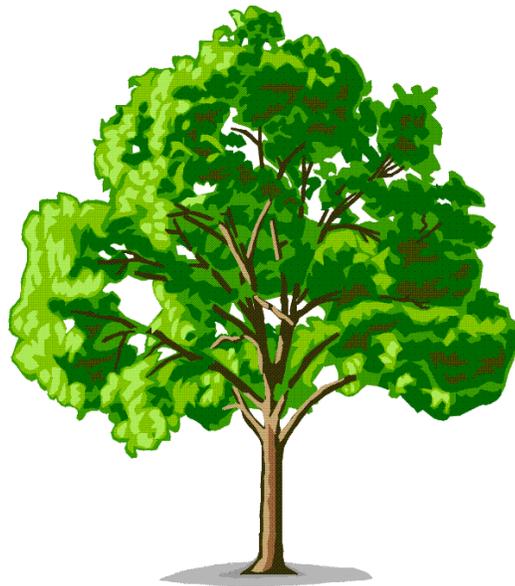


Crawford County Community School Corporation
Elementary Handbook

2016 ~ 2017

PARENT - STUDENT HANDBOOK

East Crawford Elementary School
South Crawford Elementary School
West Crawford Elementary School



"Growing Toward Greatness"

Crawford County Community School Corporation Vision

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CRAWFORD COUNTY ELEMENTARY SCHOOLS 2016-2017 ~ PARENT / STUDENT HANDBOOK

FORWARD

WELCOME

On behalf of the Crawford County Elementary Schools, welcome to the new school year. Your year will be exciting and filled with many new opportunities. We will make a special effort to create and promote a good relationship between home and school. Our curriculum is designed to meet the needs of each student, who will gain from school according to the efforts he or she applies. As a parent, you are your child's most important teacher. You set the stage and provide the social, emotional, and motivational props for what we do each day in school. Working together, your child will learn and grow to his or her fullest potential. Good luck and have a successful year.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this Corporation to provide equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

- Superintendent of Schools
- Phone: 812.365.2135

HANDBOOK NOTES

We ask that you read all items of this handbook carefully. This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. **Students and parents are responsible for knowing the contents of their handbook.** Please keep this handbook available for reference throughout the year.

To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences of behavior. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised after handbooks are issued, the language in the most current policy or administrative guideline prevails.

SECTION 1 – GENERAL INFORMATION

SCHOOL TELEPHONE NUMBERS:

- East Crawford Elementary School - 812-633-4335
- South Crawford Elementary School - 812-739-2210
- West Crawford Elementary School - 812-338-2916
- Website: www.cccs.k12.in.us

The office telephone is a business phone and is not to be used by students, except in an emergency or when directed by the teacher. Students are not allowed to use the phone to make personal arrangements (such as, requesting permission to go to another student's home after school).

CANCELLATION OF SCHOOL / EARLY DISMISSAL

No student may leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or a person designated by parent or guardian to pick child up or (b) by the parent coming to the School office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. On days when we have snow or ice, our superintendent and transportation director will check on road conditions, confer with state and county highway officials, consult with meteorologist concerning weather forecasts, and talk with our bus drivers. After analyzing all available information, a decision will

be made to run the regular bus routes, run on a delayed schedule, or to close the schools. **When conditions warrant, there may be a 1-hour or two-hour delay as well as a possible early release.** As soon as a decision is made, local radio and television stations will be notified. All families may be notified of school cancellations or early dismissals by our automated **School Messenger** system. **If school is closed, the Boys and Girls Club is also closed. When Crawford County Schools are closed, all special education routes and Prosser routes will not run.**

EMERGENCY INFORMATION

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

In case of emergency, each student is required to have on file at the school office the following information:

1. Parents/guardian name.
2. Complete and up-to-date address.
3. Home phone, cell phone, parents work phone and email address.
4. Emergency phone number of friend or relative.
5. Physician's name and phone number.
6. Medical alert information.

ENROLLMENT IN THE SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. a birth certificate
- B. court papers allocating parental rights, responsibilities, or custody (if appropriate)
- C. proof of residency,
- D. proof of immunizations

New kindergarten students must be 5 years old on or before **August 1st** of the school year in which they are enrolling. New first grade students must be 6 years old on or before August 1st. Ages must be verified by a birth certificate and immunization records must be complete. A hospital record is not sufficient.

CLASSROOM ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

TRANSFERS OUT OF THE CORPORATION

If a student plans to transfer from a Crawford County elementary school, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school corporation.

TRANSFERS WITHIN THE CORPORATION

If a parent/guardian requests a transfer to another school within the corporation from their home school area, parent should first contact the home school principal to discuss reasons for transfer, and then speak with principal of receiving school. Both principals must agree to sign the waiver for transfer. Final approval rests with the superintendent. Transportation to another school will not be the responsibility of the school.

ATTENDANCE

Students are expected to be in school each day. Regular attendance at school is likely to influence better success and help establish a habit that will be important throughout life. Absence is one of the greatest causes of poor schoolwork and failure. An absence from school is regarded as either excused or unexcused when the attendance committee considers absences (see below).

ABSENCE

Any student who misses up to 3 hours of school on any given day will be considered ½ day absent.

EXCUSED ABSENCES

Under the following circumstances, students may be excused from school attendance **with proper documentation**:

1. Personal illness (doctor's excuse)
2. Personal illness (up to 2 absences with a parent's note or call per semester)
2. Death in the family
3. Religious observance
4. Emergency or unavoidable medical and dental appointments
5. Quarantine

Parents are expected to contact the school when children are absent. This will allow teachers and parents to provide for assignments and lessons to decrease the impact of the absences. Dental and medical appointments should be scheduled for after school hours or on Saturday, if possible. If a student is absent, he/she will be expected to make up the work missed. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school or before returning to school. Students will have one day for each day missed to complete make-up work.

UNEXCUSED ABSENCES

After 3 unexcused absences per semester, parents will be notified in writing of the corporation policy regarding absences. The notification will include the actions, which shall be taken in the future if more absences occur. After five unexcused absences, a notification letter requiring parents to appear before the attendance committee will be sent. The attendance committee shall consist of the Crawford County Probation Officer, the Crawford County at risk officer, and one administrator. In the event that parents fail to appear before the attendance committee or the attendance committee denies an extension of the five day limit, either the Prosecutor's office and/or the Probation Officer shall be notified to determine if the School Compulsory Attendance Act has been violated.

TARDY

A student who arrives at school after 8:15 a.m. and before 10:00 a.m. is considered tardy. A student who leaves school before school dismissal time will also be considered tardy. **After five unexcused tardies in one semester, the student will be referred for an attendance hearing.**

STUDENT ACTIVITIES - SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The school provides students the opportunity to broaden their learning through curricular-related activities. Members of each team must be in school on the day of the event in order to participate. The building principal has the right to waive this if warranted for good reason. Extra curricular activities at Crawford County elementary schools may include the following academic and sports teams:

- Battle of the Books
- Math Bowl
- Spell Bowl
- Science Bowl
- Geo Bowl
- Cheerleading
- Basketball
- Dance

PETS

Only under special circumstances may pets be allowed at school. Permission must be gained from the child's teacher and the principal.

PERSONAL ITEMS / VALUABLES

The use of cell phones, personal music players, personal game players and other similar devices is not permitted during the school day. **If brought and then stolen, lost, or damaged the school will not be responsible, nor will it be the investigating party for such items.** The school reserves the right to hold all things of this nature upon misuse until a parent comes to get the item.

IPads, electronic readers, and other similar devices used for educational purposes are permissible; however, if **brought and then stolen, lost, or damaged the school will not be responsible, nor will it be the investigating party for such items.**

Children may bring other toys, but they will be the responsibility of the child. The administration and teachers have the right to request certain items not be brought to school. **Children are not permitted to carry pocketknives, real or toy guns, lasers, or any item that could present a safety issue.**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school administration and staff cannot be responsible for valuables, which students bring to school. It is recommended that students leave all valuables at home. **MARK all students clothing and personal belongings with name or initials including coats, jackets, special shoes, notebooks, etc.**

TEXTBOOKS

Textbooks and workbooks are furnished for a yearly rental fee. The fee is payable upon enrollment at the school. Any charges must be prearranged. If a book is lost, misused, or damaged beyond reasonable wear, the student shall be fined or will be charged for replacement of the book. Rental fees are to be collected in accordance with the following procedure.

