having an attendance problem, the principal may refer the student to the attendance officer for appropriate action.
- Excessive absences and tardies will adversely impact academic progress. This may result in referral of excessive unexcused tardies and absences to community agencies as educational neglect.

The attendance person and school nurse will maintain close communication on all health issues regarding students. When a student attains nine or more absences for illness, with or without a doctor's statement, the school nurse will be consulted to determine if a more thorough explanation of the student's chronic illness pattern is needed from the physician. If your child is well, he/she should be in school, and if he/she is ill, he/she should be at home.

BEHAVIOR AT SCHOOL

We believe that all students can behave appropriately at school. The behavior expected of the students at Corden Porter Education Center is a combination of common courtesy, respect for others and safety considerations. Student misconduct hampers both learning and safety. Unacceptable behavior disrupts the classroom and distracts from learning opportunities. Behavior policies are outlined in the GCCS Student Rights and Responsibilities Handbook (included in this handbook).

BOXTOPS FOR EDUCATION

Boxtops are collected in the office. Please turn in your Boxtops to contribute to Corden Porter!

BULLYING/SEXUAL HARASSMENT/DISCRIMINATION POLICIES

It is the policy of Greater Clark County Schools to maintain a learning environment that is free from bullying, discrimination, and sexual harassment. Please refer to GCCS Board Policy. It shall be a violation of GCCS policy and the rules set forth by the GCCS Student Rights and Responsibilities Handbook for any student to bully, discriminate or harass another student through conduct or communications, including of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student or employee. Bullying is overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed or any other behaviors committed by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. Reports of bullying, discrimination, harassment and/or sexual harassment

should be made to the school principal. Complaints can be made either verbally or in writing using the Greater Clark County Schools Bullying Report and Incident Form which can be obtained from the school principal.

Corden Porter School is committed to providing a safe, positive, productive, and nurturing environment for all its students. Bullying behavior towards a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Any student who believes he/she has been or is currently the victim of bullying or is aware of a situation involving bullying should immediately report the situation to an adult. All complaints about bullying behavior shall be promptly investigated.

CAFETERIA: BREAKFAST AND LUNCH FEES

The Greater Clark County School Corporation serves nutritious meals each day. Menus are sent home monthly to keep parents and students informed. Corden Porter participates in the free lunch program provided by Greater Clark County School Board through a community grant. Students do need to pay for any extra entrees or ala carte items purchased.

Lunch orders must be placed by 8:45 a.m. the day of the lunch purchase. Please notify school if you will be arriving late and want to order lunch. Students arriving after 8:45 a.m. who have not called an order in to school should bring a lunch from home.

Soft drinks and fast food are considered privileges and will be earned or contracted. Please do not send in or bring in fast food or soft drinks for your student unless prearranged and/or earned. The soda machine will not be used by students during the breakfast or lunch periods at any time.

Lunch is considered a time of community and students will be expected to sit together and take part in appropriate conversations.

Student Accounts: Parents are encouraged to make an initial deposit into their child's/children's account at the beginning of the year. It is the parent's' responsibility to make sure that the account stays current. Students may, of course, choose to bring their lunch from home. Due to the Greater Clark County Schools Wellness Policy, food from any restaurant (fast food or sit down) and soft drinks are prohibited in the school cafeteria.

The Food Service Director will send home a reminder to inform you that a low balance remains in your account and that additional money needs to be sent in to the cafeteria. Lunches must be paid for in advance, not arrears. Once a "Low Balance" reminder is sent home with the student, absolutely no extras items will be allowed to be purchased until the account is no longer in arrears. If you have questions about your child's meal account, please contact the school cafeteria manager, Nancy Wiles at 812-288-4891.

Online Payment System: Greater Clark County Schools' parents have the ability to register for MySchoolBucks.com, an online food service payment system that offers parents a convenient payment method to pay cafeteria expenses with a debit or credit card. You can access MySchoolBucks.com through the corporation's student management system PowerSchool (Parent Portal) or by visiting the corporation's website. The system allows a parent to monitor the account balance as well as meals purchased by your child.

Free & Reduced Meal Program: Greater Clark County Schools also offers an online application for the Free and Reduced Price Meals Program for families that meet income guidelines. This program offers parents a convenient method of providing nutritionally balanced meals at the lowest possible price. The online application is simple, secure, and confidential and you have the ability to apply for all your children at the same time. Parents have the ability to apply at any point throughout the school year and may also apply if your financial situation changes. You can apply online via the corporation's website.

School Board Policy: "It is the responsibility of a student's parents to provide meals either by supplying food from home, by paying the school lunch programs so that the school may supply a meal, or by applying for meal assistance through the free and reduced meal programs." The GCCS Food and Nutrition Department is not required by State or Federal Law to provide a meal at no charge to students.

The Board of School Trustees and Greater Clark County Schools recognize that uncontrollable family circumstances occur occasionally that result in student meal accounts running out of funds. In order to address these circumstances, a procedure has been developed to allow elementary students to charge a limited number of meals. Elementary students may charge five (5) days of lunch and breakfast (\$19.25). If the amount owed reaches \$30.00, an elementary student will be offered an alternative meal for lunch and/or breakfast at cost. Please refer to School Board Policy, "School Meals Charging Policy".

CANCELLATION OF SCHOOL/ DELAYED OPENING

The superintendent of schools is the final authority on the closing of school due to inclement weather or other emergencies. Announcement of school closings or delays will be made as early as possible. **PLEASE DO NOT CALL THE SCHOOL** since telephone lines must be kept open. If no report is heard on radio or TV, it can be assumed that school will be in session.

Forms of Communication:

- Inclement weather information with express bus routes will be sent home to parents before the inclement weather season begins.
- A weather hotline is available by calling the Greater Clark County Schools Administrative Offices. The number is 812-288-4802 ext. 501
- Local radio and TV stations will be notified of closings/delays.
- The district's status will also be posted on the website and social media sites.
- A School Messenger notification will be sent regarding a delay or closing of school during inclement weather by 6:00 a.m. In the event that school is delayed and weather conditions deteriorate, an announcement to close schools will be made by 7:30 a.m.

