

CRAWFORDSVILLE HIGH SCHOOL
One Athenian Drive
Crawfordsville, Indiana 47933
Telephone: 765-362-2340

SCHOOL

Crawfordsville High School is a comprehensive, public school for students in grades 9 through 12. CHS is accredited with the North Central Association of Secondary Schools and holds a First Class Commission from the Indiana Department of Education. CHS is a member of the Sagamore Athletic Conference, and has served as a model site for many state programs, including the Gifted and Talented Program instituted by the State of Indiana. Classes meet five days a week for 50 minutes each during the seven (7) period day.

EQUAL OPPORTUNITY

Students, their parents, and employees of the Crawfordsville Board of Education are hereby notified this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, vocational programs or activities as set forth in Title IX, Title VI, and Section 504. Any inquiries may be directed to the coordinator, Crawfordsville Board of Education, 1000 Fairview Ave., Crawfordsville, Indiana 47933. Telephone number: 765-362-2342.

MISSION STATEMENT

Crawfordsville High School provides a positive and secure environment for a community of learners who develop critical thinking and problem-solving skills, foster responsibility, emphasize character development, embrace cultural diversity, strive for excellence, and encourage a passion for learning to address the challenges of our changing world.

SCHOOL IMPROVEMENT GOALS

1. All Students will improve their reading comprehension.
2. All students will improve their problem-solving skills.

ADMINISTRATIVE STAFF

SuperintendentDr. Kathleen Steele
 Principal..... Gregory L. Hunt
 Assistant Principal Mark A. Melton
 Director of High School GuidanceSharon K. Harris
 Counselor..... Brenda Lovold
 Director of AthleticsBryce Barton
 Nurse and Attendance Officer Chris Amidon
 Technology Director..... Barb Dieruf
 Technology CoordinatorMike Barton
 Cafeteria Manager Scott Williams
 Resource Officer..... AJ Rice

SUPPORT STAFF

Secretary to Principal, RegistrarNancy Kline
 Secretary to Asst. Principal, Receptionist..... Cindy Dawson
 Secretary, GuidanceLynne Johnson
 Secretary, Vocational..... Tami Utterback
 ECA Treasurer.....LuAnne Rice

GENERAL INFORMATION

Nickname.....Athenians
 School Colors Gold and Royal Blue
 Enrollment.....750

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SECTION I. GENERAL INFORMATION

A copy of these rules shall be provided to each secondary student at the start of each school year or as soon as practicable after the student's enrollment in school.

Daily Bell Schedule

| | | |
|---|---|----------------------|
| 1 | - | 8:05 – 8:55 |
| 2 | - | 9:00 – 9:55 |
| 3 | - | 10:00 – 10:50 |
| 4 | - | 10:55 – 11:45 |
| 5 | - | 11:50 – 1:15 – Lunch |
| 6 | - | 1:20 – 2:10 |
| 7 | - | 2:15 – 3:05 |

Cafeteria

- Lunch Schedule
 - Period 5 -- 11:45 – 12:15 (First)
12:15 – 12:45 (Second)
12:45 – 1:15 (Third)
- Closed Campus
 - Students are not permitted to leave the building during lunch period.
- Entering
 - Enter serving line through the designated doors.
- Going Through Line
 - Obtain tray and utensils.
 - Be sure you have money ready when you arrive at cashier.
- General Instructions
 - Each person is responsible for carrying his/her own tray, soiled dishes, paper, etc. to the dishwashing window in the Northeast corner of lunchroom.
 - Lunches brought from home must eat them in cafeteria.
 - No food or drinks are allowed out of the cafeteria area.
- If weather permits, students may use the outside patio.

A student is not permitted to leave the grounds from arrival in the morning until dismissal unless they have administrative approval to do so. All parking lots are out of bounds at all times during the day. Students will not be permitted to engage in any activity that would be distracting to the classes in session during lunch. Students are required to stay in the commons area or other designated areas during the lunch period. No one is permitted to take food or drink into the locker area at any time. Students are not to go past the gates (even if up) that separate the locker area from the commons. Students are not permitted to roam the building or the school grounds. Locker visitations are not permitted during the lunch period. Students are encouraged to use proper etiquette in the cafeteria at all times. A proper eating atmosphere is the responsibility of all those who use the cafeteria. Immature and irresponsible behavior will not be permitted nor tolerated. All food items must be eaten in the cafeteria or if weather permits, on the patio. It is the responsibility of the students to take trays to the scullery window and dispose of paper products in the proper receptacles. Noon visits from friends are not permitted unless prior administrative permission has been obtained. All visitors are required to register with the main office.

Counseling Center

Mrs. Harris, Counselor
Mrs. Lovold, Counselor

The purpose of the counseling center is to assist you in gaining information and in solving problems that affect your education and high school life. The two counselors will assist you in identifying, clarifying and/or looking for solutions to difficulties that you encounter.

You may want to see a counselor for:

- wanting to make a schedule adjustment
- obtaining information about a possible career
- locating college, trade school, or financial aid information
- needing help in improving a relationship
- finding the best resource in solving a personal problem

You may see a counselor before or after school or by completing an appointment slip in the Counseling Center. Once the appointment slips are completed, the counselors will call you at their earliest opportunity. You are asked not to report to the Counseling Center and wait for the counselors unless sent there by a teacher or administrator who feels your case is an emergency.

Health Clinic

Mrs. Chris Amidon, School Nurse

The school nurse is available to provide first aid and nursing care to students with chronic or acute illnesses. She administers medications with written permission. Prescription medication must be in the original pharmacy container, with proper labeling stating the student's name, physician, dosage, and must include a written note from the parent. Over-the-counter medication may be dispensed with written consent from the parent. The nurse also provides vision, and other screenings, and reviews immunization records. She maintains health records on each student who visits the clinic. The nurse counsels students about health problems, assists with referrals for medical care, and teaches classes on health-related topics. She makes home visits as needed, and supervises clinic volunteers. The nurse carries out the random drug screening program per the board's written policy. She serves on several corporation committees pertinent to wellness and health issues. The school nurse has some responsibilities for other schools. Clinic hours are from 8:00 a.m. to 2:00 p.m. Students must have a pass from the classroom teacher before reporting to the clinic. Students who remain in the restroom due to illness will be considered truant from classes missed. Repeated visits to the clinic may be indicative of an attendance problem requiring notification of the assistant principal and/or school counselor.

SECTION II. CREDITS AND GRADUATION

Granting Graduation Credits

The amount of credit earned in a course during the regular school year on the regular school day is determined if a course meets for one period daily for five days weekly for one semester, one credit may be earned. Credit will be based upon this time principle and granted upon passing the course. In addition, if a student is properly identified as a gifted and talented student in need of acceleration and enrichment, credit may be granted by examination with the approval of the appropriate department coordinator and the principal. Credits may also be earned when a student successfully completes a college course in which the student is enrolled concurrently with the student's high school courses with the approval of the principal. Credit will be granted at the end of each semester even though only one semester of a two-semester course is completed.

New Student/Returning Student Credit Policy

A student enrolling from a non-accredited institution must pass the final for the class in which the student wishes to obtain credit. Only credits from a state accredited institution will be accepted for grade and credit.

Grade Classification

The number of credits earned at the time of classification determines grade level. The time of classification is the period between the close of summer school and the beginning of the regular school year.

- Grade 10 - The student shall have earned 9 credits.
- Grade 11 - The student shall have earned 19 credits.

- Grade 12 - The student shall have earned 30 credits.

Graduation Requirements

Graduation from the secondary program in the Crawfordsville Community School Corporation shall be subject to the approval of the Board of Education upon recommendation of the high school principal and the superintendent of schools. The following minimum requirements are established as requisite to recommendation for graduation:

- Credits – 43 or more credits are required with a minimum of 8 in English, 4 in Mathematics, 4 in Science, 2 in U.S. History, 1 in Government, 1 in Economics, 1 in Health and Safety, 1 in Physical Education, and 21 electives.
- Attendance – Crawfordsville Community School Corporation considers a high school program to be an eight-semester program and will strive to see that each student attends school for that length of time. However, it is recognized that the Indiana Department of Education holds that to be graduated from high school, a student shall attend at least seven semesters in grades 9-12. Therefore, if a student meets all graduation requirements at the end of seven semesters, the student may be allowed to graduate. However, an effort will be made to make that determination with the filing of an Early Graduation Request Form by the student at the end of the sixth semester and with the approval of the parent, counselor, and the principal.
- If a student is properly identified as a gifted and talented student in need of acceleration and enrichment, it will be possible to waive a requirement listed above if the Indiana Department of Education has issued a Rule 4 Waiver to the Superintendent of Schools or his designee.
- Number of Subjects Each Semester – Students will be required to take six subjects each semester except in consultation with the guidance counselors and the Principal.
- Summer School – Credits earned in summer school count toward graduation. One or more 80-hour sessions to earn credit may be held annually, and students may take any regular subjects, provided enough enroll for a class and provided a teacher is available. A maximum of two credits may be earned during a summer session. Summer school will not be counted as a semester of attendance.
- Adult Education – Regular full-time students are discouraged from enrolling in adult education for credit unless extenuating circumstances exist. Regular students who are not classified as special students will not be approved to take adult education courses unless they are repeating a course and are carrying six day-time subjects.
- Correspondence Study – Credits in a correspondence study program, which is approved by the Indiana Department of Education, shall be accepted as graduation credit. Correspondence study will not be counted as a semester of attendance. A maximum of four credits in correspondence may be counted toward graduation if the student is under age 21 and only when taken with an institution, which has a division that has been accredited by the Commission on General Education. If a student under age 21 properly identified as a gifted and talented student in need of acceleration and enrichment, there shall be no maximum of correspondence credits. A maximum of eight credits will be counted for persons over the age of 21.
- Graduation Exercises
 - A student who meets graduation requirements at a time other than at the end of eight semesters must submit a written request to the principal to participate in graduation exercises.
 - Seniors who attempt 43 credits but have only 42 credits at the end of the second semester may participate in the graduation exercises, but will not receive the diploma

insert. The diploma insert will be issued when the additional required credit has been earned.