- A. During the enrollment period, the parent/student shall be given:
 - A statement of fees
 - Form 8531 F1 to take home to the parents (qualifications for inability to pay)
- B. Prior to October 1st, send Form 2510B F1 to the parents of students with delinquent fees. (Pending applications are not to be considered delinquent.)
- C. Prior to December 1st, send Form 2510B F1 to the parents of students with delinquent fees. (Pending applications are not to be considered delinquent.)
- D. Prior to February 1st, send Form 2510B F2 to the parents with students of delinquent fees. This form indicates notice of referral to small claims court for collection.

VISITORS

All visitors are required to report to the school office upon entering the building. In order to protect the educational program of the schools from undue disturbance, each principal shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit one or more schools are to make arrangements in advance through the school office of each school to be visited.
- B. Every visitor to a school must register at the school office. Sign-in lists indicates the name, time arriving/departing, and reason for visit, person visiting shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from the local law enforcement officials.
- C. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person. Identification may be required.
- D. Students may not bring guests to school.
- E. No individual or organization may enter a school facility for the purposes of solicitation, selling, or similar activity without the approval of the principal.
- F. No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business. Each principal shall post in a conspicuous place at each entrance, the rules and procedures to be followed by visitors.

CIVIL RIGHTS NON-DISCRIMINATION STATEMENTS

Crawford County Community School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Superintendent of Schools, Crawford County Community School Corporation, 5805 E. Administration Rd., Marengo, IN 47140. Telephone (812) 365-2135

SEARCH AND SEIZURE POLICY

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and drug-free learning environment.

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted with or without a student's consent by school authorities. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

Use of Dogs --- The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on School property. The dogs may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's personal items will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

CRAWFORD COUNTY COMMUNITY SCHOOL CORPORATION TOBACCO FREE POLICY

The Crawford County Community School Corporation Board of Education recognizes that it has a legal authority and obligation pursuant to G.S. 115C-407 Policy prohibiting Tobacco Use in School Buildings as well as the federal Pro-Children's Act, Title X of Public Law 103-227 and the No Child Left Behind Act. Therefore the board has adopted a tobacco free policy for the corporation which states the following:

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- o In any building, facility, or vehicle owned, leased, rented or chartered by the Crawford County School District.
- o On any grounds and property—including athletic fields and parking lots—owned leased, rented or chartered by Crawford County School District.; or
- o At any school-sponsored or school-related event on-campus or off-campus

In addition, no student is permitted to possess a tobacco product **or an electronic cigarette, or any anti-nicotine device.**

Visitors using tobacco products will be asked to refrain while on school property or leave the premises. If they refuse, law enforcement officers will be contacted to escort the person off the premises or cite the person for trespassing in case the person refuses to leave the property.

SECTION II - ACADEMICS

ASSESSMENTS

CCCSC utilizes multiple assessments to provide measures of student knowledge and mastery of standards. This information helps make informed decisions that improve student achievement. Each student will be expected to pass ISTEP+. Grade 3 students are required to pass IREAD-3.

CONFERENCES (PARENT / TEACHER)

Parents are encouraged to contact the school as deemed necessary to make an appointment with their child's teacher to discuss student progress. Parents should call in advance so that a meeting can be planned. Office personnel cannot call a teacher out of the classroom to take a phone call except in an extreme emergency. Your attendance is encouraged at parent/teacher conferences.

FIELD TRIPS

Field trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked at the beginning of the school year to sign a universal permission for all field trips. No student may participate in any school-sponsored trip without parental consent. Attendance and rules of conduct apply to all field trips. Students who do not attend school on field trip days will be counted absent. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use cost. Most of the time the money collected for field trips must be sent in advance to theaters, museums, etc. Therefore, no refunds can be given if your child is absent the day of the field trip. When parents attend field trips they are considered a chaperone. Parents who chaperone must not bring other children along. All chaperones must ride the school approved transportation to and from the field trip. Use of tobacco products by chaperones is not permitted. Failure to comply could result in losing the privilege to chaperone future field trips. All chaperones must pass a criminal history check.

Note: Students may only attend field trips with classes of the school in which the child is enrolled. Exceptions must be approved by all administration involved.

GRADING SCALE FOR GRADES ONE THROUGH FIVE:

A study committee composed of elementary teachers, and approved by the elementary principals and the superintendent of school recommended the grading scale system for the elementary school. Teachers may use any or all of the suggested grading scale for their daily class work:

Letter	Points	Percentage
▪ A+	12	97 - 100
▪ A	11	93 - 96
▪ A-	10	90 - 92
▪ B+	9	87 - 89
▪ B	8	83 - 86
▪ B-	7	80 - 82
▪ C+	6	77 - 79
▪ C	5	73 - 76
▪ C-	4	70 - 72
▪ D+	3	67 - 69
▪ D	2	63 - 66
▪ D-	1	60 - 62
▪ F	0	0 - 59

All grades on final reports and records shall be in letter form. A space shall be provided on the report card for informative remarks by the teacher and parents. An average of 60% or one point will be considered passing in all grades.

Kindergarten students will be given letter grades in Language Arts, Reading, Math and Citizenship.

First, Second, and Third grade students will be given letter grades for Reading, Language Arts, Math, & Citizenship. An "S" or "U" will be given for Social Studies, Science, and Handwriting.

Fourth through Fifth grade students will be given letter grades for Reading, Language Arts, Math, Science, Social Studies & Citizenship. An "S" or "U" will be given for Keyboarding.

Report cards are issued following the completion of each nine weeks-grading period. Interim progress reports are issued midterm each 9 weeks. Please carefully review your child's progress and contact the school if you have any questions regarding grades. Progress reports may be sent to you as needed. Grades are accessible through Harmony with a username and password. The school may be contacted for information regarding username and password.

HONOR ROLL

There shall be a Distinguished Honor Roll which means the student has achieved all A's and S's, including citizenship grades.

Regular Honor Roll which means the student has earned A's, B's, and S's, including citizenship grades.

ATHLETIC ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

Any student with a report card grade of an "F" will be ineligible to participate in extra curricular activities until the mid-term, at which time eligibility will be re-evaluated. If the student has no "F's" at that time, they will again be eligible to participate in extra curricular activities. Citizenship grades shall be included in determining eligibility.

PROMOTIONS, PLACEMENT, AND RETENTION

Optimal school achievement is obtained when students are able to master standards, skills and concepts at each grade level. All aspects of the student must be considered as grade placements are made.

DEFINITIONS:

- A. Promotion:** Occurs when a student is mastering standards at the appropriate grade level and shows a readiness to learn at the next grade level.
- B. Placement:** Occurs when a student enrolls (from home school, other schools, etc.) or is determined to benefit from placement and is placed in the grade deemed appropriate.
- C. Retention:** Occurs when a student is not able to master standards at the appropriate grade level and is not ready to learn at the next grade level. Retention will only be considered at risk of failure when he/she has fully participated in the Response to Intervention (RTI) process and at the recommendation of the RTI team including the principal, school psychologist, classroom teacher, and parents. Students who do not pass the IREAD-3 assessment in 3rd grade will be retained unless specified in the child's Individualized Education Plan (IEP).

D. Response To Intervention Team (RTI):

An RTI Team is to be appointed by the principal each year to consider situations in which students are not mastering standards with remediation support. Students who are being considered for retention must participate in the RTI process. Such a team should include:

1. Classroom teachers
2. Counselors and other support staff
3. Principal
4. School Psychologist, as consult

Final decisions on student promotion, placement, or retention rest with the principal to implement Board Policy 5410.

