



## **Crawfordsville Middle School**

**“CMS: The Pride Continues”**

# **STUDENT HANDBOOK 2020-2021**

### **CRAWFORDSVILLE MIDDLE SCHOOL’S MISSION STATEMENT**

Crawfordsville Middle School’s mission is to empower and inspire all students to apply knowledge, skills, and attitudes necessary to become creative problem solvers, to achieve personal success, and to contribute responsibly to our community.

**705 Wallace Ave.  
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[www.cville.k12.in.us](http://www.cville.k12.in.us)**

**This Student Agenda Belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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# HALL PASSES

**Students should take their agenda to every class.**

**Students are NOT to be allowed out of any classroom without their agenda signed by the classroom teacher.**

## HALL PASS First Nine-Weeks

Student \_\_\_\_\_

	Date	Depart Time	Destination	Return Time	Teacher
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

## HALL PASS Second Nine-Weeks

Student \_\_\_\_\_

	Date	Depart Time	Destination	Return Time	Teacher
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**HALL PASS**  
**Third Nine-Weeks**

Student \_\_\_\_\_

	<b>Date</b>	<b>Depart Time</b>	<b>Destination</b>	<b>Return Time</b>	<b>Teacher</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

**HALL PASS**  
**Fourth Nine-Weeks**

Student \_\_\_\_\_

	<b>Date</b>	<b>Depart Time</b>	<b>Destination</b>	<b>Return Time</b>	<b>Teacher</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					



# ATHENIAN EXPECTATIONS



## **BE RESPECTFUL**

I will respect property  
I will respect myself  
I will respect others

## **BE RESPONSIBLE**

I will follow directions  
I will be on time and prepared  
I will complete required tasks

## **GET INVOLVED!**

## **BE KIND**

I will be considerate  
I will be helpful  
I will be nice

## **BE SAFE**

I will walk in the hallways  
I will keep my hands to myself  
I will protect myself & others

1<sup>st</sup> 9 weeks goal(s): \_\_\_\_\_

2<sup>nd</sup> 9 weeks goal(s): \_\_\_\_\_

3<sup>rd</sup> 9 weeks goal(s): \_\_\_\_\_

4<sup>th</sup> 9 weeks goal(s): \_\_\_\_\_

# Behavioral Matrix

## Crawfordsville Middle School Positive Behavior Intervention Support Plan (PBIS) Tier 1

Updated 2/6/18

<i>I will be...</i>	All Settings	Classroom	Hallways & Stairs	Cafeteria	Bus	Arrival & Dismissal	Locker Rooms	Restroom	Extracurricular Activities
<b>Respectful &amp; Kind</b>	<ul style="list-style-type: none"> <li>-Treat yourself and others with respect</li> <li>-Use polite language and kind words</li> <li>-Help others in need</li> <li>-Walk and talk respectfully</li> </ul>	<ul style="list-style-type: none"> <li>-Respect yourself, others, and your environment</li> <li>-Be honest</li> <li>-Raise your hand to speak</li> <li>-Take pride in your classroom</li> </ul>	<ul style="list-style-type: none"> <li>-talk quietly and appropriately</li> <li>-Keep your hands to yourself</li> <li>-Share the available space</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain positive and appropriate conversations</li> <li>-Keep hands and feet to yourself</li> <li>-Use proper manners</li> <li>-Talk quietly</li> <li>-Be respectful to cafeteria employees</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your hands to yourself</li> <li>-Keep noise and language appropriate</li> <li>-Keep your bus clean</li> <li>-Treat the driver with respect</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit the building in a calm and appropriate manner</li> <li>- Technological devices are to be turned off and put away</li> <li>-Keep your hands to yourself</li> <li>-Throw all trash and food away before leaving the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and objects to yourself</li> <li>-Use appropriate language and behaviors</li> <li>-Technological devices are to be turned off and put away</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>-Respect others' privacy</li> <li>-Keep noise to reasonable level</li> </ul>	<ul style="list-style-type: none"> <li>-Respect others and their property</li> <li>-Use appropriate language and actions</li> <li>-Show good sportsmanship</li> <li>-Keep hands, feet, and objects to yourself</li> <li>-Be attentive and supportive</li> <li>-Treat volunteers/workers with respect</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>-Make good choices</li> <li>-Be organized, ready to learn, and do your best</li> <li>-Be part of an effective team</li> <li>-Be on time and focus on the task at hand</li> <li>-Follow the dress code</li> </ul>	<ul style="list-style-type: none"> <li>-Advocate for your own success</li> <li>-Be prepared</li> <li>-Keep comments and questions on topic</li> <li>-Fill out your agenda</li> <li>-Follow classroom rules</li> </ul>	<ul style="list-style-type: none"> <li>-take care of your CMS environment</li> <li>-Promptly move from one class to the next</li> <li>-Carry agenda with you at all times</li> <li>-Use hallway time appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Pick up and throw away your trash</li> <li>-Push your chair in upon dismissal</li> <li>-Take tray, plates, and silverware to appropriate dish return window</li> <li>-Consume all food &amp; snacks before leaving the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>-Make good choices</li> <li>-Be on time at your stop</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Remain in assigned area until dismissed by staff</li> <li>-Notify front office of any appointments</li> </ul>	<ul style="list-style-type: none"> <li>-Follow established rules</li> <li>-Lock all personal property in assigned locker</li> <li>-Report disruptions, injuries, and accidents to staff</li> <li>-Take uniform/clothes home regularly to wash</li> </ul>	<ul style="list-style-type: none"> <li>-Flush toilet</li> <li>-Report damages, disruptions, or graffiti, etc. to staff</li> <li>-Use during passing periods</li> <li>-Return to room promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Represent CMS in a positive manner</li> <li>-Dress appropriately</li> <li>-Remain in assigned areas and limit distractions</li> <li>-Use your own materials unless you have permission</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>-Report unsafe behaviors</li> <li>-Listen and follow directions</li> <li>-Ask permission to leave</li> <li>-Use technology safely</li> <li>-Use forgiveness</li> </ul>	<ul style="list-style-type: none"> <li>-Keep to your personal space</li> <li>-Sit and move in a safe manner</li> <li>-Remain in your seat unless given permission to move</li> </ul>	<ul style="list-style-type: none"> <li>-Report unsafe behavior, accidents, injuries, etc. to staff</li> <li>-Walk</li> <li>-Stay to the right side of the hallways/stairs</li> </ul>	<ul style="list-style-type: none"> <li>-Leave the cafeteria only with staff permission</li> <li>-Walk at all times</li> <li>-Eat your food only (Food allergies!)</li> <li>-Wait patiently in line</li> <li>-Notify staff of accidents, spills, etc.</li> </ul>	<ul style="list-style-type: none"> <li>-Listen and follow the driver's instructions</li> <li>-Sit calmly in bus seat</li> <li>-Stay in seat until bus has arrived at destination</li> </ul>	<ul style="list-style-type: none"> <li>-Use proper entry and exit areas</li> <li>-Stay on sidewalks and use crosswalks</li> <li>-Listen to staff instructions</li> <li>-Wear weather appropriate clothing</li> </ul>	<ul style="list-style-type: none"> <li>-Follow staff directions</li> <li>-Follow procedures in case of emergency</li> <li>-Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands with soap</li> <li>-Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Follow procedures and staff instructions in case of emergencies</li> <li>-Report disruptions, accidents, injuries, etc.</li> <li>-Us bleachers appropriately</li> </ul>

### Academic Goal Setting and Tracking Grades

Goal(s)	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	mid-term	final	mid-term	final	mid-term	final	mid-term	final
1								
2								
3								
4								

Grades	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	mid-term	final	mid-term	final	mid-term	final	mid-term	final
Language Arts								
Reading								
Math								
Science								
Social Studies								
Related Arts								
Related Arts								

Program	Username	Password
PowerSchool		
Canvas		

## WELCOME to Crawfordsville Middle School

The administration, faculty, and staff welcome you to Crawfordsville Middle School. We hope Crawfordsville Middle School will be a source of pride for you and your parents/guardians. Our goal for this school year is for each student to achieve his or her greatest potential. To reach this goal, we know there must be a cooperative effort on the part of students, teachers, administrators, parents, and the community.

This handbook was written to help you and your parents/guardians understand our expectations, rules, procedures, and policies at Crawfordsville Middle School. Read it carefully. Share it with your parents. If you or your parents have questions about the procedures outlined in this handbook, please contact a teacher, counselor, or administrator.

We challenge you to be the best you can be and do the best you can do during the 2019-2020 school year.

## CRAWFORDSVILLE MIDDLE SCHOOL'S GOALS

The Crawfordsville Middle School administration, faculty, and staff are committed to the following goals:

- Support every student in achieving scores at or above grade level in all subjects
- Provide a safe learning environment conducive to teaching and learning
- Encourage students to excel inside and outside the classroom

## ATHENIAN FIGHT SONG

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

\*Tune of "On Wisconsin"

~ ~ ~ ~ ~ ~ ~ ~ ~



## THE HISTORY OF CRAWFORDSVILLE MIDDLE SCHOOL

In the early 1900s, Crawfordsville was growing and more students were coming from the southern and eastern parts of the city. Additionally, students were staying in school as more and more Hoosiers were stressing the importance of an education. As a result of the growing school population, six and a half acres of property was purchased. On November 7, 1906, the first classes were held in Crawfordsville's newest school, Tuttle Grade School, named after Dr. Joseph Farrand Tuttle, the third President of Wabash College.



Tuttle Original Building, circa 1906

The original school increasingly became too small and outdated for the growing population of Crawfordsville. It remained in use as a grade school but was demolished in December of 1959. Plans for a new school were drawn and construction commenced. The current school was built on the same location and opened its doors in 1960 for the beginning of the school year. The new Tuttle Junior High School accommodated students in grades 7-8-9. The Junior High School served grades 7-8-9 until the fall of 1986 when the school was restructured as a middle school to house grades 6-7-8. The school underwent many renovations and updates in the summers of 2000 and 2001.



TMS 2005

The construction of the new Crawfordsville Middle School began in the summer of 2013 and was completed in the fall of 2015. Although the building site, the school name, and the staff and student population has changed over the years, one goal remains the same: to educate young people so that they may become responsible and productive citizens.

**History of Tuttle Middle School was taken from the following website:**

<https://www.cville.k12.in.us/cville/Buildings/TuttleMiddleSchool/AboutTMS.aspx>

## GENERAL SCHOOL INFORMATION

### Arrival and Dismissal Times

Students should not arrive at school earlier than ½ hour before school starts, unless given permission and supervised by a faculty member (students arriving for an activity that begins before 8:15 a.m. should enter through the front doors on Wallace Avenue.). The doors will not open and students will not be allowed in the building until 8:15 a.m. Students eating breakfast should report to the cafeteria at that time. All other students should report to the LGI. Students are to exit the building by 4:00 p.m. unless under direct adult supervision.