- Those seniors who are delinquent in meeting obligations due the school will not receive their diploma insert at graduation. Student and parent will be notified in advance. Such obligations might be unpaid fees or tuition, school property not returned, unexcused absence from graduation practice, etc. The high school principal reserves the right to withhold the release of student grades (transcript) until such obligations are met satisfactorily.
 - Graduation Exercises will be on Saturday, May 29, 2010 @ 4:00PM.
- If a student is taking math, science or foreign language, which are sequential courses, and it is determined that, although the student passed the introductory course, his/her foundation is not good enough to ensure success at the next level, the counselor will have the authority to place the student back into the designated introductory class. To be eligible to retake the class the student must have attained a grade of D+ or lower, although special exceptions may be granted by the counselor and permission from the administration. The student will then participate in that class as though he/she were taking it for the first time. The original course will be removed from the student's record and the grade and credit for the retaken course will be substituted. The retaken course will count for honor roll.

SECTION III. ACADEMIC HONORS AND AWARDS

Honor Roll

There will be two honor rolls:

- The High Honor Roll - to be eligible a student must have a grade point average of 3.67 or higher and have no grade(s) lower than a B-.
- The Honor Roll - To be eligible a student must have a grade point average of 2.67 or higher and have no grade(s) lower than a C-.

The grade point average will be computed using the following scale:

| | |
|-----------|-----------|
| A+ = 4.33 | C+ = 2.33 |
| A = 4.00 | C = 2.00 |
| A- = 3.67 | C- = 1.67 |
| B+ = 3.33 | D+ = 1.33 |
| B = 3.00 | D = 1.00 |
| B- = 2.67 | D- = 0.67 |
| | F = 0.00 |

- Honor rolls will be computed at the end of each nine-week grading period based on the grades received during that grading period and at the end of each semester.

National Honor Society

Nonpareil Chapter – The objective of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students at Crawfordsville High School. Membership is based upon scholarship, service, leadership, and character. The selection/notification procedure for membership is as follows:

- The Principal will appoint a Staff Selection Committee which will have the responsibility of selecting students to National Honor Society. The Staff Selection Committee will review input from the faculty, student provided information, and any additional data making the selection.
- All students who currently have a 3.500 grade point average and are seniors, juniors, or sophomores are notified of their eligibility for National Honor Society membership.

3. Students who wish to be considered will submit a completed Student Information Form to the National Honor Society sponsor.
4. The professional staff and head coaches will utilize the Teacher Assessment Sheet and Rating Scale to assess students that they have supervised for a class, club, or activity, including study halls and lunchroom supervision. Rating will be on a 1 through 4 rating scale, 4 being the highest score.
5. The Assessment Sheets are returned anonymously to the National Honor Society sponsor who tallies the results. In accordance with the National Constitution, all four traits (scholarship, leadership, character, and service) must be considered for selection.
6. The Teacher Assessment Sheets and Rating Scales and the Student Information Forms are then given to the chairman of the Staff Selection Committee for selecting members to the National Honor Society.
7. Students who are selected are informed of their status through a letter mailed to their home address. The selected students are asked to sign a Pledge of Commitment, signifying their intent to refrain from taking part in activities that would be in violation of school rules and governmental laws.
8. Selected students who complete and return their Pledge of Commitment to the sponsor are eligible to be inducted into the National Honor Society.

Once elected to National Honor Society, a student must maintain the high standards upon which that student was inducted into the organization. Each member will be required to do three (3) hours of community/school service each nine weeks and participate in other designated projects. If any member becomes deficient in any of the four areas, that member will be placed on probation. A member is only allowed two (2) infractions during membership.

Disciplinary Action

First Infraction - probation for the semester and the member is required to do DOUBLE service hours each nine weeks. During this time a member is not allowed to attend meetings or be recognized as a member thereof.

Second Infraction - probation for the semester and the member is required to do TRIPLE service hours each nine weeks. During this time a member is not allowed to attend meetings or be recognized as a member thereof.

Dismissal from the group occurs upon the third infraction, for failing to complete disciplinary actions during probation, or for flagrant violation of any school or civil law. If a member is sent a letter of dismissal, the member may ask, in writing, for a hearing before the faculty council. If a member is dismissed, the member must turn in all items showing membership in the organization and may never again be considered for membership.

Other information concerning the National Honor Society including a constitution, appeal procedure, disciplining procedure, and recognition procedure are available in the office of the Principal.

Scholarships and Financial Aid

Each year many scholarship and financial aid opportunities become available for CHS students only. Seniors will be kept informed of all scholarship opportunities as they become available through the morning announcements and the Scholarship Scoop, a flier distributed through the Government, Economics, and Senior English classes. In addition, each senior will receive a copy of the Senior Handbook in September. This handbook outlines procedures for completing top-notch scholarship applications and describes scholarships offered to CHS students. Only seniors receiving a Crawfordsville High School diploma may participate in the scholarship program, honor night, and graduation. Seniors are encouraged to apply for all scholarships and financial aid opportunities for which they qualify. Underclassmen are

encouraged to prepare for these same opportunities by exhibiting the best school performance of which they are capable.

Valedictorian and Salutatorian

1. A student must be in attendance at Crawfordsville High School a total of four semesters before he/she can qualify for valedictorian or salutatorian.
2. A student must have 30 credits to qualify for valedictorian and salutatorian at the beginning of his/her senior year or final year of study.
3. A student will be given a corresponding class rank for the class he/she will be entering.
4. Valedictorian and Salutatorian of the graduating class will be determined after seven semesters.

Academic Diplomas

General Diploma

Listed below are the requirements as adopted by the Crawfordsville Community School Board of Trustees in accordance with the State Department of Instruction.

| | |
|--|------------|
| Language Arts | 8 credits |
| Social Studies (2-U.S. History, Government, Economics) | 4 credits |
| Mathematics (Algebra I or Integrated Math) | 4 credits |
| Science (Biology) | 4 credits |
| Health and Education | 1 credit |
| Basic Physical Education (2 1-semester classes) | 2 credits |
| Career Academic Sequence | 6 credits |
| Flex Credits | 5 credits |
| Total Electives | 9 credits |
| *Total graduation credits required | 43 credits |

*Class of 2011+ must opt out of the Core 40 diploma track.

Flex Credit 5 credits

To earn 5 Flex Credits a student must complete one of the following:

1. Additional courses to extend the career academic sequence
2. Courses involving workplace learning, which may include the following courses:
 - a. Career exploration internship
 - b. Professional career internship
 - c. Business cooperative experiences
 - d. Cooperative family and consumer sciences
 - e. Industrial cooperative education
 - f. Interdisciplinary cooperative education
 - g. Marketing field experience
3. Advanced career-technical education, college credit.
4. Additional courses in:
 - a. Language Arts
 - b. Social Studies
 - c. Mathematics
 - d. Science
 - e. World Languages
 - f. Fine Arts

40 State Credits Required 43 Crawfordsville High School Credits Required
Additional Information

1. Students pursuing a college preparatory course should select academic English courses. In addition, you should earn minimum credits from the following areas: English (8), Foreign Language (4), Mathematics (6), and Social Studies (6). The guidance counselor can help you to obtain requirements from specific colleges.
2. Students who wish to graduate early must declare their intention in writing prior to scheduling their senior courses. Parent permission and school approval will be required.

3. Curriculum plans are to be made for both the first and second semesters. Plan carefully as changes are discouraged and often impossible.
4. Course addition policy:
 - a. Semester 1: Students may not add courses to their schedule after the first two days.
 - b. Semester 2: Students must see the counselor to add courses prior to the first day of second semester.
5. Students may carry a maximum of 1 study hall.
6. Any incomplete must be made up within the nine-week period following the absence.
7. Succeeding 9 week period an incomplete will be changed to a failure.
8. Grade classification is based upon credits earned.
9. Fresh. = 0-8; Soph. = 9-18; Junior = 19-29; Senior = 30+

CORE 40

Starting in the fall of 1994, ninth grade students will work with their parents and guidance counselors to create a career and course plan. The plan will direct the student toward achievement of life goals beyond high school. By defining requirements for success in future education and work, the Indiana Core 40 guides this planning process.

1. 28-30 credits from this list.

| | |
|---|-----------|
| Language Arts (Literature, Composition, and Speech) | 8 credits |
| Social Studies (2 U.S. History, Government, Economics, 2 World History and/or Geography, 2 additional Social Studies credits) | 6 credits |
| Mathematics (Alg. I, Geometry, Alg. II, *All students requirement to take math or physics courses during their junior or senior year) | 6 credits |
| Science (2 Biology and 2 Chemistry, Physics or Integrated Chemistry/Physics and 2 additional credits from: Chemistry, Physics, Earth/Space Science, Bio. II, Integrated Health Sciences, Adv. Bio., Adv. Chemistry, Adv. Physics) | 6 credits |
| Health and Education | 1 credit |
| Physical Education (2 1-semester classes) | 2 credits |
| Career Academic Sequence | 6 credits |
| Electives | 5 credits |
2. 8 credits in courses from the list above or below.
 - Foreign Language (French, German, Spanish)
 - Art (Art, Drama, Music)
 - Computers (Computer Applications, Computer Programming)
 - Career Area (6 credits in sequence from a technical career area)
3. Choose 6 or more credits from any courses at your school.
4. 2.0 GPA (Grade Point Average)

CORE 40 with Technical Honors (minimum 47 credits)

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

1. Complete all requirements for Core 40
2. Complete a career-technical program (8 or more related 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 two of the following, one must be A or B:
 - a. Score at or above the following levels on WorkKeys: Reading for Information – Level 6; Applied Math – Level 6; Locating Information – Level 5
 - b. Complete dual high school/college credit courses in a technical area (6 college credits)
 - c. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
 - d. Complete an industry-based work experience as part of two-year technical educational program (minimum 140 hours)

- e. Earn a state approved, ind.-recognized certification
- * Anticipated – State Board action to be complete fall 2007.