A. Criteria for Consideration -- When the RTI Team is convened, the following criteria shall be considered:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, social maturity

B. Time Line for Elementary Grade Placement Changes

- October-January: Teacher should inform parents of student progress. Student may participate in RTI process.
- February-March: Teacher will notify principal (and the RTI Team) if an alternative grade placement is being considered. The principal may convene the RTI Team.
- April: If placement or retention is still being considered, parents should have been notified by this time and commitment to the decision secured.
- May-June: Decision on placement or retention is made and student Grade Placement Recommendation is completed.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

PROTECTION AND PRIVACY OF STUDENT RECORDS (FERPA Policy 8330)

The Corporation maintains many student records including both directory information and confidential information. Directory information includes a student's name; address; telephone number; date and place birth; participation in sports; attendance records, listing on an honor roll. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers. Parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school principal.

SECTION 504 COMPLIANCE

It is the policy of the CCCSC that no otherwise qualified disabled person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school corporation. Inquiries regarding compliance with this policy should be directed to Section 504 Officer for the Crawford County Community School Corporation. The 504 Officer can be reached by contacting East Crawford Elementary School, 518 Speed Road, Milltown, Indiana or by contacting the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

SPECIAL EDUCATION

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing, and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s).

INTERNET POLICY

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources, such as television, telephones, radio, movies, and other possibly offensive media. Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Crawford County Community School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Crawford County Community School Corporation. Access is a privilege, not a right. Access entails responsibility. Users should not expect that files stored on school-based computers will always be private. Electric messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, unload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, or sexually explicit language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and,
- g. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of district policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Crawford County Community School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for personal property used to access District computers or networks or for District-provided access of the Internet.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

LIBRARY / MEDIA CENTER

The library media center is open on a regularly scheduled basis and is supervised by the media specialist or the media aide. Classes in library skills are held for grades K-5 and for special classes in the school. Reading for enjoyment, as well as reading for knowledge, is heavily emphasized during these classes. Students are allowed to use the library during library hours with the permission of their classroom teacher and the media specialist or media aide. They may use the library to read, check out books, return books, use audio-visual equipment, and do reference work or work on special projects. Each student may check out books for seven (7) days, and renew the books if desired. Lost or damaged books must be paid for. The library collections are constantly updated and expanded. Materials

are chosen for either their educational or recreational value. A variety of audio-visual materials and other learning aids are available through the library for teacher use in the classrooms.

SECTION III – HEALTH & SAFETY

Air Quality Control Coordinator – James Smith, Administration Building, 5806 East Administration Rd. Marengo, IN 47140, 812-365-2135, jsmith@cccs.k12.in.us

Asbestos Policy

CCCSC, in compliance with certain A.H.E.R.A. REGULATIONS, completed an inspection of all facilities on all school campuses for the presence of asbestos containing materials. The purpose of such an inspection was to insure the safety and general welfare of all persons using these facilities.

The inspection revealed that there is a relatively small amount of asbestos containing materials in some of our buildings, and these materials are so contained that they cause no health hazard to the occupants.

A Management Plan has been developed and submitted to the Governor which details the response actions that will be taken in dealing with these materials that were identified by the inspection.

The Management Plan is available for public inspection, upon request, at the Administration Office during business hours. The request should be made at least one (1) working day in advance.

It has been, and continues to be, the policy of this Corporation to keep the public informed of all matters that pertain to the safety and general health of our students, faculty and visitors in our schools. This statement fulfills the requirements of A.H.E.R.A. by Crawford County Community School Corporation.

Questions regarding the inspection reports or management plans should be directed to: Superintendent of Schools, 5805 E Administration Road, Marengo, IN 47140 Phone: 812-365-2135

CHEMICAL MANAGEMENT/TOXIC HAZARDS

In order to reduce student and staff exposure to chemical hazards used or kept at the school corporation facilities, the Superintendent will be responsible for developing and implementing a plan for minimizing exposure to these toxic hazards.

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses, and equipment, and the maintaining of school grounds.

At least 48 hours prior to a pesticide application at a school, the school corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians and staff must be registered with the school to receive such advance notice. To be added to the advance notification registry please contact Crawford County School Corporation at 812-365-2135.

FIRE, TORNADO, AND SAFETY DRILLS

The school complies with all fire and safety laws and will conduct drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

- E. Outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- H. Students may not bring visitors to school without first obtaining written permission from the child's teacher and the principal.

WELLNESS POLICY

(PL 108.265 SECTION 204): The Board of School Trustees of Crawford County supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of the school corporation's students. Therefore, the policy of the Board is reflected and addressed in the following four areas:

NUTRITION EDUCATION

- 1. Nutrition, health, and fitness topics shall be integrated within the health education curriculum taught at every grade level, K-12, and coordinated with the school corporation's food service program. These topics may be integrated with other curriculum areas as deemed appropriate.
- 2. Nutrition education will be offered in lunchrooms as well as in classrooms through coordination between the food service and instructional staff.
- 3. Students in grades K-12 will receive nutrition education to support their adoption of healthy eating behaviors.
- 4. Schools will link nutrition education activities with the coordinated school health program.

PHYSICAL ACTIVITY

- 1. Elementary students will be given opportunities weekly for structured physical activity. The integration of physical activity into the academic curriculum will be practiced by middle school and high school. The following guidelines from the Indiana State Standard as stated below:
The Indiana Code recommends weekly minimum time allocations for physical education as:
 - Grades 1, 2, and 3 motor skills development and health education – 105 minutes weekly
 - Grades 4 and 5 physical education - 75 minutes weekly
 A school corporation which currently is operating with less than the minimum minutes recommended for physical education may find it necessary to increase the minutes allocated for physical education in order to fully meet the standards for physical education as outlined in this document. Also, best practices calls for the utilization of a certified physical education teacher, especially at the elementary level. Recess periods should not be utilized as instructional time for physical education.
- 2. Students will be given opportunities for physical activity through a range of before-school and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and activity clubs.
- 3. Schools will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family activities.
- 4. Schools will promote lifelong physical activity among students.

FOODS AND BEVERAGES

- 1. All food and sales in the District must comply with state and federal child nutrition program regulations.
- 2. All food available for sale to students including vending machines, student stores, and fundraisers should offer food choices that provide the opportunity for students to select products that reflect healthy and nutritional principles.
- 3. All beverages and food vending machines in the District that are available to students shall provide at least 50% better choice beverages and 50% better choice foods. The following definitions apply to this policy:
 - Better choice beverages include water, milk, fruit drinks with at least 50% fruit juice, vegetable drinks, and 100% fruit juices.
 - Better choice foods are any food item that does not have more than 30% total calories from fat, more than 10% of the recommended daily value for one of the following nutrients; vitamin A, vitamin C, calcium, iron, protein, or fiber.
- 4. Prices for all beverages and food items sold to students will be offered at comparable prices for comparable size packages.
- 5. Schools will encourage parents and guardians' in the selection of better choice beverages and better choice foods for student lunches that are brought from home. The following do not qualify as better choice beverages – soft drinks, punch, iced tea, and coffee.

Other School-Based Activities Designed to Promote Student Wellness

- 1. The District will provide a clean, safe, enjoyable meal environment for students.

2. The District encourages all students to participate in school meal programs and will protect the identity of students who eat free and reduced price meals.
3. The District will schedule lunch as near the middle of the day as possible.
4. The District will ensure that school fundraising efforts are supportive of healthy eating.

The superintendent and each building principal or designee shall jointly share the operational responsibility for enduring that the provisions of this policy and its regulations are met. The superintendent will be responsible for reporting to the board on an annual basis the progress of the school corporation in implementing this policy.

The superintendent is also responsible to prepare rules, regulations, and guidelines to implement and support this policy. Such provisions should address all food and beverages sold and/or served to students at schools, including competitive food sales, vending machine items, fund-raising activities, and rewards to students. The superintendent should also prepare regulations for staff development, community involvement and program evaluation.

ILLNESS OR INJURY

In cases of illness or injury a student should report to his teacher. The school nurse or a member of the school staff will care for him/her temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available the student will be taken to the emergency room at the hospital. Remember that an emergency telephone number of the student's family doctor must be on file at the school.

Students will not be allowed to attend school until fever free for 24 hours without fever reducing medication.