### CMS BELL SCHEDULE (Mon., Tues., Thurs., Fri.)

**Teacher Hours: 8:25-3:55**

**Entry: 8:15**

**Breakfast: Served in the Classroom**

**Tardy Bell: 8:42**

**Dismissal Bell: 3:50**

#### CLASS SCHEDULE – "A" Lunch

Advisory	-----	8:42 – 9:02
Period 1	-----	9:07 – 9:55
Period 2	-----	10:00 – 10:48
Period 3	-----	10:53 – 11:41
Lunch	-----	11:41 – 12:11
Period 4	-----	12:16 – 1:11
Period 5	-----	1:16 – 2:04
Period 6	-----	2:09 – 2:57
Period 7	-----	3:02 – 3:50

#### CLASS SCHEDULE – "B" Lunch

Advisory	-----	8:42 – 9:02
Period 1	-----	9:07 – 9:55
Period 2	-----	10:00 – 10:48
Period 3	-----	10:53 – 11:41
Period 4	-----	11:46 – 12:11
Lunch	-----	12:11 – 12:41
Period 4	-----	12:41 – 1:11
Period 5	-----	1:16 – 2:04
Period 6	-----	2:09 – 2:57
Period 7	-----	3:02 – 3:50

#### CLASS SCHEDULE – "C" Lunch

Advisory	-----	8:42 – 9:02
Period 1	-----	9:07 – 9:55
Period 2	-----	10:00 – 10:48
Period 3	-----	10:53 – 11:41
Period 4	-----	11:46 – 12:41
Lunch	-----	12:41 – 1:11
Period 5	-----	1:16 – 2:04
Period 6	-----	2:09 – 2:57
Period 7	-----	3:02 – 3:50

## CMS BELL SCHEDULE: WEDNESDAY LATE START

**Teacher Hours: 8:25-3:55**  
**Entry: 8:50**  
**Breakfast: 8:55-9:15**  
**Tardy Bell: 9:20**  
**Dismissal Bell: 3:50**

### CLASS SCHEDULE – "A" Lunch

Period 1	-----	9:20–10:06
Period 2	-----	10:11-10:57
Period 3	-----	11:02-11:48
Lunch	-----	11:48-12:18
Period 4	-----	12:23-1:18
Period 5	-----	1:23-2:09
Period 6	-----	2:14-3:00
Period 7	-----	3:05–3:50

### CLASS SCHEDULE – "B" Lunch

Period 1	-----	9:20-10:06
Period 2	-----	10:11-10:57
Period 3	-----	11:02-11:48
Period 4	-----	11:53-12:18
Lunch	-----	12:18-12:48
Period 4	-----	12:53-1:18
Period 5	-----	1:23-2:09
Period 6	-----	2:14-3:00
Period 7	-----	3:05-3:50

### CLASS SCHEDULE – "C" Lunch

Period 1	-----	9:20-10:06
Period 2	-----	10:11-10:57
Period 3	-----	11:02-11:48
Period 4	-----	11:53-12:48
Lunch	-----	12:48-1:18
Period 5	-----	1:23-2:09
Period 6	-----	2:14-3:00
Period 7	-----	3:05-3:50

### Early Release/Late Arrival Policy

**Any student who needs to leave school early or arrives late must check-in at the main office.** If a student needs to leave, s/he must obtain a permission slip from the office first. A permission slip will not be given unless a parent/guardian note or telephone call is received beforehand. This permission slip will permit the student to leave the classroom at a designated time.

All students leaving school ill must report to the nurse or the main office before leaving campus. If permission is not granted and the student leaves for whatever reason, the student may be subject to truancy violations.

## **CMS BELL SCHEDULE: 2-HOUR DELAY**

**Teacher Hours: 8:25-3:55**

**Entry: 10:15**

**Breakfast: 10:15-10:40**

**Tardy Bell: 10:45**

**Dismissal Bell: 3:45**

### CLASS SCHEDULE – "A" Lunch

Period 1	-----	10:45–11:15
Period 2	-----	11:20-11:50
Lunch	-----	11:50-12:20
Period 4	-----	12:25-1:20
Period 3	-----	1:25-1:55
Period 5	-----	2:00-2:30
Period 6	-----	2:35-3:05
Period 7	-----	3:10–3:50

### CLASS SCHEDULE – "B" Lunch

Period 1	-----	10:45-11:15
Period 2	-----	11:20-11:50
Period 4	-----	11:55-12:20
Lunch	-----	12:20-12:50
Period 4	-----	12:55-1:20
Period 3	-----	1:25-1:55
Period 5	-----	2:00-2:30
Period 6	-----	2:35-3:05
Period 7	-----	3:10-3:50

### CLASS SCHEDULE – "C" Lunch

Period 1	-----	10:45-11:15
Period 2	-----	11:20-11:50
Period 4	-----	11:55-12:50
Lunch	-----	12:50-1:20
Period 3	-----	1:25-1:55
Period 5	-----	2:00-2:30
Period 6	-----	2:35-3:05
Period 7	-----	3:10-3:45

## Academic Competitions

Crawfordsville Middle School students have the opportunity to participate in many academic competitions such as Spell Bowl, Spelling Bee, and Academic Super Bowl.

## Athletic/Extra-Curricular Events (Behavior)

Students are expected to follow *all* school rules at home and away athletic and/or extra-curricular events and activities. Students are expected to follow the directions of adult supervisors at those events and activities. Failure to follow school rules and/or the directions of adult supervisors will result in the student losing the privilege of attending athletic/extra-curricular events for an extended period of time and could result in further disciplinary actions. **When students leave an athletic or extra-curricular event, they will not be allowed to re-enter the event.**

## Athletics

Crawfordsville's athletic teams are known as *The Athenians*. Our school colors are blue and gold. The following sports are available for students: (Athletic Participation/Eligibility Rules are located in the Appendix.)

<u>Season</u>	<u>Activity</u>	<u>Months</u>
Fall	Football 6 <sup>th</sup> -7 <sup>th</sup> -8 <sup>th</sup>	Aug. – Oct.
	Soccer, Boys 6 <sup>th</sup> -7 <sup>th</sup> -8 <sup>th</sup>	Sept. – Oct.
	Soccer, Girls 6 <sup>th</sup> -7 <sup>th</sup> -8 <sup>th</sup>	Sept. – Oct.
	Tennis, Boys 7 <sup>th</sup> -8 <sup>th</sup>	Sept. – Oct.
	Volleyball 6 <sup>th</sup> -7 <sup>th</sup> -8 <sup>th</sup>	Sept. – Oct.
	Cross Country-Coed	Sept. – Oct.
Fall & Winter	Dance	Aug. – Mar.
Winter	Basketball, Boys, 6 <sup>th</sup> -7 <sup>th</sup> -8 <sup>th</sup>	Nov. – Jan.
	Basketball, Girls, 6 <sup>th</sup> -7 <sup>th</sup> -8 <sup>th</sup>	Jan. – Mar.
	Swimming, Co-ed	Jan. – Mar.
	Wrestling 6 <sup>th</sup> -7 <sup>th</sup> -8 <sup>th</sup>	Jan. – Mar.
Spring	Golf, Co-ed, 7 <sup>th</sup> -8 <sup>th</sup>	Apr. – May
	Tennis, Girls 7 <sup>th</sup> -8 <sup>th</sup>	Apr. – May
	Track – Co-ed	Apr. – May

## Backpacks

Students are not allowed to take backpacks (or other types of large bags/cases) into the classrooms. Students may bring backpacks to school, but they must be taken to the locker and left inside the locker until the end of the school day.

## Bicycles/Scooters

**Students must walk bicycles/scooters while on school grounds**, and upon arrival to school the bicycles/scooters are to be placed in the bicycle racks located at the rear entrance of the school. Students are not to remove bicycles/scooters from the racks until they are ready to leave school in the afternoon. Under no circumstances should the bicycle rider carry a passenger. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR DAMAGED BICYCLES/SCOOTERS.** All bicycles/scooters should be locked with a padlock when they are parked in the racks.

## **Books and Supplies**

All textbooks are rented to students for their use. They remain the property of the school. Students are expected to take care of their books. If books are lost or damaged, students and their parents/guardians will be responsible for payment.

## **Bullying/Teasing/Harassing**

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted and/or physical acts committed, or any other similar behavior is prohibited. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. At Crawfordsville Middle School we take bullying very seriously. We have implemented a systemic anti-bullying education and prevention program. The best way to end bullying anywhere is to talk about it, report it, take action, and monitor. Parents are asked to communicate with their child and the CMS administration. Together we believe we can make each child at CMS feel safe and secure.

Bully incident chain of events and discipline outline: Depending on the severity of the bullying incident, the steps may be passed in order to provide victim protection.

- 1<sup>st</sup> offense: Potential Bullying incident report filled out on both victim and perpetrator.  
Parent phone call to both parties.  
Harassment write up and intervention or mediation if needed.
- 2<sup>nd</sup> offense: Bullying report filled out: Report placed in both victim and perpetrator section of Bully incident log  
Parent phone call to both parties.  
1 detention after school
- 3<sup>rd</sup> offense: Bullying report filled out: Report placed in both victim and perpetrator section of Bully incident log .  
Parent phone call to both parties  
1 day of In-school suspension  
School resource officer intervention
- 4<sup>th</sup> offense: Bullying report filled out: Report placed in both victim and perpetrator section of Bully incident log.  
Parent phone call to both parties  
5 days of In-School suspension  
School resource officer intervention-possible charges  
Teen Court Referral 362-0694 (Jennifer White)
- 5<sup>th</sup> offense: Bullying report filled out: Report placed in both victim and perpetrator section of Bully incident log  
Parent phone call to both parties  
5 days out of school suspension/IEP conference/  
Parent conference with the perpetrator parents  
Parent conference with the victim parents  
School Resource officer intervention-possible charges
- 6<sup>th</sup> offense: Bullying report filled out: Report placed in both victim's and perpetrator's section of Bully incident log  
Parent phone call to both parties  
10 days out of school suspension/possible expulsion/MAP placement  
School resource officer intervention-possible charges  
Parent conference with both parties

## **Buses**

The Crawfordsville Community School Corporation is committed to getting students to school and home safely. The following rules are necessary for the safety of everyone. Each student will be seated immediately upon entering the bus and will remain seated the entire trip. Loud or profane language or indecent conduct will not be tolerated. Students should be at their pick-up points on time. Drivers will wait a reasonable amount of time but should not be expected to wait several minutes on a student. Students who misbehave on the bus may be asked to sit in an assigned seat, receive an office referral, or removed from the bus temporarily or for the remainder of the school year. Large band instruments are not allowed on the bus due to safety reasons. Band instruments must be able to be appropriately placed on a student's lap.

## **Cafeteria**

Crawfordsville Middle School does not allow pizza or other commercial food items to be delivered to students. Students are not allowed to bring in soda beverages or fast food during the school day. Lunch time visitors must be pre-approved by administration. Students will be entitled a negative ten dollar lunch balance. This will allow students to charge several meals before being given an alternate lunch option. The alternate lunch will consist of a Type A meal including: a fruit, a vegetable, a cheese sandwich or a peanut butter and jelly sandwich (depending on allergies in your child's school) and milk. There will be a \$1.00 charge for the alternate lunch. To assist parents in maintaining a positive lunch balance, an email will be sent to your personal email account to alert you when the balance is negative \$5.00. This will help you to know that your child is getting close to the ten dollar charging limit. You will be able to deposit money directly into your child's lunch account by accessing [Sendmoneytoschool.com](http://Sendmoneytoschool.com). To complete your registration on the website, you will need your child's food service number. Please contact Katie Montgomery, Food Service Director, at (765) 362-1913 if you need your child's number or if you have any food service questions.

## **Cell Phones and Electronic Devices**

If a student chooses to bring a cell phone or other electronic device (MP3 players, iPods, CD Players, etc....) to school, it must be powered off and kept in his or her locker until school is dismissed for the day. A student who possesses such electronics during the school day will be subject to disciplinary action. First-time violators of this rule will have their electronics confiscated, and the device can only be returned to a parent. Further offenses may lead to more serious consequences.

## **Cheating**

Students are expected to take pride in their work and be responsible for their own assignments. Therefore, unless a teacher specifically designates an assignment as a group project, students are expected to complete projects and assignments on their own. Cheating is a serious offense. If students are caught cheating, there will be consequences. Examples of cheating are as follows:

1. Copying another student's work when an assignment is intended to be done individually
2. Giving/accepting answers from others when not permitted by the teacher
3. Using someone else's work and presenting it as your own
4. Plagiarizing or using someone else's words without giving that person credit
5. Turning in the same document for two different assignments/classes
6. Using "cheat sheets"
7. Using a calculator or other aid when not permitted by the teacher
8. Taking credit for group work without contributing to the effort

Cheating offenses will result in the following:

1<sup>st</sup> offense - 0 on the assignment (calculated as 0% in figuring grades) and student/administrator conference required and telephone call or meeting with parent. Further offenses will lead to more severe consequences, which could include the student receiving an F for the grading period.

## Community Service

Service to others is an important part of Crawfordsville's education and experience. Students will have many opportunities this year to lead and participate in helping others and making our community a better place to live. Classes may be visiting nursing homes, cleaning up local areas, raising money or collecting items to assist community agencies, and performing other activities.

## Dances

CMS students are encouraged to attend and have fun at school dances. Some dances are limited to particular grade levels. All dances are limited to Crawfordsville students only. Behavior expectations at a dance are the same as for a regular school day. The sponsor of each dance will notify students regarding appropriate dress for that dance. If a student is in violation of the dress requirement, s/he will not be allowed to enter the dance. When a student leaves a dance and exits the building, s/he will not be allowed to re-enter.

## Dress Code

Dress code rules are necessary to maintain a positive learning atmosphere. Clothing considered acceptable outside of the school setting is *not* always acceptable in school.

