

STUDENT HANDBOOK

2023-2024

Crawford County High School
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Marengo, IN 47140
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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

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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

Compulsory School Attendance Law (IC 20-33-2)

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).

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.

In order to attend an after-school event, a student may not be absent for four (4) hours 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:

1. 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).
2. Funerals: a) in the immediate family; b) persons outside the immediate family when requested by parent/guardian.
3. 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.
4. Religious holidays with a week advanced notice to the office
5. Driver's license appointment for the time of the appointment and travel, not the entire day.
6. Legal appointments for probation, attorney meetings, or court appearances must be documented by legal authorities.
7. Days spent working election polls or as a legislative page will be counted as a field trip.
8. College visitations/job shadows are permitted provided that the student is passing all classes, hasn't missed more than five days of school the semester of the request, student submits a visit form to the office at least two days before the visit is scheduled, and he/she returns with documentation from the college or workplace
 - o 10th grade – one job shadow day
 - o 11th grade – two per semester (of any combination of job shadow & college visit)
 - o 12th grade – two 1st semester & one 2nd semester with proof of admission

No requests will be granted after December 1st for 1st semester or May 1st for 2nd semester.

9. Field trips approved and sponsored by our school or the vocational school. Students must be passing all classes and have not missed more than five days of school the semester of the trip to attend the trip. Students may participate in curricular or co-curricular field trips if they have not met these requirements at the sponsoring teacher's discretion.
10. Bus does not pick student up. This must be verified by bus driver.

11. 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 (ex. Doctor's note) or the absence will be counted as unexcused. **TWO parent notes will be excused each semester.** The note should state the student's name, the reason for the absence, the date of absence, and the signature of the parent/guardian.

Students shall not miss more than ten (10) unexcused school days in accordance with Indiana code 20-33-2.

- Students/Parents will receive an email or letter sent home at five (5) unexcused absences.
- Parents will receive a call or home visit from the school resource officer at eight (8) and nine (9) unexcused absences.
- Students will be referred to probation at eleven (11) unexcused absences
- Possible Compulsory School Attendance charges filed after ten (10) unexcused absences in a semester

Students over the age of 18 must abide by the attendance policies set forth by the corporation. Failure to do so could result in the following:

- No participation in extra-curricular activities (including prom)
- No participation in commencement activities
- Possible expulsion

Attendance of & Participation in Co-Curricular & 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.

You are INELIGIBLE to compete:

1. GRADES
 1. If you did not pass 70% of your subjects on the most recent report card that was issued.
2. ATTENDANCE
 1. If you do not attend school. A participant must attend more than half of the school day in order to participate in a competition that day. With approval of administration, certain situations may be excused (doctor or dentist appointments, funerals, etc.)
3. CONDUCT
 1. If your conduct discredits your school or association or creates a disruptive influence on the discipline, good order, morale, or educational environment in the school. Students may not participate in the next competition following a discipline consequence of OSS or pending expulsion.

It is the sponsor's responsibility to enforce these policies.

BACKPACKS/BOOK BAGS/PURSES

All large backpacks are to be kept in lockers all day. Small drawstring bags and small purse are permitted in classrooms. Please avoid backpacks with wheels. They do not fit into the lockers well.

BUS

Authority for each bus driver comes from Indiana law, chapter 260, Indiana Acts of 1965.

1. School bus drivers are to have control of all school children 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. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
3. No student shall stand or move from place to place during the trip.
4. Loud, boisterous, profane language or indecent conduct will not be permitted.
5. Pupils shall not be allowed to tease, shuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
6. 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.
7. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened.
8. No pupil may sit in the driver's seat or operate any part of the bus.
9. 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.
10. 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).

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.

Consequences

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.

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, the bus driver will issue a written warning to the student & guardian with a copy issued to the office.
3. If the problem continues, the bus driver will issue a written conduct report to the student & guardian and office and suspend from transportation privileges for a period of one day. The bus driver will notify the parent and principal before the next opportunity to transport the student.
4. If the problem still continues: (Written documentation)
 - a. The bus driver may recommend that the Building Principal suspend student three days.
 - b. The principal shall notify the student and the student's parent/guardian of his/her loss of transportation privileges.
5. If the problem still continues: (Written documentation)
 - a. The bus driver may recommend that the Building Principal suspend student five days.
 - b. The 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 that 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 five-day suspension, restitution (where applicable), and possible expulsion from transportation.

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.

CELL PHONE/PERSONAL ELECTRONIC DEVICE POLICY

Parents are advised that the best way to get in touch with their child during the school day is to call the school office (812-365-2125). **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 permitted to have cell phones, texting devices, and other electronic devices in school however, they may ONLY be used during lunch or passing periods. Outside of lunch or passing periods, Crawford County High School requires that all personal electronic devices be muted and out of sight during school hours.

