

STUDENT HANDBOOK

2016-2017

Crawford County High School
1130 South State Road 66
Marengo IN, 47140

Brandon D Johnson, Principal

Brandy Stroud, Dean of Students

Mission Statement

Crawford County High School and its local community work together to create a safe learning environment which encourages achievement at all levels through a rigorous curriculum that prepares and empowers students to be successful as positive members of an ever-changing world.

Vision Statement

Growing Toward Greatness

TABLE OF CONTENTS

SCHOOL POLICIES & STUDENT CONDUCT.....3

ACADEMICS.....23

EXTRACURRICULAR ACTIVITIES.....28

REGULATORY COMPLIANCE.....34

SCHOOL POLICIES & STUDENT CONDUCT

WELCOME STATEMENT

Every orderly group (family, club, nation, etc.) has evolved rules for preserving the right of the individual and for living harmoniously together. The following are expected of all:

1. The conduct of the students at CCHS is expected to be in keeping with generally accepted good student practices. Whether in school or engaged in school activities, every student is expected to conduct himself or herself as a gentleman or lady. No teacher will expect more or less.
2. Respect, courtesy, and good manners should be shown in contacts with teachers, fellow students, and the general public.

ATTENDANCE POLICY

Crawford County Community Schools believe that school attendance is an integral part of a student's total educational experience. We urge all parents and guardians to stress the importance of punctuality and good school attendance to their child. The development of good habits in these areas will be invaluable to their future job performance. When absenteeism noticeably affects a student's academic or personal success, or is in violation of the School Board Policy, the school shall take such action as deemed necessary to maintain good attendance.

The adopted Crawford County High School Attendance Policy states that a student cannot be absent from class more than five (5) days per semester. In order to attend an after school event, a student may not be absent for four (4) hours or four (4) periods during the school day unless classified as an excused absence. The absence must fall into one of the following categories in order to be excused.

No student shall be absent from school (or class) except for the following reasons:

- Illness of a student or serious illness of a member of his/her immediate family. Extended absence due to injury or chronic illness will be considered on an individual basis (doctor's excuse).
- Funerals: a) in the immediate family; b) persons outside the immediate family when requested by parent/guardian.
- Medical/dental/eye appointments provided the appointment cannot be scheduled after school hours. Students will be excused for travel time and the appointment time only, not for the entire day unless specified by the doctor.
- Religious holidays with a week advanced notice to the office
- Driver's license appointment for the time of the appointment and travel, not the entire day.
- Legal appointments for probation, attorney meetings, or court appearances must be documented by legal authorities.
- Days spent working election polls or as a legislative page will be counted as a field trip.
- College visitations/job shadows will be counted as a field trip, provided that the student is passing all classes, hasn't missed more than 5 days of school, student submits a visit form to the guidance office at least two days before the visit is scheduled, and he/she returns with documentation from the college. Limit 2 per semester for seniors and 1 per semester for juniors unless written authorization from principal. No requests will be granted after December 1st for 1st semester or May 1st for 2nd semester.
- Field trips approved and sponsored by our school or the vocational school.
- Bus does not pick student up. This must be verified by bus driver.
- Other highly extenuating circumstances for absences, which will be determined by the administration prior to the day of the absence.

All vacations are considered unexcused absences unless approved by administration in advance. The school reserves the right to determine if an absence is excused or unexcused. Parents must notify the school by 9:00 a.m. on the day that their child is absent to assure the school that the absence is legitimate and has parental authorization (call 812-365-2125). Documentation must be produced on the day the student returns to school or the absence will be counted as unexcused. The note should state the student's name, the reason for the absence, the date of absence, and the signature of the parent/guardian. NOTE - Parent notes will be determined excused or unexcused at the administration's discretion. Excessive parent notes will be unexcused.

Parents will be notified by a letter when a student has been absent three (3) days per semester. When the student has been absent five (5) days in a semester, the student and the student's parent/guardian will be notified by mail and required to appear before the

Crawford County High School Attendance Committee unless waived by the building principal. This committee will meet at the Judicial Center or CCHS with parent and student. This committee may take the following actions:

1. Home visits by the At-Risk/Attendance Officer and/or administrative personnel.
2. Doctor's statements may be required for future absences to be excused.
3. Student may be required to ride a bus to and from school with loss of riding and/or driving privileges to school.
4. Student may be asked to submit to a toxicology test to be given by Crawford County High School. The results will be immediately shared with the parent.
5. Revocation of driver's license by State of Indiana. If the student is under 16 and has not obtained his/her license, licensure may be denied.
6. Referral to Crawford County Juvenile Probation Department.
7. The principal may withdraw credit and give the grade of an F for any class where the student's attendance has reached six (6) days without proper documentation for ALL days.
8. Revoke work permit.
9. Other probationary measures as deemed necessary by administration.
10. The principal may recommend to the Superintendent of Schools that the student be expelled for the remainder of the semester.

If a parent/guardian fails to appear before the Attendance Committee, the student will be referred to the Corporation Expulsion Officer. The Division of Family and Children and/or the Prosecutor's office shall be notified to determine if educational neglect is present. In extreme cases such as sickness, accidents, or other emergencies, a student and parent/guardian may appeal to the Attendance Committee for an extension of the five day per semester limit.

Attendance of & Participation in Extracurricular Activities

Students must attend four periods of the regular school day in order to participate in or attend any extracurricular activities. With approval of administration, certain situations may be excused (doctor appointments, funerals, etc.). If the other half of the day is unexcused, participating in or attending any extracurricular activities will result in the consequences of a truant absence.

BOOK BAGS/PURSES

All bags (including purses) and back packs will remain in the locker during the day. These items may be taken to class during the last period of the day.

BUS RULES

Authority for each bus driver comes from Indiana law, chapter 260, Indiana Acts of 1965. Please go over the following rules with your children so they will know what is expected of them while riding our buses.

1. School bus drivers are to have control of all school children conveyed between their home and school. The driver shall keep order, maintain discipline while on the bus, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and use every care for the safety of the children under his/her charge.
2. Bus drivers shall assure that the following regulations are observed by all pupil passengers:
3. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
4. No student shall stand or move from place to place during the trip.
5. Loud, boisterous, profane language or indecent conduct will not be permitted.
6. Pupils shall not be allowed to tease, shuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
7. No windows or doors will be opened or closed except by permission of the bus driver or in an emergency situation where the driver is unable to give permission.
8. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened.
9. No pupil may sit in the driver's seat or operate any part of the bus.
10. Each pupil is to be waiting at his/her boarding station when the bus arrives. Each bus driver is required to stop at each boarding station. If no children are present, the driver must blow the horn. If children are persistently late arriving at the

boarding point, the driver shall notify school officials, and the driver will not be required to stop if no students are present at the stop. In addition, if the bus driver is already late, the driver is not required to stop if no one is waiting.

11. No student will be allowed to get on or off the bus, other than his/her own, unless he/she has written permission from the parent or the principal (bus pass required).

Remember, riding a school bus is a privilege and not a right. This means that students not following the rules and/or conducting themselves poorly can and will lose their bus riding privileges. In this case, the law mandates the parents provide their own transportation to school.

The bus driver has the right to suspend a student from his/her bus for one day at a time. The bus driver will notify the parent and principal before the next opportunity to transport the student.

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.

CAFETERIA SERVICES

The school nutrition program is an essential part of the education system and by providing good-tasting, affordable, nutritious meals in pleasant surroundings; we are supporting the learning environment and helping to teach students the value of good nutrition. The Crawford County Community School Corporation Board of Trustees has an agreement with the Indiana State Department of Education to participate in the National School Lunch Program (NSLP) and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to this program. The Board also accepts full responsibility for providing regular priced meals, as well as free and reduced priced meals for children qualifying under the guidelines identified by the NSLP. The Board recognizes that there is no legal requirement to allow students to charge meals; however, because the District participates in the NSLP, the Board approves the establishment of a system to allow a student to charge a meal. Parents may access lunch account balances by checking Harmony online. The school can provide you with the logon information. Parents may also call the school to request account balances. The District strongly discourages the charging of meals but understands that an occasional emergency may occur. Parents shall be notified of any negative balance and asked for prompt payment.

A charge limit of \$5.00 will be in effect at the high school level. No snack or a-la-carte items shall be charged. Students will be told when their account balances are below \$10.00. We will not send notices home or make phone calls for these students. Once a student has reached their charging limit, they will be offered an alternate meal. The cost of the alternate meal is \$1.00 for lunch. Absolutely no charging will be permitted during the month of May in order to bring all accounts current.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

Cafeteria Etiquette

While in the cafeteria for either breakfast or lunch, students will be expected to assist in maintaining order so that everyone will be able to go through the line and enjoy their meal. For these reasons, the following rules have been established:

1. Breakfast will be served at 6:55am for Prosser students and 8:00am for all other students. All students who plan to eat breakfast, lunch, or both must eat them in the cafeteria.
2. Food (candy, chips, etc.) or drink may not be taken from the cafeteria.
3. Students who bring their lunch from home may eat their lunch in the cafeteria.
4. Enter the cafeteria in an orderly manner.
5. Keep your place in line, but do not save places or break in line.
6. Students are responsible for purchasing their own lunches.
7. Feel free to talk or visit with friends but avoid shouting or "horseplay."
8. Demonstrate good table manners. Clear your place when you have finished eating. The last person leaving a table should remove any cartons, paper, trays, cans and dishes to their proper designated areas.
9. Books and other personal belongings are to be left in your locker if possible. Such items brought to the cafeteria will be the bearer's responsibility and must stay in his/her possession.
10. Students must remain in cafeteria during lunch.

CHANGES IN ADDRESS

Students should report any changes in address, parent or guardian name, or telephone number to the office immediately.

CLOSING OF SCHOOL (SNOW, ETC.)

School closing during inclement weather will be announced over radio, television, and school messenger. Please do not call as the phones will be needed for emergency and instructional information calls to bus drivers and other personnel.

COMPULSORY ATTENDANCE LAW: It is unlawful for a parent to fail to ensure that his child attend school. Section 37: A person who knowingly violates this chapter commits a Class B misdemeanor. A person who commits a Class B misdemeanor shall be imprisoned for a fixed term of not more than one hundred eighty (180) days; in addition he may be fined not more than one thousand dollars (\$1,000.00).

DISCIPLINE

The policy is to be distributed to each student and his/her parent. The publicity requirement is satisfied when the text or substance of a discipline rule is disseminated to students or parents.