1. Shoes or sandals must be worn. Students must be able to climb stairs safely.
2. Clothing and/or accessories that are indecent, unsafe, unhealthy, unclean, too brief, or so unusual that it distracts other students or teachers may not be worn. Hair styles must not be considered a distraction to the learning environment.
3. Sleeveless tops are permitted at CMS, but no tank tops or spaghetti straps/no large arm hole openings. No abbreviated clothing or layering over abbreviated clothing (halter tops, midriff tops, tube tops, or low necklines) unless the underneath top is totally covered. Shirts and tops must be long enough to be able to tuck into pants and stay tucked in.
4. Pants can have holes and frays, but **no skin can be visible. Pants can also not be torn, frayed, or ripped to the point of immodesty or indecency.** Pajama wear is not allowed. Pants must be worn at the waist and not drag on the floor or be excessively baggy. Shorts, skirts, and dresses must be an appropriate length. While administrative discretion will be used to determine appropriateness of length we recommend using the "fingertip" rule for guidance.
5. Clothing that is tight, flimsy, torn or ripped to the point of immodesty, or clothing that depicts violence or vulgarity of any kind may not be worn. 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.
6. Students are not to wear hats, bandanas, headgear, hoods and/or gloves inside the school building during regular school hours.
7. Sunglasses not medically prescribed are prohibited.
8. Coats, backpacks, totes, purses, and book bags are to remain in lockers and are not to be taken to the classroom during the day.
9. **Exposed body piercings, other than ear piercings, are *not* allowed.** Any exposed piercings, other than those in the ears, must be removed prior to entering the school. A tongue piercing is considered an exposed piercing and is not allowed in school.
10. Administrative discretion will be the final determination of dress code violations.



## Dress Code - continued

If the manner of dress, grooming, or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation. Students in violation of the dress code will be given three options to correct an inappropriate appearance:

Option 1: Use clothes provided by the school

Option 2: Call a parent or guardian to bring a change of clothes

Option 3: 1-day of in-school suspension

## Emergency Drills

Proper conduct during fire and disaster drills is a matter of life and safety. Copies of fire and disaster drill procedures are posted throughout the building. In order to better ensure the safety of our students, **there must be no talking or distracting movements during these drills.**

### Fire

Public schools are required by law to have a monthly fire drill. Students are instructed on how to leave classrooms. The teachers will go over the fire drill plan carefully with students and explain how to exit.

### Tornado

Tornado drills are held twice a semester. Students are instructed on procedures to follow.

### Lockout

All outside access entries will be locked, and students/teachers will not be allowed to leave the building. People will not be allowed in the building without proper identification and a specific need to enter.

### Lockdown

Teachers will lock their classrooms and keep students inside the room and away from doors and/or windows. Students and/or teachers outside of a classroom will immediately report to the nearest room.

## Field Trips

Field trips are arranged throughout the school year to enhance our students' education. When enrolling students, parents will be asked to complete a blanket permission form that covers all field trips. Students not obtaining parental permission will not be allowed to participate on field trips. Whenever a field trip is planned, the teacher/sponsor will provide a letter informing the parents/guardians of the particulars of the trip prior to the event. Students are reminded that while on a field trip they are representing Crawfordsville Middle School, their parents/guardians, and the community of Crawfordsville. While on field trips, students are expected to follow school rules and follow directions of adults in charge of supervision. Failure to do so will result in disciplinary consequences and loss of the privilege to participate in future field trips.

**Any student who is disciplined with any Out-of-School-Suspension (OSS) or In-School-Suspension (ISS) for two or more separate incidents will not be eligible to attend a school sponsored field trip or any future field trip during the academic year.** The student is still required to attend school on the day of the field trip, and instructional material will be provided for the student that ties with the educational experience that would otherwise have been acquired by attending the field trip. Administrator discretion will be the final determination for attendance of all field trips.

## **Food Allergen Field Trip Guidelines**

1. If a student has a life-threatening food allergy, the child's parent should be encouraged to attend the field trip to monitor the child.
2. A specially prepared lunch will be provided by the school's food service department to meet food allergy guidelines.
3. Students and adults attending the field trip will purchase the lunch through the school's food service department. Free and reduced lunch status will be applied as usual.
4. No outside food, lunches, or snacks will be allowed.
5. A chaperone or other adult attending the trip who has a life-threatening allergy requiring accommodations is responsible for alerting the school nurse or building administrator at least five days in advance of the trip.
6. A trained school employee, such as a classroom teacher, will accompany the class on the field trip and will maintain an epinephrine auto-injector for each student with a life-threatening allergy. A student who is trained in using epinephrine may carry his/her pen and may self-administer epinephrine.
7. A copy of the student's Life-threatening Allergy Management Plan (LAMP) will be taken on all field trips. The school employee will follow the student's Life-threatening Allergy Management Plan (LAMP).
8. In all situations where epinephrine is given, a staff member will immediately call 911. The parents or legal guardians will be notified after calling 911 as stated in the LAMP.

## **Guest Teachers/Substitutes**

We are fortunate to have guest teachers as substitutes when our regular teachers are absent. A guest teacher deserves the highest courtesy and cooperation from students at all times. Students will receive disciplinary referrals to the office for any misbehavior.

## **Guidance Program**

Students and parents are encouraged to contact the guidance department regarding any academic, social, or family issues. The guidance department may also be viewed as a bridge between the faculty and parents. The guidance counselor is here to provide individual, group, and classroom guidance. The counselor maintains an open door policy to students and parents alike. Information shared in the guidance department will remain confidential unless a child is in danger of harming him/herself or others.

## **Hall Conduct**

All teachers and staff have the authority and are required to correct any student they see misbehaving in the hallways. Walk—do not run—inside the building. Use a conversational tone in the halls. Avoid blocking halls and doorways. Pick up papers in the hall and use the trashcans when throwing things away. **KEEP YOUR HANDS TO YOURSELF.**

## **Hallway Passes**

Any time students are in the hall during class time, they must have a signed agenda book pass and they must display that pass so that it is visible.

## **Harassment**

The Crawfordsville Community School Corporation strives to maintain an environment that is free from racial and sexual harassment. It is a violation of school rules, and often of the law, for any student or staff member to harass or intimidate another student or staff member. If a student is the victim of any 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 will be kept confidential and investigated in a timely manner.

## Health Services

### Balloons

Due to student health concerns, latex balloons are not permitted at school. Many students have allergies to these items and they are not allowed on buses. Please help us keep kids safe and healthy.

### School Nurse Hours and Illness, Injury, Emergency Contact Information

The school nurse is on site during school hours for students in need of medical help or advice. **Parents are responsible for the transportation of students who become ill during the school day.** Parents are asked to keep sick children home until they are fever-free for 24 hours **without fever-reducing medication** and have no vomiting for 24 hours. In case of an acute illness, severe injury, or apparent need for medical attention, every attempt is made to notify the parent/guardian or emergency contact person. **Please make sure the school has a current phone number where you can be reached during school hours.**

### Medication Policy

*It is strongly recommended that medication be given at home whenever possible.* Even if your child is taking medications 4 times a day, such as an antibiotic for infections, a schedule can be made so that your child is only taking medication at home. If you need assistance with a home medication schedule, please confer with your doctor or ask the school nurse. The following requirements must be observed to comply with school policies regarding dispensing of medication to students:

**A.** A medication form must be on file in the office *before* prescription or non-prescription medication can be dispensed. Prescription medications require doctor and parent written instructions and signatures. Non-prescription medications require parent written instructions and signature. **A medication form is available in your school office or on the “Services” tab of the CCSC website.**

**B.** The prescribing physician must provide a written order stating the type or name of the medication, the dosage amount, the hours or interval between administration, and the period of time medication is to continue. *Prescription medication must be in the original container.*

**C.** Parents must bring all medication, prescription and non-prescription to school. **Students are not allowed to carry prescription or non-prescription medications. Students may never transport medications on a school bus.**

**D.** Non-prescription medication should be clearly labeled, and written directions from the parent must accompany it.

**E.** Continuing long-term medication must be re-verified at the beginning of each school year.

## Homework

Homework is an integral part of learning and an important component of the educational program at Crawfordsville Middle School. Experience has shown that low and/or failing grades are the result of students not completing homework assignments. Parents are encouraged to set aside time for their students to do homework, make sure students are completing and turning in homework assignments, and monitor their child's grades and homework assignments through PowerSchool. Failure to complete homework may result in disciplinary consequences and/or a reduced grade on the assignment. Homework is intended to fulfill one or more of the following purposes:

- Extend practice to strengthen skills introduced in the classroom
- Provide additional reading of literature or text material
- Enhance research skills in locating information
- Provide additional time to work on longer reports or projects

Students need to take into consideration daily homework as well as long term reports and projects and to plan accordingly so they will have time to complete them. It is our hope to respect family time and students' extra-curricular activities while developing good homework and study habits.

## Library Media Center

Books may be checked out for three (3) weeks with one renewal for an additional three (3) weeks. Students are responsible for paying for any lost or damaged books. Unpaid fines will be added to the student's book rental fee for the next school year. There are also computers available for classroom assignments and projects.

## **Lockers**

All lockers are the property of the school. They are made available for students to store school supplies and personal items necessary for use at school. Money and valuable items should *never* be left in lockers. Lockers should be maintained in an orderly manner and locked. All lockers may be subject to inspection. Writing in lockers is not allowed. Locker decorations must be approved by the office. (Corporation inspection procedures are located on page 34.) **Students should not give out their locker combinations to other students. Any student found sharing a locker and/or combination shall be subject to disciplinary consequences.**

## **Lost and Found**

All articles found in the school should be brought to the office and may be claimed when properly identified and described by the owner. A lost and found area is maintained in the cafeteria. Items left in the lost and found more than 30 days may be discarded.

## **Non-Custodial Parents**

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parents will also be allowed to participate in conferences and other activities.

**The non-custodial parent** may not visit with the student during the day, nor may the student be released to the non-custodial parent unless the custodial parent gives written permission. A certified copy of a court order restricting the rights of the non-custodial parent must be provided to the principal should a custodial parent wish to prohibit school visitation or the distribution of information to a non-custodial parent.

## **Public Display of Affection**

The school is not the place for students to openly display their affection for each other. Close physical contact will not be allowed. The parents of students who do not follow this rule will be contacted. If the problem continues, disciplinary action will be taken.

## **School Cancellations or Delays**

If it becomes necessary to close or delay school, the school corporation will contact families through its automated calling system and leave a message with the necessary details. The announcement will also be placed on social media outlets and the television channels WTHR Channel 13, WLFI Channel 5, and WISH TV 8. The announcement will also appear on the main page of our website. Please **DO NOT CALL** the administrators, superintendent, school, or teachers for this information. School days missed for weather related or other emergencies will be made up.

## **Skateboards / Roller Blades**

Skateboards, scooters, and/or roller blades are *not* to be used on school property.

## **Student Records and Directory Information**

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records. (Crawfordsville Community School Corporation's policies regarding student records and directory information are located on page 38 of this agenda.)

## Telephones

Telephones are located in all classrooms and other areas of the building. Students must have permission from Crawfordsville Middle School staff before using the telephone. Students should be polite and courteous when asking to use the telephone. Students who are rude and/or disruptive will be denied telephone privileges. While we want to provide students the use of telephones for emergency and/or unforeseen circumstances, too many students make a habit of wanting to use the office telephones *every* day. School telephones are business telephones. We encourage students and parents to make their plans *before* students leave for school in the morning.

## Technology Rules

1. No food or drinks should be consumed or placed anywhere near the laptop computer. When using the laptop, you should have clean hands.
2. The screen is the most fragile part of the laptop. Do not touch the screen with your finger, pencil, pen, or other object. Do not stack anything on top of the laptop as this might cause pressure on the laptop lid and cause the screen to break.
3. Any problems with a laptop should be reported to the teacher in charge, and then the teacher will report the problem to the technology staff.
4. Always plug the electrical plug into the computer first, and then plug the cord into the electrical outlet.
5. Do not give your ID or password to any other student to use. Using another student's ID and password will cause you to lose your computer privileges.
6. If you accidentally access an inappropriate website on the Internet at school, report it to the teacher immediately. Your teacher will note the site address and then exit that site. The teacher will then notify the technology staff so that we can adjust the filtering software and also note on your access log that this was accidental so that you will not lose your computer privileges.
7. Save your work to the "my documents" folder or your network folder. Any work saved to the desktop will be lost. Always save to the two sources mentioned.