CORE 40 with Academic Honors Diploma

The Indiana State Board of Education has authorized Crawfordsville High School to award The Academic Honors Diploma to graduates who meet the following graduation requirements:

Core 40 with High Academic Honors Diploma

1. Minimum standards require earning 47 credits as described below:
 - a. **English** - 8 credits to include English 11 Honors and English 12 Honors.
 - b. **Social Studies** - 6 credits to include U.S. History Honors, Government Honors, and Economics Honors. At least two credits in World History/Civilization or 2 credits Geography/ History of the World.
 - c. **Mathematics** - 8 credits to include Algebra I, Geometry or Geometry Honors, Algebra II Honors, Pre-Calculus/Trigonometry Honors, and/or Calculus.
 - d. **Science** - 6 credits to be selected from Biology, Chemistry, Physics, Integrated Chemistry/ Physics, Advanced Chemistry, Advanced Physics, or Advanced Biology. Science credits must include: 2 credits in Biology or Biology Honors; 2 credits in Chemistry or 2 credits in Physics, and 2 credits in Chemistry, Physics, Integrated Health Science, Biology II, Advanced Biology, Advanced Chemistry, or Advanced Physics.
 - e. **Foreign Language** - 6 credits in one language or 4 credits in one language and 4 credits in another language.
 - f. **Fine Arts** - 2 credits in Art and/or Music
 - g. **Health and Wellness** - 1 credit, which is a regular state requirement.
 - h. **Basic Physical Education** - 2 credits (2 semesters), which is a regular state requirement.
 - i. Career Academic Sequence, Flex Credit, Elective Credit to bring the total to 47 credits.

Core 40 with Academic Honors Diploma

1. Minimum standards require earning 47 credits as described below:
 - a. **English** – 8 credits to include English 11 Academic or English 11 Honors, English 12 Academic or English 12 Honors.
 - b. **Social Studies** – 6 credits to include U.S. History or U.S. History Honors, Government or Government Honors, Economics or Economics Honors. At least two credits in World History/Civilization or 2 credits in Geography/History of the World.
 - c. **Mathematics** – 8 credits to include Algebra I, Geometry or Geometry Honors, Algebra II or Algebra II Honors, Pre-Calculus/Trigonometry or Pre Calculus/ Trigonometry Honors, and/or Calculus.
 - d. **Science** – 6 credits to be selected from Biology, Chemistry, Physics, Advanced Chemistry, Advanced Physics, or Advanced Biology. Science credits must include 2 credits in Biology or Biology Honors; 2 credits in Chemistry or 2 credits in Physics, Integrated Chemistry Physics, and 2 credits in Chemistry, Physics, Integrated Health Science, Advanced Biology II, Advanced Chemistry, or Advanced Physics.
 - e. **Foreign Language** – 6 credits in one language or 4 credits in one language and 4 credits in another language.
 - f. **Fine Arts** – 2 credits in Art and/or Music.

- g. **Health and Wellness**– 1 credit, which is a regular state requirement.
 - h. **Basic Physical Education** – 2 credits (2 semesters), which is a regular state requirement.
 - i. Career Academic Sequence, Flex Credit, Elective Credit to bring the total to 47 credits.
1. Complete one of the following:
 - a. Complete AP courses (4 credits) and AP exams
 - b. Complete IB (Higher Level) courses (4 credits) and IB exams
 - c. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
 - d. Score a 26 or higher composite on the ACT
 - e. Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)
 - f. Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit courses (s) from the Core Transfer Library (3 transferable college credits)
 2. The overall grade point average must be 3.000 or above.
 3. A grade lower than a “C-“for semester average will not count toward the diploma.
 4. Earn 47 credits. All students must take a math or physics course their junior year.

SECTION IV. STUDENT RESPONSIBILITIES AND RIGHTS/RULES OF CONDUCT

Attendance

Philosophy - Education is one of the most valuable undertakings of our country. Formal schooling is not only very desirable, but absolutely essential for the conservation of the American society. The State of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon this school to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and the students in a classroom group environment can never be effectively duplicated. A very high positive correlation exists between formal learning and school attendance. Therefore, the following attendance policy is enforced in our school.

THIS POLICY IS SUBJECT TO CHANGE.

Compulsory Attendance

Per Indiana state law, an individual must attend school from the beginning of the fall school term for the school year in which the individual becomes seven (7) years of age until the date on which the individual:

1. graduates
2. reaches sixteen (16) years of age and withdraws with parent/guardian permission and completion of an exit interview, or,
3. reaches at least eighteen (18) years of age and withdraws.

Attendance Policy Statement

1. No absence will be approved which causes the student to violate the attendance policy.
2. Except in cases of extended illness and/or other extreme and unusual circumstances, absences of more than ten (10) days per 90 days are excessive and may be cause for disciplinary action and loss of credit.
3. Action Steps for Undocumented Absences:

| Undocumented Absences | School Corporation | School Administration | Probation Department | Department of Child Services | Prosecutor |
|-------------------------------|--|-------------------------|---------------------------------|---|------------------------------|
| 1-4 | Attendance officer will monitor | | | | |
| 5 in the past 30 school days | Superintendent letter with a copy being sent to Probation, DCS, and Prosecutor | Initial intervention | Letter will be sent to parents | Letter will be sent to parents | |
| 10 in the past 90 school days | Attendance officer will monitor | Contract | Formal inquiry may be conducted | Home visit may be conducted with 5 day feedback | |
| 11 in the past 90 school days | Attendance officer will monitor | Enforcement of contract | | | Court summons will be issued |

4. An agency note, subpoena, letter or medical excuse is required for all absences listed under #2 above. If the medical excuse is for an extended illness, the medical note should be taken to the office when picking up homework.
5. **“Documented” absences include: Doctor or Dental, Funeral, College Visit, Legal or Court, MOSS. Pre-arranged by an Administrator, Military, School Activity, and Medical Leave**
 - a. An absence in class is defined as twenty minutes of missed class time, and may result in consequences.
 - b. Students who cannot dress out for Physical Education may not participate in athletic or extra-curricular/co-curricular practices and/or contests.
 - c. Any student who is absent any part of the school day and is not properly “documented” cannot practice or attend a school activity on the day of the absence.

A student may leave the school grounds while school is in session **only** after securing permission from the administration. Upon returning to school, students should report to the main office to sign in. Leaving the building without permission will be regarded as truancy. Students who become ill at school should report to the clinic. The clinic will contact the parent if they feel the student should go home. If no one is available in the clinic, the student should report to the guidance office or the front office.

Classification of Absences

All absences count toward the ten (10) days of countable absence limit per class per 90 days and will be marked unexcused except:

1. Personal illness requiring a physician's care, and extended absence due to a physical or mental impairment which substantially limits one or more major life functions, will be considered individually. A hearing officer will be requested to determine if an alternative learning plan (ALP) is warranted upon the findings as a result of a hearing. A hearing officer will determine if an IEP is required or not, or if homebound instruction is needed in instances where an absence is for four (4) weeks or longer.
2. Death and funerals of members of the household and/or immediate family: Up to five (5) days will be allowed any student for absence due to the death of father, mother, guardian, brother, sister, grandparent, spouse, or child. One (1) day of absence will be allowed due to the death of any other blood relative such as first cousin, aunt, uncle, nephew, or brother-in-law or sister-in-law.
3. Legal, medical and dental appointments should be cleared with the administration before the appointment when possible. **The student**

must bring a written signature back from the physician or agency no later than 48 hours after the appointment.

4. Emergency illness in family, when arrangements could not be made by the family. (Example - Mother taken to hospital)
5. School sponsored activities require clearance from the administration.
6. Religious services must be verified by an official form and a parent phone call. Clearance to attend should be received by the administration in advance of the event.
7. Court appearances are excused only when court appearances are verified by a subpoena or formal court verified documentation. Clearance should be received from the administration in advance.
8. Absences due to serving as a legislative page or election poll worker must be verified by the legislator or election candidate inviting the students per Indiana Code.
9. College orientations or visitations are limited to juniors and seniors wishing to visit a college, university, or technical school. One (1) day during the junior year and two (2) days during the senior year may be approved by the administration. Verification from the college or university is required upon the student's return to school.
10. Military examination

***NOTE:** Students will be given 1 day of make-up work for each day of excused absence. It is the student's responsibility to request the make-up work.

Any absence (other than illness) that exceeds 3 days or that occurs during final exam week, the week prior to or following Christmas and spring vacations requires a parental request. Students are to accept the responsibility of notifying their teachers and making arrangements for assignments prior to these special absences. Forms for these absences must be picked up in the main office and approved by the administration.

Students, who are absent more than ten (10) full undocumented days from school per 90 days, will be referred to the Montgomery Juvenile Probation Department.

Attendance Call-in Procedures

Students are to have their parent or guardian call the school office (362-2340) on the day of the absence, prior to 9:00 a.m. giving the reason for the absence. Parents are required to call the school to report student absences.

NOTE: Parent notes will not be accepted to verify student's absences.

Remember:

1. Attendance is taken every period.
2. Two important items to remember about attendance:
 - a. At five (5) days of undocumented absences per class per semester, a letter will be sent to the student's parents, notifying them of the number of absences and reminding them of the attendance policy.
 - b. Credit may not be earned in a class missed ten (10) times due to unexcused absences.

College and Career Days

The school permits the use of two (2) days for seniors and one (1) day for juniors for college and career visitation. These days are provided only in those instances where an absence from school is required due to the distance of the visitation site or the time necessitated by conferences with hosts, deans, etc. College and career days may be approved when a parent calls the office and informs them as to the time and location of the visit. Arrangements for these days, except in the event of an emergency, must be made at least three (3) school days in advance. If the leave is necessary because of an emergency, an explanation of the emergency should be included in the written permission when the student returns. The student, upon returning, must provide written

documentation from an administrator or counselor. No college visitation days will be approved or excused after April 15 without a parent/administrator conference. College or career days will not be granted immediately before or after the regularly scheduled Christmas or spring vacations.

Early Dismissal from Class or Late Arrivals

Students are not permitted to leave the school building or grounds during the school day unless special permission is granted by the office upon parental request. **Students cannot sign out during lunch without the parent being present or without administrator's approval.** The office reserves the right to deny permission for early dismissal and to confirm the necessity for such requests. The student needs both parental and office permission in order to leave school early. Parents or guardians should specify the reason for early dismissal, the exact time of requested dismissal, and when the student will return to school. Early dismissal is considered part of the ten (10) attendance days. Parent(s) are required to call for an early dismissal the day of the appointment.

Students must sign out in the office when leaving the building, and sign in when re-entering. This includes lunch and between class passing times. Failure to sign in or out can result in a truancy violation.

Family Vacations

Family vacations during the school year are strongly discouraged. However, if a student is to miss school due to a vacation, the administration office **must be notified** at least one full week prior to the absence. The student is responsible for inquiring about make-up work. These days will be recorded as undocumented.