Important Note: Please schedule vacations one week after the last student day to allow for possible make-up days.

CELL PHONES

According to GCCS policy, students may bring cellular phones to school, but may not have them turned on or use them during the school day. **All students at Corden Porter are expected to place cell phones in their locker upon arrival at school.** Cell phones may not be used as watches or for other purposes during the day. If a student is in possession of a cell phone during the school day, that student will be allowed to place the cell phone in his or her locker. Future

reminders, use of the cell phone, or refusal to comply with the school policy will result in the confiscation of that item and other disciplinary action. Discoverer Level students are able to use their phones during lunch.

Students are asked to make personal calls outside of school time. Arrangements for such things as alternate transportation should be made before a student comes to school. The use of school phones will be available for emergency use only. Messages from home to students will be delivered via school office personnel. Any additional phone use will be at the discretion of the teacher.

Phone Messages: All school time should be devoted to instructional purposes. No one may interrupt classes, nor may teachers or students be called from their classrooms, except for urgent reasons, and then only with the permission of the principal. Any important messages will be delivered to a student or teacher through the office personnel. Parents are welcome to contact teachers by calling the school office and leaving a message requesting that the teacher contact them.

Staff Email: Each of the Corden Porter staff members has email on their classroom computers. If you would like send an email, follow the simple address function. Normally staff member email addresses use the first initial of the staff's first name, last name and the @gcs.k12.in.us. If you are unsure of the email address, please contact the school office. We would encourage you to use email if it all possible since our staff uses this as our primary means of communication. Example: ddaily@gcs.k12.in.us = Donna Daily.

CHROMEBOOKS

Chromebook Care:

I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Bring Chromebooks to school each day charged and ready for use.
- Leave protective case/shell on Chromebook at all times.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

CONFERENCES

The best progress for your child demands a close line of communication and understanding between the parent and the teacher. This can be realized best through individual parent-teacher conferences that may be initiated by either parent or teacher. Teachers and staff are always available for conferences before and after school (Please schedule conferences in advance). You

may schedule an appointment during this time to discuss your child's classroom performance with the classroom teacher.

CURRICULUM

Corden Porter's curriculum is based on state and corporation academic proficiencies. We work with students to prepare them to pass the ISTEP and the End of Course Assessments required for graduation. All high school students will be required to pass the End of Course Assessments in English 10 and Algebra I in order to earn a high school diploma. Additionally, students in Greater Clark County will need to earn a minimum of 40 high school credits and meet required academic coursework.

Students will be classified as 9th, 10th, 11th, or 12th grades according to the following credits earned:

Grade 9/Freshman	Fewer than 10 credits
Grade 10/Sophomore	10 Credits
Grade 11/Junior	20 Credits
Grade 12/Senior	32 Credits

Students will take the End of Course Assessments in required subjects at the end of the semester when coursework in that particular subject is completed. Students who do not pass the ECA upon the first attempt will have the opportunity to continue to take the assessments until they pass.

The Corden Porter School provides instruction to increase performance in the areas of academic skills and social skills. Activities in these areas are individualized to meet the specific needs of each student. Corden Porter believes that our students will be more successful when curriculum is meaningful, enjoyable, and need fulfilling. Attempts are made to allow students to have many opportunities for success through interest based, community based, and active programming. Before the student's enrollment, an Individualized Education Plan (IEP) is developed. Lessons are presented based on the goals of the IEP to ensure appropriate subjects and grade levels. A general outline for each area of the curriculum follows.

A. Social Skills – Students participate in a structured social skills group on a daily basis to develop coping skills and competence in resolving conflict. Students also work on getting along with others, problem solving, decision making, life skills, and individual areas of need. Teacher modeling, student role playing, discussion and sharing, and gathering constructive feedback are major components of the program. Skills learned in this area are enhanced, practiced, and reinforced throughout the day, but particularly during morning and afternoon class meetings. These experiences may be provided in school. Community Based Education activities (opportunities to practice skills within the community) will also be part of our students' programs at Corden Porter.

In addition to the school-based social skills, each student will have an individualized plan of social skills instruction focusing on his/her particular strengths and needs.

B. Academics – All students are provided with instruction based on the needs identified in their IEP's and state academic standards. Subjects might include math, language arts, science, social studies, life skills, career education and social skills. Students who are at the high school level are given the opportunity to earn credits necessary for graduation through a schedule based on a seven (7) period day. High school credit is awarded through Jeffersonville High School. Students are assigned lessons that are appropriate for their current level of functioning and also

work toward meeting all state proficiencies for their grade level. Students are given the opportunity for mastery before moving on to another level or additional material.

C. Homework – Homework at Corden Porter is assigned according to individual student needs and progress. Most students at Corden Porter do not have a large amount of daily homework. Homework may be assigned however if a student is not completing assigned work during the school day. As a student works toward transitioning back to his or her home school, additional expectations are added. Homework will typically be one area where a student is expected to demonstrate success prior to transition.

DISCIPLINE POLICY AND SCHOOL RULES

Corden Porter accepts the responsibility of providing a safe, positive, and encouraging environment conducive to student learning and success. We believe that all persons should be treated with dignity and respect, and have the right to expect such treatment.

Please see Corden Porter Common Expectations, Privilege Steps, and Discipline Policy for additional information regarding discipline and behavior management at Corden Porter. Discipline at Corden Porter is based on the idea that a structured, positive, supportive, and less coercive classroom environment can lead to self-discipline. Restitution provides the groundwork for managing problems, allowing an individual who has made a mistake the opportunity to make reparation, or repair the damage done. While we believe that all students should have the opportunity to make restitution for mistakes made, we also recognize that some students may not accept that opportunity. When students choose not to make restitution, a system of natural and logical consequences will be in place as the next line of discipline. Corden Porter developed a program based on Positive Behavior Intervention Supports. Positive behavior supports are part of the ongoing management system and are attempted before negative consequences are imposed. Personal responsibility and the consequences of one's own behavior, both positive and negative, are emphasized.