## Loss of Computer Privileges

- 1) Abuse, damage, breakage of laptop or technology equipment
  - a) First time - Loss of laptop computer privileges until restitution is made
  - b) Second time - Loss of laptop computer privileges for one calendar year minimum. Restitution will be required before student regains laptop computer privileges
- 2) Inappropriate use of computer (such as Yahoo messenger, Instant messenger, chat rooms, pornographic websites, searching for inappropriate material, or using another students ID/password)
  - a) First time - Loss of Internet privileges for one (1) month
  - b) Second time - Loss of Internet privileges for one (1) calendar year
  - c) Third time - Loss of laptop computer privileges for one (1) calendar year

## Valuables

Please do not bring valuable items or large amounts of money to school. You bring them at your own risk. The school is not responsible for replacing lost or stolen items.

## Visitor Protocol & Background Checks

All visitors to Crawfordsville Community Schools should enter the main entrance of the school during regular operating hours. Visitors will report to the main entrance and press the buzzer. Each visitor will need to state his/her name and the reason for the visit. Each visitor will be required to show a valid driver's license or other valid photo identification. If access is granted, the visitor will report to the receptionist desk and sign the visitor book. The visitor will list his/her name, date, destination (area and/or person to be visited) and time of arrival. After signing the ledger, a lanyard or visitor tag will be issued to the visitor to wear in a visible location. Before leaving the school building, the visitor will sign out. Any person who meets privately with a student or who takes a student out of the building must show photo identification, if the secretary or school administrator cannot identify the individual.

A limited criminal history will be required of parents, guardians, relatives, and community members who will be in contact with students. This includes chaperoning on field trips, eating lunch with a child, volunteering to assist in classrooms, or reading with students. Visitors will not be permitted to access student lockers or walk through the building unescorted.

Background checks will not be required for visitors attending case conferences, parent/teacher conferences, and special events, when visitors are invited, such as Grandparents' Day, class plays, concerts, athletic events, and walk-a-thons.

## ACADEMIC INFORMATION

### Academic Athletic Eligibility

To be academically eligible to compete in interscholastic sports, students must receive passing grades in six of their seven classes. Eligibility will be checked and participation determined at every 4 ½ weeks grading period. The second nine weeks grades will be used in determining eligibility for winter sports beginning their season in January. The last nine weeks grades of each school year will be used in determining eligibility for participation in fall sports for the next school year.

**Attendance:** Students are expected to make school attendance a priority. **Student athletes must be in attendance at school by 12:15 p.m. and attend all afternoon classes to be eligible for extracurricular activities that day.** Exceptions to this would be prearranged absences, funerals, or school-related functions. An athlete who is unable to participate in physical education class may not participate in athletics. **Students suspended from school, either in school or out of school, are prohibited from attending athletic practices and/or extracurricular events for the duration of the suspension.**

### Grades

Report cards will be issued four times during the school year at the end of each nine weeks grading period. Progress reports will be provided to each student four and one-half weeks into each nine-week grading period. These reports are designed to inform parents of their students' progress and/or lack of progress and allow time for any needed adjustments before the grading period ends.

### Grading Scale

A+ = 100 – 99	B+ = 88 – 89	C+ = 78 – 79	D+ = 68 – 69
A = 94 – 98	B = 84 – 87	C = 74 – 77	D = 64 – 67
A- = 90 – 93	B- = 80 – 83	C- = 70 – 73	D- = 60 – 63

F = 59 and below    I = Incomplete    S = Satisfactory

### Honor Roll

The honor roll at Crawfordsville Middle School is divided into two categories – those students receiving all “A’s” (High Honor Roll) and those with “A’s” and “B’s” (Regular Honor Roll). All classes taken apply toward honor roll eligibility. The high honor roll and regular honor roll will be computed at the end of each nine-weeks based on the grades received during that grading period. A student will have four opportunities during the school year to be on the honor roll.

### Student Promotion, Remediation, and Retention

Crawfordsville Middle School’s vision is to have each student achieve academic success. Throughout the school year, teachers, administrators, counselors, and other staff work with students and parents to help students succeed. Unfortunately, each year some students do not achieve at acceptable levels. **Interventions may be assigned to students who are struggling academically.** Several factors will be utilized in determining whether or not a student should be retained, such as passing grades in classes, passing portions of the ISTEP+/NWEA, a student’s age, and a student’s attendance.

Each case of possible retention will be considered by administrators on an individual basis with decisions being made that are in the best interest of the student.

## ATTENDANCE INFORMATION

### Tardiness Policy

A tardy is defined as a student who is not in his/her seat when the bell rings to begin class. To prevent being tardy to class, students should keep their lockers organized, avoid loitering in the halls, and use their passing time wisely. The tardy disciplinary consequences begin after a student is tardy more than two (2) times to a class. After a second tardy, the following tardy consequences will result:

3 <sup>rd</sup> tardy – warning	4 <sup>th</sup> tardy – a lunch detention
5 <sup>th</sup> tardy – a 1-hour detention	6 <sup>th</sup> tardy – a 2-hour detention
7 <sup>th</sup> tardy or more – a 2 hour detention & parent conference	

\*\*Students who accumulate more than 20 TOTAL tardies during a grading period will receive a 2-hour detention and an additional detention for each day that follows.\*\*

School administrators shall determine final interventions for tardy discipline.

Tardy records are cleared and begin accumulating again each grading period.

### Compulsory Attendance

A child is required to attend school beginning with the school year in which the child becomes 7 years of age (IC 20-33-2-6). A child who will attend a nonaccredited, nonpublic school is required to attend school no later than the date on which the child becomes 7 years of age (IC 20-33-2-8). Note that the starting age for kindergarten, age 5 by August 1, does not affect the starting age for First Grade. There is no requirement that a child must be 6 years old by August 1 in order to attend First Grade. Responsibility for a child's attendance in school falls under (a) the student (IC 20-33-2), (b) the parent (IC 20-33-2-27), and (c) the school corporation administrator and the administrator of any other educational, correctional, charitable, benevolent institution, or training school having children under the institution's authority (IC 20-33-2-29). In most cases a child is required to attend school until the child graduates or becomes 18 years of age.

### Chronic Absenteeism

Chronic absenteeism is defined as students absent from school for ten percent (10%) or more of a school year for any reason. "Under IC 20-33-2-25, the 'Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services.**"

### Habitual Truancy

IC 20-20-8-8 defines habitual truancy as a student who has been absent for ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

### Exceptions

The following are not counted as absences (excused or unexcused) in accordance with Indiana Code.

- Page or honoree in the Indiana General Assembly
- Witness in judicial proceedings. This includes any required court appearance such as probation hearings
- Helper to a political candidate, a political party, or to a precinct election board on the date of an election

### School Grounds

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 truant. Students who become ill at school should report to the clinic. The clinic will contact the parent if it is determined the student should go home. Students who are potentially ill **MUST** report to the clinic; any student leaving school grounds without direct permission from the clinic or an administrator may be considered truant.

### Perfect Attendance Criteria

A student who has not had an absence, been late to school, or had an early dismissal from any class throughout the school year is considered eligible for a yearlong or annual perfect attendance award. A perfect attendance award will allow up to three tardies in a school year. School-sponsored activities do not count as an absence.

### **Attendance Policy**

Students in the high school or middle school are marked absent when they are not in attendance for twenty (20) or more minutes during any class period. Students in the elementary schools are marked absent when they are not in attendance for 90 minutes or more than half of a day. Administrators, counselors, attendance officer, and teachers will continuously monitor student attendance and communicate the importance of regular attendance to students and parents. There are two major types of student absences: **1) Excused** – defined as absences for which the student's whereabouts are accounted for at the time of absence and reason for absence is school approved and **2) Unexcused** – defined as absences for which there is no verification of a student's whereabouts or absences that are not school approved.

### **Clarification of Excused Absences**

Excused absences are defined as absences for which the student's whereabouts are accounted for at the time of absence and reason for absence is school approved. Excused absences with parental/guardian notifications include, but may not be limited to:

- 1) Personal illness requiring a practitioner'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.
- 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, nephew, or brother-in-law or sister-in-law.
- 3) Legal, medical, and dental appointments should be cleared with the school before the appointment when possible. The student must bring back a written signature back from the practitioner 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 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.

\* 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.

### **Family Vacations/Pre-Approved Absences**

**Parents are encouraged to vacation during scheduled school breaks.** Students who wish to apply for prearranged absences should use the following application procedure. Administrative discretion will be used to determine if the application is approved. Applications from students with poor attendance records will be denied.

- The parent must personally file a request with the school one full week **prior to the absence**.
- It is the responsibility of the student to inquire about make-up work.



**Interventions for Unexcused Absences**

The following chart outlines guidelines for administrator and attendance officers in dealing with unexcused absences in an effort to improve student attendance.

<b>Administrator and/or Attendance Officer Action Steps</b>	
<b>Number of UNEXCUSED Absences</b>	<b>Interventions for UNEXCUSED absences</b>
1-3	<ul style="list-style-type: none"> <li>• Verify absences, call home, After School and/or Lunch Detentions</li> </ul>
4-6	<ul style="list-style-type: none"> <li>• After School and/or Lunch Detentions, Parent Meeting, Required After School Homework Help</li> </ul>
7-10	<ul style="list-style-type: none"> <li>• After School and/or Lunch Detentions, Parent Meeting, Attendance Contract, Required After School Homework Help</li> </ul>
11	<ul style="list-style-type: none"> <li>• Contact Montgomery County Probation with formal report</li> <li>• Contact Department of Child Services with formal report</li> <li>• Loss of Work Permit and Driver’s License</li> <li>• Classroom Credit Denial</li> <li>• Consider expulsion</li> </ul>
<b><i>School administrators shall determine final interventions.</i></b>	

**Late to School**

Students that are more than 20 minutes late to school, but have parental or guardian verification/knowledge of their whereabouts, will be assigned the consequences listed below. Additionally, a report of educational neglect will be made to the Montgomery County Division of Child Services upon the third time a student is late to school.

- |  |   |
|--|---|
| 1 <sup>st</sup> Late to School-Warning             | 4 <sup>th</sup> Late to School-a 2-Hour Detention   |
| 2 <sup>nd</sup> Late to School- a Lunch Detention  | 5 <sup>th</sup> Late to School-a 3 Day Lunch Detention and 2-Hour Detention   |
| 3 <sup>rd</sup> Late to School-a 1- Hour Detention | 6 <sup>th</sup> Late to School-a 5 Day Lunch Detention and 2-Hour Detention & Parent Meeting with Attendance Contract |

**Truancy/Habitual Truant**

Truancy is defined as being willfully absent from school without parental verification or knowledge, leaving school grounds without consent of parents and administration, or attempting to evade the school’s attendance policy. Absences that occur without parental notification must be verified by parents within 24 hours after the student returns to school by telephone, direct contact, or a note from the parent/guardian. Should the absence remain unverified after 24 hours it may be deemed truancy and subject to the consequences listed below.

Habitual truancy is defined as a student who is absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. The school's administrators may withdraw the designation of "habitual truant" when the student has attended school for 180 days without another truancy. In accordance with Indiana Code any person who is determined to be a "habitual truant" when they are 13 or 14 years of age cannot be issued an operator's license or learner's permit until the age of 18 or until the label is removed by the school principal. This provision can include truancy from individual classes throughout the school day, and each successive day of truancy may be deemed as a separate offense.

### Truancy Consequences

First Truancy:

- Detentions
- An informal referral will be made to the Montgomery County Probation Department

Second Truancy:

- Detentions and/or suspensions
- A referral will be made to the Montgomery County Probation Department, and the Welfare Department will be notified

Third Truancy:

- Student classified “habitual truant” and Bureau of Motor Vehicles notified
- The 3<sup>rd</sup> truancy will result in suspension pending expulsion for the school term or alternative placement
- In the case of pending expulsion, a due process hearing will be offered

### **Notification of Bureau of Motor Vehicles**

When necessary the school principal or the principal’s designee will, before October 1 and before February 1 of each year, submit to the Indiana Bureau of Motor Vehicles the name of each student who is at least thirteen years of age and less than eighteen years of age and is determined to be a habitual truant, or have been suspended from school more than two times in a school year, or have been expelled from school in accordance with IC 20-33-2-11, or have been withdrawn from school for reasons other than financial hardship.

Students identified on this list may not be issued an operator’s license or a learner's permit to drive a motor vehicle or motorcycle until the student is at least eighteen years of age. Any student who has been denied a license or permit or who has had a license or permit invalidated, may get a license issued/revalidated by establishing to the satisfaction of the principal or his designee or the school s/he attends that the action which caused the invalidation has been corrected.