IMMUNIZATIONS – MINIMUM REQUIREMENTS INDIANA STATE DEPARTMENT OF HEALTH 2010-2011

Grade	Minimum Immunization Requirements
Pre-Kindergarten	<ul style="list-style-type: none"> ● 4 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DPT), pediatric diphtheria-tetanus vaccine (DT), or any combination of the three are required. ● 3 doses of either oral polio (OPV) or inactivated polio (IPV) vaccine in any combination. ● 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age). ● 1 dose of measles (rubeola) vaccine on or after the first birthday. ● 1 dose of mumps vaccine on or after the first birthday. ● 1 dose of rubella (German measles) vaccine on or after the first birthday. ● 1 dose of varicella (chickenpox) vaccine on or after the first birthday and separated by 3 months or physician written documentation of history of chickenpox disease, including month and year of disease.
Kindergarten	<ul style="list-style-type: none"> ● 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DPT), pediatric diphtheria-tetanus vaccine (DT), (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose). ● 4 doses of any combination of IPV or OPV. The 4th dose must be administered on or after the 4th birthday, and at least 6 months after the previous dose. (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday, and at least 6 months after the 2nd dose). ● 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age and no earlier than 16 weeks after the 1st dose). ● 2 doses of measles (rubeola) vaccine on or after the first birthday. ● 2 doses of mumps vaccine on or after the first birthday. ● 1 dose of rubella (German measles) vaccine on or after the first birthday. ● 2 doses of varicella (chickenpox) vaccine on or after the first birthday and separated by 3 months or physician written documentation of history of chickenpox disease, including month and year of disease. ● 2 doses of Hepatitis A vaccine – separated by 6 months

Grade 1	<ul style="list-style-type: none"> • 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DPT), pediatric diphtheria-tetanus vaccine (DT), (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose). • 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday). • 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age and no earlier than 16 weeks after the 1st dose). • 2 doses of measles (rubeola) vaccine on or after the first birthday. • 2 doses of mumps vaccine on or after the first birthday. • 1 dose of rubella (German measles) vaccine on or after the first birthday. • 2 doses of varicella (chickenpox) vaccine on or after the first birthday and separated by 3 months or physician written documentation of history of chickenpox disease, including month and year of disease.
Grade 2-5	<ul style="list-style-type: none"> • 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DPT), pediatric diphtheria-tetanus vaccine (DT), (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose). • 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday). • 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age and no earlier than 16 weeks after the 1st dose). • 2 doses of measles (rubeola) vaccine on or after the first birthday. • 2 doses of mumps vaccine on or after the first birthday. • 1 dose of rubella (German measles) vaccine on or after the first birthday. • 2 doses of varicella (chickenpox) vaccine on or after the first birthday or written history of disease. A signed written statement from the physician of previous chicken pox disease is required.
Grades 6-12	<ul style="list-style-type: none"> • 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DPT), pediatric diphtheria-tetanus vaccine (DT), (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose). • 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday). • 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age). • 2 doses of measles (rubeola) vaccine on or after the first birthday. • 2 doses of mumps vaccine on or after the first birthday. • 1 dose of rubella (German measles) vaccine on or after the first birthday. • 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. A written history of chicken pox disease must be signed by a physician. • 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age. • 1 dose of meningococcal conjugate vaccine (MCV4).(Grades 6-11 only.)
Grade 12	<ul style="list-style-type: none"> • In addition to the above, Grade 12 must have 2 doses of meningococcal conjugate vaccine (MCV4).

Thus, in accordance with State Statutes, every child entering the CCCSC for the first time must provide a physician's written statement indicating that he/she has had the required inoculations. A Health Information Form may be obtained at the principal's office and should be presented with a **certified** birth certificate upon enrollment.

No child will be permitted to attend school beyond the first day of school without furnishing said written statement, unless...

1. The school gives the parents or the child a waiver; or
2. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school. In this case, the parent of the child shall furnish this written statement and a time schedule, approved by a physician or the local health department, for the completion of the remainder to the immunizations.

The waiver referred to above may not be granted for a period that exceeds twenty (20) days.

All immunizations are logged into CHIRP (Indiana's Immunization State Registry). Any parent/guardian who does not want their student's record entered into CHIRP must alert the school nurse of this request in writing.

USE OF MEDICATIONS (Prescription and Non-Prescription Medication Guidelines for Parents)

The purpose of administering medication in school is to help all students maintain an optimal state of health to enhance the ability to learn. Medications given during school hours should be only those medications necessary to maintain the child in school. In order to comply with the Indiana Law IC 34-4-16.5-3.5 and to ensure that students receive the right medicine safely and effectively, parents, students and staff must follow the following guidelines:

1. No prescription (legend) or non-prescription medication (example: Tylenol, cough drops, and Ibuprofen) will be administered without the direct order of the student's physician and the written consent of the student's parent/guardian.
2. Consent forms should have a diagnosis as to why the student is receiving medication. **New consent forms must be completed each year.**
3. All medicine prescribed for an individual child **must** be kept in the original container bearing the pharmacy label and the child's name, along with the directions for the medication to be given. School personnel cannot give unlabeled medicines and those without directions.
4. **Medication MAY NOT be sent to the school in a student's lunch box, pocket, or other means on or about his/her person. Medication cannot be transported on the bus. Medications must be brought to school by an authorized adult and given to the school nurse or office staff.**
5. Medication Request Forms can be picked up at the office or, upon request, will be sent home.
6. Medications need to be picked up by an authorized adult at the end of the school year. The school nurse will properly discard any medications not picked up at the end of the school year.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measure when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

The Corporation has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC_AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and student or staff members have been exposed to the blood. Any expenses incurred for testing are the parents' responsibility. Any testing is subject to laws protecting confidentiality.

NURSE

The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problem, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact the nurse if your child has any unusual health problems. **Please call the school nurse if your child is absent from school due to a communicable disease.** Precautions may be taken to protect other children.

SECTION IV – BUS TRANSPORTATION RULES AND CONSEQUENCES

PRIVATE TRANSPORTATION TO SCHOOL

Students who walk home will not be released until after all the buses have left the parking lot. If you transport your child or other children to school, be sure you unload and pick up in the designated areas. Always be alert and watch for children walking to school, giving them the right-of-way. Your cooperation is essential if we are to have a safe school year. We are asking all children who walk, ride a bike, or

whose parents bring them to school to enter the building at the main entrance no earlier than the official school starting time. Students arriving at school earlier than the school starting time must go to the Boys and Girls Club.

BUS CONDUCT

Students are privileged to have transportation provided for them to and from school. To keep this privilege, students must obey the following regulations:

1. Observe same conduct as in the classroom.
2. Be courteous, and use no profane language.
3. Do not eat or drink on the bus.
4. Help keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke, use tobacco products, or e-cigarettes on the bus.
7. Do not be destructive.
8. Stay in your seat. Standing on the seats or putting feet on seats is prohibited. Moving about while the bus is in motion is prohibited.
9. Keep hands and feet inside the bus.
10. Students must sit where the driver assigns them.
11. Students are not to tamper with the emergency doors or windows.
12. When students must cross the road after getting off the bus, they must cross in front of the bus.
13. Buses will stop at authorized stops only.
14. No student will be allowed to get off or on the bus, other than his own, unless he/she has written permission from the parent or the principal.
15. The student should be waiting at the stop when the bus arrives. The driver is not obligated to wait.
16. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use hands in any objectionable manner.
17. Any item of floral arrangement will not be transported on the bus.

PENALTIES FOR INFRACTIONS ON THE BUS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding the bus. **The bus driver has the right to suspend a student from his/her bus for any one day at a time. The bus driver will notify the parent and principal before any suspension takes place. Any transportation suspension applies to all Crawford County Community School Transportation.** The principal has the right to suspend a student from the bus for a longer period. The principal or superintendent may expel a student from the bus permanently. If each student is responsible for his/her behavior on the bus, it should be a safe trip to and from school. When appropriate, the following consequences will apply to violations of the above rules:

Warning- Bus driver call attention to the problem and warns the child to correct the situation.