- During class, cell phones, texting devices, and other electronic devices may be used by students **ONLY** when requested/approved by the teacher.
- 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.
- Inappropriate use of cell phones or other electronic devices during class will face disciplinary consequences.
- Contents of confiscated cell phones or electronic devices can be searched by administrators if they have reasonable suspicion that its contents contain information concerning a violation of a school rule or policy.

- **Headphones** of any type are prohibited during regular school hours excluding lunch. Students may use these items for educational purposes but only with the approval of school administration or staff.
- Failure to comply with school policy will result in confiscation of the device by school staff. In addition, the following consequences will result:

Classroom Warning- phone placed on the teacher's desk

1st office offense: Detention and phone turned into the office (student may pick up at 3PM)

2nd office offense: ISS and phone turned in (parent may pick up in the office at 3PM)

3rd office offense: OSS and phone turned in (parent may pick up in the office at 3PM)

4th office offense: OSS and phone turned in (parent may pick up in the office at 3PM)

5th office offense: Recommendation for expulsion and referral to probation

• **Refusal to relinquish a wireless device or any other prohibited article to school staff at any time will result in suspension or recommendation for expulsion.**

• Confiscated cell phones and electronic devices will only be returned at 3:00pm. The main office closes at 3:30 for parents needing to pick up a confiscated device.

Note: Students electing to bring a cell phone or electronic device (iPod, MP3 players, gaming devices, etc.) or any personal property into the building are responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to cell phones or electronic devices or any personal property brought onto its property.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desire of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences, should this occur in our school.

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.

DISCIPLINE

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 20-33-8-25 (2) removed from school under Indiana Code 20-34-3-9, (3) removed from school for failure to comply with immunization requirements of Indiana Code 20-34-4-5.
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 required 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.

Definition of Consequences

Lunch Detention

Lunch Detention will be served during the lunchtime hours and is supervised by the ISS supervisor or other persons so designated by the administrative staff. Students will use this time to work on assignments. All decisions regarding students placed in lunch detention will be made by the administrative staff. Clubs or extracurricular meetings will not be considered an excuse to miss lunch detention.

Rules of Lunch 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 1st lunch.
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.

Structured Day

In order to maximize time in the classroom with a teacher, a student may be assigned to Structured Day. Students may be placed in Structured Day by the administrative staff only.

Rules of Structured Day:

1. Students will begin the day by immediately reporting to the lobby upon their arrival to school and no later than 8:15am.
2. During announcements, the administrative staff or designee will take students to the cafeteria for breakfast. Students will eat breakfast in the cafeteria and will sit apart at separate tables. Students will also order lunch at this time.
3. The administrative staff or designee will take students to their first class of the day.
4. Students will be released three minutes early from class in order to transition to the next period. The administrative staff or designee will supervise these transitions.
5. During lunch, students will report to the lunch detention room to eat their lunch.
6. If a teacher is offering the class some type of reward during class time, the teacher should send the student to the ISS room for that class period.

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.

Out of School Suspension (OSS)

The principal (or designee) may deny a student the right to attend school and take part in school functions. When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Students may not participate or attend athletic events and extracurricular activities at a Crawford County school on any day in which they were suspended. The student may complete all assignments and schoolwork assigned during the period of the student's suspension. Students may make up tests/quizzes upon return (SEA 29). At the Administrative Staff's discretion, an alternative to OSS placement may be arranged.

Expulsion

The principal (or designee) may deny a student the right to attend school and take part in school functions for more than 10 days. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

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

The student or parent has no right to appeal an expulsion decision to the school board as the school board as has voted not to hear student expulsion appeals.

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 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.

Discipline Policy & Administrative Guidelines

The behaviors & consequences listed for each of the following violations are **SUGGESTED GUIDELINES** that the administration may implement. This is not a complete list of behaviors or consequences. 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. Administrative discretion may be used in any case.