### **STUDENT DISCIPLINE INFORMATION**

#### **Character Counts**

The purpose of school is to provide a quality education for all students. Students are expected to accept responsibility for their own behavior while enrolled at Crawfordsville Middle School. We are a Character Counts school corporation, and students are expected to adhere to the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. *If each student acts according to these principles, there will be no discipline problems at school.*

#### **Positive Behavior Intervention & Supports (PBIS)**

One way Crawfordsville Middle School supports the expectations of Character Counts is through Positive Behavior Interventions & Supports (PBIS), a proactive, school-wide system of support which defines, teaches, and supports appropriate student behaviors as a means of maintaining a positive school environment. PBIS focuses on common language, expected behaviors, and rewarding positive behaviors in a variety of school settings.

#### **Discipline**

Because students are responsible for their behavior while enrolled at Crawfordsville Middle School, they may receive consequences for violating school rules. Grounds for receiving consequences apply when a student is on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a group, including summer school. They also apply while students are off school grounds at a school activity, function, or event, or traveling to and/or from school or a school activity, function, or event. For specific offenses or infractions, possible consequences can be found below.

The discipline plan applies to all students unless otherwise specified in an alternative document, such as an Individualized Education Plan (IEP). *The Crawfordsville Community School Corporation’s policy for Student Discipline, Grounds for Suspension/Expulsion, and Substance Abuse Policies are located in the Corporation Policy section of this handbook and are applicable to Crawfordsville Middle School students. All students will be afforded due process rights as outlined in Indiana Code 20-33-8-18.*

<i>Minor Infractions</i>	<i>Major Infractions</i>
<ul style="list-style-type: none"> <li>● Minor Disruptions</li> <li>● Dress Code Violation</li> <li>● Minor Defiance</li> <li>● Electronic Devices</li> <li>● Horseplay</li> <li>● Minor Disrespect</li> <li>● Refusing to Work</li> <li>● Unprepared</li> <li>● Tardies</li> <li>● Candy/Food in Hallways/Class</li> <li>● Public Display of Affection*</li> <li>● Cheating/Plagiarism*</li> <li>● Profanity/Inappropriate Language*</li> </ul>	<ul style="list-style-type: none"> <li>● 4<sup>th</sup> Minor Infraction</li> <li>● Battery</li> <li>● Bullying (verbal, physical, electronic, written)</li> <li>● High Level Disrespect &amp; Defiance</li> <li>● Fighting</li> <li>● Weapons</li> <li>● Drugs/Alcohol/Tobacco</li> <li>● Verbal Aggression or Profanity</li> <li>● Threats to any Persons</li> <li>● Destruction of Property</li> <li>● Harassment</li> <li>● Attendance</li> <li>● Repeated Tardies</li> <li>● Theft</li> </ul>

\* *Direct ODR referral is possible depending on the severity of these infractions.*

*Due to the severity of any event, discipline consequences may not always follow the established discipline ladder and may also have the potential to be referred to local law enforcement*

**Consequences for Disciplinary Infractions**

Offense/Infraction		Level of Consequence						Police Report
		1	2	3	4	5	6	
Absence (unlawful and/or excessive) <i>Excessive absences may result in loss of credit for the term</i>		*	*	*	*	*	*	
Alcohol and Other Drugs	Possession					*	*	*
	Consumption; Under the influence					*	*	*
	Distribution						*	*
	Possession w/ intent to distribute						*	*
Assault – Student on Student				*	*	*	*	*
Assault – Student on Staff						*	*	*
Bomb Threat						*	*	*
Bullying, Harassment, Intimidation, and/or Extortion		*	*	*	*	*	*	*
Cheating/Plagiarism (May fail or not receive credit for assignment or course)		*	*	*				
Computer Misuse	Irresponsible and/or Mischievous Use	*	*	*				
	Impersonation			*	*	*	*	*
	Malicious Modification			*	*	*		
	Criminal Behavior				*	*	*	*
Destruction of Property/Vandalism			*	*	*	*	*	*
Disrespect Toward Others		*	*	*	*	*	*	
Disruption to Classroom/School		*	*	*	*	*	*	

Dress Code Violation (Will be required to change clothes)		*	*	*				
Electronic Device Misuse (includes cell phones)		*	*	*				
False Fire Alarm						*	*	*
False Accusations/False Information/Failure to tell the Truth		*	*	*	*			
Fighting	<i>First Offense</i>			*	*	*	*	*
	<i>Second Offense</i>				*	*	*	
	<i>Third Offense</i>					*	*	
Fireworks and/or explosives (including possession) or giving the appearance of possessing explosives					*	*	*	*
Forgery			*	*	*			If illegal
Gambling			*	*	*			
Hazing					*	*	*	*
Horseplay/Roughhousing		*	*	*	*	*	*	
Inappropriate Actions	Inappropriate language		*	*	*			
	Inappropriate physical contact			*	*	*	*	*
	Sexual Activity				*	*	*	*
	Possession of Pornographic Material			*	*	*		
Inciting or Participating in a School Disturbance				*	*	*	*	If causes injury
<b>Level of Consequence</b>								
<b>Offense/Infraction</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Police Report</b>
Insubordination/Defiance			*	*	*	*	*	
Leaving Class and/or School Grounds without Permission				*	*	*	*	*
Matches/Lighter(s)	Possession		*	*				
Possession and/or Use of Dangerous or Illegal Items					*	*	*	*
Possessing, using, transmitting or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind (or that which gives the appearance of the aforementioned items), or any paraphernalia used in connection with the listed substances					*	*	*	*
Racial Slur(s)				*	*	*		
Setting or attempting to set a fire					*	*	*	*
Sexual Assault							*	*
Sexual Harassment				*	*	*	*	*
Stealing and/or Theft				*	*	*	*	*
Tardies		*	*	*	*	*		
Threat to staff (physical, written, and/or verbal)					*	*	*	*
Threat to student (physical, written, and/or verbal)				*	*	*	*	*
Tobacco (including electronic cigarettes or any item that looks like or is represented to be an “e-cigarette) <i>Possession, Distribution, and/or Use</i>	1 <sup>st</sup> Offense			*				
	2 <sup>nd</sup> Offense				*			
	3 <sup>rd</sup> Offense – 10 days CASS pending Expulsion					*	*	*

Weapons – Possession (including look-a-like weapons)	Firearm					*	*
	Knife (This offense can lead to expulsion)			*	*	*	*
	Weapon (other than knife or firearm)			*	*	*	*
Unlawful activity that interferes with school purposes or an educational function			*	*	*	*	*
Use of Weapon to Cause or Attempt to Cause Injury or with the Intent to Cause Injury						*	*

### Consequence Chart

<b>Level 1</b>	<i>Classroom Interventions</i>	
	Parent/Guardian Contact Letter of apology Seat change Conference with student	Warning Loss of privileges Confiscation of item Peer Mediation
<b>Level 2</b>	<i>Consequences/Interventions</i>	
	Parent/Guardian Contact Confiscation of item Peer mediation After school detention	Behavior Contract Conference with parent/guardian Conference with student Lunch Detention
<b>Level 3</b>	<i>Consequences/Interventions</i> - Office referral required - Parent/guardian notification required	
	Friday Detention (2 hours) Community Service	In-School Suspension (1-3 days) Out of School Suspension (3-5 days)
<b>Level 4</b>	<i>Consequences</i> - Office referral required - Parent/guardian notification required	
	In-School Suspension (3-5 days) Out of School Suspension (5-10 days)	Restricted activity/loss of privileges
<b>Level 5</b>	<i>Consequences</i> - Office referral required - Parent/guardian notification required	
	Extended Suspension/Alternative Placement (10 days)	
<b>Level 6</b>	<i>Consequences</i> - Office referral required - Parent/guardian notification required	
	Suspension pending Expulsion	

These charts do not encompass all potential violations or consequences. Engaging in any activity forbidden by the laws of Indiana or violating any rule that constitutes interference with school purposes or an educational function is grounds for disciplinary action. Previous suspensions or other disciplinary actions taken throughout the school year will be utilized in determining consequences for additional misbehaviors.

### **After School Detention/Friday Detention/Lunch Detention**

After school detentions are scheduled for one-hour after school - usually on Tuesdays and Thursdays. Failure to attend an after school detention, without prior arrangements from an administrator, will result in being assigned a two-hour Friday detention (minimum). This quiet time is to be used to complete homework, reading, and/or other required work.

Friday detentions are scheduled for two-hours after school. Failure to attend a Friday detention without prior arrangements from an administrator is considered truancy and will result in additional Friday detentions and/or in-school suspension. A Friday detention may be used for any disciplinary situation that warrants its use as recommended by the faculty and reviewed by the administration. Parents will be notified by mail should these consequences be necessary for their child.

Lunch detentions are scheduled during each of our lunch shifts. Students will sit in back of the lunchroom to eat and work. Failure to attend lunch detention may result in being assigned an after school detention.

### **Rules for After School and Friday Detentions**

- Students must arrive on time.
- Students (and their parents) must provide their own transportation.
- Students are not to talk unless they raise their hand and receive permission from the supervisor.
- Students are not to leave their seats unless they are given prior permission by the supervisor.
- Students are not to sleep, lean back in chairs, or rest heads on desks.
- Students are not allowed to have drinks, gum, candy, or other snacks.
- Students are to work on class assignments, review class materials, or read a book. Assignments involving technology *must* have written teacher approval.
- All school rules apply to students while they are in detention.
- If students fail to cooperate during detention, the supervisor will dismiss the student to go home, and the student will be subject to more severe disciplinary consequences.

Should a Friday detention be missed due to an absence from school or permission is granted from an administrator, the time will be made up on the following Friday.

### **In-School Suspension**

In-school suspension will be assigned by the administration to students who cannot conform to the school policies. Failure to follow the rules of ISS will result in additional days in ISS or out-of-school suspension. While assigned to in-school suspension, the student will be isolated and classroom work will be provided. Students completing assigned classroom work will receive full credit. Assigned time to in-school suspension is considered an educational alternative and is not considered an absence. Students are required to bring study and reading material. Students will have the necessary amount of time to eat lunch and two restroom breaks will be provided. If students do not successfully complete the requirements of the in-school suspension program, additional time will be assigned.

Students assigned to in-school suspension may not participate or attend extra-curricular activities. If a student is assigned to in-school suspension on a Friday and a Monday, the student may not participate or attend school activities on the weekend.

### **Out of School Suspension**

This action is generally used for suspensions of 3 to 10 days. Administrators will use their discretion to determine whether students are provided their regular assignments and credit is given for successful completion of those assignments.

Students assigned to Out of School Suspension may not participate or attend extra-curricular activities. If a student is assigned to Out of School Suspension on a Friday and a Monday, the student may not participate or attend school activities on the weekend.

**Social Exclusion**

Social exclusion is defined as allowing the student to attend classes but excluding the student from activities beyond the classroom. The decision to place a student on social exclusion will be made by the student’s principal. Each student has the right to appeal this decision. The appeal process begins with the principal. Further appeals are to be made to the superintendent, with final appeals heard by the school board. In addition, the sponsor/coach of any activity retains the right to impose additional consequences. The seriousness of the student’s conduct will determine the length of social exclusion. Any student who is determined by the juvenile court system to need “informal adjustment” will be placed on probation by the principal. Students are reminded that social exclusion may be used in lieu of expulsion.

**Lethality Examination**

In our attempt to provide a safe and secure educational environment, we may require students to take a lethality examination at the expense of their parents. Should a student make a verbal threat indicating bodily harm to oneself or to another student, faculty or staff member, or should s/he indicate behavior alluding to massive destruction of school property, that student will be suspended from school.

**Lethality Examination - continued**

During the suspension dates, parents/legal guardians will be required to take the student to a certified clinic to undergo a test to determine the mental well being of the student. Once the results of the examination are provided to the school and the results indicate the student is not a threat, s/he will be reinstated to attend classes. Time missed during suspension is not counted towards the 10 absences per semester limit. Assignments missed will be provided and full credit issued when the assignments are turned in. Guidance counselors will help make arrangements for the lethality examination, if necessary.

**CORPORATION POLICIES**

**Extra-Curricular and Co-Curricular Eligibility and Rules**

The extra-curricular discipline code covers eligibility for all students participating in extra-curricular events that are not required for academic credit (co-curriculars).

Extra-Curricular Groups

Bowling	Dance Team	Marching Band	Flag Corps	Percussion Group
Robotics	Speech Team	Play/Musical		Academic Teams

To be scholastically eligible for extra-curricular teams/groups, students must have received passing grades at the end of their last grading period in 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 for all extra-curricular activities.