Discipline Terms

The following terminology and policies shall be enforced as they pertain to HE 1279 as taking effect of July 1, 2005, specifically I.C. 20-33-8 Sections

1. **DISCIPLINE** – as set forth per the attached policy.
2. **SUSPENSION** – separation of a student from a school attendance for 10 or less days. In-School Suspensions do not fall in this categorical definition. The term does not include situations in which a student is: (1) disciplined under Indiana Code (2) removed from school under Indiana Code, (3) removed from school for failure to comply with immunization requirements of Indiana Code
3. **EXPULSION** – (1) Separates a student from school for a period in excess of 10 days, (2) separates a student from school for the balance of the current semester or current year unless a student is permitted to take final exams in order to receive credit for those courses taken in the current semester or year, or (3) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.
4. **HABITUAL TRUANT** – under Indiana code, a student who is absent from school the third time in a semester either in defiance of parental authority or in an attempt to evade the school attendance law. Such student will be reported to the BMV for ineligibility for either a permit or license.

Discipline Policy & Administrative Guidelines

| VIOLATION | FIRST REPORT | SECOND REPORT | THIRD REPORT | DEFINITION PG. |
|---|---|---|--|----------------|
| ALCOHOL OR DRUGS, POSSESSION | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED | | | 12-14 |
| ALCOHOL OR DRUGS, TEST POSITIVE | TEN DAYS OSS; PROBATION NOTIFIED | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED | | 12-14 |
| BATTERY OR BODILY HARM | ONE – THREE DAYS OF OSS; PROBATION NOTIFIED | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED | | 7 |
| BATTERY OR BODILY HARM TOWARD STAFF MEMBER | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED | | | 7 |
| BEING IN AN UNASSIGNED LOCATION | PM DETENTION | ONE DAY OF ISS | ADMINISTRATORS' DISCRETION | 7 |
| BULLYING OR INTIMIDATION | PM DETENTION | ONE DAY OF ISS | ONE –THREE DAYS OF ISS | 11 |
| COMPUTER MISUSE (VIOLATION OF RESPONSIBLE USE POLICY) | PM DETENTION & LIMITED ACCESS FOR TWO WEEKS | ONE DAY OF ISS & LIMITED ACCESS FOR SEMESTER | TWO DAYS OF OSS & LIMITED ACCESS FOR SCHOOL YEAR | 35-37 |
| DEFIANCE | PM DETENTION | ONE DAY OF ISS | ONE –THREE DAYS OF ISS | 7 |
| DESTRUCTION OF PROPERTY/STEALING | THREE DAYS ISS; ADMINISTRATORS' DISCRETION | THREE DAYS OSS; ADMINISTRATORS' DISCRETION | FIVE DAYS OSS; ADMINISTRATORS' DISCRETION | 7 |
| DISRUPTION OR DISRESPECT | PM DETENTION | ONE DAY OF ISS | ONE –THREE DAYS OF ISS | 7 |
| DRESS CODE VIOLATION | STUDENT DIRECTED TO COMPLY WITH DRESS CODE | PM DETENTION; STUDENT DIRECTED TO COMPLY WITH DRESS CODE | ONE-THREE DAYS ISS; STUDENT DIRECTED TO COMPLY WITH DRESS CODE | 12 |
| ELECTRONIC DEVICE OR CELL PHONE | CONFISCATED AND PICK-UP FROM OFFICE | PM DETENTION, CONFISCATED AND PICK-UP FROM OFFICE | ISS, CONFISCATED AND PICK-UP FROM OFFICE BY PARENT | 20 |
| NOT BRINGING MATERIALS TO CLASS (Laptop, books, writing tools, etc.) | PM DETENTION | PM DETENTION | ONE –THREE DAYS OF ISS | 7 |
| PARKING LOT/ MOTOR VEHICLES VIOLATION | PM DETENTION | LOSS OF DRIVING PRIVILEGES TO SCHOOL FOR A WEEK | LOSS OF DRIVING PRIVILEGES TO SCHOOL FOR A SEMESTER | 19-20 |
| PLAGIARISM | ZERO ON THE ASSIGNMENT | ZERO FOR THE NINE WEEKS | ZERO OF THE SEMESTER | 7 |
| PROFANITY | PM DETENTION | ONE DAY OF ISS | ONE –THREE DAYS OF ISS | 7 |
| PROFANITY OR VERBAL AGGRESSION (Directed at another person) | ONE DAY OF ISS | ONE –THREE DAYS OF ISS | FIVE DAYS OF OSS | 7 |
| TARDY | 3RD TARDY PM DETENTION | 4TH TARDY PM DETENTION | 5TH+ TARDY ADMINISTRATORS' DISCRETION | 21 |
| THREATENING TO DO BODILY HARM (FIGHTING) | ONE DAY OF ISS | ONE –THREE DAYS OF ISS | ONE –THREE DAYS OF OSS | 7 |
| TOBACCO USE/POSSESSION (includes Electronic Cigarettes, Lighters) | THREE DAYS OSS; PRODUCT DESTROYED | FIVE DAYS OSS; PRODUCT DESTROYED | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PRODUCT DESTROYED; PROBATION NOTIFIED | 13 |
| TRUANCY | ONE DAY OF ISS | ONE –THREE DAYS OF ISS | ADMINISTRATORS' DISCRETION | 13, 21 |
| WEAPONS, KNIVES, HANDGUNS, RIFLES, SHOTGUNS, AND OTHER FIREARMS, ETC. | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED | | | 10 |

The behaviors & consequences listed for each of the following violations are SUGGESTED GUIDELINES that the administration may implement. Discipline may be initiated at any level, depending on the severity of the violation and previous disciplinary record. Alternative discipline measures may be administered when deemed necessary and appropriate for the violation.

Bus Transportation Consequences

When appropriate, the following consequences will apply to violations of the bus policy:

1. The bus driver – calls attention to the problem and warns the child to correct the situation.
2. If the problem continues: (Written documentation required)
 - a. The bus driver – issues to the student the first bus conduct report and notifies the Building Principal.
 - b. The principal – may also issue a verbal warning, possible suspension to said student.
 - c. If the problem continues: (Written documentation required)
3. The bus driver – issues to the student a second bus conduct report and will contact the parent/guardian of the student and inform the Building Principal.
4. The principal – may hold a conference with the student, possible suspension.
 - a. If the problem persists: (Written documentation required)
5. 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.
6. The principal – if a one 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.
7. If the problem still continues: (Written documentation)
 - a. The bus driver – may recommend that the Building Principal suspend said student up to five (5) days.
 - b. The 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, 3, and 4 will be bypassed. Severe violation(s) will include, but are not 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.

Definition of Consequences

PM Detention

The Tuesday or Wednesday evening detention will be served doing assigned homework and will be supervised by the ISS Supervisor or other persons so designated by the administrative staff. All decisions regarding students placed in the Tuesday/Wednesday PM detention (3-5 p.m.) will be made by the administrative staff. A student’s work schedule or extracurricular activities may not be considered to be an excuse to miss PM detention.

Rules of PM Detention:

1. Cell phones and/or electronic devices must be left at the supervisors’ desk. All students will be asked to empty pockets.
2. Report to designated area with required classroom materials by 3:05.
3. No talking, sleeping, or causing any disturbances.

In School Suspension (ISS)

Students placed in ISS will not be counted absent and all school work is to be completed while there. Students may be placed in ISS by the administrative staff only. Students will be supervised by an ISS supervisor under the direction of the administrative staff.

Rules of ISS:

1. Cell phones and/or electronic devices must be left at the supervisors’ desk. All students will be asked to empty pockets.
2. Report to designated area with required classroom materials by 8:20.
3. The supervisor of the ISS room will contact teachers for work to be completed. The work will be examined by the ISS supervisor for approval and returned to the teacher.
4. No talking, sleeping, or causing any disturbances.

5. Students will be escorted to the lunch room but will eat in the ISS room.

****Failure to comply with rules of ISS will result in further suspension.**

Alternative Academic Academy (Triple A)

The "Triple A" program has been set up as an alternative to Out of School suspension. Failure to attend the assigned "Triple A" days will result in an unexcused absence from school. On "Triple A" assigned days, students will report to the former English Elementary building at 8:30am. The assigned "Triple A" day will last from 8:30am-11:30am. During this time, students will work on class work that has been submitted to the "Triple A" supervisor by the teachers. Students should be picked up at 11:30am.

Out of School Suspension (OSS)

The Principal or any other member of the administrative staff may deny a student the right to attend school and take part in school functions. A written statement describing the student's conduct and the reason for the action will be sent to the parents/guardians. The Principal will make a reasonable effort to have a conference with the parents/guardians at the time the student is suspended. Students may not participate or attend athletic events and extracurricular activities at a Crawford County school on any day in which they were suspended. Student will receive credit only for assignments submitted on the day of return to school. At the Administrative Staff's discretion, an alternative to OSS placement may be arranged.

Grounds for Suspension and Expulsion

1. The grounds for suspension or expulsion apply when a student is:
 - a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school activity, function, or event, or
 - d. During summer school.
2. Student Misconduct and /or Substantial Disobedience:
 - a. 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:
3. 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 exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any person to conduct or participate in any education function.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
8. 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.
9. Possessing, handling, or transmitting a knife, tool, blade, utility knife, or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. This may also include any toy that is presented as a real weapon or reacted to as a real weapon.

10. Possessing or using a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, "Spice" or "bath salts" or K2, 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.
 - a. Exception to Rule 8: 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:
 - i. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - iii. The student has been instructed in how to self-administer the prescribed medication.
 - iv. The student is authorized to possess and self-administer the prescribed medication.
11. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, "Spice" or "bath salts" or K2, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
12. Possessing, using, transmitting or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
13. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
14. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
15. Falsely accusing any person of sexual harassment or of violating a school rule and/or state or federal law.
16. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purpose or an educational function.
17. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
18. 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. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - e. failing to tell the truth about any matter under investigation by school personnel.
 - f. possessing or using a laser pointer or similar device.
19. Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or education function.
20. Possessing a Firearm or a Destructive Device. No student shall possess, handle, or transmit any firearm or a destructive device on school property. The following devices are considered to be a firearm under this rule:
 - a. Any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
 - b. Any firearm muffler or firearm silencer
 - c. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade or rocket having a propellant charge of more than four ounces.
 - d. Anti-Harassment

The School prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation, and bullying are defined as any intentional written, verbal, or physical act directed towards another student that:

1. causes mental or physical harm to the other student; and
2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.
3. includes cyberbullying.

If an expulsion meeting is held, the person conducting the expulsion meeting will make 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 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 the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Effect of Expulsion upon Enrollment in another School

If a student is expelled from any school corporation, the student may not enroll in another school corporation during the period of expulsion unless:

1. That student informs the school corporation in which the student seeks to enroll of the student's expulsion,
2. The school corporation consents to the student's enrollment, and
3. The student agrees to terms and condition of enrollment established by the school corporation.

If a student fails to inform the school corporation of an existing expulsion order of detention or follow the terms and conditions of enrollment under subsection (A), then the school corporation may withdraw its consent and prohibit the student's enrollment during the period of expulsion.

