



*2016/2017*

***STUDENT HANDBOOK***

# **SCHOOL INFORMATION**

Renaissance Academy

806 Eastern Blvd

Clarksville, IN 47129

P: 812-258-9040

F: 812-280-5040

## **SCHOOL CULTURE**

TRUST, RESPECT, AND RESPONSIBILITY

### **FACILITATORS AND STAFF**

Superintendent: Dr. Kimberly Knott

Director: Dr. Brian Allred

Secretary /Treasurer: Ms. Erin Lewis

IT Dept.: Mr. Chris Vernon

Ms. Anne Bird— Art

Mr. David Gardner—Science

Mr. Whitehouse—Math

Ms. Shanda-Lyn Webb—Special Ed

Ms. Heather Gianfagna—English

Mr. Joshua Whicker—History

**2016-2017  
School Calendar**

Board Approved February 9, 2016



**Clarksville Community  
School Corporation**

200 Ettel Lane  
Clarksville, IN 47129  
(812) 282-7753  
(812) 282-7754 Fax

July 26—27: **Teacher Only Work Days**

July 28: Students Begin

Sept. 5: Labor Day

Oct. 3 - 14: Fall Break

Oct. 21: Parent/Teacher Conferences  
K-12-Teacher Only Day

Nov. 8: Election Day

Nov. 23-25: Thanksgiving Break

Dec. 19-Jan. 2: Holiday Break

Jan. 16: Martin Luther King Jr. Day or  
Make-Up Day

Feb. 20: Presidents' Day or Make-Up Day

March 20-March 31: Spring Break

May 29: Memorial Day

May 31: Last Student Day

June 1: Last Teacher Day

**Grading Period Ends**  
September 30 (46 Days)  
December 16 (40 Days)  
March 10 (47 Days)  
May 31 (47 Days)

Teacher Only Days



No School for Students  
or Teachers



First & Last Student Days



No School or Make-Up Day



**July**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August**

S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September**

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October**

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November**

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**December**

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**January**

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**February**

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**March**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**NOTE:** Please notice snow make-up days are the first week of spring break instead of the second week as in previous years.

**MID-TERM DATES**

- 1<sup>st</sup> Progress Report = Friday, August 26, 2016
- 2<sup>nd</sup> Progress Report = Friday, November 11, 2016
- 3<sup>rd</sup> Progress Report = Friday, February 3, 2017
- 4<sup>th</sup> Progress Report = Friday, April 21, 2017

**End of Quarter Dates**

- 1<sup>st</sup> Nine Weeks — September 30, 2016
- 2<sup>nd</sup> Nine Weeks — December 16, 2016
- 3<sup>rd</sup> Nine Weeks — March 10, 2017
- 4<sup>th</sup> Nine Weeks — May 31, 2017

# GENERAL INFORMATION

## ATTENDANCE:

- ◆ Attendance and success in school go hand in hand!
- ◆ Call 812-258-9040 or email the school to report all full and partial absences.
- ◆ Students arriving more than twenty-five (25) minutes late to school will be counted unexcused for that period.

## ◆ CATEGORIES OF ABSENCES

- **EXCUSED** - Absence due to illness or medical appointment, verified by a note from parent/guardian or physician when the student returns to school. A death in the immediate family; military connected family absence related to deployment or return; or other acceptable reason that is verified by a call or note from parent/guardian.
- **UNEXCUSED** - An unexcused absence is any absence not covered under the definition of excused (ex: birthday, vacation)
  - \* **Unexcused absences 4 -6:** 20 minute of after school detention
  - \* **Unexcused absences 7-9:** 60 minute of after school detention
  - \* **Unexcused absences 10+:** In-school suspension (ISS)

## ◆ EXCESSIVE ABSENTEEISM

- Renaissance Academy limits the number of days a student may be absent during each semester to 9 days.
- All absences will count toward the 9-day limit with the exception of in-school / out-of-school suspensions.
- If a student accumulates a total of:
  - \* **5 absences** - parent/guardian will be notified by letter
  - \* **8 absences** - another letter is sent with reminder of the potential loss of credit for excessive absenteeism, plus students will lose the privilege of attending school field trips.
  - \* **9 absences** - a mandatory parent/guardian conference with school officials will be held.
- ◆ Students must be in attendance at school by the beginning of second period to be eligible to attend or participate in **any** extra-curricular activity or practice. If a student arrives later than the beginning of second period or leaves school early, the student **MUST** provide a doctor's note to be eligible to participate in an extra-curricular activity.

## ◆ TARDIES:

A student's academic success begins with the student being on time to class. A student is considered tardy if they are not in their seats when class is to begin.

- **Tardies 4-6:** Twenty (20) minutes of after school detention
- **Tardies 7-9:** Sixty (60) minutes of after school detention
- **Tardies 10+:** In-school suspension

# GENERAL INFORMATION

## EXEMPT ABSENCES

Indiana Code 20-33-2-14 et. seq. notes the following circumstances for exempt absences:

- 1.) College visits: For a college visit absence to be considered exempt, verification, in writing, by an official at the institution must accompany the student's return to school. Students may exempt no more than three college visits their senior year and one visit, second semester only, their junior year. When visiting a college or university within the metropolitan Louisville area, only one-half day may be used.
- 2.) Legislative page or similar honor. Verification required.
- 3.) Service in the National Guard for no more than 10 days or serving with the Civil Air Patrol for up to 5 days. Verification required.
- 4.) Service on a precinct election board or as a worker for a candidate or political party. Must have parental permission and student must furnish proof of performance of duties.
- 5.) Field trips or other out-of-class school sanctioned activities. Prior approval required.
- 6.) Required religious observances when verified in writing by the primary church official.

All other absences during a semester will count toward the excessive absenteeism limit. Any student exceeding the limit in an individual class will receive a failing grade and loss of credit for that class. Clarksville High School also retains the option of removing a student from class by schedule change or expulsion in chronic cases of absenteeism.

## T.P.E.C. PROGRAM

### TRUANCY PREVENTION EDUCATION CLASS

Clarksville Community Schools are partnering with Clark Circuit Court No. 4, Clark County Juvenile Probation, and Clark County Juvenile Detention Alternatives in a county-wide effort to improve student attendance. Students that reach six unexcused absences, a combination of ten excused and/or unexcused absences, or eight tardies will be required to attend a Truancy Prevention Education Class (T.P.E.C). T.P.E.C. is the preliminary step to participation in the Clark County S.M.A.R.T. Program (S.M.A.R.T.—School Matriculation Assistance Review Team).

T.P.E.C. is 30 minute class that will take place on the Clarksville Community Schools campus. T.P.E.C is to be attended by both the student and guardian because both are responsible for a student's attendance. If the student is over 18 only the student needs to attend. The class will be run by a Clark County Probation Officer and will focus on why attendance is important, the CHS attendance policy, and next steps if attendance does not improve.