Passes from Class

There are very few times that a student should request and fewer times that a teacher should grant permission for a student to leave the room during class. No student will be allowed to leave class without a pass. Teachers may refuse to honor a pass from another teacher that would remove a student from class for a project or responsibility of another class. Passes will be prearranged between teachers and/or be cleared through the office. Any student in the hall during class must have a hall pass and be on direct route to the destination designated on the pass.

Truancy

Truancy is defined as absence from school during any part of the school day without proper consent. Truancy will be recorded as unexcused. Truancy from school or class will result in disciplinary action. All work missed while a student is truant may NOT be made up for credit.

Student Behavior Policy

The entire foundation and success of public school education depends on the basic concept of self-discipline--a self-discipline, which will allow all individuals to achieve in a world of change and with the individual rights, afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others.

The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community. An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort to help each student gain acceptable self-discipline. Any administrative personnel or any teacher of the Crawfordsville Community School Corporation is authorized to take actions desirable or necessary to further school purposes or to prevent an interference with the educational process.

Areas of Responsibility

1. The Board of Education holds all school personnel through the superintendent, responsible for the proper conduct and control of students while under the legal supervision of the school. They shall fully support all personnel acting within the framework of the corporation policy and shall likewise expect full support and cooperation of all school personnel and administration.
2. The principal shall establish procedure to carry out board policy and philosophy and shall hold personnel, students and parents responsible for student conduct in the Crawfordsville Schools and shall support all school personnel performing their duties within the framework of the Crawfordsville Community School Corporation policies.
3. Each school principal shall be responsible to the superintendent for the conduct of his school. The principal shall be given the responsibility and authority to formulate such procedures as are necessary to enforce the school policies. The principals shall give their full support to the teachers performing their duties within the framework of the policies. The principal shall exercise professional judgment in the disposition of behavioral referrals and shall, when appropriate and/or necessary, involve parents of children who conduct themselves contrary to policy.
4. Teachers shall be responsible for proper and adequate control of students. Teachers shall enforce the rules and regulations of the schools and shall give support to their principals in maintaining established policies. They shall inform the principal's office of all serious acts of misconduct.
5. Non-certified personnel shall attempt to enforce the school rules and regulations excluding the use of corporal punishment and inform the principal's office of all serious acts of misconduct.
6. Student admittance and continued attendance in the public schools is a privilege dependent upon compliance with the laws of the State and rules and regulations of the Board of School Trustees. This privilege may be revoked when a student does not comply with said laws and rules. The failure of a student to comply with the duties he/she is bound to perform constitutes misconduct and therefore requires that corrective measures be taken.

Discipline Code

Each student shall at all times display proper respect for school authorities and established civil law. Each shall be a good citizen with acceptable behavior, conduct, and deportment and shall not be disruptive to the learning process. Each shall be diligent in study and conduct himself/herself in a manner which guarantees his/her safety and that of others in his/her vicinity. Those who violate the above regulations shall come under corrective control or be subject to appropriate and legal punitive procedures as described in the following Student Behavior Policy (#5520) and guidelines concerning student responsibilities and conduct.

Grounds of Suspension or Expulsion

The grounds for suspension or expulsion listed in Section IV below apply when a student is:

1. On school grounds before, during, and after school and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event, or
4. During summer school.

Student Misconduct and/or Substantial Disobedience

Students who walk out of their assigned classroom without permission are subject to receiving an instant Friday detention. This student action is disrespectful, rude, and an act of insubordination.

Students who use inappropriate language on school grounds or at any school sponsored activity are subject to receiving an instant Friday detention. If an inappropriate language continues, MOSS time may occur.

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

Each Student Shall At All Times:

1. Display proper respect for school authorities and civil law.
2. Be a good school citizen. Behavior, conduct and deportment shall be acceptable and shall not be disruptive to the learning environment.
3. Attend school unless he is personally ill, or he has good reason for absence as determined by the principal.
4. Student dress, grooming, and attire shall be of such a nature so as not to cause a disturbance or disruptive interference in the school or classroom. At no time shall a student dress in such a way as to be suggestive, vulgar, or obscene. Students are required to be dressed, groomed and attired so as to contribute to the health and safety of themselves as well as to the general school population. Student dress and appearance shall be subject to the approval of the building principal. All students are encouraged to consider good taste, judgment, and appropriateness in their selection of dress and attire while attending school.
5. Refrain from the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, which would interfere with the school's purpose or urge other students engaged in such conduct:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits 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.
 - 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.
6. Refrain from causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
7. Refrain from intentionally causing or attempting to cause damage to private property, stealing or attempting to steal property.
8. Refrain from intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a student or school employee.
9. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from a student.
10. 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.
11. 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.
12. Possessing, using, or being in contact with any type of drug paraphernalia.
13. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana,

- alcoholic beverage, or intoxicant of any kind. Also, prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
14. 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.
 15. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.
 16. Engaging in the selling or distribution of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
 17. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
 21. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including , but not limited to:
 - a. Engaging in sexual behavior on school property;
 - b. Disobedience of administrative authority;
 - c. Willful absence or tardiness of students;
 - d. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - e. Failing to tell the truth about any matter under investigation by school personnel;
 - f. Possessing or using a laser pointer or similar device unless the use of the pointer has been cleared with the teacher and is only used during a presentation. The device must be kept in the locker when not in use;
 - g. All MP3/CD players, non-academic electronic devices or cellular telephones must be kept in lockers or vehicles during the regular school day:
 - i. First offense will result in a verbal reprimand
 - ii. Second offense will result in a detention
 - iii. Additional offenses: administrators discretion
 22. No student shall possess, handle or transmit any firearm on school property. The following devices are considered to be a firearm under this rule.
 - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - b. The frame or receiver of any weapon described above;
 - c. Any firearm muffler or firearm silencer;
 - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device;
 - e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other

- f. propellant, and which has any barrel with a bore or more than one-half inch in diameter;
- f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- g. An antique firearm;
- h. A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
- i. The penalty for possession of a firearm; suspension up to 10 (ten) 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 length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- j. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

Dance Code

Crawfordsville High School wants our students to dress in a manner as to reflect positively on themselves, their families, their school, and their community. Certain standards of reasonable dress are expected. Administrator discretion will be used. Guidelines for dance attire are as follows:

1. Dresses must be fingertip length or longer
2. Slits in dresses must end at the tip of the student's fingers
3. No excessive chest cleavage or bottom cleavage resulting from low backlines

In addition:

4. Dress shirts must be worn at all times.

Students displaying dance moves which simulate sexual behavior such as (but not limited to):

1. Gropping
2. Grinding
3. Straddling
4. Wrapping of legs
5. Front-to-rear body contact

A student found in violation of these standards will be escorted from the dance floor and will receive a formal warning from a school official. A formal warning will be issued ONE TIME to an offending student and will consist of that student reviewing the dance guidelines and signing a statement verifying that he or she has read the guidelines and will comply with them. If the offense is repeated, then he or she will be escorted from the building by a school official

Possessing a Deadly Weapon

No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

a weapon, taser (as defined in I.C. 35-47-8-3) or electronic stun weapon (as defined in I.C. 35-47-8-1), 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.

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

The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

A student may be suspended or expelled for engaging in unlawful activity on or off school ground if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekend, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Corrective Procedures

Any corrective procedures shall be administered in the best interest of the student and the Crawfordsville School System. The corrective procedure utilized shall be that method deemed best for each individual situation. Rules and regulations may be established by each principal within the framework of this policy.

To insure the best educational efforts of the Crawfordsville Community School Corporation, the following corrective control and/or punitive procedures shall be available to the superintendent and his designated representatives. Corrective procedures for misbehavior may include, but is not limited to, the following:

1. Reprimand, detention, Friday detention, conference with parent or guardian or other involved individual, reassignment to another class or teacher, assigning additional work to the student, assignment to a work detail, probation as defined and outlined by each principal.
2. Suspension from class not to exceed (5) days of instructional time.
 - a. Teachers shall send students to the principal's office.
 - b. Teachers shall file a written report explaining the reason(s).
3. Loss of privileges for special classes.
4. Financial reimbursement for lost, stolen, or damaged items.
5. Restriction of extra-curricular activities.
6. Corporal punishment as defined by local School Board policy.
7. In-school suspension spent in isolation from other students, spent on school premises, assigned and supervised by the principal or his designee, and after an informal hearing has been conducted with the student.
8. Suspension from school, not to exceed ten (10) school days, by the principal or his designee, and after an informal hearing has been conducted with the student.
9. Expulsion or exclusion from school by the administration as specified and defined by Indiana Code 20-8.1-5-1 through 13.
10. Cases of flagrant or unusually serious violation of school regulations, the administration may proceed directly from (1) to (9) above.

Corrective procedures for misbehavior which is related to substance abuse may include, but is not limited to, the following:

1. Suspension from school, not to exceed ten (10) school days, by the principal or his designee, and after an informal hearing has been conducted with the student.
2. Evaluation and if necessary, enrollment in and completion of the program of an approved professional agency which is staffed and equipped to respond adequately to the problem of the student and which is capable of assisting the student to a solution of the problem which is causing the misbehavior.
3. Expulsion or exclusion from school by the administration as specified and defined in Indiana state law.
4. While procedures 1 through 3 above may be followed in sequence, in case the administrator determines so, he may combine any of the first three (3) procedures.
5. Cases of flagrant or unusually serious violation of school substance abuse regulations, the administration may proceed directly to procedure 3 above and/or refer to the local police department.

6. In case the student or parent refuses to accept the penalties in procedures 2 and 3 above, the administration may proceed directly to procedure 3 above.

The building administrator will inform the superintendent of action taken.

Corrective procedures for testing positive to substance abuse (other than for nicotine) through the school's random drug testing procedures.

1. Removal of all privileges or participating in extra-curricular activities, and removal of privileges for driving to school. If the student is an athlete, the student will be subject to the school's athletic discipline policy.
2. Evaluation and if necessary, enrollment in and completion of the program of an approved professional agency which is staffed and equipped to respond adequately to the problem of the student and which is capable of assisting the student to a solution of the problem.
3. Prior to any student being reinstated to participate in school extra-curricular activities, athletics, or driving to school, the said student must submit to another drug test which the results must prove to be negative.
4. Student testing positive to nicotine will be required to attend a smoking cessation class.
5. Continued violation of the school's random drug testing policy could result in expulsion from school following due process.