VIOLATION	FIRST REPORT	SECOND REPORT	THIRD REPORT	PAGE
ACADEMIC DISHONESTY	ZERO ON THE ASSIGNMENT	ZERO FOR THE NINE WEEKS	ZERO FOR THE SEMESTER	11
ALCOHOL OR DRUGS (INCLUDING VAPES WITH THC), POSSESSION	TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED			15-17
ALCOHOL OR DRUGS, TEST POSITIVE	TEN DAYS OSS; PROBATION NOTIFIED	TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED		15-17
ASSAULT OR BATTERY BY BODILY HARM OR BODY WASTE	THREE DAYS OF OSS; PROBATION NOTIFIED ADMINISTRATOR DISCRETION	TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED		11
ASSAULT, BATTERY, OR BODILY HARM TOWARD STAFF MEMBER	TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED			11
BULLYING OR INTIMIDATION	ONE DAY OF ISS	ONE-THREE DAYS OF ISS	ONE-THREE DAYS OSS	12-13
CELL PHONE/PERSONAL ELECTRONIC DEVICE MISUSE	ONE-THREE DAYS DETENTION	ONE-THREE DAYS OF ISS;	ONE TO THREE DAYS OF OSS	
COMPUTER MISUSE (VIOLATION OF RESPONSIBLE USE POLICY)	LUNCH DETENTION & LIMITED ACCESS FOR TWO WEEKS	ONE ISS & LIMITED ACCESS FOR SEMESTER	ONE DAY OF ISS & LIMITED ACCESS FOR SCHOOL YEAR	37-39
DEFIANCE	ONE DAY OF ISS	ONE-THREE DAYS OF ISS	ONE-THREE DAYS OSS	11
DESTRUCTION OF PROPERTY/STEALING	THREE DAYS ISS; ADMINISTRATORS' DISCRETION	THREE DAYS OSS; ADMINISTRATORS' DISCRETION	FIVE DAYS OSS; ADMINISTRATORS' DISCRETION	11
DISRUPTION OR DISRESPECT	LUNCH DETENTION	ONE DAY OF ISS	ONE –THREE DAYS OF ISS	11
LEAVING CLASS WITHOUT PERMISSION/ NOT RETURNING TO CLASS	LUNCH DETENTION	ONE DAY OF ISS	ONE DAY OF ISS	11
NOT BRINGING MATERIALS TO CLASS (Chromebook, books, writing tools, etc.)	LUNCH DETENTION	LUNCH DETENTION	ONE DAY OF ISS	11
PARKING LOT/ MOTOR VEHICLES VIOLATION	LUNCH DETENTION	ONE DAY ISS; LOSS OF DRIVING PRIVILEGES TO SCHOOL FOR A WEEK	ONE DAY ISS; LOSS OF DRIVING PRIVILEGES TO SCHOOL FOR A SEMESTER	22
PROFANITY	VERBAL WARNING	LUNCH DETENTION	ONE DAY OF ISS	11
TARDY	3 RD -5 TH TARDY LUNCH DETENTION (4 TH -5 TH LOSS OF PHONE)	6 TH -9 TH TARDY ISS	10 TH TARDY ISS (10 TH CUMULATIVE PROBATION NOTIFIED)	23
THREATENING TO HARM THE SCHOOL AND ITS OCCUPANTS	TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED			11
THREATENING TO DO BODILY HARM (FIGHTING)/VERBAL AGGRESSION (directed at another person)	ONE DAY OF ISS	ONE –THREE DAYS OF ISS	ONE –THREE DAYS OF OSS	11
TOBACCO USE/POSSESSION (includes Electronic Cigarettes, Lighters)	3 DAYS OSS	5 DAYS OSS	TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED	11
TRUANCY (skipping class or leaving school without permission)	ONE DAY ISS	ADMINISTRATORS' DISCRETION		23
WEAPONS, KNIVES, HANDGUNS, RIFLES, SHOTGUNS, AND OTHER FIREARMS, ETC.	TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED			13

Grounds for Suspension and Expulsion

The grounds for suspension or expulsion listed below 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 (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school activity, function, or event.

A. Student Misconduct and/or Substantial Disobedience:

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be 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.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 13. Possessing, using, transmitting or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
 14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
 15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
 16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
 18. Falsely accusing any person of sexual harassment or of violating a school rule, and/or state or federal law.
 19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purpose or an educational function.
 20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
 21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 22. Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
 23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
 24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
 25. Engaging in pranks or other similar activity that could result in harm to another person.
 26. Using or possessing gunpowder, ammunition, or an inflammable substance.
 27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
 28. Possessing or using an electronic device (e.g. cellular phone, table computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or an educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
 29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such

device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.

30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. Bullying:

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, and computer system, or any computer network is prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. has the effect of substantially interfering with the targeted student's academic performance; or
 - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to be a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to school administration who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying school administration. This report may be made anonymously.
5. The school administration shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The school administration will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administration and school counselor will be responsible for determination if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an expulsion.
3. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device. For purposes of this rule, a destructive device is:
 - An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - A combination of parts designed or intended for use in the conversion of a device into a destructive device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
 - A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

1. A student may be suspended or expelled for engaging in unlawful activity on or off school groups if:
 - A. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or
 - B. the student's removal is necessary to restore order or protect persons on school property.

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

F. Legal Settlement

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

DISPLAY OF AFFECTION

Display of affection, such as kissing, etc., are considered inappropriate and are a disruption to the school environment. Disciplinary action may 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 electioneering 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 or jewelry 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.

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.