Corden Porter believes that students need to be in school to learn. We make every effort to keep students in school and will use suspension only as last resort or for offenses of a very serious or repetitive nature. Alternative to Suspension is used to provide students opportunities for education outside of the school building in place of a suspension. If suspension becomes a necessity, student and parent conferences will be held.

All students at Corden Porter have an individual behavior plan specific to their needs and goals. Additionally, Corden Porter uses a classroom and school wide behavior management system as the foundation for management and disciplinary decisions. In order to be successful, students must have a clear understanding of the expectations, rules, and consequences. Following is a list of general interventions that are used with students at Corden Porter. Please keep in mind that these strategies are adapted for individual students and that positive interventions are always used before moving to more restrictive and negative interventions.

- Common Expectations for Success are written, reviewed and practiced so that each student is aware of the skills and expectations necessary to meet with success
- Students have the opportunity to earn privileges and responsibilities by moving through the Privilege Steps. Students will monitor their own progress through the Privilege Steps
- Opportunities for social and emotional growth are offered throughout the day including small group and individual social skills instruction and one on one time with an adult
- Opportunities to practice social skills and academic skills within the community

- Regular contact by phone, notes, meetings and home visits with parent and family
- Contact is maintained with outside agencies that work with the student in order to coordinate services
- All students begin with 100% supervision (to prevent problems and intervene early)- students earn opportunities for independence based on progress
- A hierarchy of interventions will be used including, but not limited to:
 - modeling, direct instruction of social skills, skill building
 - self assessment and goal setting
 - opportunities for restitution
 - planning/processing time
 - individual and classroom contracts
 - mediation
 - data sheets/goals
 - rules & consequences
 - privileges earned and/or removed
 - after school time
 - removal from group or classroom
 - crisis intervention and de-escalation
 - calling a parent
 - isolation or time out
 - In School Alternative (restricted to work away from the group)
 - Alternative to Suspension
 - Suspension
 - physical intervention or police involvement may be used during times of crisis to assist a student who is out of control

Included are more detailed explanations of Privilege Steps, Isolation (time out) procedures and the Alternative to Suspension Program.

Privilege Steps: The Corden Porter Privilege Steps provide students the opportunity to gain privileges and responsibilities as they demonstrate positive behavior and skills necessary for success in school. All students begin on the first level, Pathfinder, and can move through the four steps/levels until they reach the final level, Discoverer. With each progression the expectations become higher and the privileges also increase (see the Privilege Steps and Moving On documents for details). Once a student has reached and maintained the Discoverer level, a case conference meeting will be held to consider a plan for the possibility of transitioning to the student's home school. While there are a number of criterion necessary for a student to move to their home school (the Case Conference Committee and the student's IEP are the ultimate determination in regard to the student's program), progressing to the Discoverer level is an indication that the student has gained skills that are necessary for success in the home school. When a student has reached the Discoverer level an individual plan will be created to mirror expectations and situations similar to those in the student's home school.

Isolation: An isolation area is provided for the student's use at Corden Porter School.

Because our students are being taught appropriate ways to deal with other people, it is important that they respect the rights of their classmates and the school staff members. Students will be given opportunities to work with others throughout the day. Students may ask for the opportunity to take time in a quiet space if they feel the need to talk or "cool off" outside the classroom.

Students may also use the planning area to work through problems and refocus their efforts. Teachers may remind students or ask students to take advantage of these opportunities.

Removing himself/herself from the situation causing anger or frustration is a good way to maintain self-control. Students are encouraged to use the isolation area anytime they feel unable to control themselves. If a student chooses to separate himself/herself for a few minutes, and has asked for permission to do so, a staff member will accompany him/her. At no time will a student be left unsupervised in the isolation area. The isolation area at Corden Porter School meets the requirements (size, lighting, ventilation, etc.) specified in guidelines for its use.

In the event that a student disturbs others by making faces or gestures, calling names, or exhibits any other annoying or minor misbehavior, staff will attempt to redirect the student and will encourage the student to evaluate his own behavior and make amends. If proactive attempts or small restitutions are not successful, the student may be isolated within the classroom (sent to a seat or area away from other students) for a very short period of time (i.e. three minutes). After sitting calmly for that length of time, he/she will be allowed to join the group again.

If being sent to a separate seat has not been an effective way of stopping the disruptive behaviors, the student will be asked to take some time in the side room, quiet room or other space outside the classroom to calm himself/herself down or to talk with a staff member before rejoining the group. The student will be supervised. Any time a student is asked to leave the classroom, before returning he or she will be expected to:

- State the reason for the removal.
- Name more appropriate ways he/she could have dealt with the problem.
- Make plans to repair the damage done and for what he/she will do after returning to the classroom.

If the student's inappropriate behavior escalates to the point that he/she threatens the physical safety of himself/herself or others, he/she will be asked to go into the isolation area. The time out room will not be used as a punishment. It is one tool that assists in protecting the safety of students and allows us to work through issues with students rather than sending them home.

If the student goes to isolation without assistance, after sitting calmly for three to five minutes, he/she will have the opportunity to talk with a staff member in the transition area.

Any behaviors warranting a timeout will automatically result in at least a five-minute transition period before returning to class/group activity. This transition period might consist of:

- Planning restitution.
- Completing a written or verbal plan.
- Sitting quietly.
- Cleaning up an area.
- Starting an academic task, completing an assignment or engaging in behavior that demonstrates the student is able to manage emotions and follow directions.
- Processing the problem individually or with a staff member.
- Discussion regarding any consequences resulting from the behavior.