DISPLAY OF AFFECTION

Display of affection, such as kissing, etc., are considered inappropriate and are a disruption to the school environment. Disciplinary action be taken if warranted. With the exception of simple hand holding, students are expected to keep their hands off other person's bodies.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials

Students must obtain prior approval from the principal before posting, circulating, or distributing more than the allotted amount of copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days. Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received.

Prior review will not be required for distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours, distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy or a non-curriculum-related student group meeting, distribution for elec-

ioneering purposes during the time a school facility is being used as a polling place, in accordance with state law. All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS CODE

The following limitations are intended to help students make choices in regard to dress for school. Clothing, jewelry, or hair styles that disrupt education or endangers one's own safety or that of others is considered inappropriate and will not be permitted to be worn in school during school hours including spirit weeks/dress days. The following are examples of wear which will not be allowed:

1. Any clothing (shirts or pants) which have holes, slits, or rips above the knee. No skin should be showing above the knee when sitting or standing.
2. Tops that do not cover the shoulders/underarm ("sides cut out") areas, low cut tops that expose the chest, midriff tops, and mesh or see through clothing that expose the skin; sleeveless shirts to the shoulder are acceptable, tank tops are not
3. Leggings, Yoga pants, Spandex, or skin tight clothing without wearing a garment that goes to the mid-thigh.
4. Shorts, skirts, or dresses that do not reach knee length.
5. Any element of the concept of "sagging" pants; no undergarments shall be exposed.
6. Bare feet, sock feet, shoes with wheels, and slippers.
7. Hats, berets, caps, sun visors, bandanas, wigs, sunglasses, overly large headbands, and any other head coverings (religious exceptions will be approved by the principal).
8. Any type of chains that could be used as a weapon, including dog collars.
9. Piercings other than the ears or small nostril stud and gauging, as in the stretching of the earlobes.
 - a. Ear gauges must be covered with flesh-colored plugs.
10. Unnaturally colored hair.

If in the professional opinion of the Administrative staff, a student's dress/attire (including jewelry) or personal appearance detracts from, disrupts, or interferes with school purposes or educational function, the student will either be:

1. directed to modify his/her attire or personal appearance while at school, or
2. sent home to make necessary changes, or suspended from school or otherwise disciplined pursuant to the Indiana Student Due Process Code

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.

Crawford County High School 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. Furthermore, 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 9-12 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 9-12 for further education on alcohol and drug use.

Drug Free School

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.

Crawford County High School 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 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, 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 will be presented in health classes, grades 7-8. 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 will be held for grades 7-8 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, 7-8, are required to take a semester of health for further education on alcohol and drug use.

Student Drug Testing "Reasonable Suspicion"

Crawford County High School 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:

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 school grounds at a school activity, function or event; or
3. Traveling to or from school activity, function or event.

Reasonable suspicion may arise from the following:

1. A student's behavior, in conjunction with physical appearance and /or odor, indicates the possible use of alcohol, marijuana, "Spice" or "bath salts" or K2, or any controlled substance.
2. The student possesses drug paraphernalia, alcohol, marijuana, "Spice" or "bath salts" or K2, or any controlled substance.
3. 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, "Spice" or "bath salts" or K2, or any other illegal substance (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.).
4. 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.
5. Habitually violates the school's tobacco/nicotine/electronic policy (possessing and/or using tobacco/nicotine/electronic cigarette products). Upon the third offense, an alternative of counseling may be allowed in lieu of expulsion. Upon the fourth offense, an automatic expulsion will be given with drug testing mandated for readmission to school.
6. Is suspended out of school for the second infraction of fighting for three (3) or more days.
7. 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.
8. Habitual truancy.
9. 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.

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. A student's refusal to submit to the chemical test will result in the administration's proceeding as if the test were positive.

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. It will be up to the parents, with the help provided by the designated school official, to seek the best treatment for the individual student. 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 outlined discipline will be followed.

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 direction 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 school nurse will obtain the urine samples from the students. Students will be instructed to remove all coats and wash their hands in the presence of the nurse prior to entering the restroom. The student will be by himself/herself in the restroom stall to provide a urine specimen. The nurse will wait outside the restroom stall where she cannot see the student nor can he/she see her. 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 extracurricular 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.).

ENROLLEMENT

Requirements

1. **Residence:** A student must have proof of residence and that the student lives with his parent(s), legal guardian, or Educational Surrogate.
2. **Health Record:** A student must meet all requirements before being permitted to enroll. The parent or legal guardian is responsible for providing all immunization documents when enrolling the student. Acceptable immunization documents are limited to official health records from the previous school(s) attended and/or records verified by a licensed physician or public health personnel. All students enrolled must have evidence that immunization records are current and on file in the nurse’s office. The school nurse will notify students and parents when immunization shots are required. The student will have ten (10) school days to obtain the necessary immunizations. After ten (10) school days, the student will be suspended until proper shots have been received. The days suspended will be considered unexcused for attendance purposes.

FACILITY USAGE

Use by Students Before & After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The following areas are open to students before school, beginning at 8:00 am

1. Lobby
2. Cafeteria
3. Principal's Office (only for business)

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy, students must leave campus immediately.

Conduct Before & After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

FIELD TRIPS

Field trips are considered an essential part of a student's educational experience. However, a student's attendance and classroom performance may affect a student's participation in a field trip. Proper student conduct is expected and all Crawford County High School rules apply. Parental/guardian permission slips must be signed and returned to the appropriate staff member. Participation in a field trip is voluntary, but an alternative assignment may be given.

HALL PASSES

Students are not permitted in the hall during class period unless accompanied by a teacher or they have a hall pass signed by a staff member. Students must first report to class before coming to the office, the technology window, etc. in order to obtain a pass.

HEALTH SERVICES

Emergency Care

Emergency information forms will be used. Any parent who does not want his child to receive emergency first aid care should notify the school in writing and be signed by the parent.

Health Tests

All 7th graders and 10th graders are given hearing tests. These tests are conducted by the speech and hearing therapist. Parents are notified by letter of the hearing failure in order that the student may receive medical assistance. Juniors and seniors desiring this test should see the nurse. All 8th graders are given vision tests. These tests are conducted by the school nurse. Parents are notified by letter or phone call of the vision failure in order that the student may receive medical assistance.

Immunizations

In accordance with state law IC 20-8.1-7-10.1, all students must be up to date on immunizations against diphtheria, whooping cough, tetanus, measles, rubella, poliomyelitis, mumps, hepatitis B, meningitis, and chicken pox. Any student who has had a history of the chicken pox disease is required to provide written documentation to the school nurse. This law provides that no student shall be permitted to attend school beyond the day of his/her enrollment without furnishing proof of the above mentioned immunizations. 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. Any parent/guardian who will not allow their student to be immunized due to religion, other medical condition, etc. must alert the school nurse of this in writing annually. Objections to tests, exam, or immunization must also be filed in like manner.

Control of Casual-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures 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 the contagious period as specified in the School's administrative guidelines.

Control of Non-Casual-Contact Communicable Diseases

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 students 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.

Medication

A form must be filled out and on file in the office of all medication (prescription and non-prescription) taken at school. A written note from the parent/guardian will cover the first day only. Students may obtain a medication form from the office or clinic and must be administered by nurse. Medication must arrive at school via parent in the prescription bottle or original package with student's name.

Peanuts/Tree Nuts/Red Dye/Shell Fish

If students bring their lunch and their lunch contains known allergens such as peanuts, tree nuts, red dye, or shell fish, students will need to sit at a table in the cafeteria designated for students that have brought the above allergens, so that those allergens are contained to one area and so those areas will be appropriately cleaned and students setting at those tables will follow proper hand washing before returning to class. CCCSC will make every effort not to serve any items containing peanuts, tree nuts, red dye, or shell fish in our schools; however, CCCSC cannot guarantee that pre-packaged items sold in the school's cafeteria and concession stands will not contain traces of known allergens.

HOMEWORK POLICY

Purpose

Homework is a valuable part of the educational process. It should not be viewed as busy work or punishment. The main objectives to be achieved are:

1. To review, reinforce, and/or extend classroom learning.
2. To teach responsibility, organization, and time management.
3. To encourage parent/home knowledge of school activities, skill expectations, and student progress.

Amount and Frequency of Homework

The amount and frequency of homework assigned should be determined by the following factors:

1. The age and skill level of the learner.
2. The nature of the subject matter. Some classes require much more review and reinforcement than others do; some classes lend themselves to applying what is learned in the classroom to practical practice.
3. Consideration of outside-of-school activities. Homework should not be so excessive as to not allow ample time for social and physical development of the students.

Parent's Role

Parents should encourage students by showing interest in what they are doing, having a helpful attitude, providing a quiet, well-lighted place to study, and helping the students establish good time management and study habits. Parents should remember that homework is the student's responsibility. Giving too much help or doing the assignment for the student will detract from the learning experience. If homework seems consistently too difficult for the student or too time consuming, the parent should contact the teacher or teachers involved.

Student's Role

The student should approach homework as a continuation of classroom learning. Some guidelines are:

1. Be sure the assignment is understood: know what is expected and when it is due.

2. Take home any necessary material or books.
3. Budget adequate time and devote full attention to the assignment.
4. Show parents what is being done.
5. Check all work. Take care of completed homework, and turn it in on time.
6. When students are absent, it is up to them to find out what assignments were missed, when the assignments are due, and to hand in the work within the assigned time.

Teacher's Role

The individual teacher determines what, when, and how much homework should be assigned, using the following guidelines:

1. Homework assignments should be specific as to what is expected and when it is due.
2. Homework assignments should be a continuation or extension of classroom work. The student should be able to complete the assignment without a great deal of outside help or required supplies.
3. Homework assignments should be reasonable, with understanding of additional requirements placed on the student by other classes, athletic, or other extracurricular participation, home duties, church attendance, etc.
4. Homework should be evaluated and returned to the students.
5. Makeup work for absentee students should be allowed, but its content should be determined by each individual teacher. It does not have to be the same as for the other students. A reasonable and adequate time period should be allowed, but it is the student's responsibility to find out what is due and meet the deadline.

Effects of Homework on the Course Grade

The effect of homework on the total course grade will be determined by each individual teacher; however, it should be made clear to the students what the expectations are at the beginning of the term.

INJURY AND ILLNESS

All injuries must be reported to a teacher and/or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. Only students who have been given permission from office personnel to call home for permission to leave school will be considered excused. No student will be released from school without proper parental permission.

LEAVING SCHOOL EARLY

Students are not authorized to leave campus during regular school hours. Students leaving school for any reason (early dismissal) must present a written permission slip explaining the need to leave signed by a parent to the principal's office, or the parent may call the principal's office. Sign-out procedure must be followed. The person picking up the student (parent, guardian, or emergency contact only) must come into the office before the student will be released. Written documentation must be produced the next day for the absence to be considered excused.