## S.M.A.R.T. PROGRAM

### SCHOOL MATRICULATION ASSISTANCE REVIEW TEAM

The S.M.A.R.T. Program is being utilized to improve attendance of students who are not legally meeting Indiana attendance guidelines. The S.M.A.R.T. Program is a six month program that encompasses services provided by Clark Circuit Court No. 4, Clark County Juvenile Probation, and Clark County Juvenile Detention Alternatives.

Students will be placed in the S.M.A.R.T. Program if the student and/or guardian do not attend the mandatory T.P.E.C. or if the student continues to have absences after the student and/or guardian attend T.P.E.C.

### Students 18 and Over

Students 18 and over may still be required to participate in T.P.E.C., but are not eligible for the S.M.A.R.T. Program. If a student does not attend the mandatory T.P.E.C. or if the student continues to have absences after the student attends T.P.E.C., credit may be revoked and/or disciplinary action taken by the school.

## **EMERGENCY PROCEDURES:**

Student safety is our top priority during emergency situations. It is imperative that students know what to do and where to go in an emergency.

### **FIRE DRILLS:**

- ◆ Walk quickly. Do not run
- ◆ Leave books and personal items in the classroom
- ◆ Remain outside until the “All Clear” is given

### **TORNADO WARNINGS:**

- ◆ In the event of a tornado warning or drill , students and teachers should move quickly to the designated area.
- ◆ Students and teachers should avoid being near outside doors and windows.

NOTE: Indiana Code 35-44-2-2 makes false reporting, such as sounding the fire alarm, a criminal act for which a student may be expelled according to Indiana Code 20-33-8.

### **INSURANCE:**

- ◆ Insurance is not provided by the school, however, an inexpensive student insurance plan is available to all students of Renaissance Academy. For more information and to apply visit Clarksville Community Schools website.
- ◆ Insurance is required for **all** students who are competing in school—sponsored athletics.
- ◆ Both health and personal property insurance are the responsibility of the student and his/her parent/guardian.

### **LEAVING CAMPUS EARLY:**

- ◆ For your safety, Renaissance Academy is a **CLOSED** campus.
- ◆ Students are not allowed to leave campus without permission and they must sign out at the office prior to leaving campus.
- ◆ When you get to school, go to the office with your note for leaving school early including the date, the time, and the reason for which you must leave.
- ◆ You must sign out in the office before you leave.

### **LUNCH TIME:**

- ◆ You may eat in the designated areas **ONLY!**
- ◆ Clubs and activities are often hosted during lunch and will be announced by staff throughout the year.
- ◆ Free and reduced price lunches are available for students who qualify. Applications for free and reduced are available in the office or online at the Clarksville Community Schools website.

## **MEDICATION:**

- ◆ **ALL** medications (prescription and over-the-counter) brought to school must be in its original container and taken to the office where it will be kept and administered under adult supervision. Students are not allowed to carry medicine with them throughout the building.
- ◆ Parents/Guardians must complete a Medicine form with students name, type of medication, and directions before the office can give a student medication.
- ◆ All medicine left in the office at the end of the school year will be disposed of unless student has written permission by a parent/guardian to take the medicine home.

## **SCHOOL PICTURES:**

- ◆ Pictures will be taken at the beginning of each school year.
- ◆ All Renaissance Academy students will have their picture taken whether or not they purchase a picture packet. Their picture will be used on their school ID card.

## **TRUST CARDS:**

All learners will begin the school year with a Trust Card, each card will have 10 points. Privileges and loss information is as follows:

- ◆ Trust Card Privileges:
  - Utilize breakout area
  - Listen to music during work time (one ear bud only)
  - Sit in the booths at lunch
  - Participate in reward days (one day at the end of every 9 weeks to celebrate perfect attendance and honor roll--Pizza party, Ice Cream Social at the end of the day)
  - Attend Field Days
- ◆ Loss of Trust Card:
  - Must remain in the classroom with the facilitator until the card is returned
  - All electronic devices must remain off and away during the school day
  - Sit in the assigned tables at lunch (near the facilitators)
  - Will not participate in reward days even if the requirements of perfect attendance or honor roll are met
  - Will not attend field trips

## **TRUST CARD POINT SYSTEM:**

### **There are 10 points on a Trust Card**

#### **Examples of losing points include, but are not limited to the following:**

- If you are late to class (4 times) you lose one point.
- If you are late to class (7 times) you lose two points.
- If you are late to class (10 + times) you lose three points. (An additional point is lost for each tardy after 10. For example, on the 11th tardy, one point is lost).
- If you get sent out of class to the office, you lose 3 points.
- Horseplay = 3 points
- Violating school rules = 1,2,3 points, depending on the severity of the violation.
- Unexcused absences (4 UA) you lose two points.
- Unexcused absences (7 UA) you lose three points.
- Unexcused absences (9 UA) you lose four points. (An additional point is lost for each UA after 9. For example, on the 10th UA, one point is lost).
- Fights = 10 points.

#### **Trust Card Loss**

Any learner who loses five (5) of the ten (10) Trust Card points will meet with the Learner Advocates and Facilitator Representation to review their behavior in promoting trust, respect, responsibility and why the learner is halfway to losing the Trust Card.

Loss of the Trust Card is the culmination of losing points against the culture of Trust, Respect and Responsibility. This requires an accountability check-in with a committee composed of the Learner Advocates and Facilitator Representation. This committee will review the points lost and make final determination of loss of the Trust Card. If a Trust Card is lost, it can be regained by earning back a balance of ten (10) points.\*\* Note: it is possible to continue accruing lost points that may lead to a negative balance.

\*\*After 2 weeks with no infractions, two (2) points will be credited back to the learner's trust card.

Two (2) bonus points can be earned by any learner who maintains a balance of 10 points at the end of a 9-weeks grading period.

Exceptional examples of community service or leadership may result in awarding of an extra point by decision of the Learner Advocates and Facilitator Representation.

## **VISITORS**

All visitors **must** check in at the front office.



# ACADEMIC INFORMATION

## MAKE UP WORK

- ◆ If you miss a class for any reason, it is the student's responsibility to arrange with their teachers to make up missed work.
- ◆ Students are encouraged to look in Echo for any missed work and to email teachers or group mates if they know they will be missing class.

## STUDENT REFUSES TO COMPLETE WORK:

- ◆ Meet with facilitator to "check-in"
- ◆ Meet with 2 student reps to "check-in"
- ◆ Meet with facilitator and parent (phone conference or in-person)
- ◆ Student is placed on a daily tracking sheet

## STUDENT IGNORES INSTRUCTION:

- ◆ Warning
- ◆ "Check-in" with facilitator
- ◆ Phone call home
- ◆ The student is blocked from games on the laptop and is not allowed to have their cell phone during instruction time.

## GRADES:

- ◆ Grades will be emailed to your parent/guardian at the end of each quarter.
- ◆ Grades and attendance is available by accessing Harmony and Echo at any time.