Due Process – Procedural Rules and Regulations

The statutory due process procedure for expelling a student is simple and straightforward. The process includes providing the student and the student's parent with notice of the charges, the right to appear at an expulsion meeting, and the opportunity to present evidence at the meeting before an impartial individual. Under constitutional due process standards, school personnel must act within a reasonable time period. The statutory process set forth at I.C. 20-33-8 requires the following:

1. The appointment of an expulsion examiner.
2. The issuance of the right to appear at an expulsion meeting. This notice must be delivered in person or by certified mail to the student and the student's parent and must include the reasons for the expulsion and the procedure for requesting an expulsion meeting.
3. An expulsion meeting if one is requested.
4. The preparation of a written summary of the evidence presented at the expulsion meeting, including the disciplinary action determined to be appropriate.
5. The issuance of notice of the action taken to the student and the student's parent.
6. The right to request an appeal before the school board (unless the right to contest the expulsion has been previously waived or forfeited). A request for an appeal must be submitted by the student or the student's parent, in writing, to the school board within ten (10) calendar days of receiving the notice of the action taken. The school board may vote not to consider the appeal.
7. A review of the expulsion by the school board (if the request for an appeal is not denied).

It is important to remember that the above steps are minimal steps and additional steps may be added to the expulsion process. The expulsion process can only begin when the superintendent has notice that an expulsion is requested. Thus, the principal should file a written request with the superintendent asking for the expulsion of a named student. The written charge should be specific enough for the superintendent to determine whether or not the appointment of an expulsion examiner is warranted.

Lockers

Each student will be assigned a locker at the start of the school year. Students must use the locker assigned to them and are not to share lockers with other students. Money, jewelry, and other valuables should not be kept in lockers. Valuables may be brought to the office for safekeeping. It is the student's responsibility to keep their locker locked and to protect their locker combination. If a locker does not lock it should be reported to the office immediately. The school is not responsible for articles lost or stolen from lockers. Lockers are the property of Crawfordsville High School and the Board of Education. With just cause lockers can and will be opened.

Statement of Policy

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and auto mechanic education classrooms, and the art classrooms are the property of the school corporation. For purposes of this policy, "lockers" shall mean lockers, desks, or other storage areas on school premises available to students. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

Locker Rules

In order to implement the school corporation's policy concerning student lockers, the board adopts the following rules and regulations:

1. Locks - The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks shall be removed without notice and destroyed.
2. Use of Lockers - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store contraband. "Contraband" shall mean any item that causes, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, beverages containing alcohol, a weapon, device, equipment, chemical substance, or other material that in any manner it is used or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury, bomb or explosive device, any acid or pungent or nauseous chemical, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items, and any library book not properly checked out or overdue. Students will be expected to keep their lockers in a clean and orderly manner.
3. Authority to Inspect - The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated (hereinafter referred to as "designee") by the principal. (The principal may give the following staff member's authority to inspect lockers: central office administrators, vice principals, deans, teachers, guidance counselors, athletic directors, and department coordinators.)

4. Inspection of Individual Student's Lockers.
 - a. The principal and/or the designee may search any and all lockers and their contents for any reason.
5. Inspection of all lockers. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples or circumstances justifying a general inspection of a number of lockers are, but are not limited to:
 - a. When a school corporation receives a bomb threat;
 - b. When evidence of student drug or alcohol abuse creates a reasonable belief of student use;
 - c. At the end of a grading period, and before or during school holidays to check for missing library books or lab chemicals or school equipment;
 - d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in lockers.
6. If a general inspection of a number of lockers is warranted, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
7. Involvement of Law Enforcement Officials. The principal, superintendent, or assistant superintendent may request the presence and/or assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
 - a. To identify substances which may be found in lockers;
 - b. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
 - c. If law enforcement requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
 - d. If law enforcement requests the principal make an inspection of a locker or its contents on behalf of, or in the place of such official, the request shall be denied. However, upon request of law enforcement, school officials may secure the locker and its contents for a reasonable period of time in order to permit law enforcement officials an opportunity to obtain a search warrant.
8. Locker Maintenance - Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.
9. If any portion of this policy shall be determined to be unlawful, it shall not in any **way affect the validity of the remainder of this policy.**

Locker Search

Anything found in the course of a search conducted in accordance with locker rules, which are evidence of a violation of such rules, or the student conduct standards contained in the student handbook may be:

1. Seized and admitted as evidence in any suspension or expulsion proceedings if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
2. Returned to the guardian of the student from whom it was seized.

3. Destroyed if it has no significant value or its presence presents an immediate danger of physical harm or illness to any person, or
4. Turned over to any law enforcement officer or other authorized person pursuant to search warrant, subpoena, or court order.

Definitions

As used for locker rules herein, the term "school purposes" is defined as it is in IC 20-33-8-4:

The term "school purposes" refers to the purpose for which a school corporation operates,

1. to promote knowledge and learning generally;
2. to maintain an orderly and efficient educational system; and
3. to take any action under the authority granted to school corporations and their governing bodies by IC 20-2-2- or by any other statute.

As used for locker rules herein, the term "educational function" is defined as it is in the IC 20-33-8-2:

...The term "educational function" means the performance by a school corporation, or its officers or employees, of an act or series of acts in carrying out school purposes.

Cell phones and "Sexual Conduct" under Child Exploitation and Child Pornography Laws

"Child exploitation," a Class C felony under I.C. 35-42-4-4(b), is committed when (emphasis most relevant to school situations in italics):

A person who knowingly or intentionally:

(1) manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;

(2) disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age.

"Child pornography," a Class D felony under I.C. 35-42-4-4(c), is committed when (emphasis most relevant to school situations in italics):

A person who knowingly or intentionally possesses:

- (1) a picture;
- (2) a drawing;
- (3) a photograph;
- (4) a negative image;
- (5) undeveloped film;
- (6) a motion picture;
- (7) a videotape;
- (8) a digitized image; or
- (9) any pictorial representation;

that depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value.

Drug, Alcohol and Tobacco Testing Policy

The Board of School Trustees of the Crawfordsville Community School Corporation recognizes the health risks and dangers associated with the use or possession of unlawful drugs, alcohol, and/or tobacco products. Drug, alcohol, and tobacco abuse in the school is a threat to the safety and health of students, faculty, and staff.

The Board of School Trustees encourages all students to participate in extra-curricular/co-curricular programs of the school, but believes the opportunity for such participation is not an absolute right. It is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use

of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program. The program will be applied to all school students in grades 6-12, male and female, who participate in athletics, extra-curricular/co-curricular activities, and student drivers. A student may be removed from the drug testing pool if they cease to participate in any extra-curricular activity, and/or, cease to drive to school. Removal from the drug testing pool requires parent signature.

Any student may participate in the random drug-testing program. Parents must provide written consent. Once consent is given for voluntary drug testing, it may be revoked in writing by a parent at the beginning of the next school year.

It is mandatory that each student who participates in the extra-curricular/co-curricular programs, athletics, or identified as a driver must sign and return a "consent form" prior to participation in any activity. Failure to comply will result in non-participation of extra-curricular/co-curricular activities and/or not driving to school. Signed forms will be in effect until the student graduates.

Search Procedures

In order to implement the school corporation's policy concerning personal searches of students and student-operated vehicles the board of school trustees adopts the following rules and regulations:

1. Students shall not possess any prohibitive substance on school premises. "Prohibitive substance" shall mean any item which causes or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which is forbidden by state law or school rules, such as drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), beverage containing alcohol, any bomb or explosive device, a weapon, device, equipment, chemical substance, or other material that in the manner is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
2. The principal, or another member of the administrative staff designated by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause to believe a student possesses a prohibited substance. Searches of the person of a student shall be limited to:
 - a. Search of the pockets of the student.
 - b. Any object in the possession of the student such as a purse or briefcase, and/or
 - c. "pat down" of the exterior of the student's clothing.

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but no more than three additional persons of the same sex as the student shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and when reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

1. A student-operated motor vehicle containing a prohibited substance shall not be operated on or parked on school premises. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student allow search of that motor vehicle when there is reasonable cause to believe that the motor vehicle will contain a prohibited substance as herein-before defined. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a reasonable request to search the

motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises.

2. If any portion of this policy shall be determined to be unlawful, it shall not in any way affect the validity of the remainder of this policy.

Use of Search Findings

Anything found in the course of a search conducted in accordance with personal and vehicle search rules which are evidence of a violation of such rules or the student conduct standards contained in the student handbook may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
2. Returned to the guardian of the student from whom it was seized,
3. Destroyed if it has no significant value or its presence presents an immediate danger of physical harm or illness to any person, or
4. Turned over to any law enforcement officer or other authorized person pursuant to search warrant, subpoena, or court order.

Definitions

As used for personal and vehicle search rules herein, the term "school purposes" is defined as it is in IC 20-33-8-4:

...The term "school purposes" refers to the purpose for which a school corporation operates, including:

1. to promote knowledge and learning generally;
2. to maintain an orderly and efficient educational system, and;
3. to take any action under the authority granted to school corporations and their governing bodies by IC 20-8.1-5-2- or by any other statute.

As used for personal and vehicle search rules herein, the term "educational functions" is defined as it is in IC 20-33-8-2:

...The term "educational function" means the performance by a school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.

Smoking Policy

A student is not permitted to be in possession of or using tobacco products at any time while such student is on school property, at any time while such student is riding a school bus, or at any time while such student is attending or participating in any supervised school activity, function, or event. It is a violation of this policy if the student tests positive to nicotine through the school's random drug testing procedure.

The penalties for violation of this policy shall be:

1. Attendance and completion of a school sponsored smoking cessation program and/or assigned to the MOSS Program.
2. Failure to attend and successfully complete the smoking cessation program will result in a five day out of school suspension
3. Continued violation of the school's smoking policy could result in expulsion from school following due process.

Book Bags

Book bags, backpacks, briefcases, athletic satchels, etc. must be stored in the student's school locker during the school day.