In the event that the student refuses to go to isolation and becomes out of control where harm to self or harm to others is imminent, safe physical management may be employed by staff per the Greater Clark County policy. Corden Porter staff members have been trained in the techniques

of safe crisis management. The purpose of any physical management is to ensure the safety of all and to help the student regain self-control. Neither physical management nor the time out room will be used as a punishment for any behavior. After being taken into the isolation area, if the student continues the physical aggression or out of control behavior, the latch on the door may be held up as an issue of safety. A staff member is required to hold the latch in place for the door to be locked. When the staff member releases the latch, it drops to allow the door to open and the student to exit. It is impossible for a student to be left unattended with the latch up. It must be emphasized that these measures will be taken only if the student is displaying behaviors that severely threaten the safety of him/her or others. Parents of the student will be notified if their child has been placed in the isolation area through safe crisis intervention methods.

Students will not be left in isolation for longer than five minutes once they have regained behavioral control. Isolation is not intended as a punishment, but is for the purpose of providing the student with a safe and secure place in which to regain control. Individual plans will be made for each student in regard to his/her use of the isolation room in an effort to ensure that each child's individual behavioral needs are considered. No student will be left in time out if his/her personal safety is in question. Parents will be called to come to school to take the student home according to each student's individualized plan when a student is unable to regain control or when a student's personal safety is in question.

If parents cannot be contacted or if the seriousness of the behavior warrants, the Jeffersonville police department may be called to intervene. It will be necessary for parents to meet with school staff members at an agreed upon time to discuss the problem in greater detail. The purpose of this meeting will be to make plans to prevent the same situation from occurring again. It is hoped that through a variety of positive behavior management techniques, staff members can prevent this type of situation from taking place. If, however, a student acts out his/her anger and frustration in a physically aggressive manner, which calls for physical management/isolation more than two times, a conference will be requested. School staff members will meet with that student's parents to discuss alternative plans or eventually the possibility of a more restrictive placement to meet the needs of that student in a more effective way.

Because the isolation rooms are quiet and provide a space free from distractions, these rooms are often used as proactive or preventive measures as well. Staff and students may use the rooms to talk or work through an issue. At times, a student desk may be placed in the room (with the door open) so that a student can work in a quiet and isolated space.

Corden Porter Alternative to Suspension Program: Corden Porter can access the Greater Clark Alternative to Suspension Program (AS), an alternative to out of school suspension. For a behavior which might otherwise result in a suspension, Corden Porter can assign a student to attend the Alternative Education Program for one day. This program is supervised by a Greater Clark Co. employee and is held in the conference room at the Clark Co. Juvenile Detention Center.

Students will arrive at school using their regular transportation and will enter the Corden Porter office. They will be escorted to the Alternative to Suspension Program by Corden Porter staff and will be expected to follow Alternative to Suspension policy while in the Juvenile Detention Center conference room. The student will remain in the conference room until it is time to leave school. At this time they will be escorted back to Corden Porter and may take regular transportation home. During the day at AS the student will work on academics provided by their classroom teacher. Students return to Corden Porter for lunch.

Students are expected to follow AS rules and directions in a respectful manner as well as to work on all academic assignments. If a student is not following the AS rules or procedures the parent will be called and additional consequences or out of school suspension may result. If a student's behavior while at AS becomes aggressive or out of control, the Corden Porter administration will be contacted to determine the steps to be taken. As in other aggressive or out of control situations on school grounds, police may be called by Corden Porter administration if the situation warrants. If it is necessary to assign a student to AS more than three times, a conference will be held to discuss the student's individual behavior plan.

At Corden Porter we believe that solving problems and planning for the future are important. Students are given the opportunity to look for a solution and fix their mistakes. When they are willing to do this, consequences can be reduced, or at times unnecessary.

DRESS FOR SCHOOL

Standards of dress change with the times. What is appropriate at one time or place may not be appropriate at another. In the long run, attitudes of society will determine how we dress for different occasions. The primary requirement for the appropriateness of any dress for children is cooperation of parents. If a child's clothing/hair/overall appearance is so unusual that it attracts attention or does not fit comfortably, it may at the same time distract attention from the business at hand, which is the education of the child. No rule will suffice for all occasions, so parental cooperation is a must. We believe that children should not wear any clothing that would prevent them from safely participating in all school activities. Experience indicates that there is a reasonable connection between proper dress & grooming and the successful maintenance of good discipline. We ask that our students come to school with clean bodies, hair and clothing. Girls in elementary school do not wear make-up. There is a dress code for the students in the Greater Clark County School System. You will receive a copy of it when you enroll your child. Please review it carefully. The following items are considered unacceptable anytime during the school day according to the Board of School trustees policy: Tank tops; muscle shirts; mini-length skirts and dresses; bare-back, bare-shoulder or spaghetti strap garments; bare midriff; over-sized or extremely tight clothing; flip-flops or shower shoes.

*Physical Education - Tennis shoes with a rubber sole are required for all students on P.E. days. Tennis shoes must fasten with a "traditionally" tied shoestring or Velcro.

DRILLS FOR EMERGENCY PREPAREDNESS

In accordance with state laws and Corden Porter School's Emergency Preparedness Plan, classes at our school will discuss emergencies and will participate in periodic safety drills. The purpose of each drill is to teach the children how to respond quickly and safely in the event of an emergency. Emergency information is located in each room in the building. Evacuation procedures are also posted throughout the school.

Fire Drills: The purpose of the fire drill is to teach the children how to evacuate the building in a rapid, orderly, and safe manner. These are held monthly.

Tornado Drills: Students are taught to take shelter in a structurally sound location on the first floor of the building with no windows. Students sit on the ground and place his/her hands on their heads. Tornado drills are scheduled each semester.

Intruder/Man-made Drills: These drills are also scheduled regularly during the year. Students and teachers “take cover” to get out of harm’s way should an intruder be on school grounds or other potentially harmful situation that constitutes appropriate action to ensure safety.