LOCKERS

Students will be assigned one locker at the beginning of school for the purpose of storing their books, school materials, and supplies. Students are not to change lockers without permission from the office, nor are they to share lockers. The lockers, however, remain the property of school and are subject to inspection. Students having items in their locker in violation of school district policy will be subject to disciplinary action. As a precaution against loss of materials from lockers, students should keep lockers locked at all times, not to give combination to other students, and not to place books and materials in another's locker. The school cannot be responsible for property placed in the lockers. Only school-issued locks are to be placed on lockers; non-issued locks will be removed. School locks are sold in the office. Locks are provided for gym class free of charge.

LOST AND FOUND

Students are encouraged to turn found items into the office. If you have lost something, please check in the office.

MAKE-UP WORK SENT HOME

A student who will be absent for two or more consecutive days should contact the office for homework as early in the illness as possible. Homework requests will then be sent to the student's teachers. Homework will not be collected if the student plans to return to school within one school day of the request. The student must submit the collected assignment to the office before new or additional homework is requested.

MEDIA CENTER POLICY

The mission of the Crawford County Jr. – Sr. High School media center is to help students become information literate and to help all students and teachers find resources and reading materials for both assignments and personal use.

Students may check out books for three weeks. They may check out as many books as they need within reason. Students may not check out a book if they have an outstanding book from the previous school year. We do not charge fines. If a student loses a book or damages it beyond repair, the student must pay for the book. The student is charged the price of the book that is listed in the library catalog. If there is no price listed, the student is charged the price listed in the Follett catalog.

Students are not allowed to access e-mail or chat rooms on the library computers.

OUTSIDE CONTAINERS/SUBSTANCES

Other than a lunch from home, students are not permitted to carry in outside containers of liquid, such as two liters of soft drinks, thermoses, etc. other than a bottle of water or reusable beverage container. Students will not be allowed to have food or drink delivered to the school.

PARKING LOT & TRAFFIC PATTERNS

1. No parking or traffic (except for personnel & handicap vehicles) in front of the building between 8:00 a.m. and 3:05 p.m.
2. The speed limit of the parking lot is 15mph.
3. Buses will park in the west parking lot during the day. Buses need to be in designated pick-up area by 2:55 p.m.
4. Parking permits must be purchased by students and must be visible in the back windshield. The following are designated student parking areas:
 - a. Northwest parking lot.
 - b. South end of gym and along track fence.
5. Visitor's Parking – north of the band room in front of the school
6. All vehicles must be registered in the office, and a parking permit must be purchased. Cost of the parking permit will be \$5.00.
7. Vehicles leaving and going north (Marengo) shall exit through the north gate, and vehicles leaving and going south (Leavenworth) shall exit through the south gate.
8. Vehicles must be parked immediately upon arrival and students must come into the building immediately. Loitering or gathering in the parking areas is not allowed.
9. Students should bring all needed materials into the building upon arriving at school. Students are not permitted to return to their vehicles during the school day without permission from a school administrator.

Student Drivers will lose driving privileges for the following:

1. Not registering the vehicle in the office.
2. Not having a parking permit or not having it displayed properly on the vehicle.
3. Not parking in designated student parking areas.
4. Speeding on school property.
5. Reckless driving on school property.
6. Reckless driving around school buses on school property or to and from school.
7. Speeding or reckless driving to and from school.

8. Driving in front of building between 8:00 a.m. and 3:05 p.m.
9. Allowing another student to drive their vehicle on school property or to and from school if your driving privileges have been suspended.
10. Not yielding right of way to school buses on school property (particularly, when buses are leaving in the afternoon).
11. Not exiting out of the correct gate.

Dropoff/Pickup Procedures

Students who are being dropped off (car riders):

- Between 7:55am and 8:15am
- Use south gate (Leavenworth side) entrance
- Turn left in front of the gym and follow to the west door (entrance #25) to park and drop off students
- Students will enter the school through the front doors by walking along the sidewalk in front of the building

Students who are being picked up:

- Students are released at 3:00pm
- Use south gate (Leavenworth side) entrance
- Turn left in front of the gym and follow to the west door (entrance #25) to park and wait for students

Students will exit the school through the front doors and walk along the sidewalk in front of the building

PHONES, CELL PHONES, & ELECTRONIC DEVICES

Parents are advised that the best way to get in touch with their child during the school day is to call the school office. Students should not be contacted during regular school hours on their cell phone as this could result in consequences to the student for violating the Student Code of Conduct as it relates to cell phones. No calls are to be made or received by students during class hours. Students are allowed to use the phone in the office or in the teachers' room, based on teacher discretion, only in cases of emergency. The call may be placed by the school secretary or teacher. All personal phone calls must be made during lunch, before school, or after school.

Cell phones & electronic devices must be muted or silenced and out-of-sight except during allowed usage times. Allowed usage times are before and after school (before the first bell of the day and after the last bell of the day) and during the student's lunch period (the cell phone must not be used outside the cafeteria). Except for class assignments, students may not use cell phones or other electronic devices during the school day or at school sponsored events to take photographs/video images/or audio recordings of any person on school property or at a school sponsored event or record / store / transmit the spoken word or visual image of any person, including other students or staff members, or educational instrument/document (i.e. test or quiz, etc.) any time while on school property or at a school sponsored event. The school and its employees are not responsible for preventing theft, loss, damage, or vandalism to cellular phones or other electronic devices. Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. Students are prohibited from taking photographs, filming videos, etc.

PREPAREDNESS DRILLS (Evacuations, severe weather, or other emergencies)

The school will participate in preparedness drills of emergency procedures. When the command is given, or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

TEXTBOOK/RESOURCE (Laptops, etc.) RENTALS

Textbook/resources are furnished to each pupil on a rental basis. Such rental fees are calculated in conformance with the rules of the Indiana State Department of Education. Students are responsible for textbook/resources issued to them and must pay for loss or damage. Textbook/Resources are property of Crawford County High School. It is the student's responsibility to take the necessary textbook/resources and supplies to each class. Various types of school supplies are available in the office for purchase for the convenience of students.

Regulation:

All basic textbook/resources are rented to students for their use each semester. Students pay for workbooks and other materials needed for various classes. There are also fees for such classes as Art, Industrial Tech, Physical Education, Science Labs, etc. Textbook/resources should be kept clean and handled carefully. You should write your name, grade, and school in your books. **Textbook/resources assistance is available to students who qualify for free/reduced meals. This must be done at the beginning of the school year.

TRUANCY, SKIPPING CLASS, AND TARDIES

Crawford County Community Schools recognizes the importance of punctuality in preparing our students for life and the work force. Any absence from school/class without cause is considered truancy. Specific punitive measures will be given. Administrators may choose punishment at their discretion. Crawford County Juvenile Probation may be notified and driving privilege suspended. An absence from class without just cause is skipping and also is technically “truancy.” Specific punitive measures may be given for such offenses. Administrators may choose punishment at their discretion. Students that are late to school or 1st period class must sign in at the front desk. The process starts over at the beginning of the 2nd semester.

VISITATION POLICY

The Board of Trustees encourages classroom or school visitation by parents for the purpose of conferences. To ensure the safety of our students in our care, all visitors are to report to the school office immediately upon entering the building. Parents wishing to have a conference with a teacher are encouraged to call ahead to make arrangements for the conference. This will ensure that the teacher is free from school responsibilities and can meet with the parent. At no time are teachers allowed to use class time for a conference unless prior approval has been given by the principal. Non-parent visitors are to check in at the office upon arrival and follow the above policy. Salespeople, etc., are not to interrupt any classrooms while in sessions. No students from another school corporation are allowed to visit the classroom or school during school hours except for school-sponsored or approved activities.

WITHDRAWALS AND TRANSFERS

All rented textbooks/resources must be returned to the bookstore manager/office before a grade can be given for the time spent in that subject. The locker must be emptied. See Driver’s License Laws. If the event a student wishes to withdraw from school to homeschool or obtain a GED, a withdrawal form must be obtained from the main office. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

WORK PERMITS

Any student between 14 and 17 years of age who is employed must secure a work permit. It is the responsibility of the employer to require work permits. Work permits will be issued in accordance with Crawford County policy regarding the good standing of the student.

Procedure to obtain Work Permit:

1. The student must have a job.
2. Obtain, at the high school front desk, for an Intention to Employ Card (to be filled out by the prospective employer).
3. After the card has been properly filled out and signed by the prospective employer, student must return it to the office and the Work Permit will be issued.

YEARBOOK POLICY

The Wolfpack, student yearbook at Crawford County Jr. – Sr. High School, attempts to cover the people and events of the school community as fairly, impartially, and accurately as possible. It provides a history in pictures and text of a particular year. It serves as a form of public relations for the school and community. It offers an educational opportunity for staff members to learn to accept responsibility and assume leadership roles.

The staff members and advisors reserve the right to select content and determine priorities in both photographs and written material. They never knowingly libel, invade the privacy of, deny the rights of, or ridicule or mock an individual or group. Good taste, common sense, school community standards, and ethics of responsible journalism will be observed.

The yearbook focuses on school news and personalities. Community, state, national, and international events may be covered to contribute to a complete picture of a school year. Student activities and groups not sponsored by the school are not covered on a regular basis but may be covered in features. The advisor and the school principal are the final authorities as to the content of the yearbook.

ACADEMICS

DRIVER EDUCATION

Disclaimer: This policy is set with the understanding that State Laws & Bureau of Motor Vehicle guidelines prevail over such existing local school policy. When there is a question between school policy and State Law & Bureau of Motor Vehicle guidelines, State Law & Bureau of Motor Vehicle guidelines always stand.

Students are permitted only two absences during the 1st nine weeks of the course. Students who miss the 3rd day of class will be removed from the class and placed in study hall with no penalty and no grade posted to the transcript. Students and parents will not receive a refund for the fees paid for the Driver's Education course.

For students to pass Driver's Education (per Indiana State Law), they must have an 80% or higher in both the book study portion of the class as well as the active driving portion. If students receive a percentage lower than 80%, they will receive an F for the class that will be posted on the transcript and will affect the student's GPA. If a student re-takes the Driver's Education course and receives a passing grade of 80% or higher, the new grade will then replace the existing Driver's Education grade of F on the transcript, and the F will be completely removed from the transcript.

Students are permitted to take or re-take Driver's Education through Crawford County High School or another approved outside agency for the same credit as long as the agency's curriculum aligns with Crawford County High School's Driver's Education curriculum and State Laws & Bureau of Motor Vehicle guidelines.

GRADING STANDARDS

Nine Weeks Grades

Each teacher has discretion in his or her own classes as to requirements, standards and grading procedures.