## Grading Scale for Renaissance Academy:

PERCENTAGES	REGULAR COURSES	DUAL CREDIT/AP COURSES
94-100	A 4.0	A 6.0
90-93	A- 3.7	A- 5.7
87-89	B+ 3.3	B+ 5.3
84-86	B 3.0	B 5.0
80-83	B- 2.7	B- 4.7
77-79	C+ 2.3	C+ 4.3
74-76	C 2.0	C 4.0
70-73	C- 1.7	C- 3.7
67-69	D+ 1.3	D+ 3.3
64-66	D 1.0	D 3.0
60-63	D .7	D- 2.7
0-59	F 0	F 0

# ACADEMIC INFORMATION

## DIPLOMAS AND REQUIREMENTS:

To receive a diploma, a student must satisfy all requirements outlined by the State Board of Education, as well as those specified by the Clarksville Board of School Trustees.

**\*Beginning with the Class of 2016, students will be required to be enrolled in a mathematics course or a quantitative reasoning course each year they are in high school**

## TYPES OF DIPLOMAS:

### CORE 40

- 8 credits in Language Arts
- 6 credits in Social Studies (2 U.S. History, 2 additional Social Studies, 1 U.S. Govt. and 1 Econ)
- 6 in Mathematics (2 Algebra 1, 1 Geometry, and 2 Algebra 2)
- 6 credits in Science (2 Biology, 2 Integ Chem/Phys., and 2 additional science)
- 1 credit in Health
- 2 credits in Physical Education
- 5 credits in direct electives that must come from world languages, fine arts, or a career/technical area
- 8 credits in elective credits

Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the

### CORE 40 with ACADEMIC HONORS

- Earn 47 credits or more
- Earn a C- or better in courses that will count toward the diploma
- Have a GPA of 3.0 or better
- 8 credits in Language Arts
- 6 credits in Social Studies (2 U.S. History, 2 additional Social Studies, 1 U.S. Govt and 1 Econ)
- 8 credits in Mathematics (2 Algebra 1, 2 Geometry, 2 Algebra II, 2 Pre-Calculus)
- 6 credits in Science (2 Biology, 2 Integ. Chem/Phys or Chemistry I, and 2 additional sciences)
- 1 credit in Health and 2 in Physical Education
- 2 credits in Fine Arts (Art, Band, Chorus, or Theater)
- 6-8 credits in World Languages (6 credits in one language or 8 credits in 2 different languages)

Academic Honors students **must** complete one of the following:

- Complete 2 AP courses and corresponding AP exams
- Complete 6 dual college credits from an accredited postsecondary school
- Complete 1 AP course and corresponding AP exam and 3 dual college credits from an accredited postsecondary school
- Score a 1200 on the SAT critical reading and math sections

**Beginning with the class of 2016, students must achieve a composite score of 1750, with no less than 530 on each section.**

- Score a 26 composite on the ACT

**Beginning with the class of 2016, students must complete the written portion of the ACT.**

# ACADEMIC INFORMATION

## TYPES OF DIPLOMAS:

### CORE 40 with Technical Honors Diploma:

- Earn forty-seven (47) credits or more
- Earn a C- or better in courses that will count toward the diploma
- Have a GPA of 3.0 or better
- 8 credits in language arts
- 6 credits in social studies (2 U.S. History, 2 W. History & Civ., 1 U.S. Gov, and 1 Econ.)
- 6 credits in mathematics (2 Algebra I, 2 Geometry, 2 Algebra II)  
\*Beginning with the class of 2016, students will be required to be enrolled in a mathematics course or a quantitative reasoning course each year they are in high school.
- 6 credits in science (2 Biology, 2 Integ. Chem/Physics or Chemistry I, and 2 additional Science)
- 1 credit in health and 2 credits in physical education
- 1 credit in Personal Financial Responsibility (Beginning with the class of 2015)
- 5 credits in direct electives (fine arts, world languages, or career/technical area)
- 8-10 credits in a career/technical pathway (Prosser)

Technical Honors students must complete two of the following through Prosser; one MUST be from the first two options:

- a.) Take WorkKeys and score on the following levels: Reading for Information-Level 6, Applied Mathematics-Level 6, Locating Information-Level 5
- b.) Complete 6 dual college credits in a technical area
- c.) Complete a Professional Career Internship course or Cooperative Education course (2 credits)
- d.) Complete an industry-based work experience as part of a two year career-technical education program (minimum 140 hours) e.) Earn a state-approved, industry-recognized certification

\*Beginning with the class of 2016 a student must earn 6 credits in a career/technical pathway and complete one of the following:

- a.) Industry-based certification
- b.) 6 Dual College Credits from your pathway

As well as one of the following:

- a.) Any one of the Core 40 with Academic Honors options
- b.) Earn qualifying scores on either WorkKeys, Accuplacer, or Compass

# ACADEMIC INFORMATION

## TYPES OF DIPLOMAS:

### CORE 40 with TECHNICAL HONORS

- Earn 47 credits or more
- Earn a C- or better in courses that will count toward the diploma
- Have a GPA of 3.0 or better
- 8 credits in Language Arts
- 6 credits in Social Studies (2 U.S. History, 2 additional Social Studies, 1 U.S. Govt and 1 Econ)
- 8 credits in Mathematics (2 Algebra 1, 2 Geometry, 2 Algebra II, 2 Pre-Calculus)
- 6 credits in Science (2 Biology, 2 Integ. Chem/Phys or Chemistry I, and 2 additional sciences)
- 1 credit in Health and 2 in Physical Education
- 2 credits in Fine Arts (Art, Band, Chorus, or Theater)
- 8-10 credits in a career/technical pathway ( Prosser)

Technical Honors students **must** complete two of the following through Prosser; one **MUST** be from the first 2 options:

- Take WorkKeys and score on the following levels:
  - \* Reading for Information - Level 6
  - \* Applied Mathematics - Level 6
  - \* Locating Information - Level 5
- Complete 6 dual college credits in a technical area
- Complete a Professional Career Internship course or Cooperative Education course (2 credits)
- Complete an industry-based work experience as part of a 2 year career-technical education program (minimum 140 hours)
- Earn a state-approved, industry-recognized certification

**\*Beginning with the class of 2016 a student must earn 6 credits in a career/technical pathway and complete one of the following:**

- Industry-based certification
- 6 dual college credits from your pathway

**As well as one of the following:**

- Any one of the Core 40 with Academic Honors options
- Earn qualifying scores on either WorkKeys, Accuplacer, or Compass

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's administration meet to discuss the student's progress
- The student's career and course plan is reviewed
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.

If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined. In addition, the opt-out decision requires a formal meeting with the administration, student, and parent/guardian.