I. Definitions

A. The “next sport session” the student would participate in shall be determined as:

1. The next season in which the student had participated during the previous school year, or;

2. The next season the student had given indication of his/her intention to participate in to a coach/sponsor of that activity prior to being made aware of his/her suspension.

B. “Out of season” includes all times a student is not currently participating in a Crawfordsville High School sport or extracurricular. “Out of season” includes summer.

C. “Suspension of a student from activity” shall mean the administration and/or coach/club sponsor of the student have reasonable evidence, which clearly establishes that the student has violated this code.

D. “Suspension from activities” for tobacco, alcohol, and drug violations shall mean a suspension from team/club contests/performances, but the suspended student may be permitted to practice with the team/group.

E. “Season contest/performances” includes all tournaments, invitationals, and performances with each tournament being considered one regular season contest.

F. “Substance use” involves possessing, transmitting, or being under the influence of any narcotic drug, synthetic drug, hallucinogenic drug, inhalant, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any controlled substance without a medical doctor’s prescription.

G. “Tobacco use” involves possessing, transmitting, or being under the influence of any tobacco product (including cigarettes, cigars, chewing tobacco, e-cigarettes, vaporizers, juuling or snuff),

1. Students must be enrolled in the random drug screening program administered by the Crawfordsville Community School Corporation to participate in extra-curricular events.
2. A positive drug test shall be a violation of the Extra-Curricular Discipline Code for substance use.
3. Refusal of a student to provide a specimen for drug testing shall be treated as a "positive" test result.

II. Suspension Procedure

- A. All suspensions shall begin with the notification of the student of his/her suspension by the administration. All suspensions shall be consecutive events beginning with notification to the student by the administration.
- B. Any percentage of total season contests/performance, 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/performance for the suspension.

III. Infractions Not Involving Substance Use

	Extra-Curricular Activities
1 <sup>st</sup> Infraction	The student will be suspended from activities for 20 percent of the contest/performance. If less than 20 percent of the contest/performance are left, the remaining days will be served during the next season.

- A. Any student 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
  1. 20% of the total season contests in that sport for a first violation.
  2. 33% of the total season contests in that sport for a second violation.
  3. The remainder of the contest season in that sport for a third violation.

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.

B. Any student (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 acts in a manner that brings embarrassment or shame to yourself and/or your school may be suspended from participating by the principal and/or athletic director subject to the following:

1. Examples of the such conduct include any illegal activity, any non-legal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official, or student.
2. A student violating a traffic law may not be subject to suspension from participation solely for that reason; however, if the charge is reckless homicide or driving under the influence, the student may be subject to suspension.
3. The length of the suspension imposed by the Principal and/or Athletic Director shall be determined after considering:
  - a. The seriousness of the nature of the offense.
  - b. The circumstances surrounding the committing of the offense.
  - c. Other offenses or violations committed by the athlete prior to the current offense.

C. Having given consideration to the factors above, the principal and/or athletic director may impose one of the following suspensions:

1. 20% of the total season contests of the student's current or next season.
2. 33.3% of the total season contests of the student's current or next season.
3. 50% of the total season contests of the student's current or next season.
4. 100% of the total season contests of the student's current or next sport season.
5. One calendar year.
6. The remainder of the student's high school career.

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



Reduction in Penalty:

Any student in violation of subsections III-A or B 1 may elect to have his/her suspension reduced to 15% of the total suspension by:

- (A) Completing both the NFHS Bullying, Hazing, and Inappropriate Behavior and Sportsmanship courses. A certificate of completion must be provided to the CHS administration.
- (B) Completing 15 hours of community service signed off by the supervisor/supervisors prior to returning.

If the student agrees to both steps A and B as mentioned above, then the student may have his/her penalty reduced to 15%. The percentage of reduction if either of steps A or B's obligations are not met, then the student will be suspended immediately according to the policy.

IV. Infraction Involving Substance use (see Definition F)

A. First violation

	<b>Extra-Curricular Activities</b>
1 <sup>st</sup> Infraction	The student will be suspended from activities for 50 percent of the contest/performance. If less than 50 percent of the contest/performance are left, the remaining days will be served during the next season.

1. Any student (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 or alcohol shall be suspended for 50% of the total season contests in their current or next sport season.
2. If less than 50% of the total season contests remain in the student'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 student equal to 50% minus the percentage of total contests remaining in the student's current season in which the suspension occurred.

Reduction in Penalty:

Any student in violation of subsections IV-A-1 may elect to have his/her suspension reduced to 25% of the total suspension by:

- (A) Completing an online drug and alcohol awareness course. (The cost of evaluation and/or enrollment in such a program will not be borne by the school system or athletic department.) A certificate of completion must be provided to the administration.
- (B) Completing 15 hours of community service signed off by the supervisor/supervisors prior to returning.

If the student agrees to both steps A and B as mentioned above, then the student may have his/her penalty reduced to 25% of the total suspension. If either of steps A or B's obligations are not met, then the student will be suspended immediately according to the policy.

B. Second violation

	<b>Extra-Curricular Activities</b>
2 <sup>nd</sup> Infraction	The student will be suspended from activities for 100 percent of the contest/performance. If less than 100 percent of the contest/performance are left, the remaining days will be served during the next season.

1. Any student (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 or alcohol shall be suspended for 100% of the total season contests in their current or next sport season.
2. If less than 100% of the total season contests remain in the student's current season, the suspension shall be continued to the next sport season the student would participate in. The continued suspension shall include a percentage of the total season contest remaining in the student's current sport season when the suspension occurred.

Reduction in Penalty:

Any student in violation of subsections IV-B-1-2 may elect to have his/her suspension reduced to 50% of the total suspension by:

- (A) Completing all requirements for an approved professional evaluation. This agency must be staffed and equipped to respond adequately to the problems of the student and be capable of assisting the student to a solution of the problem which caused the violation of the discipline code. (The cost of evaluation and/or enrollment in such a program will not be borne by the school system or athletic department.)

(B) Completion of 30 hours of community service prior to returning.

If the student agrees to both steps A and B as mentioned above, then the student may have his/her penalty reduced to 50% of the total suspension. If either of steps A or B's obligations are not met, then the student will be suspended immediately according to the policy.

C. Third and subsequent violations of Substance use or Tobacco

	Extra-Curricular
3rd Infraction	The student will be declared ineligible from activities for the remainder of his/her high school career.

1. Any student (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 extra-curricular activities at Crawfordsville Middle School.

V. Infractions involving Tobacco Use (see Definition G)

A. First Violation

	Extra-Curricular Activities
1 <sup>st</sup> Infraction	The student will be suspended from activities for 20 percent of the contest/performance. If less than 20 percent of the contest/performance are left, the remaining days will be served during the next season.

1. Any student (in-season or out of season) who commits a first violation of the discipline code by tobacco use (possessing, transmitting, or being under the influence) of tobacco shall be suspended for 20% of the total season contests in their current or next season.
2. If less than 20% of the total season contests remain in the student's current season, the suspension shall be continued to the next season in which the student would participate. The continued suspension shall include a percentage of the total season contests in the next season of the student equal to 50% minus the percentage of total contests remaining in the student's current season in which the suspension occurred.

Reduction in Penalty:

Any student in violation of subsections V-A-1-2 may elect to have his/her suspension reduced to 10% of the total suspension by:

- (A) Completing the Indiana Tobacco Awareness Class taught through the North American Learning Institute. (The cost of evaluation and/or enrollment in such a program will not be borne by the school system or athletic department.) A certificate of completion must be provided to the administration.
- (B) Completing 15 hours of community service signed off by the supervisor/supervisors prior to returning.

If the student agrees to both steps A and B as mentioned above, then the student may have his/her penalty reduced to 10% of the total suspension. If either of steps A or B's obligations are not met, then the student will be suspended immediately according to the policy.

B. Second violation

	Extra-Curricular Activities
2nd Infraction	The student will be suspended from activities for 50 percent of the contest/performance. If less than 50 percent of the contest/performance are left, the remaining days will be served during the next season.

1. Any student (in season or out of season) who commits a second violation of the discipline code by tobacco use shall be suspended for 50% of the total season contests in their current or next season.
2. If less than 50% of the total season contests remain in the student's current season, the suspension shall be continued to the next season the student would participate in. The continued suspension shall include a percentage of the total season contest remaining in the student's current season when the suspension occurred.

Reduction in Penalty:

Any student in violation of subsections V-B-1-2 may elect to have his/her suspension reduced to 25% of the total suspension by:

- A) Completing all requirements for an approved professional evaluation. This agency must be staffed and equipped to respond adequately to the problems of the student and be capable of assisting the student to a solution of the problem which caused the violation of the discipline code. (The cost of evaluation and/or enrollment in such a program will not be borne by the school system or athletic department.)
- (B) Completion of 30 hours of community service prior to returning. If the student agrees to both steps A and B as mentioned above, then the student may have his/her penalty reduced to 25% of the total suspension. If either of steps A or B's obligations are not met, then the student will be suspended immediately according to the policy.
- C. Third and subsequent violations of Tobacco or Substance Use

	Extra-Curricular
3rd Infraction	The student will be declared ineligible from activities for the remainder of his/her high school career.

- 2. Any student (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 extra-curricular activities at Crawfordsville Middle School.

**Cell Phone, Camera, and Social Networking Site Policy**

All cell phones and cameras are to be secured and unseen within any Crawfordsville Middle School locker room; this applies to all related participants (i.e. players, managers, and coaches). Those found in violation of the policy will receive immediate consequences, which could include dismissal from the team and/or referral to the School Resource Officer for possible legal ramifications. Should a student receive an electronic transmission while in a locker room, they should remove themselves from the locker room before accepting the communication.

Students are responsible for information contained in written or electronic transmissions and any information posted on a public domain (i.e. Facebook, YouTube). Any inappropriate, ill-meaning, or derogatory material should not be posted in any public domain. Students are not precluded from participation in such online social networks; however, students should be reminded that they serve as representatives of their team, the athletic program, and the Crawfordsville Community School Corporation

Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches, or other school personnel will be deemed conduct unbecoming a Crawfordsville student. Any individual identified on a social networking site, which depicts illegal or unacceptable behavior is considered in violation and subject to athletic discipline

**Anti-Hazing Mission Statement**

Students who participate in extracurricular activities at Crawfordsville Middle School should do so without being subjected to any form of hazing. Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school athletic team, school group, club, activity, or organization. Hazing will not be tolerated in any form, and individuals who initiate or participate in hazing will be disciplined, Hazing is against Indiana law, and the local police department may be involved depending on the severity of the incident. If you feel that or someone you know is a victim of hazing, report it to your sponsor, coach, athletic director, or administrator.

**DRUG TESTING POLICY**

The Board of School Trustees of the Crawfordsville Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and/or alcohol. The abuse of tobacco, alcohol, and other drugs in the school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with drug abuse include impaired judgment, deterioration of the organs of the body, and addiction. These are conditions that substantially inhibit students from performing to their fullest natural ability. The Board of School Trustees encourages all students to participate in school athletics and allows students to drive to school but believes the opportunity for such participation is not an absolute right, it is a privilege. The primary purpose of this policy is to educate and protect our students.

Students who are exhibiting behaviors or are involved in activities which give school authorities reason to suspect the student is under the influence of a controlled substance, or alcohol may be tested at the discretion of the building principal.

The Board of School Trustees has approved random drug testing for the following populations in grades 6-12:

- A. students involved in school-sponsored athletics;
- B. extra curricular activities;
- C. student registered drivers;
- D. students, with parent/guardian consent, who volunteer to participate in the Drug Testing Program.

Each student who participates in school sponsored athletics, extra curricular activities, or drives to school must sign and return a **consent form** upon registration for school. Failure to comply will result in non-participation in athletics, extra curricular activities, and /or loss of driving privileges to school.

All students who are part of the volunteer drug testing during the **current** school year will automatically be in the drug-testing pool during the **next** school year. Those parents who wish to withdraw their students from the volunteer drug testing program must sign a **release form prior to the start of the school year in which they wish their child to be excluded.**

## **DRUG TESTING PROCEDURE**

### Consent Form

All students shall be provided with a consent form, which must be signed by the student and by a custodial parent or guardian before such student shall be eligible to participate in any school sponsored athletics, extra curricular activities, or drive a vehicle on school grounds. Students may be included in the testing program at their own request.

### Selection

Students to be tested will be selected randomly. Except for those for whom there is probable cause to believe that there is a controlled substance or alcohol in their system. Each student will be assigned a number. A cross-reference list of names and numbers will be maintained by each school. A verified system of random selection will be employed by the school administrator to determine which students will be tested at a particular time.