Each teacher will use the following scale to convert percentage nine-week grades (if used) to letter nine-week grades:

| STANDARD GRADING SCALE | | | | | | | |
|------------------------|--------|----|-------|----|-------|----|----------|
| A+ | 99-100 | B+ | 87-89 | C+ | 77-79 | D+ | 67-69 |
| A | 93-98 | B | 83-86 | C | 73-76 | D | 63-66 |
| A- | 90-92 | B- | 80-82 | C- | 70-72 | D- | 60-62 |
| (.5 rounds up) | | | | | | F | Below 60 |

Computing Semester Grades

For non-AP or non-dual-credit classes

The quarterly assessment for students will count as 10% of each nine-week grade. Each nine-week grade will count as 1/2 of the final semester grade. Computing the weighted average of each nine-week grade will derive the semester average.

For AP or dual-credit classes

Student grades will be calculated using a "running total" method. Computing the average of the entire semester's grades will derive the semester average.

Grade Point Average

To accommodate those students who take courses, which differ substantially in academic difficulty, the following weighted scale will be used to figure grade point average and rank in class. The following classes will be figured into the GPA as weighted classes:

| | | |
|--------------------|-------------------|--|
| Honors English | Biology I Honors | Pre-Calculus |
| Spanish II, III | Biology II Honors | Calculus |
| Chemistry I Honors | Algebra II Honors | Accounting II |
| Physics | Geometry Honors | Approved dual-credit courses off CCHS campus |

The following classes will be figured into the GPA as advanced weighted classes due to difficulty and preparation required: dual credit college courses taught on CCHS campus and all AP classes.

** Students may incur college tuition fees in order to obtain those college hours' credit. Students are also responsible for contacting the university they are going to attend to make arrangements for the transfer of those credits.

| 4 PT. SCALE | | | | WTD 4 | | | | ADV. WTD 4 | | | |
|-------------|------|----|------|-------|------|----|------|------------|------|----|------|
| A+ | 4.33 | C+ | 2.33 | A+ | 5.33 | C+ | 3.33 | A+ | 5.67 | C+ | 3.67 |
| A | 4 | C | 2.0 | A | 5 | C | 3.0 | A | 5.33 | C | 3.33 |
| A- | 3.67 | C- | 1.67 | A- | 4.67 | C- | 2.67 | A- | 5 | C- | 3.0 |
| B+ | 3.33 | D+ | 1.33 | B+ | 4.33 | D+ | 2.33 | B+ | 4.67 | D+ | 2.67 |
| B | 3.0 | D | 1.0 | B | 4.0 | D | 2.0 | B | 4.33 | D | 2.33 |
| B- | 2.67 | D- | .67 | B- | 3.67 | D- | 1.67 | B- | 4.0 | D- | 2 |
| | | F | 0 | | | F | 0 | | | F | 0 |

GRADUATION REQUIREMENTS

| Course and Credit Requirements | |
|--|--|
| English/ Language Arts | 8 credits Including a balance of literature, composition and speech. |
| Mathematics | 6 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school.</i> |
| Science | 6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course |
| Social Studies | 6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World |
| Directed Electives | 5 credits World Languages Fine Arts Career and Technical Education |
| Physical Education | 2 credits |
| Health and Wellness | 1 credit |
| Electives* | 6 credits (College and Career Pathway courses recommended) |
| 40 Total State Credits Required | |

INDIANA CORE 40 GRADUATION REQUIREMENTS

For the Core 40 with Academic Honors diploma, (Minimum 47 Credits) students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.

Complete one of the following:

1. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
2. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
3. Earn two of the following:
 - a. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 - b. 2 credits in AP courses and corresponding AP exams,
 - c. 2 credits in IB standard level courses and corresponding IB exams. D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - d. Earn an ACT composite score of 26 or higher and complete written section
 - e. Earn 4 credits in IB courses and take corresponding IB exams.

For the Core 40 with Technical Honors diploma, students must:

Complete all requirements for Core 40.

Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:

1. State approved, industry recognized certification or credential, or
2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
3. Earn a grade of "C" or better in courses that will count toward the diploma.
4. Have a grade point average of a "B" or better.
5. Complete one of the following:
 - a. Any one of the options (A - F) of the Core 40 with Academic Honors
 - b. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5. C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - c. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

*Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequences (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

**Note: One credit equals one semester of a school year.

GUIDANCE INFORMATION AND THE COUNSELING OFFICE

Counselors are responsible for the educational program planning and scheduling of each student. They are also available for conference with a student regarding other school procedures or problems, occupational and educational plans, and personal or social goals or problems. They are happy to include parents in any of the conferences upon request of the student or the parent(s). A student who wishes to talk with his/her counselor is urged to go to the Guidance Office and set up an appointment.

Scheduling Classes

Scheduling for both semesters the next school year will take place in selected classes during the spring semester. Students will have access to courses offered for the next school year on the school web site in order to know what is available to study. Students will then be able to select their classes for next year online. Selecting a class is no guarantee that room is available or that conflicts preclude taking class. Parents who have questions should call the counselor to discuss the selections. Students will be placed in English, math, and science classes based on teacher recommendation. Placement in elective classes will be based on what the student selects on the course request form, class availability, class size, and class requirements. Every effort will be made to place students in the desired courses.

Changes to a student schedule can be made up until the last day of school. Any later changes will be initiated by the administration to balance class loads, reschedule a failed class, etc. Students are strongly encouraged not to drop a year-long course at the semester because they are failing, do not like the class, or do not like the teacher. Struggling students should contact the counseling office to discuss alternative solutions.

Any senior allowed to come to school late or leave early will do so with written permission of the Principal. If a senior is in good standing, they may choose to graduate mid-term, if the student can provide documentation of college enrollment or employment. If students do not choose these options, they must attend a full day all year long regardless of credits and diploma requirements being complete.

Teacher aide requests will be granted only if there are not any available classes that will fit in a student's schedule and must be approved by building principal. Students will be allowed to have only one teacher aide a semester and must go through an application process. Teacher aides must have a 2.5 GPA and have accumulated the needed credits to be considered the grade level in which they are: freshman 12+, sophomores 22+, and juniors 32+.

No student will be assigned a Teacher aide without going through the proper procedure. All students who do not have seven classes will be assigned to a study hall. Students must get a TA permission form from the Study Hall monitor. The first step in obtaining a TA will be to get a parent signature giving permission. The assistant principal will then initial the form regarding discipline referrals. The Guidance secretary then lists current GPA (must be C or higher). The form then goes to the Principal who will then match up the

student with the list of teachers requesting TAs. The Guidance office then changes the schedule and notifies the Study Hall monitor who gives the schedule to the student.

Dropping Classes

Students withdrawing from a scheduled class during the first five days of a semester (with counselor approval) will have no evidence of that withdrawal on their transcript. Students who withdraw after the first five days (with counselor approval) will have a WP (withdraw pass) or WF (withdraw fail) appear on their transcript. GPA will not be affected. Students who withdraw after the 1st nine weeks may receive a failing grade which will be figured into their GPA. Students may not repeat more than one English/math class per school year. Summer school may be offered for students who need to repeat an English/math/science class.

College and Trade School Information

Counselors will announce the visits of college and trade school representatives well in advance of the visitation.

Catalogues, Guides, and Applications

Occupational information, college and trade school catalogues, and several guides to colleges and trade schools are available in the Guidance Office. Application forms too many of these schools are also available. If you have questions about how to get a transcript, please contact the counseling office.

Requirements for College Athletes

Students who plan to play sports at a Division I or II school need to check with a counselor to make sure your classes meet NCAA guidelines for eligibility.

REPEATING CLASSES

Crawford County High School students are only permitted to re-take a class when they receive an F or a grade less than what is required for the diploma type for which they are assigned (anything lower than a C- for the honors diploma types).

When students fail a class, they will not be permitted to re-take those classes during the regular school setting. Students who fail these required classes will work with administrators to formulate the best plan to meet graduation requirements.

If a student fails a class, the F (or lower grade) remains on the transcript and counts toward the GPA thus averaging the two grades within the final GPA (EXCEPTION: Driver's Education—see separate section for rules specific to Driver's Education).

Student who fail multiple classes and fall behind their peers in the number of credits earned may be referred by the counselor or Principal to an alternative program. Once the student has caught up with his/her peers in the same graduating class or has shown adequate progress, they may request to return to the high school to continue the regular educational process. Administration meets at the end of each semester to review student placement.

REPORT CARDS

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks. Should parents not receive a report card within two weeks after the end of the grading period or if an error exists, parents should notify the Guidance Office immediately. Report cards are to be reviewed by parents. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. Teachers follow grading guidelines that have been approved by the principal or superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with policy. Report cards will be delivered to parents via email when possible, but paper copies will be available for parents without email addresses upon request.

WORK-BASED LEARNING POLICY

When students wish to enroll in the work release program, it is required that a student participate in the high school's Work Based Learning course. The Work Based Learning program provides a student with a high school credit for participation and also requires some classroom work associated with experience.

Student Qualifications

- Each student must complete an application; minimum of three (3) obtain favorable references from teachers and have demonstrated responsible behavior and demeanor;
- 2.0+ GPA
- Good school attendance record
- References/recommendations from teachers
- On track to graduate on time
- Provide own transportation and proof of driver's license and insurance (copy to be provided w/ application)
- Each student participating in the program must have a standards-based education/training agreement developed jointly by the teacher, the job-site mentor and the student; clearly stating what will be accomplished during the work-based experience. Students are monitored in their laboratory/field experiences by a CTE (vocational) licensed teacher.

Expectations of Work-Based Learning Students

1. Minimum of 90 hours observation per semester (each semester, Aug. – Dec. and Jan. - May)
2. Students must attend a minimum of 3 days per week.
 - a. Student may attend internship Monday – Thursday either in the AM or PM, according to their class schedule; allowing travel time to/from school.
3. Required “on-time” hours at job site (5 – 10 minutes before scheduled start time.)
4. Attendance Record – Start/End Time, total hours per week/daily.
5. Call in if not available to make scheduled time (sick, emergency)
6. Weekly Class Assignments: Getting & Keeping a Job; Personal Finance; and Daily logs.
7. Projects: Student report: Goals/Expectations; Letter of Interest, Resume (1st Semester & 2nd Semester); College Bound (Research Colleges); Student Report – Benefits, knowledge & skills gained from internship and Portfolio.
8. Daily Journal Entry, signed off on by Mentor daily.
9. Satisfactory Evaluations
10. Develop Portfolio according to Standards
11. Exit Presentation
12. Students will meet with school coordinator every Friday to turn-in assignment, get new assignments, and to discuss any applicable information/issues with coordinator.
13. At the conclusion of the program, each student shall submit a portfolio that documents the student's work which includes reflections upon what has been learned.