The following are examples of wear which will not be allowed:

1. Any clothing (shirts or pants) which have holes, slits, or rips above mid-thigh. No skin should be showing above mid-thigh when sitting or standing.
2. Tops that do not cover the 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 are acceptable so long as no undergarments are showing and there are no thin or spaghetti straps.

3. Yoga pants or leggings are permitted so long as material is not see-through.
4. Shorts, skirts, or dresses that do not reach mid-thigh.
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 with spikes.
9. Any clothing that makes references to or can be construed as relating to drugs, alcohol, or sexual conduct will not be permitted.
10. No blankets are permitted.

DRUG POLICY

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. For purposes of this policy, "drugs" shall mean:

1. all dangerous controlled substances as so designated and prohibited by Indiana statute;
2. any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute;
3. all chemicals which release toxic vapors;
4. all alcoholic beverages;
5. tobacco and tobacco products;
6. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
7. anabolic steroids;
8. any "look-alike" substances;
9. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

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

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 behavior 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 pre-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 extra-curricular activities until after a "follow-up" test is requested by the principal/administrative designee and the results are reported.
4. A "follow-up" test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extra-curricular activities. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Crawford County School Corp reserves the right to continue testing at any time during the remaining school year for any participating student who tested "positive" and did not make satisfactory explanation.
5. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.

6. Drug testing result sheets will be returned to the principal/administrative designee identifying student by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee have access to.

Financial Responsibility

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

ELEARNING POLICY AND PROCEDURES (revised January 15, 2020)

Terms

- **Scheduled eLearning (as indicated by the school calendar):** Days scheduled ahead of time to allow the corporation to continue student education as an eLearning day outside of school buildings while teachers are working within the school (ie. Election days, parent-teacher conference days)

Student Assignments/Lessons

- **Accessibility** - Lessons will be created and available for students in Google Classroom and may include a technology component.
- **Assignments/Lessons** - must be meaningful and a continuance of existing topics being taught in class. (vocabulary, literacy, video/article summary, ReadWorks, ConnectEd, Kahn Academy, IXL, Saxon, etc.)
 - Content will build off of previous assignments and what would have been addressed if school were in session. The DOE states that "assignments must include the following components: Instruction, Practice, Application and Assignment."
- **Availability eLearning Day** - Assignments will be available to students 24 hours in advance of the eLearning day.
- **Log Sheet** - If required by teacher, Students will complete a log indicating the time frame spent on assignments.

Teacher Office Hours

- Teachers must be available from 9:00 - 3:00 with immediate response to students from 9:00 - 11:00 AM. Teachers must check emails, text, voicemail, etc. every hour from 11:00 - 3:00.

Facilities

- **Designated school building(s)** may be open on the eLearning day to accommodate those students who do not have internet access available to them. 9:00 a.m. - 3:00.
 - **Crawford County Public Library (English):** 9:30 a.m. – 6:30 p.m. Tuesday, Wednesday, and Thursday; 9:30 a.m. – 4:00 p.m. Friday and Saturday.
 - **Breden Memorial Library (Leavenworth) :** 10:00 a.m. – 6:00 p.m. Monday, Wednesday, Friday, and Saturday.

Attendance/Grades

- **Attendance** - based on submission of assignment per class/subject.
 - **Students must submit partial work** to be counted present for the eLearning day. Blank/Empty assignments will NOT count as being present for the eLearning day.

- **Full Day Present** - Assignments must be submitted by eLearning due date to be counted present for that eLearning day!
- **Absent - Full Day** - NO assignments submitted by eLearning due date.
- **Absent - ½ Day - Elementary** - Less than all assignments submitted by eLearning due date.
- **Absent - ½ Day - Middle School and High School** - based on absenteeism in class periods. Assignments not submitted in four or more class periods.
- **Due Dates** - Assignments will be due three (3) days after eLearning day.
 - Exception may be made for honors, AP, and dual credit courses at the high school which may be due earlier.
- **Grades** - if a grade is taken on the eLearning assignment, it will be entered as the lowest percentage category. For example, Classwork 20%, Formative Assessment 30%, and Test 50%, the grade will be entered as Classwork at 20%.
 - Teacher discretion to give partial credit for late work submitted after eLearning due date!
 - **Incomplete assignments** will not receive full credit.
 - **Unsubmitted assignments** will receive a zero (0).

All - Call/Email/School Website

eLearning will be posted on the school calendar. Reminders of up-coming eLearning days will be communicated through an all-call, the school's website, and social media.

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 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.

McKinney-Vento District Plan

Any child or youth who claims to be homeless will be immediately enrolled in Crawford County Community Schools even if they do not have required documents such as:

- school records
- medical records
- proof of residency
- guardianship papers or other documents.

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, 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. Students who require emergency medical treatments (example: for seizures) are required to have a Care Plan and/or an emergency action plan signed by the physician and on file with the nurse.