1. **If the problem continues:** (Written documentation required)
The bus driver - issues to the student the first bus conduct report and notifies the Building Principal.
The principal - may also issue a verbal warning, possible suspension to said student.
2. **If the problem continues:** (Written documentation required)
The bus driver - issues to the student a second bus conduct report and will contact the parents/guardian of the student and inform the Building Principal.
The Building Principal - may hold a conference with the student, possible suspension.
3. **If the problem persists:** (Written documentation required)
The bus driver - will issue to the student a third bus conduct report and may recommend to the Building Principal that said student be suspended from transportation privileges for a period of one (1) day.
The Building Principal - if a one day suspension is in order, the Building Principal shall notify the student and student's parent/guardian of his/her loss of transportation privileges.
4. **If the problem still continues:** (Written documentation required)
The Bus Driver - may recommend that the Building Principal suspend said student up to five (5) days.
The Building Principal - if a 2 to 5 day suspension is in order, the Building Principal shall notify the student and the student's parent/guardian of his/her loss of transportation privileges.

If the problem continues beyond this point, a hearing may be conducted by an appointed hearing officer to determine possible loss of transportation privileges.

Severe Clause: Severe violations will warrant immediate suspension from bus and/or school. In the event, steps 1, 2, and 3 will be by-passed. Severe violation(s) will include, but not be limited to the following: fighting, smoking, lighting of combustible materials (including matches and lighters), destruction of property, and weapons on buses. Severe violation(s) will result in 3-5 day suspension, restitution (where applicable) and possible expulsion from transportation.

VIDEO TAPES ON SCHOOL BUSES

The School Board has authorized the installation of video cameras on School buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law.

SECTION V – STUDENT CONDUCT

SCHOOL AUTHORITY

It should be clearly understood that the school authorities have jurisdiction over the student:

Section 1 IC 20-8.1--4 is amended to read as follows: Sec. 4 (a) Except as provided in subsection (b)(12), the grounds for expulsion or suspension in subsection (b) apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school
2. Off of school grounds at a school activity, function, or event
3. Traveling to or from school or a school activity, function, or event
4. During summer school or summer programs

STUDENT BEHAVIOR

The success of public school education depends on the fundamental concept of self-discipline and cooperation. Self-discipline allows individuals to function within the rights afforded them by our Federal and State Constitutions and legal codes. Certain standards of student conduct are necessary to insure that students seeking to express their rights do not, at the same time, infringe upon the right of others.

The purpose of disciplinary controls is to help create an atmosphere that promotes the best possible learning situation. An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel.

The Crawford County Community School Board of Trustees policy states that student misconduct will be grounds for suspension and/or expulsion from school in accordance with the "Student Due Process Law" (I.C. 20-8). Such misconduct is defined to include, but is not limited to the following acts:

1. Students shall attend all the scheduled classes and activities to which they are assigned during the school day unless properly excused by school authority.
2. Students shall not disrupt the educational process and they shall comply with the requests of the staff as they relate to student conduct, classroom work, and safety.
3. Students are not permitted to carry or use ANY TYPE OF TOBACCO ON SCHOOL GROUNDS. Having tobacco on school grounds during the school day, on the school bus, or in the school building for any school function before or after school will result in suspension of the student from regular classes.
4. The use of profanity, cursing, or vulgarity will not be tolerated at any time. This behavior will be corrected on the spot by teachers and may lead to suspension or expulsion if the problem persists.
5. Other types of prohibited behavior:
 - a. Fighting or engaging in conduct that disrupts any school function held on or off the school grounds.
 - b. Verbal or physical abuse, intimidation, threats of violence to the school staff or its student body.
 - c. Gambling by students on school property or at school functions.
 - d. Vandalism of school property.
 - e. Theft of public or private property.
 - f. Creating a false fire alarm or other false warning.
 - g. Forging and/or misuse of any document, excuse, official forms, i.e., "Reason for Absence", "Request for a Student", etc.

- h. Possessing any object, which can reasonably be, considered a weapon. This includes any object that is used as a threat to intimidate or to do bodily injury.
- i. Misrepresentation by faked telephone calls.

CONDUCT IN THE BUILDING

During the school day, as well as at extra-curricular activities after school, students are expected to treat the building and its contents with care and respect. At after-school practices, meetings, and events, students are to remain in the specific area of supervision by the sponsoring teacher or coach. Students must leave the building only by the exit in their specific area. **Students are not to be in the building without supervision.**

1. Without exception, students who are in the halls or out of the classroom while class is in session must have permission by the teacher.
2. Students are to refrain from loud boisterous behavior.
3. Students are not to litter school property.
4. Students are not to block halls.
5. Students who are excused early from school must leave the school grounds immediately.
6. Students should not loiter in the restrooms.
7. Students should not run in the halls.
8. The following cafeteria behavior is expected:
 - a. Enter and leave the cafeteria according to the specified times and use the main entrance.
 - b. Students are to observe proper behavior and shall not create excessive noise, throw food, crowd or cut in the line, or engage in other disruptive behavior.
 - c. Food and drinks are not to be taken from the cafeteria.
 - d. Remove all trays, dishes, and refuse and return them to the dish or disposal area as you leave the cafeteria.

CONDUCT ON THE PLAYGROUND

Weather permitting; students are given a recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

1. Since other classes may be in session, go to the playground quietly.
2. All students are to go outside unless they have a written doctor's excuse or a pre-arranged written excuse approved by the principal.
3. All students must follow the directions of staff on duty.
4. No student may re-enter the building or leave a supervised area (gym) without permission of the staff on duty.
5. Students must play in areas designated by supervising staff.
6. No wrestling, hitting, throwing rocks, tackle football, grabbing another child's clothing, piggy backing, fighting or riding will be tolerated.
7. Hardballs are not allowed in ball games and no slinging of bats is allowed. All students must stay at least 10 feet or more from the batter at the plate.
8. The throwing, kicking, or batting of balls toward the building shall not be allowed.
9. No skateboards, rollerblades, or stereos are allowed.
10. Students must keep shoes on at all times. Avoid water and muddy areas. Coats must be kept on during cold weather.
11. USE THE PLAYGROUND EQUIPMENT AS INTENDED. (One person per swing, no standing or jumping off slides, etc.)
12. No name-calling, bullying or intimidation.
13. Stay off fences.
14. STUDENTS ARE NOT TO GO ON ROADS FOR ANY REASON.

School Staff will supervise the playground/designated area (gym) during recess times. The playground is not supervised before or after school, and students are expected to leave for home immediately following dismissal.

STUDENT DRESS

Students' dress is the responsibility of the home, and appropriate choices of clothing will be reinforced at school. Proper dress at all times is important to students' attitudes. The way children dress affect the way they act. Children should dress in clothing appropriate for school activities. Students' appearance should reflect personal, school, and community pride. **IC 20-8.1-5.1-3** Common decency and

courtesy is expected. Following are examples of wear which will not be permitted without prior principal approval, but are not limited to the following:

1. Hats or caps (or any other head wear)
2. Sunglasses
3. Patches, painting, pictures or writing which can be constructed as obscene, suggestive, degrading, in poor taste, or promotes the use of alcohol, drugs or tobacco
4. Clothing, hairstyles or unnatural colored hair, jewelry, or body art which creates a safety hazard in their school activities or a distraction for students themselves, or for others
5. Shirts or pants that have holes or rips should not show skin above the knee
6. Baggy pants which are too long to the point of walking on the cuffs or any element of the concept of "sagging" pants
7. Clothing exposing any part of the torso, midriffs, halters or similar wear
8. Shirts or garments which only partially cover the upper body, such as tank tops, "A" shirts, halter tops, sports bras, tube tops, strapless tops, midriff top or mesh tops.
9. Bare feet, sock feet, footwear inadequately attached to feet
10. Footwear or other articles of clothing, which mar furniture or scratch floors
11. Pajamas or slippers
12. Shorts for both male and female students may be worn if they adhere to the following guideline: "Shorts or skirts may not be shorter than three inches above the knee."
13. Any dress that displays gang membership

NOTE: Students who fail to follow the above guidelines will be asked to change or be sent home to change.

PHYSICAL EDUCATION DRESS

Students should dress appropriately for the days they have physical education class. Boots and sandals are not appropriate shoes for physical education class. Athletic shoes are required for PE. These are not to be worn as street shoes. They must be kept at school and used for inside recess as well.