Work-Based Learning – Work Release

Student must **FIRST** complete a work release request form (this form can be obtained from the guidance office) before the work release will be considered for approval. After obtaining the form, the student will need to have a parent/guardian signature and an employer signature with an attached summary of expected job hours on company letterhead. The student then returns the request and letterhead to the guidance office where the Counselor or guidance secretary documents the student's GPA and number of credits earned and gives the request to the Principal to either approve or deny. If approval of the work release is given by the Principal, the student's schedule is reduced to accommodate the work schedule. **Work Release students must also meet the qualifications and expectations as above for the Work Based Learning program.** Any classes that are reduced for this purpose are not counted against the student in any way, including WP or WF, on the transcript. The classes that are reduced simply disappear from the transcript as if the student never took the classes.

EXTRACURRICULAR ACTIVITIES

Student activities may occur during or after the school day. Extracurricular activities are activities that take place outside the regular curriculum of the school. These activities are voluntary on the part of the students. Students wishing to participate may do so after meeting certain requirements. Students must remember that these activities are a privilege and that they must adhere to the standards set by the sponsor and the school.

ATHLETIC HANDBOOK

Forward

The Athletic Handbook has been adopted to provide consistency in administering policies and procedures relating to Crawford County High School sports. This handbook is intended to help athletes, coaches, and parents better understand the athletic policies and procedures at Crawford County High School. The Athletic Handbook will be revised in the spring of each school year.

General Organization of the Athletic Program

1. Crawford County High School, Marengo, Indiana, is a member the Indiana High School Athletic Association which determines the guidelines for interscholastic athletics. As a member of this association, Crawford County High School agrees to obey the rules and regulations set forth by the I.H.S.A.A.
2. Crawford County Junior Senior High School is a member of the Patoka Lake Athletic Conference. Crawford County High School agrees to abide by the P.L.A.C. constitution and by-laws.
3. The school principal is recognized as the administrator in charge of the athletic programs. The principal may delegate responsibility to the athletic director.

Philosophy

The athletic program shall be consistent with the educational philosophy of the total educational program of which it is a part. Practices and procedures shall be in accordance with school corporation policy. Equal consideration and recognition shall be given to all phases of the athletic program. Cooperation among individual coaches, individual programs, and athletes shall be observed. The purpose of the athletic program shall be to give competitive and cooperative experiences to qualified students interested and physically skilled enough to participate. The athletic program shall develop not only physical fitness, but mental, emotional, recreational, and educational fitness as well.

Objectives

Participant defined as any student who is actively involved in the athletic program, as a player, or manager. The objectives of the CCHS Athletic Program are as follows:

1. To provide participants an opportunity to learn and improve skills in competitive games.
2. To enable participants to develop physical vigor and desirable health and safety habits.
3. To enable participants to make real friendships with squad members and opposing team members.
4. To encourage participants to observe and exemplify good sportsmanship.
5. To enable participants to realize that athletic competition is a privilege that carries definite responsibilities.
6. To teach participants that violation of a rule in a game brings a penalty and that this same sequence follows in the game of life.
7. To teach participants that the degree of success depends upon hard work, devotion to the task, and enthusiasm for the game.
8. To encourage participants to exercise judgment, think quickly, take responsibilities, and carry out each to the best of one's ability.
9. To encourage participants to participate in as many sports as interested.

School:

Athletics is an integral part of the school's extra-curricular program.

1. Athletics is to be used to promote good school morale.
2. Athletics is to be educational.
3. Student interest is to be created by encouraging participation.

4. Visiting opponents are to be made to feel welcome as guests in Crawford County High School and the community.
5. The athletic program is to be broad rather than narrow in scope.
6. Each sport is to be treated with equal importance. In-season sports should be afforded the opportunity to attract all potential CCHS athletes without competing for the athlete's time with out-of-season sports conditioning programs or open gym.
7. Sportsmanship, fair play, and good school citizenship are to be the main objectives of all athletics.

Community:

1. The community is to realize that control of, and responsibility for interscholastic athletics rest entirely with school authorities.
2. Interscholastic athletics is to provide a recreational opportunity for the general public only insofar as the community is willing to see that the program is conducted solely for the benefits of student competitors and student spectators.
3. The community is to realize that any athletic team is a part of the total school and athletic program.

Sports Offered

| <u>Boys</u> | <u>Girls</u> |
|---------------|---------------|
| Baseball | Softball |
| Basketball | Basketball |
| Cross Country | Cross Country |
| Track & Field | Track & Field |
| Golf | Golf |
| Football | Volleyball |
| Tennis | Tennis |

1. Cheerleading and Dance are activities that follow the same guidelines as the other sports

Athletic Regulations

The eligibility rules which apply to athletic participants at CCHS are in two categories. One set of regulations is set forth by the Indiana High School Athletic Association of which CCHS is a voluntary member. Other regulations are established by the administration and athletic department of Crawford County High Schools.

A. I.H.S.A.A. Eligibility Rules

You are INELIGIBLE:

1. AGE: A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the I.H.S.A.A. State Finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who in nineteen (19) years of age on the scheduled date of the I.H.S.A.A. State Finals in a sport shall be eligible as to age for interschool athletic competition in that sport.
2. AMATEURISM: If you play under an assumed name, if you accept money or merchandise directly for athletic participation, if you sign a professional contract.
3. AWARDS, GIFTS: If you accept commercial awards in which advertise any business firm or individuals. If you accept any award designating "All State" or "All-American."
4. CHANGE OF SCHOOLS: If you were not eligible in the school from which you transferred. If you have participated in a high school varsity athletic contest in any sport and your parents did not make a corresponding change of residence to the new school district.
5. ENROLLMENT: If you did not enroll in school during the first 15 days of a semester. If you have been enrolled more than four fall semesters and four spring semesters beginning with grade 9. If you have represented a high school in a sport more than four years.
6. GRADES: If you did not pass five subjects in your previous grading period. Semester grades take precedence. If you are not currently passing five or 70% of your subjects. Eligibility will be determined when the grade cards are issued.
7. ILLNESS-INJURY: If you are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a licensed physician stating that you may participate again.

8. CONDUCT-CHARACTER: If your conduct in or out of school (1) reflects discredit upon your school or association or (2) creates a disruptive influence on the discipline, good order, morale, or educational environment in the school.

9. PARENT, PHYSICIAN'S CERTIFICATE/Emergency Card: If you do not have this completed certificate on file with your principal or athletic director prior to your first practice each school year.

B. Athletic Department Regulations

1. ATTENDANCE:

- i. Regular attendance at school is required of all participants.
- ii. An athlete must attend 2 blocks or half of the school day in order to participate in a sporting event or practice that day. With approval of administration, certain situations may be excused (doctor or dentist appointments, funerals, etc.). It is the coaches' responsibility to enforce this policy.

2. CHANGING SPORTS:

- i. If an athlete participates in ten practices for a sport, they cannot quit that sport and join another sport, conditioning program, or open gym until the first sports season is concluded, or he/she has written permission from the coach of that sport he/she quit.
- ii. If an athlete is cut from a team he/she may join another team or program.
- iii. If an athlete is dismissed from the team for discipline reasons, he/she may not participate in another sport, conditioning program, or open gym, until the first sports season is concluded.

3. PHYSICIAN AND MEDICAL FORM:

- i. All students must have a completed I.H.S.A.A. Physician form and a CCHS emergency medical card on file in the Athletic Directors office prior to participation in any sport.

4. PARTICIPATION IN TWO SPORTS IN ONE SEASON:

- i. Athletes may participate in more than one sport during one season. The practice schedule conflicts will be worked out between the coaches involved. If inter-school events of the two sports conflict, coaches will decide which contest they are to compete. Criteria for the decision will be conference game, rivalry, future sectional opponent, etc. The athlete must realize that extra time for practice is necessary to compete in two sports. If the requirements of one or both sports are not met, the athlete may be cut from the sport(s).

5. COURTESY TO IN SEASON SPORTS:

- i. An athlete will not be permitted to participate in an organized conditioning program or open gym if a member of an in-season sport unless prior approval from the in-season coach.

6. SIGN-OUT POLICY:

- i. Players must ride to the game on school transportation unless previously approved by the coach or athletic director. An athlete can ride home or leave the premises with their parents or guardians after signing out. Under certain conditions the athlete can ride home with another parent if the parent sends in a note to the coach or calls the coach or athletic director in advance. A student must not ride with another student from an event.

7. INJURIES

- i. Any injury that takes place at practice or any athletic event must have an accident report on file in the Nurse's Office as soon as possible, preferably with-in 24 hours. A detailed report is required if the injury is serious enough to call the parents. A thorough explanation including witnesses, equipment used and so forth is helpful for a complete report. A call to the athletic director would be appreciated if the injury is serious enough for further treatment, such as the emergency room. All coaches are required to have copies of the athletic medical cards readily available at practice and games.

8. "CUTTING" PLAYERS:

- i. The head coach has the authority to select members of the team he/she coaches. A coach may “cut” players on the basis of, but not limited to, talent, attitude, team cohesiveness, work ethic, and previous discipline records.
- 9. VIOLATION OF SCHOOL RULES:
 - i. Violation of school rules or regulations which lead to detention or suspension, or violation of any public law may affect team regulation.
- 10. JR HIGH TEAMS:
 - i. Team members of all Jr-High teams during the current school calendar year shall consist only of students enrolled in grades 7 and 8.

Training Rules

All students who choose to participate as athletes of Crawford County Jr. – Sr. High School shall abide by the following rules. At no time (365 days including summer vacations or more times of the year when a student is not participating in athletics) is a student allowed to use or be in possession of any form of tobacco, alcoholic beverage, e-Cigarette, or drugs not prescribed by a licensed physician for his/her use.

Rationale

Rule C-8, Section 1 of the IHSAA by-laws states that the conduct of all athletes in and out of school shall be such as (1) not to reflect discredit upon their school or the association, or (2) not to create a disruptive influence on the discipline, good order, morale, or education environment in the school. Furthermore, a violation of the athletic internet policy, hazing/bullying, the use or possession of non-prescribed drugs, alcohol, or tobacco in any form reduces physical and mental performances and is injurious to a person’s health. Also, their use is illegal.

Penalties

1. Any athlete in grades 6-12 that commits an act which would otherwise be a felony, theft, misdemeanor (other than minor traffic violations or violations covered by the drug testing policy), act of delinquency, a status offense, or act of violence shall be suspended from all athletic participation for the remainder of the school year.
2. Any athlete in grades 6-12 that uses, consumes, or possesses a controlled substance (drugs, except as prescribed medically by a licensed physician), alcohol, tobacco of any form, or e-Cigarettes or is found in violation of the athletic internet policy or hazing/bullying shall be considered to have failed the initial drug test and will be dealt with according to the stated school drug testing policies and procedures.
3. Any high school or middle school athlete found guilty of the offenses described in item 2 above will be suspended from 20% of contests from the sport for that year. Reinstatement will not occur until the athlete can show proof of chemical assessment. Any repeat offense will result in suspension from all athletic participation for the remainder of the school year, and the student athlete must show proof of substance abuse counseling. Suspension will be made up starting with the next sport after the violation. If the student athlete is not involved in a sport at the time of the violation, the student shall be removed from 20% of the contests of the first sport season in which the student would normally participate. Should the student bypass the next applicable sport, the penalty will be imposed in the next sport in which the athlete participates.