Health Tests

All 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.

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 A, 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 A, 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.

Sunscreen

According to Indiana Code (SEA 24) students may possess and use sunscreen while on school property or at a school-sponsored event or activity. Sunscreen must be topical, non-aerosol sunscreen that is FDA approved for the purpose of limiting ultraviolet light-induced skin damage. School personnel may NOT assist students with the application of sunscreen. Students may not share sunscreen with others and must only apply to himself or herself.

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 contact 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.

Families will immediately notify the school of a positive test for any communicable disease.

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 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.

PARKING LOT & TRAFFIC PATTERNS

1. No parking or traffic 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 may 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.
12. Poor attendance to school.

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

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 RENTALS

Textbook/resources (Chromebooks, etc.) 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.

Delinquent Fees

Unpaid book bills will receive final notification that the overdue balance is being referred to small claims court for collection.

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. 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." Students who are late to school or 1st period class must sign in at the front desk.

Tardy accumulation 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 session. 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. Obtain, at the high school front desk, an Intention to Employ Card (to be filled out by the prospective employer).
2. 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 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/Dual-Credit & non-honors classes

Each nine weeks, teachers will calculate all classroom grades with the following weights to figure the final nine weeks grade:

- Assessments: 50%
- Formative Assessments: 30%
- Teacher Discretion: 20%

For non-AP/Dual-Credit honors classes

Each nine weeks, teachers will calculate all classroom grades with the following weights to figure the final nine weeks grade:

- Assessments (includes a Cumulative Semester Final): 50%
- Formative Assessments: 30%
- Teacher Discretion: 20%

Each nine-week grade will count as 1/2 of the final semester grade. A cumulative semester final exam will be given.

For AP/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. A cumulative semester final exam will be given.

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:

English PreAP	Biology I Honors	Pre-Calculus/Trigonometry
Spanish II, III	Geometry Honors	Calculus
Chemistry I Honors	Algebra II Honors	Advanced Accounting
Physics		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 & AP classes taught on CCHS campus

** 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.
 - f.

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.

Indiana College Core Designation

Ivy Tech Community College and High Schools partner together to offer many Dual Credit courses. With proper Dual Credit course selections and by demonstrating college readiness, students may be able to complete the entire Indiana College Core (ICC) Technical Certificate at their High School at no cost to the student. The ICC prepares students for transfer to the bachelor-degree granting state institution of their choice. If at least 1 course from each of six (6) categories is completed and 30 credits are accumulated, then the ICC requirements have been met. It is state-mandated that the entire block of 30 college credits will transfer to any public college/university in Indiana. This 30-credit hour block of courses is equivalent to a full year of college coursework. This achievement will be documented on their Ivy Tech transcript, and students will have the opportunity to participate in Ivy Tech’s graduation even before their high school graduation.

Required Graduation Pathways

The Indiana Department of Education seeks to ensure that every Hoosier student graduates from high school with 1) a broad awareness of and engagement with individual career interests and associated career options, 2) a strong foundation of academic and technical skills, and 3) demonstrable employability skills that lead directly to meaningful opportunities for postsecondary education, training, and gainful employment.

Students in the graduating class of 2023 and beyond must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options:

Graduation Requirements	Graduation Pathway Options
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills (Students must complete at least one of the following.)	Employability skills are demonstrated by one the following: <ul style="list-style-type: none"> • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience *Completed 10 th grade year with “Community Service” course
3) Postsecondary-Ready Competencies (Students must complete at least one of the following.)	<ul style="list-style-type: none"> • Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR • ACT: College-ready benchmarks; OR • SAT: College-ready benchmarks; OR • ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR • State- and Industry-recognized Credential or Certification; OR • Federally-recognized Apprenticeship; OR • Career-Technical Education Concentrator⁴: Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR • AP/IB/Dual Credit/Cambridge International courses⁵ or CLEP Exams: Must earn a C average or higher in at least three courses; OR • Locally created pathway that meets the framework from and earns the approval of the State Board of Education.

Early Graduation

Six (6) or seven (7) semester early graduation will be left to administrator discretion and only considered after specific criteria regarding grades and attendance have been met. Notification of the desire to graduate early must be discussed with administration no less than one semester ahead of the requested graduation time.

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 Eng-

lish, 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.

HOMEWORK POLICY

Homework will be assigned at the teacher's discretion. Accepting late homework and assigning it a grade will also be at the teacher's discretion. In AP/Dual-Credit classes, no late homework will be accepted for a grade.

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 may 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.

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 play an integral part of the school’s extra-curricular program.