# ACADEMIC INFORMATION

In addition to the Indiana graduation requirements, students will be expected to fulfill the New Technology Network (NTN) requirements. They are as followed:

- STEM (Science, Technology, Engineering, Math) focus
- Internship Component
- Minimum 12 dual college credits, average is 20-25 dual college credits
- Community service component (See requirements below)

## COMMUNITY SERVICE REQUIREMENTS:

- **Freshman** - 15 hours required for school, church, club, or neighborhood organizations
- **Sophomores** - 25 hours required at Goodwill, soup kitchens, etc.
- **Juniors** - 25 hours required at community centers (Choices for Women, Soup Kitchen, etc.)
- **Seniors** - 35 hours required must be approved by a facilitator

Total - 100 hours for community service upon graduation.

\*\*Students will keep portfolios of their community service projects, which may be used when interviewing for jobs and colleges.

# C.A. PROSSER SCHOOL OF TECHNOLOGY

Prosser School of Technology offers a two-year program for juniors and seniors preparing students in a technical skill area and may assist in providing immediate entrance into a particular career choice. Students participating in a Prosser program have dual enrollment in both schools by attending each program for one-half of the school day.

Renaissance Academy remains the home school. Students must attend classes at both schools whenever they are in session. The suspension/expulsion of a student at either the home school or at Prosser will be enforced at both schools. Students attending Prosser must use School Corporation provided transportation unless they have been given permission by Renaissance Academy to transport themselves to and from the vocational site. This permission will only be granted under the following conditions:

- 1.) The parent or legal guardian must sign the Prosser permission to drive form and return it to Clarksville High School before the student will be allowed to drive to the vocational site.
- 2.) The student will not be allowed to transport any other student (other than members of his/her immediate family) to or from the vocational site, unless a permission form is signed by parents of all students involved.
- 3.) The student or his/her parent must provide proof of insurance coverage in accordance with state law.
- 4.) The student will follow all rules related to driving and parking on campus as well as classroom attendance. Excessive tardiness will result in revocation of driving privilege as stated in the Renaissance Academy Handbook
- 5.) If a student violates any of the conditions set forth in the agreement, the driving privilege will be revoked and he/she must use the corporation provided transportation to Prosser.

# C.A. PROSSER SCHOOL OF TECHNOLOGY

In this form the parent/guardian agrees to the following:

I give my permission for my son/daughter to drive or ride to and from the above named vocational program. I have read and agree to the conditions listed above. **I understand that if any one of these conditions are violated, my student will forfeit his/her driving privileges and must use the corporation provided transportation. I further agree to indemnify and hold harmless the Clarksville Community School Corporation of any liability that may arise as a result of our decision to use personal transportation.**

Attending Prosser Vocational School is a privilege for Renaissance Academy learners. Along with this privilege are certain expectations for Prosser students to follow. Failure to follow these expectations could result in disciplinary action or removal from the program. Prosser provides an excellent opportunity to receive a well-rounded education.

Bus transportation will be provided daily to and from Prosser. Learners who drive to Prosser must have proper paperwork on file, need to obey traffic laws, and must be on time when returning to RA. Failure to follow these rules will result in loss of driving privileges.

## **A.M. – Prosser Student Information:**

- 1.) A.M. Prosser students will attend Prosser from 7:55 – 10:35.
- 2.) Students will board the bus in front of RA and leave at 7:25 A.M., arrive at Prosser at 7:50 A.M., attend classes until 10:35, arrive back at RA at 10:55 AM.
- 3.) Drivers/riders must be at RA for lunch at 11:00.
- 4.) If Prosser is on a 2-hour delay and RA is in session, students still report to RA for afternoon classes.
- 5.) If Prosser is closed and RA is in session, students still report to RA for afternoon classes beginning at 11:00.
- 6.) If RA is on a 2-hour delay, A.M. Prosser bus will not run, but students may attend Prosser on their own.
- 7.) If RA is closed and Prosser is in session, the Prosser bus will not run and students are dismissed to go home from Prosser at 10:35.

## **P.M. – Prosser Student Information:**

- 1.) P.M. Prosser students will attend Prosser from 11:25 – 2:00. (except Cosmetology)
- 2.) Students will eat lunch at RA, board the bus in front of RA at 11:00 A.M. and arrive at Prosser at 11:20 A.M.
- 3.) Students who are driving or riding may leave at the end of 3rd period at 10:36. Remember that students who drive to Prosser must have proper paperwork on file in RA main office.
- 4.) The bus will leave Prosser at 2:00 P.M. and arrive at RA at 2:15 P.M. Students are dismissed upon returning to RA.
- 5.) If Prosser is on a 2-hour delay and RA is in session, students will still report to Prosser as scheduled.
- 6.) If Prosser is closed and RA is in session, students still reports to RA for morning classes and will be dismissed at the end of 3rd period.
- 7.) If RA is on a 2-hour delay, P.M. Prosser students should report to RA for 1st period and then be released for lunch before going to Prosser.
- 8.) If RA is closed and Prosser is in session, students are not required to attend Prosser but may do so on their own.

# C.A. PROSSER SCHOOL OF TECHNOLOGY

Other important information:

- 1.) Before a student may **drive** and/or **transport** another student to Prosser he/she **MUST** have completed the additional driving/riding parent/guardian permission slips.
- 2.) Before a student may **drive** to Prosser he/she **MUST** have a current parking permit. The cost is \$1.00 and the application must be filled out and submitted to Mrs. Lewis. A copy of the student's driver license must also be submitted.
- 3.) Before a student may **drive** to Prosser he/she **MUST** have completed and submitted a Random Drug Testing Form.
- 4.) Before a student may **ride** with another student to Prosser he/she **MUST** have completed the additional driving/riding parent/guardian permission slip which must be signed by **BOTH** students' (driver and rider) parents.
- 5.) Before a student may **ride** with another student to Prosser he/she **MUST** have completed and submitted a Random Drug Testing Form.
- 6.) If a student rides the bus to Prosser, he/she **MUST** ride the bus back to RA. 7.) If a student is suspended out-of-school (OSS) from one school, he/she is suspended from **BOTH** schools. 8.) Students must attend classes at **BOTH** schools when in session to be eligible for any extra-curricular activity.
- 9.) Any Prosser program changes **MUST** be made at Prosser. This is **NOT** done through the counseling office at RA.
- 10.) Once a commitment to attend Prosser has been made, student **MUST** attend for the entire school year.
- 11.) Prosser students must eat lunch at Renaissance Academy and must travel directly between Prosser and Renaissance.

## STUDENT DRIVING AND PARKING

Driving to and from school is a privilege and not a right. Students who are licensed drivers will be allowed this privilege as long as the following guidelines are observed.