LOCKERS / DESKS

Students are expected to keep their lockers/desks clean and not to abuse them in any way. Placing stickers or taping items on lockers will not be permitted. The school cannot be responsible for valuables left in lockers/desks.

DISCIPLINE

One of the purposes of our schools is to provide the best possible educational environment for the students of our school corporation. The students' prime responsibility is to secure an education, and we feel a proper atmosphere must be maintained within the school to make this learning possible. There are times when it is necessary for school officials to make decisions concerning the acceptability of students' behavior. These decisions must be based on the welfare of the total school community and on how the behavior will affect the learning environment. Indiana laws allow the Superintendent, Principal, Assistant Principal, any administrative personnel, any teacher, and any other school employee of the school corporation to take reasonable action in connection with student behavior that is necessary to help any student, to further school purposes, or to prevent interference with school purposes. Any corrective measure used must be in accordance with the laws of the State of Indiana and the policies of the Crawford County Community School Corporation. These actions may include, but are not limited to, reprimand, counseling, assigning additional work, rearranging class schedules, requiring students to remain in school before or after regular school hours to do additional school work or for counseling, restriction or denial of extracurricular activities and/or other privileges, detention, conferences, corporal punishment and disciplinary probation. Suspension, exclusion, or expulsion may also be used with the Principal or Assistant Principal filing charges according to Indiana Code 20-8.1-5-6 and Indiana Code 20-8.1-5-8.

Teachers have the authority and responsibility to maintain discipline in the classroom.

School discipline policies are as follows:

FIRST OFFENSE: Teacher discipline – May include the following:

- Verbal warnings
- Name on the board
- Note to the parent
- Privileges denied
- Special assignments

SECOND OFFENSE: Teacher discipline -- May include the following:

- Verbal warnings
- Parent contacted by phone or mail
- Privileges denied

THIRD OFFENSE: Refer to the Principal's office with **Discipline Referral Form**

Principal may:

- Notify parents (by phone if possible)
- Have student sign a behavior contract
- Privileges may be denied

FOURTH OFFENSE: Refer to the Principal's office with **Discipline Referral Form**

Principal may:

- Notify parents (by phone if possible)
- Issue Suspension - (to include in-school suspension)
- Privileges may be denied

FIFTH OFFENSE: Refer to the Principal's office with Discipline Referral Form

Principal may:

- Issue after school detention, corporal punishment or out/in-school suspension.
- Parent conference

After the Fifth Offense a multiple day suspension may result.

Note: It is understood that the seriousness of the offense can lead to steps being skipped. Offenses such as: physical contact with another student, damaging school property, theft, smoking, use or possession of drugs and alcohol are always considered a serious matter.

Corporal Punishment Waiver - Upon request from the school, a corporal punishment waiver form may be issued to those parents who object to corporal punishment and meet and agree to all conditions contained within the form.

HARASSMENT OF STUDENT

Harassment of a student(s) by other students or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. The Superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial or ethnic verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student. All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the Corporation.

Report of violations must utilize the following complaint process:

Level One

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the building principal. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
2. The building principal shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
3. The building principal shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the building principal and submits such a statement in writing to the superintendent of schools, a level two procedure shall be enacted.

Level Two

1. The building principal shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the building principal, and the superintendent. Other witnesses may be called with mutual notice of three (3) calendar days.

3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

Note: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

Note: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

CONSEQUENCES OF BEHAVIOR

DETENTION

A.M. DETENTION: is defined as any time before school.

P.M. DETENTION: is defined as any time after school. The student must report to the person in charge, be assigned a seat in the designated area, and bring enough schoolwork to study for the entire detention period. It is the parent's responsibility to pick up their child at a designated time. Failure to pick your child up on time could result in additional discipline.

LUNCH DETENTION: is defined as the time when a student will obtain his/her lunch and then report to the office for the rest of his/her lunchtime.

CLASS PERIOD DETENTION / SUSPENSION: is defined as a period of time that students are not allowed to attend a particular class. Students are required to study.

IN-SCHOOL DETENTION / SUSPENSION: is defined as a period of time that students are required to attend school, but are not allowed to attend classes. Students are required to study and will receive credit for all homework, quizzes, and tests completed. Parents will be notified.

SATURDAY SCHOOL: is defined as a period of time that students are required to attend school on Saturday. The main purpose is to help meet the need of each student, keep the student in school during school hours, and help the student realize the consequences of inappropriate behavior. A student can only be sent to Saturday School by a member of the administration. Time and place of detention will be determined by the administrator. It is understood that:

1. The corporation will **NOT** provide transportation.
2. All school rules will be in effect.
3. Proper behavior and working industriously will be reviewed for the duration of the program.
4. It may be necessary for a parent conference during the session and the parent will be notified prior to the detention session.
5. Any violation or inappropriate behavior during the detention session will mean further disciplinary action.
6. Failure to show for a Saturday School Detention will result in a notification to the Division of Family and Children and additional discipline procedures.

OUT OF SCHOOL SUSPENSION

The principal may deny a student the right to attend school and take part in school functions for a period of up to ten (10) days. Such suspension may take place after the principal has conducted a thorough investigation and determined that suspension is necessary in order to help the student, further school purposes, or prevent an interference with school purposes. A written statement describing the student's conduct and the reason for the action will be sent to the parents within twenty-four (24) hours following the suspension. The Principal will make a reasonable effort to have a conference with the parents before or at the time the student returns to school.

Students may not attend any extra or co-curricular events during the time of the suspension. The principal, to correct student behavior that may constitute an interference with school purposes, may utilize the above. Students should complete all their schoolwork during suspension.

SUSPENSION/EXPULSION FROM SCHOOL

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 I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY – TEACHER: 1) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. SUSPENSION FROM SCHOOL – PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take a part in any school function for a period of up to 10 school days.
3. 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 the "Grounds for Suspension and Expulsion", Section C and Section D.

GROUND FORS SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in **Section A - G** below apply when a student is:

1. 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);
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. Using property or equipment provided by the school.

A. Student Misconduct and/or Substantial Disobedience

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 only 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 exists of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - (c) Setting fire to or substantially 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 lawful 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 threatening conduct includes threatening, planning, or conspiring with others to engage in a 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 is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
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.
9. Failing to report the actions or plans of another person to a teacher 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 other 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 of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

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 done by a physician and must include the following information:

- (a) That the student has an acute or chronic disease or medical condition for which the physician prescribed medication.
- (b) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
- (c) The student has been instructed in how to self-administer the prescribed medication.

- (d) The student is authorized to possess and self-administer the prescribed medication.
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 other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or other similar over-the-counter products.
 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 beverages.
 16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an 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.
 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 it to all students and parents in the principal's school building.

B. Bullying (Anti-Bullying Law IC-20-33-8-13.5)

1. 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.
2. 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.
3. 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 other impacted by the violation.
4. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
5. 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 (IC 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:
 - (a) any weapon which will or is designated to or may readily be converted to expel a projectile by the action of an explosive
 - (b) the frame or receiver of any weapon described above
 - (c) any firearm muffler or firearm silencer
 - (d) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - (e) 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
 - (f) 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
 - (g) an antique firearm
 - (h) a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
2. For purposes of this rule, a destructive device is:
 - (a) 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, Molotov cocktail or a device that is substantially similar to an item described above,
 - (b) a type 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
 - (c) 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.
3. The penalty for possession of a firearm or a destructive device: 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 the expulsion if the circumstances warrant such reduction.
4. 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

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) a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - (b) 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

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, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

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.

G. **Drug Policy**

Standards and Options for Attaining Drug Free Schools as required under public law 101-226 per the Drug-Free Schools and Communities Act Amendment of 1989.