### Urine Testing Procedure

Upon being selected for testing, each student will be required to provide a sample of his or her urine in a verifiable manner.

- The collection of the sample shall not be physically observed.
- The student's number and the date shall be written on the sample bottle.
- The student and school nurse or school designee shall date and initial the cross-reference list, establishing that the sample container has the proper identification number.
- The school nurse or school designee shall then be responsible for turning over the samples to the testing laboratory.

### Drugs Tested

Testing shall be done by a certified laboratory through urinalysis. The Crawfordsville Community School Corporation will pay for testing that it requests. Each sample will be tested for tobacco, alcohol, and those drugs which may include all drugs listed as controlled substances under the laws of the State of Indiana. If over-the-counter or prescription medications contribute to a "positive" test result, then the student should inform the school nurse or administrator of this fact at the time the urine sample is taken. The student will be given 24 hours to produce the prescription in order to be verified by the school nurse.

### Laboratory Report

The laboratory will report the results of each test to the administrator by the numbers on each sample container. The test results shall be made known to the student, the student's custodial parent(s) or guardian(s), the school nurse, and school administrator. Results are deemed confidential.

### Test Results

Tests are "positive" if the student's system shows **any** level of tobacco, alcohol, or other drug residue substances from drugs previously covered on page 1 of this policy. (Zero Tolerance) The school administrator, if the results are "positive" will so advise the student and the student's custodial parent(s) or guardian(s). The school administrator will explain the type of substance, which was found and the health hazards involved. The student may then lose the privileges of participating in school-sponsored athletics, and/or other extracurricular activities. The student may also lose driving privileges.

### Re-testing Option

If the student or the student's custodial parent(s) or guardian(s) desire, they may have a portion of the remaining urine sample re-analyzed by a school-approved laboratory. The School Corporation will provide a list of approved laboratories to the parent(s) or guardian(s). **The student and/or the student's custodial parent(s) or guardian(s) may choose any laboratory from the school-approved list and will be financially responsible for any retest under the provisions of this item.** The student and the student's custodial Parent(s) or guardian(s) may also submit any prescription or other information which will be considered in determining whether a positive test can be satisfactorily explained.

## **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 that 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:

Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other item that may be viewed as evidence of membership or affiliation in a gang.

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.

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.

## CCSC Immunization Policy

All school children in the State of Indiana are required by the State of Indiana to be fully immunized (*IC 20-34-3-1*). Children in grades K, 1, and 6 may be excluded from school for failure to comply with immunization requirements. The Indiana State Department of Health requires the following immunizations for the 2012-2013 school year:

For Grades 6-12:

- 5 doses of diphtheria-tetanus-pertussis (4 doses are acceptable if the fourth dose was administered on or after the fourth birthday);
- 4 doses inactivated polio vaccine (IPV) (the 4<sup>th</sup> dose must have been administered on or after the fourth birthday, and at least 6 months after the previous dose);
- 2 doses measles-mumps-rubella vaccine, on or after the first birthday;
- 3 doses of hepatitis B vaccine;
- 2 doses of varicella (chicken pox) vaccine on or after the first birthday, and separated by 3 months, **OR** record of disease. Parent's written statement verifying chickenpox disease, including the month and year of disease, is acceptable proof of immunity for grades 2 and up;
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age;
- 1 dose of meningococcal conjugate vaccine (MCV4).

### Locker Inspection Procedures and Rules

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. Money and valuable items should never be left in lockers. The hallway lockers have combination locks.

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:

- Locks. The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key.
- 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 (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), 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, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.
- 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. The principal shall conduct all inspections of student lockers or a member of the administrative staff designated in writing (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, guidance counselors, athletic directors, and department coordinators.)
- Inspection of Individual Student's Lockers.
  - o The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband as defined in this policy.
  - o Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker) if present on premises, shall where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
- Inspection of all lockers.
  - o 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:
    - When a school corporation receives a bomb threat;
    - When evidence of student drug or alcohol creates a reasonable belief of student use;
    - At end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment;
    - Where student violence or threats of violence creates a reasonable belief that weapons are stored in lockers.
  - o 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.
- Involvement of Law Enforcement Officials.
  - o 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:
    - to identify substances which may be found in lockers;
    - 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.
  - o If a 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.

- o If a law enforcement official 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 officials, 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.
- 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.
- 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 locker rules which is evidence of a violation of such rules or the student conduct standards contained in the student handbook may be:

- seized and admitted as evidence in any suspension or expulsion 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.
- returned to the parent or guardian of the student from whom it was seized.
- destroyed if it has no significant value or its presence presents an immediate danger of physical harm or illness to any person, or
- 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 (Acts 1980, P.L. 148): ... The term "school purposes" refers to the purpose for which a school corporation operates,

- to promote knowledge and learning generally;
- to maintain an orderly and efficient educational system; and
- 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 (IC 1971, 20-33-8-2 as added by Acts 1973, P.L. 218): ... The term "educational function" means the performance by a school corporation, or its officers or employees, of an act or series acts in carrying out school purposes.

### **Personal and Vehicle Search Rules**

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:

- 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.
- The principal, or another member of the administrative staff designated in writing 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 to a student shall be limited to:
  - o search of the pockets of the student.
  - o any object in the possession of the student such as a purse or briefcase, and/or
  - o a "pat down" of the exterior of the student's clothing. Searches of the person of a student that require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. 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.
- 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.
- 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 is evidence of a violation of such rules or the student conduct standards contained in the student handbook may be:

- 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.
- returned to the parent or guardian of the student from whom it was seized,
- destroyed if it has no significant value or its presence presents an immediate danger of physical harm or illness to any person, or
- turned over to any law enforcement officer or other authorized person pursuant to search warrant, subpoena, or court order.

#### Definitions

As used for personal vehicle search rules herein, the term "school purposes" is defined as it is in IC 20-33-8-4 (Acts 1980, P.L. 148): ... The term "school purposes" refers to the purpose for which a school corporation operates, including:

- to promote knowledge and learning generally;
- to maintain an orderly and efficient educational system, and;
- 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 the IC 20-33-8-2 (IC 1971, 20-33-8-2 as added by Acts 1971, P.L. 218):

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.

### **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 contract for information regarding pest control.
3. Maintain written record for 90 days of any pesticide applications.

### **Pest Control Regulation**

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.

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.

7. 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.
8. 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.

### **Student Behavior Policy**

The entire foundation and success of public school education depends on the basic concept of self-discipline – a self-discipline that will allow all individuals 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, with appropriate available community resources, to help each student gain acceptable self-discipline. However, in the absence of self-discipline, any administrator or any teacher of the School Corporation is authorized and will be expected to take actions desirable or necessary to further school purposes or to prevent an interference with the educational process.

### **Areas of Responsibility**

- The Board holds all school personnel through the Superintendent, responsible for the proper conduct and control of students while under the legal supervision of the school. It 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.

- Each school principal shall be responsible to the Superintendent for the conduct of his/her 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 teachers performing their duties within the framework of the policies. The principal shall exercise professional judgment in the disposition of behavioral referrals and may, when appropriate and/or necessary, involve parents.
- 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 principal in maintaining established policies. They shall inform their respective principal of all serious acts of misconduct.
- Non-certified personnel shall enforce the school rules and regulations. They shall inform their respective principal of all serious acts of misconduct.
- Continued attendance in the public school is dependent upon compliance with the laws of the State and rules and regulations of the Board. Continued attendance 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 and obliged to perform constitutes misconduct and therefore requires that corrective measures be taken.
- Each student shall at all times:
  - o comply with the statutes as established by the State;
  - o comply with the policies of the Corporation;
  - o comply with the rules of the school which he/she is attending;
  - o display proper respect for school personnel, students, and visitors to the school; and
  - o be a good school citizen.

#### Student Discipline Rules

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the School Corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions.

- Removal from class or activity – teacher.
  - o A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
  - o An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- Suspension from school – principal.
  - o A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
- Expulsion.
  - o A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or deadly weapon listed under the Grounds for Suspension or Expulsion.

#### Grounds for Suspension or Expulsion

The grounds for suspension or expulsion listed in the Student Misconduct and/or Substantial Disobedience Section below apply when a student is:

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

#### Student Misconduct and/or Substantial Disobedience

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

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct by this rule.
  - o Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - o Blocking the entrance or exits of any building, corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - o Setting fire to or damaging any school building or property.
  - o Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - o 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.
  - o Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- Causing or attempting to cause physical injury or behaving in such away as could reasonably cause physical injury to any person.
- Threatening or intimidating any person for any purpose, that includes obtaining money or anything of value from the student.
- 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.
- Possessing, using, 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.
- 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 immediate 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.
- 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.
- Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.



- Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
- 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.
- Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
- Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - engaging in sexual behavior on school property;
  - disobedience of administrative authority;
  - willful absence or tardiness of students;
  - engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - failing to tell the truth about any matter under investigation by school personnel.
  - possessing or using a laser pointer or similar device.
- Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to school purpose or educational function.

#### Possessing a Firearm

- No student shall possess, handle, or transmit any firearm on school property.
- The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - the frame or receiver of any weapon described above.
  - any firearm muffler or firearm silencer.
  - 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.
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel of more than one-half inch in diameter.
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - an antique firearm.
  - a rifle or shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes.
- The penalty for possession of a firearm; suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The Superintendent may reduce the length of expulsion if the circumstances warrant such reduction.
- The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### 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 or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- The penalty for possession of a deadly weapon; up to 10 days suspension and expulsion from school for a period of up to one calendar year.
- The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may be reasonably 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 weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### 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 both, the school administration and the student and/or the student's parent. The Board will then take any action deemed appropriate.

### **Student Records**

The School Board is responsible for maintaining records of all students attending schools in this Corporation. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by Corporation employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- observation and ratings of individual students by professional staff members acting within their sphere of competency;
- samples of student work;
- information obtained from professionally acceptable standard instruments of measurement such as:
  - interest inventories and aptitude tests,
  - vocational preference inventories,
  - achievement tests,
  - standardized intelligence tests,

- authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record;
- verified reports of serious or recurrent behavior patterns;
- rank in class and academic honors earned;
- psychological tests;
- attendance records;
- health records;
- custodial arrangements.

In all cases permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate educational interest in the information. In situations in which a student has both a custodial and non-custodial parent, both shall have access to the student's educational records unless specifically stated otherwise by court order as received by the Corporation. In the case of adult students [eighteen (18) and older], parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the Corporation.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" including, but not limited to those officials with legitimate educational interests as defined in Corporation administrative guidelines.

The Board authorizes the administration to:

- forward education records on request to a school in which a student of this Corporation seeks or intends to enroll;
- provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those in the law.

### **Directory Information**

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information upon written notification to the Corporation within five (5) days after receipt of the Corporation's public notice.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without student or parental consent.

The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

- inspect and review the student's education records;
- request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- consent to disclosures of personally identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- file a complaint of Corporation noncompliance with the Department of Education; &
- obtain a copy of Corporation's policy & administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for the proper storage and retention of records. No liability shall attach to any member, officer, or employee of this corporation specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines. I.C. 20-10.1-22.4 34 C.F.R. Part 99 The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 11232g  
Date Adopted: 06-10-99

### **Substance Use: Rules and Procedures**

- A. The School Corporation recognizes that possession of, use of, transmission of, being under the influence of, or selling of a controlled substance is a violation of State and Federal Law. Use of a drug as authorized by a medical prescription from a physician is not a violation of this rule.
- B. The School Corporation shall provide information about the use of mind-altering substances (herein after referred to as substance). This is done through an education program, which, has as its goal, student abstinence from these substances. Any student who is unable or unwilling to refrain from substance use, may refer himself/herself or be referred by others to a counselor. Students who refer themselves may do so without fear of punishment or reprisal by the School Corporation or the professional teaching staff. Students who refer themselves and then find it impossible to abstain from use find themselves placed “at risk” in view of their continued enrollment as a student of the schools. For those who cannot or do not abstain, the penalties of the section below may be imposed.
- C. Any student may refer himself/herself through any professional staff member to a counselor provided by the School Corporation. After the initial interview(s) with the student and a determination by the student and the counselor that the student should be considered for counseling, the following guidelines may prevail.
  - 1 Periodic counseling sessions shall be held with the student. Confidentiality shall be protected in accordance with current guidance practices. (Information about these sessions may be shared with any or all of the following individuals 1) the parent/guardian, 2) administrator, 3) a guidance counselor, 4) the school nurse, 5) the teacher(s), and 6) other individuals as appropriate.)
  - 2 A student who is undergoing counseling and finds it impossible to abstain from substance use or continue counseling may find services withdrawn. In such cases, a meeting will be held with the individuals as indicated above. The parent/guardian and student will be advised that any known substance use may be dealt with in accordance with the section below.
- D. Any student referred as a result of any known substance use to the administration may be subject to the penalties indicated in the section below. Any student referred for suspected substance use could be subject to the procedures in paragraphs B and C above.