These emergency drills will be done under the direction of the principal with records of these drills being kept in the principal's office. Drills are taken very seriously. Misbehavior will result in consequences. One day the drill may not be a drill, but a real emergency. We must be prepared. Any and all persons in the building must participate in the drills when they are conducted. During severe weather, we WILL stay tuned to the National Weather Service for up-to-the-minute reports. If severe weather occurs at dismissal time, we will hold the buses until the transportation department deems that it is safe for children to be transported home. Parents may be asked to wait until severe weather passes before transporting their child home in a car. This is a safety precaution for you and our students.

EARLY DISMISSAL FOR APPOINTMENTS, ETC.

If it is necessary for you to pick up your child early, you must come to the office and sign the student out of school. Student dismissed from the office prior to 2:20 p.m. will be assessed a tardy on their attendance record, and must be signed out by the person picking up the student. The tardy will be an excused tardy as long as the proper documentation is received in the office. Only the parent, legal guardian, or someone listed on the enrollment form should try to sign out a student during school hours. Any adult leaving school early with a child may be asked for personal identification. This is to protect your child, so do not be offended. Please try to schedule doctor appointments and other visitations after school hours. We want your child to receive the best possible education, so every minute of instructional time makes a difference in his/her achievement.

Important Notes:

- Child custody and court judgments sometimes dictate that children not be released to certain individuals. The school office must have a copy of the court's ruling on file so we can honor this request.
- Children must attend school a minimum of one half day (attend a minimum of 3 hours and 15 minutes of the school day) to attend or participate in extracurricular activities (i.e. athletic events, programs, etc.) on that day. Children sent home by the Health Office in compliance with the Indiana State Board of Health Communicable Disease Guidelines will not be allowed to participate in activities scheduled for that day.

ELECTRONIC DEVICES

Electronic devices may be utilized to enhance the education of children per the Greater Clark County Schools Responsible Use/Internet Safety Policy Telecommunications Services which includes a Bring Your Own Technology Device section. Violations of this policy will be handled according to the Greater Clark County Schools Student Rights and Responsibilities Handbook / Student Discipline Policy. The Student Rights and Responsibilities Handbook is located in this student planner. This policy excludes mp3 players, handheld gaming & music devices used for recreation.

EMERGENCIES AT SCHOOL

Emergency phone numbers are an absolute necessity in case of an emergency while your child is at school.

Parents are encouraged to notify the school immediately if a phone is disconnected, or a number is changed. Parents without telephones **MUST** provide a number of a relative, friend or neighbor for use during an emergency. Parents will be contacted as soon as possible.

In case of life threatening injury/illness, the principal (or his/her designee) may call police or EMS for assistance.

EXTRA-CURRICULAR ACTIVITIES

If students are in good standing academically and behaviorally, they are eligible to participate in extracurricular activities with his/her home school. These arrangements are made by Corden Porter administration and the supervisor of the home school. Please contact the office if interested in activities.

Transportation: It is the parent's responsibility to provide transportation home for students participating in after-school activities. Students should be picked up promptly at the times indicated by the sponsor or coach.

Academic Probation: Students who are failing a major academic subject may be placed on probation from an extracurricular event. In some cases they may need to be dropped from one event. Coaches work closely with the classroom teachers.

Important Note: Children must attend school a minimum of one-half day (a minimum of 3 hours and 15 minutes of the school day) to attend or participate in extracurricular activities (i.e. athletic events, programs, etc.) on that day. Children sent home by the Health Office will not be allowed to participate in activities scheduled for that day.

GRADING SYSTEM

Corden Porter has four nine-week grading periods throughout the year. All Parents can access their child's grades (real time and report cards) through PowerSchool Parent Portal. Report cards are mailed home with progress monitoring each quarter. An additional copy is sent home with the student.

IMMUNIZATIONS

Indiana law requires that before a child enrolls for the first time in school, the parents or guardians must furnish a written statement of immunizations. This must be provided by the child's physician, the health department, or any other form of official documentation. The statement must show that the child has received these immunizations:

- 5 doses of DTP (diphtheria, tetanus and pertussis)
- 4 doses of polio vaccine

- 2 doses of MMR (measles, mumps and rubella)
- 2 doses of Hepatitis A vaccine
- 3 doses of Hepatitis B vaccine
- 2 dose of Varicella vaccine (unless the child has already had chickenpox and the parent provides a signed written statement indicating the date the child had the disease.)

INTERNET USE/ACCESS

The use of GCCS's technology resources is a privilege, not a right. When parents complete the online registration process, they have the option of giving or denying permission for the school to issue an account for their child. The consequences of a student violating GCCS policy will be handled in accordance with the Pupil Discipline Policy. Please see GCCS Board Policy for guidelines for acceptable use of the Internet.

INTERSESSION

Corden Porter also provides academic intervention for core subject areas and for ISTEP/ECA preparation at various times throughout the year. Students may participate in intersession. Also, there will be opportunities for intervention during the school day as well as after school sessions. This assists students in meeting requirements for promotion, to pass ISTEP+ and End of Course Assessments, earn credits, and to meet graduation waiver requirements.

LOCKERS

All students will be assigned a locker at Corden Porter. Students are expected to place coats, hats, jackets, cell phones, headphones, CD player, iPods, backpacks, purses, etc. in his or her locker upon arrival and must have permission to go to their locker during the school day. Students must not share lockers with any other student or give their combination to another student. Lockers are the property of the Greater Clark County School Corporation and Corden Porter School retains the right to inspect student lockers. Students are expected to assume full responsibility for the contents of their locker.

MEDICATION AND HEALTH

It is school board policy that prescription medications or over-the-counter medications will not be administered by school personnel unless detailed guidelines are followed. (This includes cough medicine, aspirin, or other medications frequently used in the home by parents). In order for school personnel to administer medication, there must be:

- **Written permission of parents and or legal guardian each school year.**
- Administration of Medication form # 5114.2A completed in detail by the parent or guardian **each school year.**
- A signed statement from the student's doctor on file in the Health Office **each school year.**
- Prescription medication **must** be in the original prescription bottle and over-the-counter medication must also be in the original container and labeled with the child's name.