- 1.) Students must receive a parking permit in order to drive to school. Parking permits can be obtained in the front office at Renaissance Academy , the cost for the permit is \$1.00.
- 2.) Student drivers must submit a copy of their driver's license and be included in the Clarksville Random Drug Testing program.
- 3.) Students must appropriately park cars between markings and headed in.
- 4.) There should be no cruising around before or after school. Students should not loiter in or around cars at any time.
- 5.) The parking lots should be kept free of litter.
- 6.) The speed limit on school grounds and the street in front of the school is 10 mph. Reckless stunts or fast starts may result in a suspension of driving privileges.
- 7.) Each student is responsible for his/her own driving as well as his/her automobile, regardless of who is driving.
- 8.) As a privilege, students enrolled at Prosser may drive or ride with a friend when parental permission forms are signed and submitted to the main office. Excessive absences, tardies, or disciplinary problems will result in loss of driving privilege and the student being required to ride the Prosser bus. Violation of this driving policy will result in suspension from classes.

Failure to comply with the above can result in loss of driving privileges and/or the cost of towing.

# STUDENT NORMS AND PROCEDURES

## UNIVERSAL EXPECTATIONS:

- Trust, Respect, and Responsibility (School Culture)
- Focus on the purpose of school; learn and contribute to your learning environment and community
- Respect the rights of all people and property
- Keep hands, feet, and objects to yourself
- Follow classroom procedures established by each teacher
- Keep language, gestures, and clothing respectful and free of vulgarity, obscenity, and glorification of alcohol and drugs.
- Interact appropriately without excessive displays of affection or rough housing

## DRESS CODE:

- Clothing may not disrupt the educational process
- Short shorts, exposed cleavage, exposed stomachs, and sagging pants should **not** be worn to school
- Undergarments/underwear must be covered
- Clothing may not glorify or advertise drugs, alcohol, tobacco, tobacco products, or sexual behavior
- Clothing must be free of violent, vulgar, or obscene words, pictures, or symbols
- Footwear must be worn at all times
- Clothing, backpacks, make-up and other adornments may not demonstrate or suggest gang-related symbols or colors

## PUNCTUALITY:

You are expected to be on time for your classes to show respect to your group work time and to model professionalism.

## FACILITATOR CONCERNS REGARDING LEARNER:

- When a learner displays disrespect (talking back, yelling, hiding items, being rude in general) then they will immediately have a check-in with two student representatives and a facilitator to monitor the situation.
- If the behavior occurs again, then the parent will be notified of the behavior via phone call and/or email.
- If the behavior is persistent, then the learner, facilitators, and student representatives assigned to the case will have a conference to determine a goal and strategy to improve the behavior.



# STUDENT NORMS AND PROCEDURES

## LEARNER CONCERNS REGARDING FACILITATOR:

A check-in needs to occur when a teacher is disrespectful, etc. How will this occur?

- Another facilitator needs to be present, as well as a member of the learner representative council
- Explain to the facilitator in question what the issue has been and ask what is going on (follow the check-in guideline sheet)
- Try to reconcile the situation

## CELL PHONES AND ELECTRONIC DEVICES:

### ◆ LAPTOPS

Laptops are a necessary tool to ensure that each student can process information and communicate effectively in order to complete assignments in the project-based learning environment.

- **NEVER** give your password to another student
- Report any malicious or suspicious activity to an adult
- **NEVER** bully, harass, or hack

### ◆ CELL PHONES - See page 19 for specific guidelines

- Only ear buds may be used in the building,

## USE OF CONFERENCE ROOMS:

Students and facilitators will need to sign up for use of the conference rooms when classes are not using them. This will ensure that all members of RA are able to share the conference rooms to prevent some students from refusing to share. Also, it will allow us to keep record of the conference room use so that if it is left a mess, we know who to go to rather than punishing a entire group. The sheet could be kept in a Google Form that everyone could access.

## HARASSMENT:

Harassment is the systematic and/or continued unwanted and annoying actions of one party or a group. The 3 main types of harassment are:

- ◆ **PHYSICAL** - often called "just playing around" includes games or actions such as pushing, dog-piling, throwing things, and similar activities.
- ◆ **VERBAL** - Includes remarks that are offensive, threatening, annoying, embarrassing, or which are used to perpetuate rumors, hearsay, etc. Also includes racial and other slurs.
- ◆ **SEXUAL** - Includes any behavior, either physical or verbal (this includes comments or jokes), that is sexual in nature, and which degrades, humiliates, or embarrasses another person.

**BE SURE YOU REPORT ANY HARASSMENT YOU MAY EXPERIENCE OR SEE SO WE CAN ADDRESS THE SITUATION!**

# LEARNER DISCIPLINE

## LEARNER DISCIPLINE - DUE PROCESS LAW

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of Indiana Code 20-33-8, administrators and staff members may take the following actions:

### 1. SUSPENSION FROM SCHOOL BY 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) school days.

### 2. EXPULSION:

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under Grounds for Suspension and Expulsion, Section C and Section D.

### GROUND FORSUSPENSION OR EXPULSION, I.C. 20-33-8-14(a):

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- (a) on school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group (including summer school);
- (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.

#### A. Student Misconduct and/or Substantial Disobedience, I.C. 20-33-8-14

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- (1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is illustrative and not limited to the type of conduct prohibited by this rule:
  - (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 thereof.
  - (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 educational function, or of any meeting or assembly on school property.
  - (e) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
- (2) Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
- (3) Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
- (4) Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- (5) Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- (6) Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
- (7) Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
- (8) Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.

# LEARNER DISCIPLINE

- (9) Failing to report the actions or plans of another person to a teaching or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- (10) Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- (11) Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. *Exception to Rule 11:* a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be completed by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medicine.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medicine.
- (12) 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.
- (13) Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- (14) Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
- (15) Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.
- (16) Failing to comply with directions of teacher 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 educational function.
- (17) Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- (18) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- (19) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- (20) Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
- (21) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- (22) Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- (23) Engaging in pranks that could result in harm to another person.
- (24) Use or possession of gunpowder, ammunition, or an inflammable substance.
- (25) Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - (a) engaging in sexual behavior on school property;
  - (b) engaging in sexual harassment of a student or staff member;
  - (c) disobedience of administrative authority;
  - (d) willful absence or tardiness of students;
  - (e) engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - (f) violation of the school corporation's acceptable use of technology policy or rules;
  - (g) violation of the school corporation's administration of medication policy or rules;
  - (h) possessing or using a laser pointer or similar device.

# LEARNER DISCIPLINE

- (26) Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
- (27) Any student conduct rule the school building principal establishes and gives publication of to all students and parents in the principal's school building.

## B. **Bullying, I.C. 20-33-8-13.5**

- (1) This rule applies when a student is:
- (a) On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - (b) Off school grounds at a school activity, function, or event;
  - (c) Traveling to or from school or a school activity, function, or event; or
  - (d) Using property or equipment provided by the school.
- (2) Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
- (3) Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
- (4) Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- (5) Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention of bullying.
- (6) All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

## C. **Possessing A Firearm or a Destructive Device, I.C. 20-33-8-16**

- (1) No student shall possess, handle, or transmit any firearm or a destructive device on school property.
- (2) The following devices are considered to be a firearm under this rule:
- \* any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - \* any firearm muffler or firearm silencer
  - \* any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - \* the frame or receiver of any weapon described above
  - \* 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
  - \* an antique firearm
  - \* a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

# LEARNER DISCIPLINE

(3) For purposes of this rule, a destructive device is

- \* an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
- \* a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- \* a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

(4) The penalty for possession of a firearm: suspension up to (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of expulsion, if circumstances warrant such a reduction.