Dress Code

The manner in which a person dresses often reflects that person's self-perception. The Crawfordsville School Corporation feels that high levels of self-esteem are important to the educational process, and as a supporter of the Pillars of CharacterSM set forth in CHARACTER COUNTS!SM, CCSC wants our students to dress in a manner as to reflect positively on themselves, their families, their school, and their community. Therefore, we encourage students to dress in a clean and neat manner. While the school recognizes that styles of dress come and go, certain standards of reasonable dress should be expected. Some guidelines (but not limited to) are as follows:

1. Shoes or sandals must be worn. Students should be able to climb stairs and participate in all school activities safely.
2. Clothing and/or accessories that are indecent, unsafe (i.e., chains), unhealthy, unclean, too brief, or so unusual that it distracts other students or teachers may not be worn.
3. No abbreviated clothing (halter tops, midriff tops, tank tops, tube tops, spaghetti straps, low necklines exposing excessive cleavage, mini-skirts, or short-shorts*). Shirts may be sleeveless, but sleeves are not to be cut off and must cover the entire shoulder. No shirt is to have extended openings below the armpit as to progress the length of the torso. Skirts, dresses, and shorts must be an appropriate length, below the student's fingers.
4. Clothing and personal possessions with objectionable wording, sexually permissive wording/pictures, satanic symbolism, gang related symbolism, inappropriate pictures, or that which advertises alcohol, tobacco, or drugs are not acceptable. (i.e., coed naked, Big Johnson, etc...are prohibited) Further, clothing that is tight, flimsy, torn or ripped in conspicuous places, or clothing that depicts violence or vulgarity of any kind may not be worn.
5. Students are not to wear headgear of any kind inside the school building during regular school hours unless granted special permission.
6. Sunglasses not prescribed as a medical necessity are prohibited.
7. Coats, backpacks, book bags, and purses are to remain in lockers and are not to be taken to the classroom during the day.
8. No underwear is to be visible.
9. School personnel discretion will be the final determination of dress code violations.

* With the exception of athletic shorts that are worn in physical education classes.

Public Affection

Students are expected to use moderation concerning their affectionate expressions toward others while in school. NEVER will kissing, necking, embracing, or any other actions that bring inappropriate notice to an individual, be considered proper or permissible. Disciplinary action will be taken against the students who ignore or refuse to cooperate with this reasonable rule.

Academic Honesty

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism, and collusion in dishonest acts undermine the school's educational mission and the students' personal and intellectual growth. Students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned. A 1st offense will result in an "F" for the project. A 2nd offense will result in an "F" for the project and further disciplinary action.

Driving Policy

Driving to school and parking at CHS is a privilege granted by the School Corporation; it is not an inalienable right. Specific driving behavior and

responsibilities are expected as outlined below. The privilege of bringing a student operated motor vehicle onto school premises implies consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow a search of that motor vehicle when there is "reasonable suspicion for a search" of that motor vehicle. Refusal to permit a search shall create a presumption that the motor vehicle contained the item or items for which the search was requested, admissible into evidence in a suspension or expulsion proceeding. It is **mandatory** that each student, driving to school, have on file a signed copy of the Drug, Alcohol and Tobacco Testing Policy. Failure to comply will result in student not being permitted to drive to school and park their vehicle on school premises.

A positive drug test will result in the revoking of driving privileges.

1. Student drivers are to register with the administrative office giving such information as:
 - a. Name of student driver, address, home phone number, and name of parent/guardian.
 - b. Make, model, year, color and license plate number of car to be driven to school.
 - c. All applications must be signed by parent or guardian.
2. There will be a \$3.00 fee for all student drivers for parking tags.
 - a. Upon receipt of adequate information, a student driver permit will be issued. Parking tags are NOT to be transferred to another student. If a student is caught using a hang tag which was issued to another student, all parties involved will lose their driving privileges for the remainder of the school year.
 - b. No student cars are to be parked on school property without a student parking tag properly displayed on the rear view mirror. Cars not displaying the tag shall be considered as "unauthorized" vehicles on school property, and this may be cause for the student to lose driving privileges and/or the car to be towed away at the owner's expense.
 - c. Student drivers are to park within the lines provided in the student parking areas.
 - d. Cars are to be locked each morning before you leave them in the parking lot.
 - e. Student drivers are not to re-enter the parking lot or the auto until dismissed in the evening.
3. Students must have a valid Indiana driver's license.
4. Once students enter the parking lot, the car is to be parked. Students are not allowed to drive in and out of the parking lot and/or circle the school building.
5. Students are to use the main entrances (off of State Road 47 and 150 South) when entering or leaving school property.
6. Students must park in the lot designated by the administration for student parking. Parking in any "unauthorized" area is strictly forbidden (i.e. handicap parking, visitor parking, in the lot behind the school building, etc). Cars parked in unauthorized areas may/will be towed at the owner's expense.
7. Once the car is parked, students are to proceed immediately into the building. NO ONE will be permitted in the car during the time it is parked unless authorized by the office.
8. The school provides a student parking area but assumes no responsibility for any vehicle or its contents. Students are to lock their vehicle when it is parked.
9. Student drivers are to always yield the right of way to busses.
10. There is to be NO speeding or any form of reckless driving on school grounds.
11. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.

12. Parking regulations will be strictly enforced. Suspension of driving privileges, towing of vehicle at owners expense, and/or suspension from school may occur if any of these regulations are violated.
13. Tardiness to school due to car problems IS NOT excused.
14. Students are not to reenter the parking lot during the school day unless they have permission from the office.

Leaving the Premises

No students will be permitted to leave the building during their lunch period. Those students working in I.C.E., Cisco Networking, Cosmetology, Heating and Air, Law Enforcement, Radio T.V., Tri Vo, and Welding programs are permitted to leave the premises to go to their job or class at an appropriate time pre-arranged by their coordinator. No other students are permitted to leave the building except through the office of the assistant principal. Students with medical or dental appointments must bring a note from their guardian or have the guardian call to verify such appointment. Then, the student must request an off-campus permit from the office of the assistant principal. Those students who become ill during the school day or those with other valid reasons must also get an off-campus permit from the office of the assistant principal before leaving school. Failures to obtain an off campus permit before leaving campus will result in an unexcused absence. If such students return to school before dismissal, they must do so through the assistant principal's office, and upon his approval, report to class with a hall permit.

Friday School Detention

1. Friday School will be held at the high school. All drivers will adhere to our parking lot rules. Violators may serve an additional Friday school assignment. All drivers include those giving our students a ride from Friday School.
2. There will be no loitering before or after Friday School by our students or those giving our students a ride from Friday School. Our students will not have friends, relatives, family or visitors in the building or on school property during Friday School.
3. Transportation to Friday School is not and will not be provided by the school corporation. Students are responsible for their own transportation from Friday School.
4. Friday School will begin at 3:15 PM; no one will be admitted after this time. Dismissal will be at 6:15 PM. Your ride must be here and you must leave the building by 6:20 PM.
5. Students will receive a five minute break mid-way through detention. They may go to the restroom, throw away paper, and sharpen pencils at that time.
6. Students will not be allowed to go to their lockers or use the telephone at any time.
7. Students are responsible to bring enough HOMEWORK to keep busy the entire time. Homework, extra credit work, library books are acceptable items to work on. At no time will recreational articles be allowed such as radios, cards, magazines, etc. Students must report with the necessary supplies to study.
8. At no time are students permitted to sleep during the Friday detention time. Students are not even to give the appearance of sleeping while serving suspension.
9. There will be no talking; raise your hand if you have a question of the administrator. You are to remain in your assigned seat. Only good behavior is acceptable. There will not be any talking or visiting during the "designated break time", unless allowed by the administrator in charge.
10. NO student will be permitted to leave the assigned area, designated area or building during the suspension time.
11. Students who are employed and have jobs on Friday are not excused from the program. Only the administrators can excuse a student from his/her assigned Friday suspension and then only under emergency

conditions. If a student is excused from his/her Friday School date, he/she will serve the next TWO assigned.

12. No food or beverage will be consumed during the suspension.
13. Only proper school clothing is acceptable attire.

Failure to be present by 3:15 pm or failure to attend Friday school will result in the student being suspended from Crawfordsville High School and assigned to the MOSS Program. The administrators may waive any of the above Friday suspension rules if he/she deems it to be in the best interest of the school and/or in the best interest of our student/s. The administrative waiver will only occur when professional judgment deems the situation is an emergency, extraordinary or extenuating circumstance. Administrators may request and receive proof of the requester's emergency excuse until satisfied.

Tardy Policy

Excessive tardiness is a serious matter. The school accepts the responsibility of helping develop good character habits and chronic tardiness is a detriment to the establishment of such habits and, therefore, cannot be condoned. It is the expectation of the school that the student be in the classroom when the bell rings.

Students will receive disciplinary action for repeated tardiness to a class. Should student's tardiness persist after teacher intervention, the teacher will make a discipline referral in writing to the Asst. Principal's office for further disciplinary action.

ALL students reporting late to school should report directly to the office to receive an admit-to-class pass. Tardiness to school will be considered unexcused unless justification has been provided otherwise. The following policy will then be enforced for all other tardies during the school day:

1. Upon a student's first (1st) and second (2nd) tardy to a class the teacher will inform the student that he/she is tardy and report the tardy to the office via computer.
A student's third (3rd) tardy to each class during each grading period will be reported to the parent or guardian.
3. A student's fourth and fifth (4th and 5th) tardy will result in a Friday detention.
4. On and after a student's sixth (6th) tardy it becomes the discretion of the administration as to the consequences; possible discipline could include, but is not limited to: parent conference, loss of course credit and removal from class, MOSS, OSS, multiple Friday Detentions.

FAILURE TO ATTEND AN ASSIGNED FRIDAY DETENTION WILL RESULT IN THE STUDENT BEING ASSIGNED TO THE MOSS PROGRAM FOR THREE DAYS.

Electronic Devices

All MP3/CD players, non-academic electronic devices or cellular telephones must be kept in lockers or vehicles during the regular school day:

1. First offense will result in a verbal reprimand
2. Second offense will result in a detention
3. Additional offenses: administrators discretion

Study Hall Rules

The study hall students will follow the following rules in order to maintain consistency:

1. No talking.
2. All students will bring materials to read or study.
3. Students will sit in assigned seats.
4. No food or drinks.
5. No radios or MP3 players of any kind.

Telephone Usage

Students should NOT be excused from class to use the telephone. Student use of the office telephone is limited to urgent calls only. Students late to class because of personal telephone calls will be considered tardy.

Athletic Disciplinary Code

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school at least seventy percent (70%) of the maximum number of full credit subjects that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects that a student can take. Semester grades take precedence. The athletic department will declare certification dates of the grading periods.