The Crawford County Community School Corporation has addressed the above act by setting forth specific guidelines in the duly adopted discipline policy. Also, let it be noted that Crawford County School Corporation's School Board, administrators, faculty members, and other employees do not condone the use of alcohol or drugs because of significant health risk as indicated by government research. The corporation further states that drug and alcohol use is wrong and harmful and sets forth a discipline format for dealing with such problems. Part of the format, in specific circumstances, would entail recommending rehabilitation and counseling program for those exhibiting problems with alcohol and drugs. Parents and students are aware of discipline guidelines for illicit use of drugs and are also aware of availability of counseling and rehabilitation programs stated in all copies of student rules and procedures which are distributed to all students and parents. Further, parents and students are aware of the legal specificity of the law indicated in the Indiana Code and are told that the Indiana State Law concerning use of drugs and alcohol will be strictly adhered to in possible expulsion, exclusion, or suspension. Further more, the corporation certified employees are encouraged to counsel or refer for counseling anyone who exhibits a tendency to have an alcohol or drug problem. Let it be noted that compliance with this law is mandatory and specific standards set forth in the discipline procedure will be followed. Also, assembly programs may be held for grades K-12 to inform students about problems associated with drug usage so that the students will be better able to form their own opinions concerning the use of alcohol and/or drugs.. One semester elective course is now offered in substance abuse and also each student is required to take one semester of health in grades 7-12 for further education on alcohol and drug use.

DRUG FREE SCHOOL

Standards and Options for Attaining Drug Free School as required under Public Law 101-226 per the Drug Free Schools and Communities Act Amendment of 1989. The Crawford County Community School Corporation has addressed the above act by setting forth specific guidelines in the duly adopted discipline policy. Also, let it be noticed that Crawford County School Corporation's School Board, administrators, faculty members, and other employees do not condone the use of alcohol or drugs because of the significant health risk as indicated by government research. The corporation further states that drug and alcohol use is wrong and harmful and sets circumstances that would entail recommending rehabilitation and a counseling program for those students exhibiting problems with alcohol and drugs. Parents and students are aware of the discipline guidelines for illicit use of drugs and are also aware of the availability of counseling and rehabilitation programs stated in all copies of student rules and procedures which are distributed to al students and parents. Further, parents and students are aware of the legal specificity of the law indicated in the Indiana Code and are told that the Indiana State Law concerning use of drugs and alcohol will be strictly adhered to in possible expulsion, or suspension. Certified corporation employees are encouraged to counsel or refer for counseling anyone who exhibits a tendency to have an alcohol or drug problem. Drug and alcohol programs may be presented in grades K-12.

Let it be noticed that compliance with the law is mandatory and specific standards set forth in the discipline procedure will be followed.

Also, assembly programs may be held for grades K-12 to inform students about problems associated with drug usage so that students will be better able to form their own opinions concerning the use of alcohol and/or drugs. All students, 7-12, are required to take a semester of health for further education on alcohol and drug use.

STUDENT DRUG TESTING "REASONABLE SUSPICION"

Crawford County Community Schools is authorized to require any student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" (as defined by Indiana Law) while:

- A. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
- B. Off school grounds at a school activity, function or event; or
- C. Traveling to or from school activity, function or event.

Reasonable suspicion may arise from the following:

- A. A student's behavior, in conjunction with physical appearance and /or odor, indicates the possible use of alcohol, marijuana, or any controlled substance.
- B. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.

- C. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.).

A chemical test of the student's breath, saliva, and/or urine will be conducted at the discretion of the school corporation.

Any attempt or effort by any student to alter a urine sample that has been submitted for drug testing, or that is being submitted for drug testing will be considered a severe disruption. This includes possession of chemicals identified as agents known to invalidate such tests. The student who produces the urine sample and/or the person (s) who attempted to alter the urine sample will be subject to suspension and/or a recommendation for expulsion.

If any student tests positive, disciplinary action will be taken which may result in a recommendation for expulsion from school. The expulsion waiver requires that the student be suspended from attendance at school for a period of up to 10 days.

If the drug/alcohol offense is related to safety issues, extreme disruption, and/or trafficking, then the student will be recommended for expulsion following a 10 day suspension.

Students participating in privileges granted by the school, such as parking or extra-curricular activities, are subject to restriction of those privileges as outlined by the school student handbook and/or the athletic handbook.

A student's refusal to submit to the chemical test will result in the administration's proceeding as if the test were positive. If a parent or guardian refuses to allow the test to be administered to his/her child, a disciplinary action will be recommended as if the test were positive.

SECONDARY DRUG TESTING

Research on adolescent substance abuse indicates a general consensus regarding the fact that certain behaviors can help identify those adolescents who are using alcohol or other drugs on a regular basis. Those behaviors include areas that can be easily identified in a school setting such as truancy and tardiness, verbal and physical abuse towards staff or classmates, vandalism, absenteeism, and a sudden drop in grades. These behaviors are not conclusive on their own that a student is using drugs, but they are indicators that point to that possibility.

The purpose of this drug testing policy is to help identify and intervene with those students who are using drugs as soon as possible and to involve the parents immediately. When students commit a disciplinary infraction which results in a second out of school suspension for three days or more, they will be required to submit to a drug test. The results of the test are for parental use only and will not result in any additional punishment by school officials. It will then be up to the parents, with the help provided by the designated school official, to seek the best treatment for the individual student.

Because tobacco use, involvement in fights, and continuous negative behaviors often indicate potential drug use, any student who commits any of the following acts within a period of 12 months must submit to a drug test administered under school supervision:

1. Habitually violates the school's tobacco policy (possessing and/or using tobacco products). Upon the third offense, an alternative of counseling may be allowed in lieu of expulsion. Upon the 4th offense, an automatic expulsion will be given with drug testing mandated for readmission to school.
2. Is suspended out of school for the second infraction of fighting for three (3) or more days.
3. Violates any other school policy that results in the student being suspended for the second out of school suspension for three (3) or more days.
4. Habitual truancy.
5. Reasonable individualized suspicion.
6. In addition, the school may require a student to submit to a test for drugs and alcohol if a student exhibits behaviors which lead school authorities to suspect the student is under the influence of a controlled substance. Further, the school may subject items in such student's possession to tests to decide if those items contain drugs or alcohol. Any student found to be under the influence or in possession of alcohol or other drugs will be dealt with according to the student discipline policy.

The results of the drug test will be provided to the designated school official who will always share the results with the parents. The results of the drug tests shall not become part of the student's permanent record. If the results are positive, the designated school official will proceed as follows:

1. **FIRST POSITIVE TEST**- The results of the test will only be provided to the parent or guardian and the principal/designee. The designated school official will work with the parents to provide evaluation and/or treatment as indicated. The results of the drug test will be kept confidential.
2. **SECOND POSITIVE TEST**-The results of the test will only be provided to the parent or guardian and the

principal/ designee. The designated school official will work with the parents to provide evaluation and/or treatment as indicated.

3. **THIRD POSITIVE TEST**-The parents will be required to pay for the drug test and the results of the test will be provided to both the parents and the principal/designee. The designated school official will work with the parents to provide evaluation and/or treatment as indicated.

Crawford County School Corporation officials will provide information regarding school approved drug education programs in which the student must participate. Refusal to participate in such a program may result in expulsion from school. Refusal to submit a drug alcohol test will be considered an admission of being under the influence of alcohol or other drugs. This is a violation of school rules and will be dealt with according to the student discipline policy. The administration/designee shall develop procedures to carry out this policy. Under this drug testing program, any staff, coach, or sponsor of Crawford County School Corporation who may have knowledge of the results of a drug test will not divulge to anyone results of the test or the disposition of the student involved other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Crawford County School Corporation commitment to confidentiality with regards to the program.

CHAIN OF CUSTODY

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time in class. Athletes may be called after school, perhaps during practice time.).
3. Before the student's urine is tested by the laboratory, students will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extra-curricular activities until a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of a supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal/administrative designee will be notified of the student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student and his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at

- a cost to the student or his/her guardian.
3. If the test is verified "positive," the principal/administrative designee will meet with the student and his/her parent/guardian at the school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extra-curricular activities until after a "follow-up" test is requested by the principal/administrative designee and the results are reported.
 4. A "follow-up" test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extra-curricular activities. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Crawford County School Corp reserves the right to continue testing at any time during the remaining school year for any participating student who tested "positive" and did not make satisfactory explanation.
 5. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
 6. Drug testing result sheets will be returned to the principal/administrative designee identifying student by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee have access to.

FINANCIAL RESPONSIBILITY

Under this policy, Crawford County School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.).