The athletic director will be the person responsible for determining that a violation of the Training Rules has occurred. Parents and athletes have the right to appeal this decision. At that time, the school will hold a hearing to review the decision to determine if a suspension is warranted. The principal and Dean of Students will conduct the hearing. During this hearing, parents and athletes can present evidence to support the appeal, and the athletic director will present evidence to support the decision. A final determination of penalty will be decided by the principal or his designee.

Coaches are required to have an organizational meeting for each season to distribute additional training rules which must also be followed. None of these additional rules shall in any way contradict those rules stated above.

Athletes are expected to be a positive influence in the community, school and home. A lack of adherence to the principles of good training and or violation of the above rules will result in the athlete being denied the opportunity to participate in athletics at Crawford County Middle or High School.

CLUBS

All school sponsored clubs must meet the following criteria:

- a. Approval of the administration of the school before organizing.
- b. A faculty advisor approved by the administration of the school.
- c. The faculty advisor present at all meetings.
- d. Approval by the administration of the school for all projects.

DANCES

Middle School students are not allowed at High School dances. High School students are not allowed at Middle School dances.

NATIONAL HONOR SOCIETY

Membership

Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Eligibility

Candidates eligible for selection to this chapter must be members of the junior class at the time of selection.

To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Crawford County High School.

Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.67. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

Selection of Members

The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

The selection of active members shall be held once a year during the second semester of the school year.

Prior to the final selection, the following shall occur:

- Students' academic records shall be reviewed to determine scholastic eligibility.
- All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the application for membership for further consideration.
- The Faculty Council shall review the applications for membership, teacher recommendations, and other relevant information to determine those who fully meet the selection criteria for membership.

Candidates become members when inducted at awards day at the end of their junior year. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Obligations of Members

- Annual dues for this chapter shall be \$10. Dues will be payable to the chapter within 30 days of the first day of school following induction.
- All members must attend at least 75% of the activities that the society coordinates.
- All members must attend at least 75% of all meetings to remain in the society. There will be a meeting each month or whenever there is a new project.
- In order to wear the gold cord at graduation the member must meet all requirements of the society.
- Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.
- Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

PROM

A Crawford County High School junior or senior may attend the prom. A junior or senior may bring a date who is a sophomore or freshman at Crawford County High School. A junior or senior who wishes to bring a CCHS student as a date must complete a registration form a week in advance of the prom and purchase a ticket at this time. **Non-CCHS students may not attend without prior approval by Principal/junior class sponsor. Students who have not reached their freshman year will not be permitted to attend. School Administration has the right to deny any date that is not in good standing with their current school or previously with CCHS. No date shall be over the age of 20 by the date of prom.

SOCIAL EVENTS

Calendar dates for all social events must be coordinated with the Principal. Parties with refreshments are not permitted in the classroom or on school grounds during the day unless permission is granted by the Principal. Students attending social events are expected to be present throughout the event. Those who leave may not return.

REGULATORY COMPLIANCE

ASBESTOS POLICY

Crawford County Community Schools, 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

AHERA COMPLIANCE

Recently, the Crawford County Community School Corporation, in compliance with certain A.H.E.R.A. Regulations, completed an inspection of all facilities in the corporation for the presence of asbestos containing materials. The purpose of such an inspection was to ensure 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 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 the Crawford County Community School Corporation.

Questions regarding the inspection, inspection reports, or management plans should be directed to:

Superintendent of Schools
5805 Administration Road
Marengo, IN 47140
(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.

CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURES

Applies to Regulatory Titles TITLE VI (race, color, national origin), TITLE IX (sex), SECTION 504 of the Rehabilitation Act of 1973 (handicapping conditions), and the Indiana State Board of Education Advisory Committee V-Rules Requirements, and the Guidelines developed by the Indiana Department of Education, Vocational Education Section.

1. Interested parties include school corporation officers, employees, students, and patrons.
2. This procedure applies to acts or omissions in relation to protected rights based upon age, race, color, religion, sex, handicapping conditions, national origin, and limited English proficiency.

Civil Rights Compliance Coordinator

1. The building principal or designee for allegations of building level violations to student or building patrons.
2. The Superintendent or designee for allegations and violations of a corporate level such as policy or practice.

Civil Rights Compliance Officer

1. The Superintendent of Schools or designee.

Grievance Process

1. Level One
 - a. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described above. The complaint shall stipulate the specific act or omission, the date of same, and the parties involved.
 - b. The compliance coordinator shall initiate an investigation of the circumstances of the complaint within seven calendar days of the receipt of the written complaint.
 - c. The complainant shall have seven calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.
2. Level Two
 - a. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three calendar days of receipt.
 - b. The superintendent shall review all material and schedule a meeting within seven calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three calendar days.
 - c. The superintendent shall make a decision within seven calendar days of 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 allowance if a request is made in writing by either party and so agreed to in writing by parties.

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

COMPUTER RESPONSIBLE USE AGREEMENT

At Crawford County Community School Corporation (CCCSC) the primary goal of the use of technology is to enhance the educational opportunities for students and to provide a technology-rich environment in which students can achieve. CCCSC envisions students who are engaged with innovative curriculum and integrated technology in sustainable skill-focused 21st Century classrooms designed by highly effective digitally-evolved teachers. This initiative will help provide enhanced curricular opportunities through shared learning and collaboration among teachers, students, parents, and members of the community.

This document outlines the responsibilities of the staff, parents and students so that all are aware of the responsibilities they must accept when given the privilege of using technology and accessing the Internet. This document must be signed and returned by staff members, parent/guardian and the student in order for the student to be able to take a device out of the school building. If a person refuses to sign the Responsible Use Agreement, then the person may be given access to technology to use during the school day only.

CCCSC's devices, network and Internet system (Network) has a limited educational purpose. The CCCSC's Network has not been established as a public access service or a public forum. CCCSC has the right to place restrictions on its use to assure that use of the

Network is in accordance with its limited educational purpose. Student use of the Network will be governed by CCCSC policy and the related administrative guidelines, as well as the Student Handbook. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

With access to the Internet comes the availability of material that may not be considered appropriate in the school setting. In a global network such as the Internet, it is impossible to control all materials. CCCSC provides filtering software in an effort to reduce access to such materials; however, no filtering software works perfectly. It is possible that an industrious researcher can discover inappropriate information. CCCSC believes that educational information and interaction on the Internet outweigh the possibility that users can procure material that is inconsistent with our educational goals. Responsible and acceptable use of resources is a joint responsibility of school personnel, students, and parents.

In the event that a device is permitted to be taken out of the school building:

It is the student's responsibility to take care of the device issued to him/her. In the event that a student has a problem with his/her device, he/she should report it to the Technology Department via the established reporting system. Devices that are damaged will be repaired at the parent/student's expense. Any defacing of the device is prohibited. Repeated damage to a device may result in loss of the privilege to take the device home. If a device is stolen, it is the responsibility of the student/parent to report the stolen device to the media specialist or principal's office. The replacement of a stolen device is the responsibility of the parent/guardian. Batteries are warranted for 1 year only. If a battery fails to hold a charge, parent/guardians are responsible for replacement.

The following are general precautions and responsibilities for the care of the device:

1. The device should be turned off before transporting.
2. When carrying your device in a backpack, keep other items to a minimum to avoid too much weight on the device screen.
3. Do not put any pressure on the screen and clean the screen with a soft dry cloth.
4. Sound should be muted in consideration of others unless otherwise directed by a teacher.
5. Devices are not to be defaced in any way, as in applying stickers, etc.
6. Devices should never be left in a car or unattended.
7. Device batteries should be charged every day and have a full charge each morning.

The following activities using technology resources at CCCSC (both on and off campus) are not permitted:

(Consequences for violating these guidelines will be based on administrative guidelines and the Student Handbook.)

1. To access, send, create, upload, download, or distribute pornographic, obscene or sexually explicit material and/or language.
2. To disturb or harass another person by sending unwanted mail or by other means.
3. To respond to any inappropriate unsolicited online contact.
4. To violate any local, state, or federal statute.
5. To vandalize, damage, or disable the property of another individual, the school, or any organization.
6. To access, change, read, or use another individuals' materials, information, or files, or to modify operating system files or computer equipment without the prior consent of the superintendent or his/her designee.
7. To download or upload software or suspicious data without the prior consent of the superintendent or his/her designee.
8. To violate copyright laws or otherwise use the intellectual property of another individual or organization by making copies of software found on school computers or servers.
9. To install software on CCCSC computers or servers. (Software installed on computers owned by CCCSC must be licensed and aligned to the Corporation's educational vision.) The technology department or a designee will erase any unauthorized software from the computer identified.
10. To configure and/or connect wireless devices on your own. Wireless devices must be configured for use on the CCCSC network and must receive approval and configuration from the CCCSC technology staff.
11. To participate in gambling or on-line gaming activity.
12. To utilize CCCSC technology for commercial purposes or personal financial gain.
13. To utilize computers, phones, email, Internet and other electronic devices for discriminatory or unlawful business, including commercial purposes, advertising and political lobbying.
14. To download or transmit multi-player game, music, or video files using the school network.
15. To violate copyright or other protected material laws.
16. To attempt to remotely administrate any servers or network infrastructure devices.
17. To apply passwords on screensavers or hard drives.
18. To go into chat rooms or sending chain letters/mass emails without permission.
19. To attempt to change the configuration of the device or alter the files of another user.

CCCSC makes no warranties of any kind, neither express nor implied, for the Network it is providing. CCCSC will not be responsible for any damages users suffer, including-but not limited to- loss of data resulting from delays or interruptions in service. CCCSC will not be responsible for the accuracy, nature, or quality of information stored on hard drives or servers; nor the accuracy, nature, or quality of information gathered through the Network. CCCSC will not be responsible for personal property used to access the Network. CCCSC will not be responsible for unauthorized financial obligations resulting from access to the Network.

As a user of CCCSC devices and the Network, I understand:

- The hard drive of any device can be erased to reinstall software, so data that needs to be kept should be uploaded to an external source (cloud service, flash drive or other removable media).
- CCCSC is not responsible for my personal information transmitted over the Network, such as credit card transmissions.
- That accessing inappropriate Internet sites which are purposely accessed is not allowed and consequences are in place for such incidents.
- No user shall have an expectation of privacy in any information created, received, or stored on the CCCSC Network.
- That the device issued to me is subject to inspection at any time without notice.
- That I am responsible for lost power cords and other accessories provided with the device.
- That the device issued to me is for my sole use.
- All devices are the property of CCCSC and must be returned, along with all accessories (power cord), at the end of each school year or upon my withdrawal/resignation for maintenance.
- If the device and accessories are not returned, then I will be subject to criminal prosecution or civil liability for the replacement cost of the device and accessories.