Medication Forms: Authorization forms for giving medication at school may be obtained from the school Health Office. Under no circumstances should a child take prescription or over-the-

counter drugs to class. They must be turned in to the office so they can be administered properly. Safety is our first priority.

Vision Testing: Vision testing is completed for students in eighth and fifth grade.

Peanut Allergies: Peanut Allergies are becoming more prevalent among children. In order to maximize the safety of all students, we ask that you refrain from sending peanuts or peanut products in to school or classroom as a snack for your child or a treat for your child's classroom.

PARENT VOLUNTEERS

We encourage you to be an active participant in school activities. Whether you can help out with celebrations or volunteer in the classroom, we welcome your help. We ask all parents to make arrangements with the classroom teacher before volunteering. A Criminal History Form must be completed each school year, on all persons, who will be going on field trips or supervising students while volunteering. Visitors must notify the teacher in advance to visit the class, and be included on their daily visitor log. Volunteers not included on the teacher's daily visitor log will not be permitted entrance to the classroom. Upon entrance to the office, the visitor will be asked to sign in, asked to submit their driver's license and will be given a visitor's lanyard or visitor badge that must be worn during the entire visit.

PHYSICAL EDUCATION CLASS

Your child will be participating in activities, sometimes strenuous, during gym class. A physical examination each year is suggested, but not required. If your child has physical restrictions, please advise the gym teacher or school nurse. Children will be required to wear gym shoes and socks. On gym days children are encouraged to wear clothing that allows them to be involved in active participation. A child may be excused from gym for a valid reason upon receipt of a note from the parent.

RESTRICTED ITEMS

All objects other than required school materials must be approved by the classroom teachers before bringing them to school- i.e. ipods, tape recorders, CD players, video games, playground equipment, etc. These items are prohibited to be used in the school building during the school day and will be confiscated if any disruption occurs.

Occasionally children bring potentially dangerous toys and other items to school. Certain items are forbidden and will be confiscated. These include all toy guns, knives, matches, cigarette lighters, clackers, and pointed objects. Certain toys may be brought to school only after special permission is granted by the teacher. Naturally, parents may reclaim any confiscated object. No trading or selling will be allowed during school hours. The school is not responsible for the loss or damage of these items. No items that could create a distraction to the learning environment or cause safety concerns will be allowed.

SCHOOL SAFETY

A safe, secure, and positive environment is vital for the success and well being of both students and staff. Many of the Corden Porter rules are in place to help establish this kind of environment. Students receive a high level of structure and supervision to help avoid and minimize problems. Please make sure that you check in at the Corden Porter office before visiting other areas of the building. Please know that all precautions that we take at Corden Porter are for the safety of your children and our staff, and we ask that you assist us in providing a secure and positive learning environment.

Assigned Areas and Supervision

Students are to report directly to their assigned classroom. Students must place coats, backpacks, bags, purses, iPods, cell phones, head phones and other belongings in their locker before entering their classroom. All offices, rooms, and hallways are off limits to students unless directed by school staff. Permission for the use of student bathrooms must first be obtained from school personnel. Students are asked to sign in and out of the bathroom to assist in the proper care and use of our restrooms. Corden Porter maintains a high level of supervision. Students will be supervised throughout the day, earning independence and privileges through positive, respectful, and responsible actions. As students progress on the Privilege Steps, additional opportunities for unsupervised transition throughout the building will be earned.

Students may not leave the Corden Porter building unless accompanied by an adult. A student leaving the building without permission is seriously violating school policy and will be considered truant. Police and parents are notified if a student leaves the building without permission. This would include a student leaving during assigned before or after school time as well as during the regular school day.

It is important that the whereabouts of all students and staff are accounted for at all times. We ask that both staff and students sign out of the building before leaving, indicating time of departure and destination. Time of return should be noted when staff and students re-enter the building.

SECURITY

In an effort to maximize the safety of our school community, all exterior school entrances and classroom doors will remain locked for the entire day. We appreciate your cooperation with these important steps to ensure that our schools are safe:

Entry into Building: All visitors must enter the building by the main entrance using the intercom system next to the door to request access. They will be asked, through the intercom, to state the reason for their visit and to show identification. The office staff will monitor the visitors and grant entrance into the building. Please be patient as sometimes the office staff is busy answering phones and attending to students. Please do not open doors for others or allow others to enter the building behind you and bypass security measures. This will help ensure the safety of our school community. All visitors are required to comply with this rule.

Raptor Security System: Greater Clark County Schools has been using new visitor management software since March, 2015. Over 12,000 K-12 schools and community facilities utilize the Raptor software system for security purposes. When visiting a GCCS building, visitors must present their driver's license to a designated staff member. The Raptor system will perform

a quick background check on the visitor and print a badge. The office staff will then issue a visitor's ID badge and lanyard that must be worn while in the building.

Daily Visitor Log: In order to visit/volunteer in the classroom, visitors must contact the teacher in advance, receive permission from the teacher, and be included on their daily visitor log. Visitors not included on the daily visitor log will not be permitted entrance to the classroom.

Office Hours: Please remember the office closes at 3:15 p.m. and there will be no one to answer the door after this time.

STUDENT HEALTH CLINICS

Clark Memorial Hospital and Clark Physician Group, LLC, are providing limited health care services to GCCS students. A Nurse Practitioner will be available at our student health clinics at Jeffersonville and Charlestown High Schools when school during school hours to provide the services, free of charge. The goal of this collaboration is to decrease student absences in an effort to enhance student achievement. In the event that a health matter is beyond the scope of the services provided, a referral will be made to the student's primary care physician, urgent care, emergency department or a call to 911.