### **Substance Use: Corrective Procedures**

Students referred to the administration for known substance use may be subject to the corrective procedure as described below. These procedures may be followed in sequence or combined as the administration deems appropriate.

1. Suspension from school by the principal or his/her designee after an informal hearing has been conducted with the student and parent/guardian. A copy of the results of this informal hearing shall be furnished by the Montgomery County Department of Probation.
2. Assessment and, if necessary, enrollment in and completion of the program recommended by the school counselor.
3. Assessment and, if necessary, enrollment in and completion of the program of an approved professional agency. The cost of such treatment is not an obligation of the School Corporation.
4. Expulsion from school by the administration as specified and defined in Indiana Code 20-8.1-5-1-8,9.

In case of an unusually serious violation of school substance use regulations, the administration will most likely proceed to procedure 4 above and refer the case to the local police department. Unusually serious violations could include, but are not limited to, the selling of, the possession of, the use of, or being under the influence of a controlled substance.

### **Treatment of Individuals with Disabilities**

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

Inquiries 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.

### **Head Lice Guidelines**

Crawfordsville Community Schools 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

- Head lice are parasitic insects that live on blood they draw from the scalp
- Lice cannot jump or fly; they travel by crawling
- Lice deposit eggs, called “nits,” on the hair shaft 3-4mm from the scalp
- 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.
- Lice can only live about two days away from the human head
- 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.

- Avoid head-to-head contact with other children
- 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 students found to have head lice.

### 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.

*CCSC Health Services 5-07*

## **Crawfordsville Community School Corporation Acceptable Use Policy**

### **Introduction**

The Crawfordsville Community School Corporation (CCSC) acknowledges that access to technology affords our students improved opportunities to a future rich in technological change and development. Access to technology at CCSC affords our staff the freedom to cultivate 21<sup>st</sup> century skills so that our students become prepared for work, life, and the global community after leaving CCSC. We are committed to developing student’s digital citizenship, communication, and responsible use of technology. As a result, CCSC willfully provides the privilege of access to technologies to staff and students.

### **Scope**

This Acceptable Use Policy (AUP) applies to the users of the CCSC network, CCSC technology equipment, and personal devices and equipment used on CCSC campuses to access CCSC networks. Use of CCSC networks include electronic communication and transmission to or through CCSC networks. The AUP outlines the guidelines and behaviors that all users are expected to follow when using CCSC technologies and personally owned devices (on or off campus) when accessing CCSC networks. These guidelines and behaviors include (but are not limited to):

- A. CCSC networks are intended for educational purposes only, and are not a public access service or public forum.
- B. All activity over CCSC networks or using district technologies will be monitored and may be retained.
- C. Access to online content via CCSC networks may be restricted in accordance with our filtering policies and Federal regulations, such as the Children’s Internet Protection Act (CIPA).
- D. Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- E. Misuse of school resources can result in disciplinary action.
- F. CCSC makes a reasonable effort to ensure students’ and staff safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- G. Users of CCSC networks and other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- H. All technologies provided by CCSC are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

The AUP governs the use of all electronic communications, via CCSC networks and technology equipment, including but not limited to:

- Desktops, laptops, tablets
- Electronic bulletin / message boards
- File transfer
- Network storage
- Electronic mail
- Social media
- Internet access
- Electronic discussion / news groups
- Streaming media
- Database access
- Learning Management Systems

### **Purpose**

The purpose of electronic communications with CCSC is to promote educational excellence in schools. The purpose of this agreement is to ensure that electronic communications are properly and efficiently used, and that the school and 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. The additional purpose of this policy is to inform parents/guardians, staff, and students of their legal and financial responsibility for their access to, use of CCSC owned or leased equipment, Internet access, and to require their agreement to abide by this policy as a condition to the use of such equipment.

### **Rationale**

The use of electronic communications and technology equipment at CCSC carries with it many responsibilities. Access to CCSC networks and technology is a privilege, and anyone who abuses this privilege will be subject to consequences. Use of CCSC networks and technology is managed and monitored to assure appropriate use. The process by which CCSC seeks to manage staff and student use of CCSC networks and technology is through the development and implementation of this document. CCSC reserves the right to periodically inspect at will, anything stored on a corporation owned device.

### **Responsibilities**

It is the responsibility of CCSC to ensure that the persons to whom this agreement applies have been notified of this agreement. This should include, but not limited to:

- Providing a copy of the agreement to staff and students on an annual basis.
- Communicating updates or changes to this agreement.

It is the responsibility of the users to abide by this agreement and manage his or her own data or quality of stored files. The user should not permit others to use their CCSC credentials to access CCSC networks or technology.

### **Breaches**

Breaches are considered to be acts that violate the spirit of this agreement and may include, but are not limited to:

- The introduction of unauthorized information, computer viruses, or harmful data or programs into CCSC networks via public or private files and messages.
- The downloading of gaming or entertainment software.
- Participation in gambling, on-line gaming, or chat forums.
- The assignment of students to use technology without proper supervision.
- Participation in non-job related online shopping or bartering.
- Broadcasting via technology unsolicited personal views on social, political, religious or other non-school related matters, or the posting of information intended to defame others.
- Installation of any non-CCSC owned software, or use of encryption or devices to circumvent filtering and other securities. Any attempt to bypass filtering will result in disciplinary action. Requests for access to blocked internet sites should be made to the building technology department or to the CCSC technology director.
- Accessing user accounts, network files, or email using false credentials.
- Accessing file swapping services or attempting to download copyrighted media.
- Storing or transmitting obscene, profane, or offensive material on or through CCSC networks or technology. Including, but not limited to:
  - Accessing, processing, or distributing erotic, lewd, or sexual materials, messages, or jokes.
  - Accessing, processing, or distributing material which violates CCSC harassment policy, or creates an intimidating or hostile environment.

### **Web Access**

CCSC provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. All users must utilize the CCSC internet for web browsing while on campus. Personal mobile hotspots and 'tethering' are not permitted while users are on campus. Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review to building technology staff.

### **Web Pages / Social Media**

CCSC authorizes the creation of websites and social media accounts by third parties, staff, and students for the purpose of educating, informing, and communicating. Websites and social media accounts created by students must be prepared under the supervision of a staff person. Any hosted site or service which requires a student login or other credentials must meet FERPA guidelines. If you are unsure whether a site is FERPA-compliant, please ask CCSC IT staff. All websites and social media accounts created under this agreement are copyright of CCSC, and must adhere to other CCSC policies. Under no circumstances is a CCSC represented website or social media account to be created for commercial purposes, political lobbying, or personal financial gain of a student or staff person. Staff members shall not require students to connect to the staff person's non-CCSC webpages to complete the work of any class. Recognizing the benefits collaboration brings to education, CCSC may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online. Staff who update and edit CCSC social media accounts and pages should only post school related items during the work day. Posts should not include student first and last names, unless a media release is on file, and a media release must be on file for a student image to be posted online.

### **Mobile Devices**

CCSC may provide users with mobile computers or other devices to promote learning outside of the classroom. A CCSC or grant-funded mobile device's primary function is for classroom and educational purposes. Users shall abide by the same acceptable use agreements when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users shall immediately report any loss, damage, or malfunction to IT staff. Staff and students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored. Mobile devices include but are not limited to: laptops, tablets, and cell phones.

### **Personally Owned Devices**

The Crawfordsville Community School Corporation technology department is dedicated to our staff and students in creating, supporting, and maintaining a 21<sup>st</sup> century learning environment. After adhering to prerequisite conditions found in the student handbooks, CHS students and all staff members may bring in their own devices to access the internet and collaborate with other staff or students in support of their teaching and curriculum. These devices must be connected to the CCSC BYOD network, while use of student BYOD devices is determined by classroom teachers. Personally-owned devices, including printers, wireless access points, storage devices, physical or virtual servers, and similar equipment, shall not be connected to the school network without express permission from CCSC IT staff. In some cases, such as dance competitions (etc.), a separate network may be provided for personally-owned devices. Please remember, this Acceptable Use Policy applies to privately-owned devices accessing the CCSC BYOD network.

### **Netiquette**

Staff and students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, trolling, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

**Limitation of Liability**

CCSC will not be responsible for damage or harm to persons, files, data, or hardware. While CCSC employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. CCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the CCSC networks or technology.

(last edited 05/16/17)

**Parent / Student Signature**

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Date

**For CCSC Staff Only:**

I have read and understand this Acceptable Use Agreement and agree to abide by it:

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Staff Signature Date

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Staff Printed Name

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

The Board of School Trustees of the Crawfordsville School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The definitions of Criminal Gang and Gang Activity found at IC 35-45-9-1 et seq. are incorporated by reference and shall apply under this policy.

The provisions found at IC 20-33-9-10.5 regarding duties to report and maintaining a safe school environment are adopted and incorporated by reference under this policy.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation.

The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation in an expedited manner. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education, updated regularly, that shows promise of effectiveness.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation and this policy shall be published in all student handbooks/publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials may consider the following gang prevention and intervention programs:

1. Provide updated and revised training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers. The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18  
IC 20-33-9-10.5  
IC 35-45-9-1

Date Adopted: 5-17-16

**C O N S E N T   F O R M S**  
**ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

I have received a copy of the Crawfordsville Middle School Handbook for 2016-2017. I understand that the handbook contains information that my parents and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

Printed Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Crawfordsville Community Schools**  
**Permission Form**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

As parent or guardian, I give permission for **ALL** the following activities for the 2016-2017 school year. I understand that the school handbook, the transportation handbook, and the “Parents Right to Know” forms are available online at [www.cville.k12.in.us](http://www.cville.k12.in.us). I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the school handbook and the transportation handbook.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

- School-sponsored field trips (academic, athletic, and extra-curricular)
- School transportation
- Photo release for school use
- Photo release for news media
- Height and weight measurements
- Random drug testing (for students participating in school sponsored athletics, extra-curricular activities, and/or drive to school)
- School related surveys
- Internet use
- My child’s immunization information may be entered into CHIRP, the state’s web-based immunization registry.
- Health Services (including administration of tylenol/ibuprofen, age/weight appropriate dosage)

*Any mental health services provided during a time of crisis does not require expressed parental permission. It is an intervention only and should NOT be considered therapy.*



# Crawfordsville Middle School

## Behavioral Expectations for Extracurricular and Athletic Activities

Participation in extra-curricular and/or athletic activities is a privilege, honor and a responsibility. Student participants earn recognition for their achievements as representatives of their school and its ideals. However, student participants must be willing to assume responsibility for the following:

1. Exhibiting high standards of social behavior;
2. Displaying outstanding sportsmanship;
3. Respecting other participants, spectators, officials, and those in authority;
4. Maintaining a good appearance;
5. Using language that reflects well of self, family, and school;
6. Completing all academic requirements assigned, including make-up work because of participation;
7. The ever-present risk of injury, including serious injury and death, arising from participation.

Participants in extra-curricular and/or athletic activities must follow and abide by all behavior and training rules as outlined by the respective coach/sponsor, the school handbook, and regulations of the governing organization I.H.S.A.A. Violations include the following:

1. Whether on or off school premises, having possession of, using, being under the influence of, being in presence of the use of, or having possession of paraphernalia commonly employed for use of:
  - i. Controlled or abusive substances, including marijuana and steroids;
  - ii. Alcoholic beverages; or,
  - iii. Tobacco products, including snuff;
2. Committing theft of and/or vandalism to property belonging to a school or student participating in the extra-curricular activity;
3. Using abusive language or acting inappropriately and/or engaging in personal confrontation, including fighting;
4. Being charged with and/or convicted of a criminal act (misdemeanor or felony);
5. Being truant from school or class;
6. Being tardy to school/classes in violation of school policy; or,
7. Receiving and/or being assigned to in-school suspension or the alternative program;

ANY VIOLATION MAY RESULT IN SUSPENSION FROM PRACTICES AND/OR AN EVENT OR EVENTS, OR THE TERMINATION OF PARTICIPATION IN THE ACTIVITY FOR A SEASON.

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