(5) The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

## **D. Possessing a Deadly Weapon, I.C. 20-33-8-16**

(1) No student shall possess, handle, or transmit any deadly weapon on school property.

(2) The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- \* a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- \* an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

(3) The penalty for possession of a deadly weapon; up to (10) days suspension and expulsion from school for a period of up to one calendar year.

(4) The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

## **E. Unlawful Activity, I.C. 20-33-8-15**

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 order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **F. Legal Settlement, I.C. 20-33-8-17**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

**SUSPENSION PROCEDURES** - When a principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to (a) a written or oral statement of the charges; (b) if the student denies the charges, a summary of the evidence against the student will be presented; (c) the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situation, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent/guardian of a suspended student will be notified in writing. The notification will include dates of the suspension, description of the student's misconduct, and the action taken by the principal. Indiana law requires school principals to notify the BMV to invalidate the driver's license of a person under the age of 18 who is under expulsion, exclusion or second suspension from school for the current school year. The license shall remain invalid until the individual turns 18 or the student has re-enrolled in school and is in good standing.

**EXPULSION PROCEDURES** - Rules and Procedures Governing Expulsion are on file at the superintendent's office.

# LEARNER DISCIPLINE

## IN-SCHOOL SUSPENSION

In-school suspension (ISS) is a method of handling serious behavioral problems. The student serving suspension will report to an assigned area for all or part of the school day. He/She will attend no classes during that period of time. Restroom and eating privileges will be regulated.

The student must take necessary books to the ISS room. He/She should request assignments from teachers before entering the suspension room. All homework, tests, or other assignments DO COUNT toward the student's grade while serving in-school suspension.

One student will not necessarily receive in-school suspension for the same offense as another if (a) he/she is a repeat offender; (b) the ISS room is already crowded; or (c) he/she is, or becomes, a supervision problem in the ISS room. Generally, in-school suspension will be used as an alternative to out-of-school suspension whenever feasible.

## OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension (OSS) may be used for more serious behavioral problems, for students who are repeat offenders, and for students who pose a threat to safety or to the education process. According to state law, a student may be suspended for a maximum of ten days at a time.

Students on OSS may request missed work during OSS. However, students on OSS will not receive credit for work due or missed in classes, with the exception of major tests, projects, reports, etc., which would profoundly affect semester grades. Students who are suspended out-of-school may NOT attend or participate in any school activity from the time of the inappropriate behavior resulting in suspension until the day he/she returns to school following suspension.

Students suspended from Prosser School of Technology will be suspended from the home school (Renaissance Academy) as well. The same applies to Prosser when a student is suspended from Renaissance Academy.

According to state law, a student's driver's license or learner's permit will be invalidated by the Indiana Bureau of Motor Vehicles for a period of 120 days on the second out-of-school suspension in a given year. The length of time the student loses his/her driver's license rights for an expulsion is 120 days, or the end of the semester during which the student returns to school, whichever is longer.

## STUDENT USE OF CELLULAR PHONES AND/OR ELECTRONIC DEVICES

ALL cellular phones and/or electronic devices MUST be used for educational purposes while the student is in the building. Failure to use electronic devices for educational purpose or without permission from staff may result in loss of privilege of use. Continued failure to follow these guidelines can result in confiscation of device. In the event a device is confiscated, a parent/guardian will be required to retrieve the device from the administration office. Subsequent confiscations of electronic devices may result in OSS and lose of device privileges.

### **SEXTING:**

"Sexting" is defined as sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device. Violation of any of the information contained in this section may be considered as a ground for suspension or expulsion from school. Student cell phones have been found in a number of Indiana school districts to contain evidence of "sexual conduct" as defined above. As a result, it is important for parents and students to be aware of some of the potential legal consequences should this occur in our school system.

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation", a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

# LEARNER DISCIPLINE

- It is “child pornography”, a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual Conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-52-4-4(b) to register as a sex offender.

## INTERNET USAGE AND OTHER RESOURCES

The internet and other resources available through Renaissance Academy are intended for educational purposes only. Misuse will result in disciplinary action and loss of computer/internet privileges. Students must present a signed parental permission form before they will be granted access to the internet. The permission forms will be distributed to students’ homes at the beginning of the school year.

## ACADEMIC DISHONESTY / PLAGIARISM

It is against school rules to cheat on school assignments or tests or to plagiarize. Plagiarism is taking or copying the writing or ideas of another person and turning his/her work in as your own. This includes copying information from the internet. On the first offense of Academic Dishonesty/Plagiarism, the student will receive a failing grade on the assignment and/or test and will be referred to the administration for disciplinary action. Further infractions will result in a failing grade for the semester and further disciplinary action.

## USE/POSSESSION OF TOBACCO

All buildings and grounds within the Clarksville Community School Corporation are smoke-free. This policy applies to students, faculty, staff, and visitors. Therefore, all forms of tobacco possession and use are prohibited before school, during lunch, after school, and at all school functions. This includes areas adjacent to school grounds. Violations of the student possession or use of tobacco policy as described above will result in the following disciplinary action:

### FIRST OFFENSE

1. Student will receive two days of in-school suspension and two demerits.
2. Student will be assigned to a designated table during lunch for a period of sixty school days. Failure to comply will result in additional disciplinary action.

### SECOND OFFENSE:

1. Student will receive four days of out-of-school suspension and additional demerits.
2. Student will be assigned to a cafeteria table during lunch for one calendar year. He/She will be required to seek permission from administration to use a restroom for the same period of time.

### THIRD OFFENSE:

Recommend expulsion.

NOTE: The numbers of violations or offenses are accumulated during any one given school year. All disciplinary action described above will be extended into the next school year if the violation occurs at the end of the current year.

## FIGHTING

Fighting at Renaissance Academy will **NOT** be tolerated and can result in up to ten days of out-of-school suspension depending on the seriousness of the altercation and the students overall discipline record. This includes areas adjacent to or close by school, and immediately before or after school, when such activity causes a disruption to the school climate. Assault and Battery cases will result in the police being called and all parties involved being transported to the Clark County Juvenile Detention Center. Out-of-school suspension will also result, as well as possible expulsion.

# LEARNER DISCIPLINE

## DRUGS AND ALCOHOL

Violation of rules regarding drugs and alcohol at Renaissance Academy is considered to be a very serious disruption of the educational process, and as such will be dealt with most severely. The following are violations of the disciplinary code of Renaissance Academy, whether on the school grounds at any time, or at any school activity, function, or event at any location including the school bus.