Types of Illnesses Treated: Services will be limited to those performed by a Nurse Practitioner, which may include diagnosis and treatment of minor illnesses such as abdominal pain, acne, allergic reaction, allergies, asthma, blood pressure monitoring, bug bites and stings, conjunctivitis (pink eye), counseling services, ear infection, ear pain, fever, flu-like symptoms, injuries, migraine, minor burns, nasal congestion, nausea/vomiting, sore throat/strep throat, upper respiratory infection and urinary tract infection.

Medication: Medication may be administered and prescribed where appropriate. No medication will be given to an elementary age student to take home with them; a prescription for medication will be provided to those students.

Required Forms: Should you wish to have your student receive this service, you must sign a written consent form, complete a medical questionnaire, and provide them to the school's health office. You may complete these forms during online enrollment or you can find them on our website.

Appointments: School Clinics will not accept parent/guardian phone calls. Triage will be managed in School Health Office prior to appointments. The health office will notify clinic of need of appointment and verify time with parent/guardian and clinic staff.

It is important to understand that the Nurse Practitioner services are not intended to replace the student's primary care physician. Students are encouraged to see their primary care physician for routine preventative care, illnesses beyond those noted above, chronic health conditions, and any follow-up care.

TELEPHONE USE

Students must obtain permission before using the phone. Calling home in order to request permission to stay after school to attend athletic events or to go home with another student will

not be permitted. The discretion of the classroom teacher will be used in allowing a student to call home for forgotten items.

TEXTBOOK RENTAL

A rental fee for use of books and supplies is assessed each year and varies for each grade level. Paid at the time of enrollment, the fee covers the cost of textbooks, workbooks, and supplies. Partial payments are accepted, however; textbook rental must be paid in full by October. If the full payment is not received by the due date, your account may be turned over to a collection agency with an additional handling fee added by our school corporation. Textbook rental fees may be paid in the school office with cash (exact amount – the office does not have funds available to give change) or check. Fees may also be paid online with a credit/debit card through the PowerSchool Parent Portal or at www.studentquickpay.com/gccs.

TOBACCO-FREE ENVIRONMENT

Effective school research indicates that teaching and learning occur at high levels in a safe and orderly environment. Corden Porter will follow all GCCS policies and procedures in cases of tobacco, alcohol, drugs, and weapons.

Students are not allowed to carry or use any tobacco-related items on school grounds or on a school outing. This includes vapor pens/e-cigarettes. The school parking lot, sidewalks, lawn and building are considered school grounds. Students in possession of tobacco products on school grounds will be considered in violation of this policy even when accompanied by a parent or adult. Please do not allow your child to smoke on school grounds, even while in your car. Items observed will be confiscated and parents will be contacted. Corden Porter management system and GCCS Policies will be engaged if students are found in possession of or use of tobacco or tobacco related items.

Students are not allowed to possess, sell, use, or be under the influence of any narcotic drug, hallucinogen, any other controlled substance, any alcoholic beverage, or any substance which the student represents as such a substance. Violation of this rule will result in a suspension from school pending expulsion. This expulsion will be waived for the first offense if the student enrolls in and successfully completes an approved drug/alcohol educational program. A student and parent conference will be held upon any such occurrence.

Corden Porter will participate in random drug searches through city and/or county police. Lockers, classrooms, backpacks, and cars in the school parking lot may be surveyed using police officers and drug dogs.

Any student who knowingly possesses, uses and/or transmits a weapon constitutes an interference with educational functions and/or school purposes. Therefore, weapons are strictly prohibited in any school building, on any school property, or at any school sponsored or school related activity.

If reasonable cause exists in regard to any student being in possession of a weapon, tobacco product, alcohol, drug, or being involved with an illegal activity, a search of that student, their locker, and their possessions may be conducted. This search will be conducted by the principal

or other supervisor in the presence of additional school personnel. If a search is conducted, the parent will be notified as soon as possible.

TRANSPORTATION

The Greater Clark County School Corporation provides students the **privilege** of riding the bus to and from school. Transportation is provided for all students attending Corden Porter. Students are picked up and dropped off at their home. The student's home is considered to be their bus stop. If a student is not present and visible at the stop, the bus will not stop. Students are expected to be ready, waiting, and watching for the bus when it arrives. A student should be ready five minutes before the designated pick up time. Bus drivers will not wait for students more than one minute and will not blow the horn. If your child misses the bus you will be expected to make arrangements to get them to school on time. Please notify school if this occurs.

Bus safety is of extreme importance. Students are expected to ride in a manner which does not distract the driver. The job of the bus driver is to safely transport students to and from school. Any student preventing a driver from doing his or her job by exhibiting disruptive, inappropriate, or disrespectful behavior is putting their own safety as well as that of other students and adults in jeopardy. This type of behavior is subject to consequences at school, as well as possible suspension from the bus. If a student is suspended from the bus, it is the responsibility of the parent to make sure their child gets to school.

Students will not be allowed to walk home from school or leave with other people unless the parent has made arrangements prior to dismissal time. If two students are involved, permission from both parents is necessary. Students may not ride other buses or be picked up or dropped off at any location other than his or her own home. Parents must make alternative arrangements for transportation if an emergency arises.

TRANSPORTATION CHANGES

Communicate to the Office: All changes in the way a student is dismissed from school must be communicated through the office. Students who are aware of transportation changes should bring in a note signed by the parent/guardian and give the note to their homeroom teacher in the morning, not at dismissal time! The teacher will send the dismissal notes to the office, the office will date stamp and return the original notes to the homeroom teacher along with any necessary documentation (bus pass, etc.). If a student is going home with another student, signed notes from both students' parents/guardians must be received.

Note or Phone Call Only: Afternoon dismissal time can be one of the most hectic times of the day. If possible, determine your child's transportation home before he/she comes to school. Please do not ask your young child to remember his/her mode of transportation home. If you plan to make a change, please send a note in the a.m. or call the office by 12:15 p.m. Without notification from parents, the child who normally rides the bus will ride the bus; and the child who normally walks or is picked up will be readied for that form of transportation. For safety reasons, teachers and office staff will not send a student home a different way based solely on the student's direction. A note or phone call must be received from the parent/guardian. There will be no exceptions to this rule.