1. Athletics are to be used to promote good school morale.
2. Athletics are 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

Crawford County High School		Crawford County Middle School	
<u>Boys Sports</u>	<u>Girls Sports</u>	<u>Boys Sports</u>	<u>Girls Sports</u>
Baseball	Basketball	Baseball	Basketball
Basketball	Cross Country	Basketball	Cross Country
Cross Country	Golf	Cross Country	Golf (Coed)
Football	Softball	Football	Softball
Golf	Tennis	Golf (Coed)	Tennis
Tennis	Track & Field	Tennis	Track & Field
Track & Field	Volleyball	Track & Field	Volleyball
Wrestling	Wrestling (Coed)	Wrestling	Wrestling (Coed)

*Cheerleading is not a recognized IHSAA Sport but will 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 School.

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 full credit 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. Crawford County Athletic Department Regulations

You are INELIGIBLE:

1) ATHLETIC OFFICE PAPERWORK COMPLIANCE:

- (1) All school and athletic documents are required to be filled out by the parent and the student.
- (2) Forms must be completed yearly.
- (3) All forms must be completed and on file with the athletic director prior to participation in any sport.

2) ATTENDANCE:

- (1) Regular attendance at school is required of all participants.
- (2) 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.
- (3) The school principal will make the final decision with input from the athletic director.

3) CHANGING SPORTS:

- (1) 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.
- (2) If an athlete is cut from a team he/she may join another team or program.
- (3) 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.

4) PHYSICIAN AND MEDICAL FORM:

- (1) 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.
- (2) These must also be on file through Final Forms.

5) PARTICIPATION IN TWO SPORTS IN ONE SEASON:

- (1) 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. Crite-

ria 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).

(2) Coaches will refer to the coaches athletic handbook for further explanation.

6) COURTESY TO IN SEASON SPORTS:

(1) 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 or athletic director.

7) SIGN-OUT POLICY:

(1) 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.

(2) Coaches discretion, with input from the Athletic Director, will be applied to a sign out sheet or if student-athletes will ride school transportation home from the game.

8) INJURIES

(1) 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.

(2) All coaches are required to have copies of the athletic medical cards readily available at practice and games.

9) "CUTTING" PLAYERS:

(1) 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.

10) VIOLATION OF SCHOOL RULES:

(1) Violation of school rules or regulations which lead to detention or suspension, or violation of any public law may affect team regulation.

Training Rules

All students who choose to participate as athletes of Crawford County 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, vapes, 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.
 1. 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.
 2. 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.
 3. Should the student bypass the next applicable sport, the penalty will be imposed in the next sport in which the athlete participates.

The school principal and athletic director will be the person(s) 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 Superintendent and Dean of Students will conduct the hearing. During this hearing, parents and athletes can present evidence to support the appeal, and the principal and 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.

Awards and Lettering

The school letter is among the highest awards the school bestows; the highest, of course, is the diploma. In order to letter, you must be on a varsity team and satisfy the requirements of the head coach. A participant may letter at the coach's discretion if the participant is considered to have been of exceptional value to the team.

Exceptions may include playing on a team for four years and never lettering, a letterman who is injured and is unable to complete the season, or a specialist of some type.

NOTE: Any student who has qualified for a letter but has been dismissed from the team for disciplinary reasons will not receive an award.

For a student-athlete earning their first varsity letter, they will be presented with their "C" at the sports banquet for that season.

PARTICIPATION IN OUTSIDE ATHLETIC TEAMS DURING THE ATHLETIC SEASON:

Participating on an outside team in the same sport during the IHSAA sport specific season is specifically forbidden by IHSAA Rules. The Athletic Director must approve all personal trainers, outside coaches, and participation on club/ travel teams.

Participating on an outside team in a different sport during the season is not forbidden. It is in the best interest of the student-athlete to participate and focus on the school team in the season of sport. The potential for fatigue, injuries, conflict of

commitments and academic pressures may adversely affect the student and team performance. Student-athletes will not be excused from school sport activities to participate in or travel to outside team activities. This includes games and practices. All School sport will take precedent over an outside team. Not abiding by these rules will result in disciplinary action from the Coach, Athletic Director, and/or school principal.

Uniforms/Equipment

All equipment and uniforms are the property of Crawford County School Corporation and are loaned to the athlete during his/her season of sport. The athlete is financially responsible for all equipment and uniforms checked out to him/her. The school will supply game uniforms for all sports unless otherwise notified. The uniform (shorts, shirt, warm-ups, etc.) must be returned to the head coach at the end of the season. Failure to return the uniform will result in a fine for each piece not returned, payable to the full amount of the original purchase price. Before awards are received, or a student begins a new sport, the athlete must return all items or pay the determined fine.

College Signings

When a student-athlete accepts a college scholarship and wishes to sign his/her letter of intent it is up to the student and/or parents to notify the Athletic Director and coaches. The Crawford County Athletic Department will provide a site in which to host the signing and aid the student in selecting an appropriate date. The student-athlete is responsible for contacting the collegiate coach, any other individuals invited and may choose to provide refreshments for the occasion.