1. No student may possess, transmit, use, or have an impaired condition of thought or action from any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, paraphernalia, or intoxicant of any kind. This includes look-alike drugs.
2. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
3. No student may possess or use any substance that he/she has reason to believe is or which has been represented to him/her as any of the aforementioned drugs or alcohol.
4. No student may give or take another student's prescription medicine. Any substance for which a student has a prescription or written permission from a parent allowing use should be brought to the school nurse or administrator for dispensing and the medication should be taken in his or her presence.

### ANY STUDENT VIOLATING THIS POLICY IS SUBJECT TO THE FOLLOWING:

1. Parent will be notified and a conference will be arranged for the earliest possible time. Student could receive five days of out-of-school suspension pending the right of the student to attend an expulsion meeting according to due process.
2. Student is barred from participation or attendance of all school-related activities until a decision is made by the expulsion examiner, should a meeting be held.
3. Expulsion charges will be initiated and an expulsion meeting will be scheduled to determine the length of the expulsion period. At the expulsion meeting a recommendation will be made by the high school principal to the expulsion examiner based on these factors, the penalty could be a forfeiture of rights according to Form 16 that would allow the student to remain in school on a probationary status, or expulsion from school for a period of time up to one year.
4. A report could be made to proper law enforcement authorities and to the Bureau of Motor Vehicles.

## RANDOM DRUG AND ALCOHOL TESTING

The Board of School Trustees of the Clarksville Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and alcohol. Drug and alcohol abuse are a threat to the safety and health of our students, faculty, and staff. It jeopardizes the efficiency and quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of body organs, conditions that substantially inhibit a person from performing to his/her fullest natural ability, serious injuries, and death.

The Board of School Trustees encourages all students to participate in extra-curricular and co-curricular activities. The board believes the opportunity for such participation is a privilege and not a right. "Driving to School" is also a privilege and not a right. These privileges are offered to students who meet all conditions of eligibility set forth by the school or a governing body (I.H.S.A.A.). One such condition for eligibility shall be an agreement by the student and his/her parent(s) or guardian(s) to submit to testing for the use of drugs and alcohol in accordance with the Clarksville Community School Corporation Drug Testing Program.

## PHILOSOPHY

This testing program is an integral component of the overall education process of Renaissance Academy and Clarksville Community Schools. Its purpose is not punitive in nature, but rather intended as a medical diagnostic aid in discovering possible drug and alcohol related problems.

The 'safety factor' will be the primary reason for testing students who participate in extra-curricular activities or who drive a motor vehicle to school. This group of students is taking advantage of privileges offered to them by the school. Any person from this group who is under the influence of alcohol or illegal drugs presents a real and substantial danger to his/her own health and safety as well as the health and safety of other students.

## PROGRAM GOALS

1. Identify a student with drugs or alcohol in their body system.
2. Provide notification to the parent/guardian of any drug or alcohol problem.
3. Educate, help, and direct students away from drug and alcohol use.



# LEARNER DISCIPLINE

## **SUBSTANCES BEING TESTED**

1. Ethyl Alcohol
2. Amphetamines (Amphetamine & Methamphetamine)
3. Barbiturates
4. Benzodiazepines
5. Cocaine Metabolite
6. Opiates
7. Phencyclidine
8. Marijuana Metabolite (THC)
9. Propoxyphene

## **TESTING COMPANY**

**Indiana Testing, Inc.** 8291 Indy Court Indianapolis, IN 46214 1-800-295-2587

## **PARTICIPANTS**

1. Any student who drives a motor vehicle to school or participates in extra-curricular activities (ex: athletics, band, choir, student council) must enroll in the Clarksville Community School Corporation Random Drug Testing Program. Any student who refuses to enroll in the program will not be permitted to drive a vehicle to school or participate in extra-curricular activities.
2. Students who do not drive to school or participate in extra-curricular activities may voluntarily enroll in the Clarksville Community School Corporation Random Drug Testing Program.
3. Staff members and coaches may voluntarily enroll in the Clarksville School Corporation Random Drug Testing Program.
4. Parents/Guardians of students who do not drive or participate in extra-curricular activities may enroll their son/daughter in the random drug-testing program. The parent/guardian will determine who receives the results of the test.

## **ENROLLMENT**

1. Students who enroll in the random drug-testing program must read and sign the 'Consent for Random Drug Testing' form along with his/her parent/guardian. This form will be signed each school year and will be kept on file in the office of the principal.
2. All eligible students must enroll in this program by the Friday after Labor Day each school year. This includes those students who only participate in an activity in the spring or those who anticipate receiving their driver's license sometime during the school year. He/She must enroll in the drug-testing program before the deadline and be part of the testing pool for the entire year.

## **SELECTION & NOTIFICATION**

1. The dates of testing will be determined by the administration of Renaissance Academy. To reduce costs, the schools will test on the same day. The dates selected will be kept confidential. The schools reserve the right to test as frequently as they like.
2. Each enrollee will be given a unique identification number assigned by the school principal or his/her designee. This person will maintain a cross listing of the individual and his/her identification number. These numbers will be given to the outside testing company.
3. When the administration determines a testing time, the principal or designee will inform the company to select random numbers from their pool. (The amount of numbers to select (test) will be determined by school administration). One alternate number will also be selected. This number will only be used if a problem exists with the original numbers (ex. student absence).
4. The company will inform the principal or designee which numbers were selected. This person will then cross check the numbers with the names and identify the students who will be tested. The principal/designee will locate each individual and escort him/her to the appropriate testing site located within the school. If a student is absent, then the alternate number/name will be used.
5. After a specimen has been received, students will be given a pass to return to class.
6. Persons selected to be tested will have their numbers put back into the pool. A single individual could be tested each and every testing period if his/her number keeps coming up.