Driving Privileges: Students with a valid driver's license may have the privilege of driving to school under certain circumstances. This privilege is typically given to juniors, seniors, or students who have demonstrated positive and responsible school behavior and have progressed to the upper levels of the Privilege Steps. Once a student has earned that privilege, a copy of the student's driver's license and insurance must be given to the Corden Porter office. The student must also sign the Corden Porter Driving Privilege Agreement before that student may drive to school. The student will be issued a Corden Porter parking permit which must be placed in the front window of the car.

When a student has the privilege of driving to school the following rules must be followed:

- Safe and responsible driving practices must be demonstrated at all times.
- The student must arrive at school on time and attend school daily.
- The student may not transport other people to or from school at any time.
- The student may not go to his or her car during the school day without permission from Corden Porter staff. This permission will only be given under specific, limited conditions.

When a student agrees to drive him or herself to school, transportation with the school system will be discontinued. If the student becomes unable to transport him or herself to school, a conference must be held to reinstate school provided transportation.

VACATIONS

Parents are discouraged from taking students out of school for vacations. Please try to arrange vacations around the school schedule.

VISITING ADULTS

Parents, guardians, and other related adults are welcome to visit Corden Porter. Communication with the office on planned visits is requested. We ask that all adults visiting school for any reason first sign in at the Corden Porter office and wear a visitor lanyard and badge. For reasons of safety and confidentiality we ask that visiting adults remain in the office area until assisted by a staff person. Both safety and a positive learning environment are important to our school. Please assist us with this by first checking in before entering a classroom or other school area.

WELLNESS POLICY

The Board of School Trustees of the Greater Clark County School Corporation support increased emphasis on the nutrition as well as the physical activity at all grade levels to enhance the well-being for the school corporation's students. Therefore it is the policy of the Board to:

- Provide students access to nutritious foods and beverages;
- Provide opportunities for physical activity and developmentally appropriate exercise; and
- Require that all meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture.

To promote student wellness the Greater Clark County school board adopts the following provisions in four areas:

Nutrition Education:

The goal of nutrition education is to influence students' lifelong eating habits.

1. Greater Clark County Schools will follow health education curriculum standards as stated by the Indiana Department of Education.
2. Greater Clark County Schools will conduct nutrition education activities that promote healthy eating behaviors and appropriate nutritional choices that involve students, parents, staff, and community.
3. Greater Clark County Schools' students, at all levels (Pre-K thru Grade 12) will receive nutrition4education.

Physical Activity:

The goal of physical activity is to promote lifelong physical activity among students.

1. Since the national recommended daily requirement is that children and young adults have a minimum of sixty minutes of physical activity in a twenty-four hour period, all students will be provided with opportunities for physical activity during the school day. Greater Clark County Schools will provide opportunities for twenty minutes of physical activity per day on all or most days of the week in addition to physical education classes.
2. Greater Clark County Schools will follow Indiana state standards for physical education classes. Schedules for physical education classes will be designed to spread physical education classes throughout the school year in elementary and middle schools and as much as possible, throughout the four years of high school.
3. Schools will be encouraged to provide community access to and encourage staff, students and community members to use the school's physical activity facilities outside the normal day.

Other School Based Activities Designed To Promote Student Wellness:

It is the goal of the Greater Clark County Schools to provide a school environment with a consistent message which is conducive to a healthy lifestyle.

1. Provide a clean, safe enjoyable meal environment for students.
2. Prohibit or denial student participation in the physical activity time as a form of discipline or cancellation physical activity time for instructional make-up time.
3. An appropriate physical fitness report shall be developed by the school corporation and completed for students at least once each year in physical education classes. This report should be communicated to the parents.
4. Greater Clark County School staff is encouraged to model healthy lifestyles for students.

Nutrition Guidelines:

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Greater Clark County Schools will assure that all foods are available on school property are consistent with healthy eating habits.

Greater Clark County Schools shall comply with the nutritional guidelines in Indiana statutes.

1. School Meals—No competitive foods, carbonated drinks, fried food, or foods of minimal nutritional value will be served.

2. Vending—Vending machines will not be accessible to students until after the end of the normal day. Vending machines available to adults and vending machines available to students after the school day will have at least fifty percent (50%) of the items for sale qualify as better choice foods or beverages. Vending machines available to students may not contain “foods of minimal nutritional value” (FMNV).
3. Celebration/Rewards—there will be a limit of two celebrations per class per year. These celebrations shall be held the last 45 minutes of the school day. At school celebrations students shall have healthy foods and beverages available as choices. No more than (20%) percent of food items shall be “foods of minimal nutritional value. (FMNV) Food shall not be used as a reward for students. NOTE: This includes candy or sugar based items.

Birthday Celebrations: Parents are not allowed to bring in cookies, cupcakes or other sweets for their child’s birthday celebration. You may bring in any type of health foods such as fruit, low fat muffins, cheese or vegetable items or trinkets/birthday goody bags for each student in the class to recognize the special day. Any student birthday recognition must be approved, in advance, by the teacher.

WITHDRAWAL FROM SCHOOL

Upon withdrawing from school to move or change placements, an exit conference will be held. This is required by the state both to insure that special education services and due process are in place and to conduct the Exit Interview required by Indiana policy. Parents are asked to contact the school to set up an exit conference prior to removing their child from school.

As of the 2006 legislative session, new laws governing student drop outs have been in place. Students before the age of 18 may only leave high school for verified health or financial reasons or by the permission of the court---all with the agreement of the parent and principal. Except in these extenuating circumstances, all students are required to be enrolled and in attendance at school until the age of 18.

Students who choose not to return to school without completing the formal withdrawal process may have their driver’s licenses and/or work permits revoked by their school principal and the Bureau of Motor Vehicles and/or the Bureau of Child Labor.