This agreement also pertains to any “loaners” that students may borrow from the technology department for any reason.

DRIVER’S LICENSE LAWS

The law prohibits the Bureau of Motor Vehicles from issuing a driver’s license or permit to a student less than 18 who is:

1. At least under a second suspension from school for the school year. The law stipulates a 120 day time certain for this offense.
2. An expulsion from school. The law stipulates a 180 day time certain for this.
3. In effort to circumvent the sanctions listed under this law as determined by the superintendent of the school corporation in which the student is enrolled withdraws before graduating (specifically pertaining to this law is I.C. 9-24-2-4 and I.C. 9-242-1)

The only exception to this would be financial hardship as determined by the Principal.

Crawford County Schools will report the following to the BMV:

Before Oct. 1st and Feb. 1st of each school year, a school is required to report to the BMV those students who are ineligible for a permit or license under the Indiana Code as follows:

1. That a student is ineligible for a license or permit because of suspensions, expulsions, or habitual truancy.
2. That a student 13-14 years of age or older is a habitual truant. The date of suspensions or expulsion along with identification information will be given to the BMV as required by law. A student whose license or permit has been denied or invalidated will become eligible for a license or permit to be revalidated upon the earliest of the following:
 - a. The student turns 18.
 - b. 120 days after suspension.
 - c. 180 days after expulsion (see explanation on guns).
 - d. The suspension or expulsion is reversed after a hearing under I.C. 20-8.1-5.1.
 - e. If a student has re-enrolled and is in good standing after having quit to circumvent the law.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the School or any staff 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 at the Superintendent of Schools, 812-365-2135.

INDOOR AIR QUALITY

Air Quality Control Coordinator

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

NOTIFICATION TO PARENTS AND STUDENTS OF THE IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 has been made available by the Crawford County Community School Corporation.

The Law was repealed as of June 17, 1976. However, the major points remain the same. There have been some changes in interpretation and in process. It is important that parents and students familiarize themselves with the process and details of the law.

In broad outline, this act provides for the following:

1. The act concerns the student's records for both elementary and secondary schools.
2. The parents' right under this act extends until the student is 18 years of age or is enrolled in a post-high school institution; thereafter, only the student himself may exercise the rights.
3. Parents have a right to examine their children's school records at reasonable times.
4. The parents have a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
5. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine student records without a parent's consent. These include school officials including teachers who have "legitimate educational interests," officials of other schools or school systems where a transfer is made, and certain representatives of the state and federal government with various limitations.
7. Any person may receive the records if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to court order of subpoena, but only if the parents are given advance notice.
9. Such record shall encompass all the material incorporated in the students cumulative folder and includes general identifying data, records of attendance, academic work completed, records of achievement in the school curriculum, results of standardized achievement tests, results of other evaluative tests such as intelligence, attitude, psychological, and interest inventory tests, health data, and teacher or recurrent behavior patterns. Such record shall be the property of the school system. Access to and correction and disposition of which being governed by the policy.
10. These records will be kept in the administrative office of the following schools in which the student is enrolled, English Elementary—English, IN, Leavenworth Elementary—Leavenworth, IN, Marengo Elementary—Marengo, IN, Milltown Elementary—Milltown, IN, and Patoka Elementary—Taswell, IN, and Crawford County Jr.-Sr. High School—1130 South State Road 66, Marengo, IN. With the consent of the superintendent, or his designee, a portion of the student records may be kept in other places for reasons of effective school administration, such as data collected and maintained in physical education, vocational, health, and Special Education Center.
11. A copy of Family Educational Rights and Privacy Act will be located in each Building Principal's Office and in the Superintendent's Office.

Parent Access to Student Records

Indiana Code provides the following:

A custodial parent and a non-custodial parent of a child may have equal access to their child's health records with the following stipulations:

1. A provider may not allow a non-custodial parent access to the child's health records if:
 - a. A court has issued an order that limits the non-custodial parent's access to the child's health records; and
 - b. The provider has received a copy of the court order or has actual knowledge of the court order.

If a provider incurs additional expense by allowing a parent equal access to health records under this section, the provider may require the parent requesting the equal access to pay a fee to cover the cost of the additional expense.

Indiana Code provides the following:

Information recorded by a non-public or public school which concerns a student who is or was enrolled in the school is considered to constitute "education records".

A non-public or public school must allow a custodial parent and a non-custodial parent's access to their child's education records except as provided below.

- a. A court has issued an order that limits the non-custodial parent's access to the child's education records, and
- b. The school has received a copy of the court order or has actual knowledge of the order.

SEARCH AND SEIZURE

Search of a student and his possessions, including vehicles and electronic devices, 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 to protect the safety of others. All searches may 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 Crawford County Board of Trustees authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine students and items in their possession and school property such as lockers. Any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

SECTION 504 COMPLIANCE

It is the policy of the Crawford County School Corporation 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 Garry DeRossett, Section 504 Officer for the Crawford County School Corporation. He can be reached by contacting the superintendent's office or by contacting the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

SEX RELATED BEHAVIOR CONSTITUTING SEXUAL HARRASSMENT

No student shall engage in sexual harassment of another person, which includes sexually related verbal statements, gestures, physical contact, or other innuendo of a sexual nature. No student shall engage in voluntary or consensual sexually related contact with another person.

Offensive conduct which has the purpose or effect unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the corporation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability. Any student who believes he/she is the victim of sexual harassment should report in immediately to school officials. Any report will be handled at the discretion of the administration.

Sexual Harassment may include, but is not limited to:

1. verbal harassment or abuse;

2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching;
5. sexual jokes, posters, cartoons, etc.;
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
7. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
8. remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
9. cyberbullying.

CCCS TITLE I PARENT INVOLVEMENT POLICY (updated 04/07/2016)

Parental Involvement Policy Requirements (Crawford County Community School Corporation from this point forward will be referred to as CCCS):

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.

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.

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/idoe/parent-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.

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 pre-school 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.

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.

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

CCHS TITLE I PARENT INVOLVEMENT POLICY (updated 05/31/2016)

Crawford County High School intends to follow the parental policy guidelines in accordance with the *No Child Left Behind Act of 2001* as listed below. Crawford County Middle School will distribute this policy to inform parents of the school's participation in the Title I, Part A program. This policy will be updated periodically.

Policy Guidelines

Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I, Part A, and to explain the requirement of such and the right of the parents to be involved.

- Crawford County Senior School will provide an opportunity for parents to learn about the Title I Program during the Annual Parent Meeting/Open House and when new students enroll throughout the year.

Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits as such services relate to parental involvement.

- Parent involvement meetings/events will be offered throughout the day.
- Teachers will be available to meet with parents by appointment as well as during home visits, if applicable.
- Transportation, childcare and home visits may be provided in relation to parent involvement activities.

Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy.

- Program policies will be revised each school year with parent input.

- Evaluations should be distributed following each Title I parent involvement event.

Provide parents with:

Timely information about Title I programs.

- Flyers and reminders will be distributed prior to all parent involvement events sponsored by Title I, Part A.

A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

- Curriculum
 - Crawford County Community Schools have developed curriculum to guide classroom instruction.
 - Indiana State Standards are available online at <http://www.doe.in.gov/standards>, through a link on the Crawford County Schools website at www.cccs.k12.in.us, or in print upon request.
- Academic Assessments
 - Report Cards and midterm progress reports
 - Corporation-Developed Quarterly Assessments
 - ISTEP+
 - Acuity
- Proficiency levels that students are expected to meet
 - Students should attain mastery of the Indiana State Standards.
 - Students should score above the Pass Cut Score on ISTEP+.

If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

- Optional Parent Teacher Conferences
- Annual Meeting
- Open House events
- Input on Parent Involvement Policy, LEA Parent Involvement Policy, and School-Parent Compact
- Evaluations of Parent Involvement Events

If the schoolwide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA

- The schoolwide plan will be reviewed each year with parent input.

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.
 - Open Houses
 - Parent Involvement Activities
 - Parent Resource Center available at Crawford County Senior High School
- Providing materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, to foster parental involvement.
 - All parent involvement events will include such training and materials.
- Coordinating and integrating parent involvement programs and activities with the elementary schools, the Parents as Teachers Program, etc., conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
 - Elementary school students and parents to become familiar with the school.
- 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
 - Opportunities for suggestions should be provided on the Parent Involvement Evaluation form.
 - Suggestion folder in the Parent Resource Center
- Ensure that information related to school and parent programs, meetings, and other activities, are sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
 - Correspondence with parents will follow an easy to understand, repetitive format.
 - Title I will attempt to provide understandable correspondence to non-English speaking families.
- Other reasonable support for parental involvement activities under section 1118 as parents may request
 - Respond to any parent suggestion from the Suggestion Folder in the Parent Resource Center as soon as possible.

Any comments indicating parents' dissatisfaction with the school Title I, Part A program must be collected and submitted along with the Title I, Part A Application for Grant to the Division of Compensatory Education

School-Parent Compact

Crawford County High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2016-17 school year.

School Responsibilities

Crawford County High School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the State's student academic achievement standards as follows:
 - Lesson plans and educational activities will be based on the Indiana Academic Standards. Instruction will be differentiated to meet the needs of all students.
 - Intervention/remediation will be provided to students having difficulty mastering the Indiana Academic Standards.
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - As needed parent-teacher conferences during which the compact can be discussed as the compact relates to the individual child's achievement.
 - Frequent reports to parents on their children's progress.
 - Report cards and progress reports twice each grading period
 - ISTEP+ and other formative assessment results annually
 - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
 - Teacher email addresses are listed on the website.
 - Teachers are represented at after-school events.
 - Our school exercises an open-door policy.

Parent & Family Responsibilities

I will support my children's learning by:

- Monitoring attendance.
- Making sure that my child's homework is completed.
- Promote positive use of my child's extracurricular time.
- Participating, as appropriate, in decisions relating to my child's education.
- Contacting my child's teacher if I have concerns. If still concerned after speaking with the teacher, I will contact the school principal.
- Participate in parent groups that support the district's curricular needs such as Title I meetings Orientation, Open Houses, etc.
- Communicating frequently throughout the school year with my child's teacher through notes, conversations, and/or email to learn about my child's progress.

Student Responsibilities

I will share the responsibility to improve my academic achievement and achieve the State's high standards in the following ways:

- Do my best to attend school.
- Do my personal best in all work.
- Do my best to follow all school rules.
- Do my homework every day and ask for help when needed.
- Give my family all notices and information received by me from my school every day.

Dear Parents and Guardians:

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

Sincerely,
W. Garry DeRossett
Superintendent