# LEARNER DISCIPLINE

## TESTING PROCEDURES

1. An agent from the testing company, principal, or designee will administer the test. This person will be referred to as the collection site person. The collection site person will be responsible for overseeing the collection of the urine specimens. No unauthorized personnel shall be permitted in any part of the collection site.
2. Upon arrival at the collection site, the collection site person shall request the individual to present some type of identification. If the individual does not have the proper identification, this shall be noted. **If the individual refuses to take the test, they will forfeit their eligibility for athletics, extra-curricular activities, and driving to school.**
3. The collection site person shall ask the individual to remove any unnecessary outer garments (coat, jacket) that might conceal items or substances that could be used to tamper with his/her urine specimen. Also, all personal belongings (purse, book, bag, etc.) must remain with outer garments. The collection site person shall note any unusual behavior or appearance.
4. The student shall be instructed to wash and dry his/her hands prior to testing. After washing/drying hands, the student shall remain in the presence of the collection site person and not have any access to water fountains, faucets, soap dispensers, or cleaning agents.
5. The student may provide his/her specimen in the privacy of a stall, or otherwise partitioned area that allows for privacy. The collection site person shall note any unusual behavior by the individual.
6. Upon receiving the specimen, the collection site person will determine that it contains 45 milliliters of urine. If there is not sufficient urine in the container, the sample is disposed and a second specimen will be collected. The student may be given reasonable amounts of water to consume.
7. Immediately after collection, the collection site person shall measure the temperature of the specimen and conduct an inspection to determine the specimen's color and signs of contaminants. Any unusual findings from the inspection must be included in the 'Chain of Custody' form. The time from urination to delivery of the sample for temperature measurement is critical and in no case should exceed four (4) minutes. Samples must register 91 to 99 degrees Fahrenheit or they will not be accepted. If this is the case, another specimen should be collected.
8. If it is determined by the Test Administrator that a test was tampered with or a false specimen was provided, the student will forfeit their eligibility for athletics, extra-curricular activities, and driving to school.
9. After the specimen has been provided and submitted to the collection site person, the student shall be permitted to wash his/her hands. Both the individual being tested and the collection site person should keep the specimen in view at all times prior to it being sealed and labeled. A tamper-proof seal with the initials of both the collector and donor is placed over the cap and down the sides of the bottle. The identification label on each specimen bottle should contain the date and the identification number of the student.
10. A copy of the 'Chain of Custody' form signed and dated by the collector and donor will be provided to the principal or designee. A temperature of the sample will be recorded on this form, as well as a recording of the split vials.
11. After placement of the specimen into the transport bag, the transport pouch is sealed by the collector. The urine specimen and Chain of Custody form are now ready for shipment.

## TEST RESULT REPORTING PROCEDURE

1. The testing laboratory will notify the principal or designee of a positive test result.
2. The principal will notify the student and his/her parent(s)/guardian(s) of the positive test result. The principal will inform them of the consequences as stated in the drug testing policy. The principal will also provide a list of agencies that can assist the student. If a challenge of the result is requested, then a split test may be ordered upon bottle B. The challenged test will be done at the student/parent expense.
3. The principal will also notify the head coach of the athletic team or the supervisor of the extra-curricular group of which the student belongs. The principal will inform this person of the consequences that have come about because of the positive result.
4. The parent(s)/guardian(s) of a student who was tested will be notified of the test result.

# LEARNER DISCIPLINE

## HAZING POLICY

In accordance with Indiana Code 35-42-2-2, Section 2, no student shall be subjected to any form of hazing. Hazing occurs when an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletics team, grade level, activity, or organization. Hazing includes but is not limited to:

- Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to unreasonable risk of physical harm.
- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
- Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, and intimidating environment for the student.
- Any activity involving any violation of federal, state, or local law or any violation of school district policies and regulations.

## HEALTH AND WELLNESS POLICY

The Clarksville Community School Corporation is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Clarksville Community School Corporation that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades PreK–12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Students will be provided with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. An effort will be made to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning. Schools will provide clean, safe, and pleasant settings and adequate time for students to eat.
- All schools in our district will participate in federal school meal programs including the School Breakfast Program and the National School Lunch Program.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish links between health education and school meal programs, and with related community services.

## RACIAL HARASSMENT

In accordance with Board policy 51.43.4, no student or employee shall be subjected to any form of racial harassment. Racial harassment consists of unwelcome racial comments and other inappropriate verbal or physical conduct of a racial nature when made by any employee to a student, student to employee, employee to another employee, or student to another student. A full description of the corporate policy and forms to be used in filing a complaint may be obtained from either the office of the high school principal or the office of the superintendent. Any initial complaint should be registered with the building principal when feasible.

# LEARNER DISCIPLINE

## SEXUAL HARASSMENT

In accordance with Board policy 4050 and 51.43.3, no student or employee shall be subjected to any form of sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favor, or other inappropriate verbal or physical conduct of a sexual nature when made by any employee to student, student to employee, employee to another employee, or student to another student. A full description of the corporate policy may be obtained from either the office of the high school principal or the office of the superintendent. Any initial complaint should be registered with the building principal when feasible.

## GRIEVANCE PROCEDURES FOR DISCRIMINATORY VIOLATIONS, INTERPRETATIONS, AND APPLICATIONS

1. For whom is the grievance procedure available?

Anyone whose civil (protected) rights may have been violated by acts or omissions within the school environment. Possible discrimination based upon age, race, color, national origin, religion, sex, and handicapping conditions including limited English proficiency may be addressed through this procedure.

2. What laws are involved?

- Title VI (race, color, national origin)
- Title IX (sex, discrimination)
- Section 504 of the Rehabilitation Act of 1973 (handicapping condition)
- Advisory Committee requirements of the State Vocational Technical Education Plan

3. Who may file a grievance of potential violation?

- School corporation officers
- School employees
- Students
- Patrons of the school

4. Who is responsible for seeing that compliance exists with all laws (compliance coordinator)?

- The superintendent or designee for allegations and violations of a corporate level, such as policy or practice

5. Who is the final authority in making decisions on grievances that are properly filed (compliance officer)?

- The Superintendent, Title IX and Section 504 Officer  
200 Ettel Lane, Clarksville, Indiana 47129  
(812) 282-7753

6. What procedures must be followed in filing a grievance?

### LEVEL ONE

- a. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 on the previous page. The complaint shall stipulate the specific act or omission, the date of same, and the parties involved.
- b. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven calendar days of the receipt of the written complaint.
- c. The compliance coordinator shall render a decision within fourteen calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
- d. The complainant shall have seven calendar days to react to the decision before it becomes final.

# LEARNER DISCIPLINE

## LEVEL TWO

- a. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three calendar days of receipt.
- b. The superintendent shall review all materials and schedule a meeting within seven calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator and the superintendent. Other witnesses may be called with mutual prior notice of three calendar days.
- c. The superintendent shall make a decision within seven calendar days of final meeting of parties. The decision shall be final.

## NOTES:

- By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowance if a request is made in writing by either party and so agreed to by both parties.
- If the alleged violation, interpretation, or application is of a corporate nature such as written rule, regulation, or policy the LEVEL TWO is initiated immediately.

## POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may not remove a student from a school building for questioning while the student is properly in attendance without permission from the parent of the student, regardless of the student's age. However, the situation differs when an enforcement officer has a warrant for the student's arrest, or an order signed by the judge of the juvenile court, or the officer has informed the school official that he/she has probable cause to make an arrest. Also, when a crime has been committed on school premises, students may be questioned in the school without parent consent.



# Renaissance Academy

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## *ACKNOWLEDGEMENT OF RECEIVING AND REVIEWING STUDENT HANDBOOK*

By signing below, I acknowledge that I have received and reviewed the Renaissance Academy Student Handbook, and I agree to follow the rules outlined in the handbook and assume responsibility for my actions as they relate to the school discipline policies.

STUDENT NAME (PRINTED): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

GRADE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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PARENT NAME (PRINTED): \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_