Definitions

1. The "next sport session" the athlete would participate in shall be determined as:
 - a. The next sport season in which the athlete had participated during the previous school year,
 - or;
 - b. The next sport season the athlete had given indication of his/her intention to participate in that sport prior to being made aware of his/her suspension.
2. "Out of season" includes all times an athlete is not currently participating in Crawfordsville High School sport. "Out of season" includes summer.
3. "Suspension of an athlete" shall mean the athletic director and/or coaches (es) of the athlete have reasonable evidence, which clearly establishes that the athlete has violated this code.
4. "Suspension from athletics" for tobacco, alcohol and drug violations shall mean a suspension from team season contests, but the suspended athlete may be permitted to practice with the team.
5. "Season contest" includes all tournaments with each tournament being considered one regular season contest.
6. "Substance use" involves possessing, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, inhalant, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product, intoxicant of any kind, or any controlled substance without a doctor's prescription.
 - a. Student athletes must be enrolled in the random drug-screening program administered by the Crawfordsville Community School Corporation.
 - b. A positive drug test shall be a violation of the Athletic Discipline Code for substance use.
 - c. Refusal of a student athlete to provide a specimen for drug testing shall be treated as a "positive" test result.

Suspension Procedure

1. All suspensions shall begin with the notification of the athlete of his/her suspension by the athletic director. All suspensions shall be consecutive contests beginning with notification to the athlete by the athletic director.
2. Any percentage of total season contests, which results in a fraction of a contest, shall be determined by eliminating the fraction and using the whole number as the number of contests for the suspension.

Infractions Not Involving Substance Use

1. Any athlete who commits a violation of any published rule of the coach under whom the athlete is currently participating in season may be suspended by that coach for a period of time not to exceed
 - a. 33 1/3% of the total season contests in that sport for a first violation.
 - b. 50% of the total season contests in that sport for a second violation.

- c. The remainder of the contest season in that sport for a third violation.
2. Any suspension beyond that outlined in III-A-1, III-A-2, and III-A-3 above may be imposed by the principal and athletic director at the request of the coach.
3. Any athlete (in-season or out of season) who commits any offense of Indiana Criminal Law or who violates the Indiana Juvenile Code, or who violates a school rule, regulation, or policy, or commits an act unbecoming of a Crawfordsville athlete may be suspended from participating in athletics by the principal and athletic director subject to the following:
 - a. An athlete violating a traffic law may not be subject to suspension from participation in athletics solely for that reason; however if the charge is reckless homicide or driving under the influence, the athlete may be subject to suspension.
 - b. The length of the suspension imposed by the principal and athletic director shall be determined after considering:
 1. The seriousness of the nature of the offense.
 2. The circumstances surrounding the committing of the offense.
 3. Other offenses or violations committed by the athlete prior to the current offense.
4. Having given consideration to the factors above, the principal and athletic director may impose one of the following suspensions:
 - a. 15% of the total season contests of the athlete's current or next sport season.
 - b. 33 1/3% of the total season contests of the athlete's current or next sport season.
 - c. 50% of the total season contests of the athlete's current or next sport season.
 - d. 100% of the total season contests of the athlete's current or next sport season.
 - e. One calendar year of the total season contests in all sports.
 - f. The remainder of the athlete's high school career.

If less than the imposed percent of the total season contests remain in the sport; in which the athlete is currently participating, the suspension shall be continued to the next sport season in which the athlete would participate. The continued suspension shall include a percentage of the total season contests in the next sport season of the athlete equal to the imposed suspension percentage minus the percentage of total season contests remaining in the athlete's current sport season when the suspension occurred.

Infraction Involving Substance Use

1. First Violation
 - a. Any athlete (in-season or out of season) who commits a first violation of the discipline code by substance use (possessing, transmitting, or being under the influence) of non-prescribed drugs, tobacco or alcohol shall be suspended for 50% of the total season contests in their current or next sport season.
 - b. If less than 50% of the total season contests remain in the athlete's current season, the suspension shall be continued to the next sport season in which the athlete would participate. The continued suspension shall include a percentage of the total season contests in the next sport season of the athlete equal to 50% minus the percentage of total contests remaining in the athlete's current sport season in which the suspension occurred.

Note: Any student athlete suspended for violation involving substance use will not be allowed to return to competition until that student athlete has provided a specimen resulting in a "negative" test result. The place and time of the drug test will be at the discretion of the school.

Self-Report Clause

Any athlete admitting to being in violation of subsection *Infraction Involving Substance Use* 1-a prior to an investigation by a member of the Crawfordsville High School administration or any legal agency, may elect to have his/her suspension reduced to 30% of the total season contest by: (1) complying with a drug screening test for the remainder of the season, and (2) completing all requirements for an approved professional evaluation. This agency must be staffed and equipped to respond adequately to the problems of the student athlete and be capable of assisting the student athlete to a solution of the problem, which caused the violation of the athletic discipline code. (The cost of evaluation and/or enrollment in such a program will not be borne by the school system or athletic department.)

If the athlete agrees to both steps A and B as mentioned above, then the athlete may have his penalty reduced to 30% of the total season contest. If either of steps A or B's obligations are not met, then the athlete will be suspended immediately according to the policy. This option will only apply to the first offense of subsections IV-A-1 and can only be used by the athlete one (1) time during their career at Crawfordsville High School. The self-report clause is still considered a first violation of the Athletic Discipline Code.

2. Second Violation

- a. Any athlete (in season or out of season) who commits a second violation of the discipline code by substance use (possessing, transmitting, or being under the influence) of non-prescribed drugs, tobacco or alcohol shall be suspended for 100% of the total season contests in their current or next sport season.
- b. If less than 100% of the total season contests remain in the athlete's current season, the suspension shall be continued to the next sport season the athlete would participate in. The continued suspension shall include a percentage of the total season contest remaining in the athlete's current sport season when the suspension occurred.

Note: Any student athlete suspended for an infraction involving substance use will not be allowed to return to competition until that student athlete has provided a specimen resulting in a "negative" test result. The place and time of the drug test will be at the discretion of the school.

3. Third and Subsequent Violations

- a. Any athlete (in season or out of season) who commits a third violation of the discipline code by substance use (possessing, transmitting, or being under the influence) of non-prescribed drugs tobacco, or alcohol shall be suspended from any further participation in athletics at Crawfordsville High School.

Voluntary Quit

1. If a student athlete voluntarily quits an athletic team for reasons other than medical, at a date later than the first contest in that sport, he/she may not participate in another sport that has had its first contest.
2. If a student athlete voluntarily quits an athletic team for reasons other than medical before the end of the contest season in that sport, he/she may not participate in a pre-season conditioning program for any sport in the next contest season, excluding summer conditioning programs.

Technology – Acceptable Use Agreement

Scope

1. This agreement applies to the users of The Crawfordsville Community School Corporation (CCSC) network or the CCSC equipment, which includes its staff and students.

2. The CCSC is committed to equal opportunity and does not discriminate based on age, race, color, religion, sex, handicapping condition or national origin including limited English proficiency, in regards to network access and equipment deployment. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such bases under any educational program or student activity.
3. Use of the CCSC network includes transmissions to or through the CCSC network by a party described in paragraph 1.1.
4. This agreement governs the use of all electronic communications excluding telephones and includes but is not limited to:
 - a. Publishing and browsing on the Internet and Electronic mail (Email)
 - b. Electronic Bulletin/notice boards
 - c. Electronic discussion/news groups
 - d. File transfer
 - e. Streaming media
 - f. Instant messaging
 - g. 'Chat' facilities
 - h. Database access
 - i. Network storage
 - j. Electronic libraries

All of which are referred to in this document as "Electronic Communications."

5. Any reference in this agreement to an Act, Law, Code of Conduct or other document includes a reference to the Act, Law or document as amended from time to time.
6. In this agreement;
 - a. An "Authorized Person" means a person authorized by The Crawfordsville Community School Corporation.
 - b. "Copyright" does not include moral rights under the Copyright Amendments (Moral Rights) Act 2000.
 - c. "Personal" means all non-educational work related use, and includes, without limitation, usage for entertainment, games, general news, gambling, communicating with friends, hobbies, glamour, investments, Job search, motor vehicles, personal/dating, real estate, shopping, sports, travel, UseNet/News, and private emails.

Purpose

1. The purpose of Electronic Communications with the CCSC is to promote educational excellence in schools.
2. The purpose of this agreement is to ensure that Electronic Communications are properly and efficiently used, and that the school and the CCSC are protected from potential liabilities, including, without problems arising from error, fraud, defamation, breach of copyright, unlawful discrimination, illegal activity, privacy violations and service interruptions.
3. The additional purpose of this agreement is to inform parents/guardians and students of their legal and financial responsibility for their access to, and use of CCSC owned or leased equipment and Internet access and to require their agreement to abide by this agreement as a condition to the use of such equipment and (The Crawfordsville Community School Corporation Board supports and respects each family's decision in this matter.)

Rationale

1. The use of Electronic Communications at the CCSC carries with it many responsibilities.
2. The access to the CCSC network and Internet is a privilege. Anyone who abuses this privilege will be subject to punishment.

3. It is essential that use of Electronic Communications be managed to ensure that it is used in an appropriate manner.
4. The process by which the CCSC seeks to manage staff and student use of Electronic Communications is through the development and implementation of this agreement. The Agreement provides specific instructions, which must be followed whenever using Electronic Communications.
5. The CCSC has the right to periodically inspect at will, anything stored on a corporation device. No user should have an expectation of privacy when utilizing CCSC computer equipment, its network or the Internet by such network.
6. Students will not be permitted to have food or drink within 5 feet of any CCSC owned or leased computing device.

Responsibility

1. It is the responsibility of the CCSC to ensure that the persons to whom this Agreement applies have been notified of this Agreement. This should include, but not limited to;
 - a. Providing a copy of the Agreement on an annual basis
 - b. Communicating updates or changes to this Agreement
2. It is the responsibility of individuals to abide by the Agreement.
3. It is the responsibility of individuals to manage his/her own data or quality of any files stored.
4. It is the responsibility of the individuals not to permit the use of network nor Internet access to others by equipment provided by CCSC to such individuals.