Senior Night

Senior nights will be the responsibility of coaches and parents of each individual sport. It is not an event that is produced by the athletic department. However, the athletic department will assist coaches and parents in any way possible to produce a successful event. The senior night will take place during a regularly scheduled home game or meet for each individual sport as there will be no department wide senior night for each season. Fall Sports teams will be recognized at the senior night football event if necessary.

Weather Policies (Heat & Cold)

Coaches and the Athletic Director will monitor the heat index during the summer athletic months.

1. If the heat index on the app reaches 103 or higher, mandatory indoor practices.
2. If the heat index is 91-102 on the app, then we need to have breaks every 15 minutes with water, shade, and rest. Use extreme caution and monitor the signs of heat illness.
3. If the heat index is below 91, practices may resume as normal with breaks for water still at frequent times.
4. Practices and workouts should be moved to better times of the day (morning or evening) to avoid heat.

NO athlete should ever be DENIED water at any point outside. Coaches will use common sense and caution and work out athletes slowly back to play during summer.

Parent Responsibilities

Parents/guardians are expected to support the school's athletic philosophy as detailed in this handbook and specific responsibilities are listed below. Parents/guardians should act as positive role models through their own actions to ensure their child has the best athletic experience possible!

A. Commitment from parents is a must and essential to the program's success but is not an entitlement to direct the program. Parents must understand and accept their roles as parents. It is inappropriate to discuss with a coach:

- a) Playing time
- b) Team strategy or play calling
- c) Other coaches or athletes in the program.

B. Parents / guardians are expected to support Crawford County School Corporation's philosophy and follow the school's policies. Failure on the part of parents/guardians to do so may result in the removal of their son/daughter from the athletic program.

C. Parents must ensure the completion of medical exams and release forms, participation fees, eligibility

and other athletic participation requirements.

D. Parents/guardians whose behavior at athletic events is not consistent with the philosophy of Crawford County HS/MS may be asked by the principal, the athletic director, a coach or another administrator to refrain from such behavior. Parents should always be respectful towards opposing players, coaches, spectators, and officials. Refusal to comply with such requests may result in the removal of the parent/guardian from the contest. Repeated refusal to comply with such requests may result in the removal of the parent/guardian's student from the team and school.

E. Parents will be asked to volunteer and help with logistics/management of events, contests and fundraisers. Parents should make every effort to help in such requests.

F. Parents should try to make every effort to attend athletic contests. Your attendance means you acknowledge your son/daughter's work and effort and support his/her role on the team. Support your athlete in a positive way, offer constructive criticism, never admonish!

G. Parents are required to notify the head coach of any potential conflicts well in advance. At least a week notice is necessary to facilitate an absence from an event or contest.

H. Parents must help to reinforce the school's drug and alcohol free policies by refraining from the use of any controlled substances before and during Crawford County athletic events.

Athlete/Parent/Coach Communication Process

Before the start of each sport, the head coach will conduct a mandatory parent meeting regarding rules, regulations, and additional team rules will be distributed at that time. If at any time, an athlete or parent has an issue/concern with a coach or program, the below process should be followed:

1. Athlete meets with the coach to discuss the problem
2. Parents and/or athlete meet with the coach
3. Parents and/or athlete meet with the campus Athletic Coordinator/Principal
4. Parents schedule a meeting with the district Athletic Director

Coaches should never be approached to discuss a problem or complaint immediately following a game. The Crawford County Athletic Department will use the "24 hour" rule when it applies to parent communication for problems or complaints with all Coaches, Athletic Director, or other school administration.

The "24-Hour Rule" is a tool used to allow discussions pertaining to athletics in a more constructive environment. Parents who are upset with a child or coach regarding athletic performance, day-to-day team operations, or an aspect of an athletic event are required to wait for 24 hours. This allows the initial emotions from the game or event to calm and a more reasoned, thoughtful and productive discussion can ensue about the issue.

Before you become critical of a particular coach please consider the following:

A. A head coach has all of his players and assistant coaches to consider with every decision that is made. While parents should be concerned about the team, they are usually only concerned about how a decision affects one athlete, their son/daughter.

B. Coaches may raise their voices and discipline players. This does not diminish their loyalty or concern for their players. Athletes need to learn how to take criticism and understand that it is not personal.

Guidelines for Spectators at Athletic Events

Spectators and parents alike must recognize that they represent the school and community. Therefore, they have an obligation to be a true fan who encourages through positive behaviors the practices of good sportsmanship. In addition, spectators are required to meet the following expectations. Spectators not meeting these expectations will be asked to correct their behavior or leave the contest.

1. Remember that school athletics are learning experiences for students and mistakes will be made.
2. A ticket is a privilege to observe a contest, not a license to verbally assault others and be generally obnoxious.