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE:

- I.C. 20-33-8-1 et seq.
- I.C. 35-47.5-2-4
- I.C. 35-41-1-8
- I.C. 35-47-1-5

SUSPENSION PROCEDURE

When a principal (or 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 or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonable possible following the date of the suspension.
3. Following suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel

- b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE:

- I.C. 20-38-8-16
- I.C. 20-33-8-18
- I.C. 20-33-8-19

EXCLUSION FROM SCHOOL

20-8.15-5. Grounds for exclusion: Any student may be excluded from school in the following circumstances, subject to the procedural provisions of this chapter:

1. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This includes conduct off school property if the student's presence in school would constitute an interference with an educational function of school purposes.
2. If the student's legal settlement is not in the attendance area of the excluding School Corporation. If no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation. An exclusion under this subdivision is not, however, effective until the student's right to attend a public school of another School Corporation has been established in accord with this subdivision. Another school corporation that is asserted to be the student's legal settlement, if known, and any governmental entity that is asserted is obligated to pay the transfer tuition for the student, and shall be obligated to pay the transfer tuition for the student, shall be made a party to the hearing. Appeals involving exclusion under this subdivision may not be taken to court, but to the state board of education that shall determine the question of exclusion, and the school corporation in which the student is entitled to attend school in accord with the procedures set out in IC 20-8.1-6.1-10. [IC 20-8.1-5-5. as added by Acts 1973, P.L. 218, & 1; Acts 1976 P.L. 101, & 9; Acts 1980, P.L. 146, & 11; P.L. 20-1984, & 93; P.L. 196-1987, & 2.]

DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, the School will follow specific procedures.

Suspension from School — When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

The Appeal Process --- The suspension may be appealed after receipt of the suspension notice. The request for an appeal must be in writing and made within two (2) days after notification. During the appeal process, the student shall not be allowed to remain in School. When a student is suspended, s/he may make-up work missed while on suspension. The burden is on the student to gather work from the teacher. Any learning that cannot be made up such as labs, fieldtrips, skill-practices, and the like or any learning that the students chooses not to make-up may be reflected in the grades earned.

Expulsion from School --- If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a

designee to conduct the expulsion meeting. This person may be an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

Notice of Expulsion Meeting --- The student and/or parents will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

Appeal of an Expulsion --- Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the Board's decision to the appropriate court.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges, or other insignia; and the like. All items must meet School guidelines.

- A. A material cannot be displayed or distributed if it:
 - 2. Is obscene to minors, libelous, indecent, or vulgar,
 - 3. Advertises any product or service not permitted to minors by law,
 - 4. Intends to be insulting or harassing,
 - 5. Intends to incite fighting; or
 - 6. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet the school guidelines may present them to the principal twenty-four (24) hours prior to display.

- B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

SECTION VI - FOOD SERVICE

BREAKFAST AND LUNCH

A breakfast and lunch program is provided at all Crawford County Schools. You may deposit money in your child's account at any time. We suggest that you make a minimum of a \$20 deposit into your child's account at the time of registration. When sending money to school, please put the money in an envelope labeled with your child's full name, grade and amount enclosed so the correct account will be credited. If you are sending money for more than one child, please be sure to indicate how much is to be deposited into each child's account. A receipt for money deposited into your child's account will be sent home with students. ***You will be sent a reminder if your child's account falls short. Safeguards are built into the system to prevent the abuse of accounts. If there are no funds available in your child's account, other nutritional options will be given to your child for breakfast and lunch until the account is balanced.***

Some schools make **SNACKS** available in the afternoon. These will be sold at designated times, generally during the last recess. STUDENTS ARE RESPONSIBLE FOR DAILY SNACK MONEY. ***Students may not buy snacks if they owe lunch money.***

FREE LUNCH APPLICATION

Free lunch applications will be available for parents to complete at enrollment time. It will be reviewed and you will be notified as to whether you are responsible for paying for your child's lunches. The school corporation has only limited authority to grant free or reduced status while paperwork is being evaluated and verified. **THIS IS FEDERAL LAW.**

CRAWFORD COUNTY COMMUNITY SCHOOL CORPORATION
TITLE I PARENT INVOLVEMENT POLICY

UPDATED 4/7/2016

Parental Involvement Policy Requirements:

Crawford County Community School Corporation from this point forward will be referred to as CCCS.

1. *Involve parents in the joint development of the plan and the process of school review and improvement.*
 - CCCS will request parents from each Title I school to participate in a forum to review the parent involvement plan, policies and the school-parent compact.
2. *Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.*
 - CCCS may provide transportation to Title I events.
 - CCCS will provide adequate facilities for workshops and parent meetings during and after school hours.
 - CCCS will provide administrative staff to process purchase orders and technical staff to maintain computers.
 - CCCS will coordinate parent involvement activities district-wide as appropriate.
3. *Build the schools' and parents' capacity for strong parental involvement by*
 - *Providing assistance to parents of children served as appropriate in understanding such topics as the State's academic content standards and student academic achievement standards, and how to monitor a child's progress and work with educators to improve the achievement of their children.*
 - Inform parents that the Indiana College and Career Academic Standards are available on the Indiana Department of Education website (<http://www.doe.in.gov/standards>) or through the link on the Crawford County Community Schools website (www.cccs.k12.in.us) under Forms & Links. A copy will be available upon request at each school.
 - All Title I schools should send progress reports to the parents throughout the school year.
 - All Title I schools should provide summative assessment (ISTEP+, IREAD-3, ECA, ACCUPLACER, etc.) information for parents.
 - *Providing materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate to foster parental involvement.*
 - Title I schools will offer parent education opportunities. These opportunities will offer training and/or materials to help parents work with their children to improve achievement.
 - Title I schools will maintain a Parent Resource Center and make educational supplies available throughout the school year.
 - CCCS will provide adequate facilities for Parent Involvement Resource Centers.
 - Inform parents of the free resources available from IDOE at <http://www.doe.in.gov/idoeparent-portal>.

- *Educate educators with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.*
 - All Title I schools should conduct and encourage educators to attend Parent/Teacher Organization meetings allowing time for parent/teacher discussion.
 - An evaluation should be distributed after each Title I Parent Involvement Event and will be shared with educators, as appropriate.
 - *Ensure that information related to school and parent programs, meetings, and other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, to the extent practicable, in a language the parents can understand.*
 - Title I schools should communicate information to parents using newsletters or flyers.
 - Advertise Parent Resource Center at least two times throughout the school year.
 - *Other reasonable support for parental involvement activities under section 1118 as parents may request.*
 - CCCS and Title I schools will offer reasonable access to staff.
 - Opportunities for parents to volunteer and observe in the child's classroom activities should be given by each Title I school.
4. *Coordinate and integrate parental involvement strategies with strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, and Home Instruction Program for Preschool Youngsters, and State-run preschool programs.*
- Title I schools should distribute pre-kindergarten learning packets to parents and students during the Kindergarten Round-up event.
 - Head Start teachers and their students are invited to shadow the kindergarten class for half a day as well as attend Kindergarten Round-up.
5. *Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served under this part, including identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies.*
- CCCS will request parents from each Title I school to participate in a forum to review the parent involvement policies and the School Parent Compact.
 - Title I schools will evaluate the parent involvement program by distributing an evaluation after each Parent Involvement event or at the end of the year.
 - Parents will have the opportunity to have input on upcoming events and identify the reasons why parents are unable to attend.
6. *Involve parents in the activities of the schools served under Title I.*
- Title I schools will involve parents in activities such as Book Buys, Bingo for Books, parent education events, etc.

There is a Parent Resource Center in the state, where parents can find information, resources and attend workshops.

Parent Resource Centers:

Indiana Partnerships Center

911 East 86th Street Suite 110

Indianapolis, IN 46240

(317) 205-2595

1-886-391-1039 (toll free)

(317) 205-9790 (fax)

www.fscp.org



Crawford County Community School Corporation

July 2016

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from the Crawford County Community School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. Currently, most Title I teachers and assistants are highly qualified licensed teachers. Those who are not licensed have successfully passed the para-professional exam.

If you have questions or concerns, please feel free to contact the school principal at your child's school.