Breaches

1. The CCSC employs a software filter to determine if a website should be deemed accessible by the student population. The filter grants or denies by the category of a website. A website whose category constitutes the following will be denied:
 - a. Pornography
 - b. Hacking
 - c. Gaming
 - d. Gambling
 - e. Hate Crimes
 - f. Gang
 - g. Alcohol and Drug Promotion
2. CCSC provides filtered Internet access. Attempts to access blocked sites by circumventing the web filter may result in the revocation of a users Internet access privileges. The loss of this privilege is not an acceptable excuse for incomplete assignments. The student may or may not, depending upon the infraction, be allowed the use of computers without Internet access. Printed media resources will be provided for research purposes.
3. Accessing blocked sites via a virtual tunnel or proxy site is prohibited and considered hacking. Violators will be subject to disciplinary action that may result in the loss of network access.
4. Accessing the CCSC network using false credentials shall constitute identity theft. Violators will be subject to appropriate disciplinary action.
5. Violating any of the following will result in a punishment of no less than the loss of network access for the remainder of the school year:
 - a. Breaking into a system or unauthorized use of a password/mailbox.
 - b. Accessing copyrighted information in a way that violates the copyright. This constitutes plagiarism and is the same as cheating.
 - c. Using the Internet or the CCSC network as a method of "hacking" or other unlawful activity.

- d. Broadcasting unsolicited personal views on social, political, religious or other non-school related matters or the posting of information intended to defame others.
 - e. Use of communication systems to set up personal businesses or send chain letters.
 - f. Solicitation to buy or sell goods or services.
 - g. Accessing file swapping services or attempting to download copy written media files.
 - h. Storing or transmitting obscene, profane or offensive material on or through the CCSC network. This includes, but is not limited to:
 - i. Accessing, processing or distributing erotic, lewd or sexual materials, messages, or jokes.
 - ii. Accessing, processing or distributing material which violates our harassment policy or creates an intimidating or hostile school environment.
 - i. Accessing chat rooms (other than the Moodle portal) or other forms of direct messaging without direct supervision of an instructor.
 - j. Any act, which constitutes mistreatment, vandalism or abuse of equipment owned or leased by the CCSC, may result in financial restitution.
6. Electronic machinery not owned by the Crawfordsville Community School Corporation is not to be connected to the school network nor used on school property. This includes but is not limited to:
- a. Computers
 - b. Personal Digital Assistants (PDAs)
 - c. Cell Phones
 - d. Related and forthcoming systems and new technologies
7. Each student user will have a personal network folder, which is limited to 55 Megabytes of space. This server space can not be used for the storage of any multimedia files, such as audio, video, .avi, .wmp, mp3, gaming files or those ending with .swf or .exe extensions, etc.
8. Individuals violating Acts set forth at paragraphs 3, 4 and 5 above may, in addition to loss of network access, be subject to further penalties and disciplinary action as authorized by school policy, the student handbook and/or law.

Gang Prevention

Presence of gangs and gang activities can cause a substantial disruption to school and school activities. A "gang" is defined as any group of students who are perceived as a distinct group (not an approved school organization), which prompts a disruptive response in the school community.

The following rules act to prevent disruption and to prohibit gang activities by restricting those actions which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who did not intend to show gang membership or affiliation.

No student on school property or at any school activity:

- 1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other items which may be viewed as evidence of membership or affiliation in a gang.
- 2. Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawing, graffiti, other written communications, etc.) showing membership or affiliation in a gang.
- 3. Shall use any speech or commit any act or omission in promoting the interest of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gangs;
 - b. Intimidating or threatening any persons;
 - c. Violating any other rules as stated in the student handbook.

- 4. Shall use or have in his/her possession any cellular communication device, pocket pager or similar electronic paging devices while on school property or at a school sponsored function.
- Violation of the above stated gang prevention rules shall subject the student to suspension(s) or expulsion.

Harassment

It is a violation of school rules, and often of law, for any student or staff member to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual conduct or communications or of derogatory communications or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated.

Individuals with Disabilities as per Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act

It is the policy of the Crawfordsville School Corporation not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquires regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of Crawfordsville Schools, 1000 Fairview Ave, Crawfordsville, IN 47933, Phone (765) 362-2323 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. (312) 886-3456.

Pest Control Policy

The Crawfordsville Community School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect students from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while avoiding potential pesticide exposure to children.

The School Corporation will:

- 1. Inform annually parents of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the student handbook.
- 2. Provide the name and phone number of the person to contact for information regarding pest control.
- 3. Maintain written record for 90 days of any pesticide applications.

Pest Control Regulations

In an attempt to assure proper control of any pesticides or other harmful chemicals that might be used on corporation premises, these procedures are established. "Pesticide" is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide.

The intent of this regulation is to prevent unnecessary exposure of staff members, students, or the public to harmful substances.

- 1. Pesticides will be applied only by certified pesticide applicators.
- 2. At the time of registration for each school year, the Director of Support Services shall provide the parents of each child enrolled in school with a written copy of the pesticide policy, the name and telephone number of the school contact person for information. This information may be given in the form of memorandum or as a provision in the student handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year.
- 3. Pesticide application will be done during non-instructional time or during weekends and vacations.

4. Any pesticide application is prohibited when in the presence of children while they are in the building, on school grounds, or near the area to be treated.
5. If any emergency application is necessary to eliminate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
6. A copy of the records of each pesticide application at a school shall be maintained for 90 days. The records will contain the following information:
 - a. Brand name and active ingredient of pesticide;
 - b. EPA registration number of pesticide;
 - c. Areas treated;
 - d. Name of applicator; and
 - e. Source for obtaining information on the pesticide label, material safety data sheet, and/or fact sheet for end use concentrations.
7. The Director of Support Services upon request will make available the application information listed above for at least 90 days from the date of application.
8. Potentially harmful substances such as insecticides, fungicides, herbicides, rodenticides, or other pesticides shall be chosen for the low levels of toxicity. Whenever practical, non-chemical controls shall be used.
9. All applications of harmful products will be made in strict compliance with label instructions.

Exemptions

This policy does not apply to the application of the following types of pesticides:

1. Germicides, disinfectants, bactericides, sanitizing agents, water purifiers, and swimming pool chemicals used in normal cleaning activities;
2. Personal insect repellents when self applied;
3. Human or animal ectoparasite control products administered by qualified health professionals or veterinarians; and
4. Manufacturer enclosed paste or gel bait insecticides where students do not have access to the bait.

Directory Information

The Crawfordsville Community School Corporation's Board of Education will provide directory information or any other information, which would not generally be considered harmful, or an invasion of privacy, if disclosed.

Legal Settlement

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

Right to Appeal

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

Transfer Tuition

The State of Indiana gives school corporations the right to accept or deny student transfers from other corporations. It is important to note that students who pay transfer tuition prior to their senior year are not entitled to attend the senior year of school free of charge. The State does provide that students who leave their home corporation after completing their junior year may attend their

senior year free of charge even though they are living elsewhere. This is not applicable to students who reside outside the corporation during their junior year.

Head Lice Guidelines

Crawfordsville Community School Corporation Health Services' guidelines on head lice, or pediculosis, are drawn from evidence-based practices. Guided by research and position statements from the Centers for Disease Control (CDC), the American Academy of Pediatrics, the National Association of School Nurses, Harvard University, the State Department of Education, and the Indiana State Department of Health, we strive to keep students in the classroom to avoid interference with the learning process.

Facts

1. Head lice are parasitic insects that live on blood drawn from the scalp
2. Lice cannot jump or fly; they travel by crawling
3. Lice deposit eggs, "nits," on the hair shaft 3-4mm from the scalp
4. Live lice are transmitted from one person to another through direct head-to-head contact, and through sharing of combs or brushes, linens, coats, hats, pillows, etc. Lice cannot be transmitted by animals, grass, soil, etc.
5. Lice can only live about two days away from the human head
6. Lice do not cause disease—they are inconvenient, and can cause severe itching, but they are not dangerous in any way

Practice

The school nurse or her specific designee may evaluate children for signs and symptoms of head lice. CCSC Health Services staff may exclude students from school for active infestations of live head lice. Families must be vigilant in combing out nits to prevent re-infestation with live head lice. Once a child has been sent home for head lice, he/she will be re-evaluated periodically for recurrence of live lice.

Prevention

Anyone can contract head lice—they are not indicative of cleanliness or socioeconomic status.

1. Avoid head-to-head contact with other children
2. Teach your child not to use other people's hairbrushes, combs, or hair ornaments, and not to share cloth hats or coats

Communication

Please contact your school nurse if you suspect your child may have head lice, so we may evaluate your child and work with you. Please make certain the school always has up-to-date contact information and emergency phone numbers so we may communicate with you about any health concerns regarding your child. School staff shall maintain the privacy of the students.

Treatment

The school nurse can provide families with information about effective treatments and with a comb that is successful in removing nits. Pesticide sprays and other chemical treatments are not recommended because of their toxicity and potential for side effects. Ineffective and/or unsafe treatments also include gasoline, kerosene, over-the-counter lice treatments, and products intended for use in animals. Vacuuming the house and washing linens and clothing in hot water is adequate to kill lice in the home. Toys and other items that cannot be washed in hot water and a dryer can be kept in a plastic bag for 10 days to kill any lice.

Attendance

Students who have been excluded from school for head lice are expected to complete the recommended treatment and return to school the following day.

The date the student was sent home will be considered a documented absence, but subsequent days will be undocumented.

SECTION V. STUDENT ACTIVITIES

Extra-Curriculum Clubs and Organizations

Crawfordsville High School offers many extra-curricular activities for students. Students are encouraged to become knowledgeable about the extra-curricular opportunities available to them and to participate in activities where they have academic and/or social interests. Students and/or parents with questions about extra-curricular activities should contact the appropriate sponsor.

Activity Period

A 20-minute activity period will be scheduled on most Wednesdays for the purpose of club meetings, class meetings, and extra-curricular programs. Students not involved in club meetings during the activity period will report to assigned homeroom. **Those students who skip will receive consequences.**

Crawfordsville High School - School Song

| | |
|--|---|
| Stand up and cheer | Yea Rah Yea |
| Cheer loud and long for dear old Crawfordsville | Onward C'ville, Onward C'ville |
| For today we raise | Fight on for your fame. |
| The Gold and Blue above the rest | Run the ball around old (<i>opponent</i>) |
| Our boys are fighting | A touchdown (<i>basket</i>) sure this time. |
| And they are bound to win this game. | |
| We've got the team | Onward C'ville, Onward C'ville |
| They've got the steam | Fight on for your fame. |
| For this is dear old C'ville's day. | Fight fellows fight |
| | And we will win this game. |

*Tune of "On Wisconsin"