3. Show respect for the opposing players, coaches, spectators and support groups.
4. Respect the integrity and judgment of game officials. Do not question an official's call.
5. Recognize and show appreciation for an outstanding play by either team.
6. Refrain from the use of any controlled substances (alcohol, drugs, etc) before and during games and afterwards on or near the site of the event (i.e. tailgating).
7. Refrain from cheers which downplay the opponent or which use profane or abusive language.

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

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

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

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* (FERPA), a Federal law, requires that Crawford County Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Crawford County Community Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with Crawford County Community Schools’ procedures. The primary purpose of directory information is to allow the district to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws [Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c)] require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Crawford County Community Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the district in writing by the first day of the school year. Crawford County Community Schools has designated the following information as directory information [Note: An LEA may, but does not have to, include all the information listed below.]:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

These records will be kept in the administrative office of the following schools in which the student is enrolled, Crawford County High School – Marengo, IN, Crawford County Middle School – Marengo, IN, East Crawford Elementary – Milltown, IN, South Crawford Elementary – Leavenworth, IN, West Crawford Elementary – Taswell, 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.

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.

Use of Metal Detectors

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

- School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each middle and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

Procedures

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each middle and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each middle and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each middle and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

Metal Detector Random Checks

A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

- Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
- An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
- The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
- If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated

during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

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.

CRAWFORD COUNTY COMMUNITY SCHOOL CORPORATION
TITLE I PARENT INVOLVEMENT POLICY

UPDATED 6/1/2023

Parental Involvement Policy Requirements:

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

1. *Involve parents in the joint development of the plan and the process of school review and improvement.*
 - CCCS will request parents from each Title I school to participate in a forum during the Spring semester at CCHS to review the parent involvement plan, policies and the school-parent compact.
2. *Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.*
 - CCCS 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.
 - CCCS may provide transportation to Title I events.
3. *Build the schools' and parents' capacity for strong parental involvement by*
 - *Providing assistance to parents of children served as appropriate in understanding such topics as the State's academic content and student achievement standards, 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 will send progress reports to the parents throughout the school year.
 - All Title I schools should provide summative assessment (SAT, ILEARN, IREAD-3, I AM, etc.) information for parents.
 - *Providing materials and training to help parents to work with their children, such as literacy training and using technology 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.
 - Inform parents of the free resources available from IDOE at <http://www.doe.in.gov/idoe/parent-portal>.
- *Coordinate and integrate parent involvement programs and activities with Head Start and other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.*
 - 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.

- Title I schools will maintain a relationship with Head Start programs in order to ensure a smooth transition to Kindergarten.
- *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 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 is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.*
 - Title I schools should communicate information to parents using newsletters, flyers or social media/school websites.
- *Other reasonable support for parental involvement activities under section 1116 as parents may request.*
 - CCCS and Title I schools will offer reasonable access to staff by phone, email and appointment.
 - Opportunities for parents to volunteer and observe in the child's classroom activities should be given by each Title I school.

4. *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.

5. *Involve parents in the activities of the schools served under Title I.*

- Title I schools will involve parents in activities such as Family Literacy Nights, Bingo for Books, parent education events, College and Career Night, Student and Parent Scheduling Day/Night, Orientations, TIC TAC TOE, Measurement Activity, etc.

What is Title I?

Program Description

Title I is a federally funded program that helps students succeed in school. Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

School-Wide Program

CCCSC operates a school-wide program in each school building which enables support of the entire instructional program for every student. Instructional Assistants support students through small groups, remediation and intervention. Parents are encouraged to be involved in school activities and have opportunities to learn how to support their students throughout their school careers. Teachers and Instructional Assistants are provided opportunities to continually learn and improve their practices through individual, school and district initiatives.

Staff

Our Title I Instructional Assistants are all certified teachers or highly qualified paraprofessionals. We work with the classroom teachers to best meet the needs of our students. This may be in the classroom, in small groups, or one-on-one.

Parent/Family Involvement

We encourage parent involvement. You, as parents, are the most important influences in your child's life! Therefore, your child needs you to be involved in his/her education. Read with your child. Go over homework. Attend the school activities and events throughout the year. Also, please find time to visit our Parent Resource Room. Watch for our Parent Involvement Events scheduled throughout the year. ALL families are invited to Title I Events.

Crawford County Community School Corporation

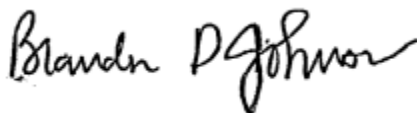
July 6, 2023

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,

A handwritten signature in black ink that reads "Brandon D Johnson". The signature is written in a cursive style with a large, stylized 'B' and 'J'.

Mr. Brandon D Johnson
Superintendent