



2025-26 STUDENT HANDBOOK

Center Grove High School



CGHS Switchboard Information

CGHS Main: 317-881-0581 | Athletic Fax: 317-885-4536 | Student Services Fax: 317-885-4537

Main Office/Attendance Fax: 317-885-4509 | Music Department Fax: 317-885-4539

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DISTRICT & BUILDING LEADERSHIP

Board of School Trustees

Rob Daniels	Board President
Jack Russell	Board Vice President
Scott Alexander	Board Secretary
Jane Dunigan-Smith	Board Member
Amy Counts	Board Member

Central Office Administration

Dr. Bill Long	Superintendent
Dr. Lynn Simmers	Assistant Superintendent of Teaching & Learning
Dr. Jason Taylor	Assistant Superintendent of Operations & Technology
Khailey Brown	Executive Director of Human Resources
Christy Berger	Executive Director of Student Services
Stacy Conrad	Executive Director of Communications
Shannon Carroll-Frey	Director of Secondary Teaching and Learning
Megan Curtis	Director of Elementary Teaching and Learning
Kristin Rodman	Director of Elementary Special Education
Amy Selby	Director of Secondary Special Education
Meaghan Krukemeier	School Counseling Coordinator
Amy Norman	Health Services Coordinator
Ray Jackson	Chief of Police
Valerie Miller	Director of Food and Nutrition Services
Sarah Pitts	Director of Transportation
Christina Flatter	Assistant Director of Transportation
Darrell Thompson	Director of Facilities

Center Grove High School Administration

Tracy McMahan	Principal
Tricia Ferguson	Assistant Principal
Benjamin Holder	Assistant Principal
Jennifer Perkins	Assistant Principal
Jacob Short	Assistant Principal
Laura Burkhart	Dean of Students
Theresa Owen	Dean of Students
Joe Bronkella	Athletic Director
Katie Fisher	Assistant Athletic Director

Center Grove High School Student Services Department

Shannon Wiram-Fritz	Department Chair
Jessica Gattuso	School Counselor
Nicholas Dobbins	School Counselor
Stephanie Paul	School Counselor
Jacob Stonick	School Counselor
Brandon Kinnaird	School Counselor
Karlee Oliver	School Counselor

Angela Chaplin
Dr. Lindsey O'Haver

School Counselor
School Psychologist

CGHS Office Hours

The main office is open from 7:00-3:30 on school days. Visitors must ring the bell at Door 1 and report to the main office to be admitted into the building.

Need Help?

Book Fee Assistance: Mrs. Christle Beam (ext. 4401)

Book Rental Information: Mrs. Christle Beam (ext. 4401)

Early College: Mrs. Nanette Henry (ext. 4446)

Home Requests: Mrs. Michele Massa (ext. 4430)

Parking Permits: Main Office Receptionist (ext. 4400)

Scheduling Questions/Tutors: Mrs. Michele Massa (ext. 4430)

School IDs: Mrs. Michele Massa (ext. 4430)

Theft/Vandalism Reports: Mrs. Debbie Bellian (ext. 4441)

Transcripts: Lauren Long-Austin (ext. 4426)

CENTER GROVE HIGH SCHOOL

Vision: All students receive an exceptional educational experience.

Mission: We develop knowledgeable, confident, and responsible citizens through inspirational and innovative learning opportunities.

Value Statements

- We will provide a safe, creative, and challenging learning environment that consists of numerous curricular and extracurricular opportunities for our students.
- We will provide an environment that prepares our students for the future by instilling 21st century learning skills and embedding opportunities for students and teachers to access and use advancing technologies.
- We will inspire students to be lifelong learners who can thrive as independent learners in a collaborative environment while also preparing them to be productive, accountable, and responsible citizens.
- We will utilize multi-sensory teaching styles and strategies that will connect with students and will teach relevant content that is derived from adopted state and national standards.
- We will offer a positive and caring school culture that will encompass an environment in which teachers help mentor students throughout the high school experience.
- We will foster professional development, teacher collaboration, and teacher input to attain maximum achievement for our students and school.
- We will promote a culture that offers various academic opportunities that will guide students in their pursuit of post-secondary career goals.
- We will offer a collaborative community environment that will allow teachers, students, administration, parents/guardians and other stakeholders to work together on the various facets of the high school experience.

21st Century Skills/Proficiencies

In addition to core academic content, Center Grove High School believes in developing the following 21st century skills/proficiencies:

- Collaboration
- Communication
- Creativity and Innovation
- Global Awareness
- Political and Economical Awareness
- Adaptability
- Financial Literacy
- Technology
- Critical Thinking
- Optimal Health and Wellness
- Independence and Responsibility

Center Grove High School Expectations

Equal Education Opportunity

It is the policy of Center Grove Community School Corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the CGCSC, or social or economic background has the right to file a complaint. A formal complaint can be made in writing to the School Corporation's Superintendent's Office at the address:

Center Grove Community School Corporation Educational Services Building 4800 West Stones Crossing Road Greenwood, IN 46143. The complaint will be investigated and a response in writing will be given to the concerned person in a timely manner.

STUDENTS ARE TO EXPECTED

- To have the opportunity to learn in a suitable educational environment
- To have access to information about academic programs and opportunities
- To be treated with respect

STUDENTS ARE EXPECTED

- To fulfill the requirements of and take an active part in all classes
- To work to the best of their abilities
- To develop and exercise self-discipline
- To attend classes regularly and punctually
- To use technology in a responsible manner in all academic settings
- To respect the rights of others

STAFF MEMBERS ARE TO EXPECT

- Responsible behavior of students
- To be treated with respect

STAFF MEMBERS ARE EXPECTED

- To plan and conduct effective programs and to assist students in learning
- To provide student evaluation and to report progress at regular intervals
- To use technology to enhance the educational experience
- To ensure a learning environment by enforcing the rules of the school while recognizing the rights of all individuals
- To discipline students who are disruptive, are habitually unprepared, or are persistently uncooperative
- To refer uncooperative students to the administration
- To communicate with students, parents or guardians, and administration regarding students whose credits are in jeopardy

PARENTS AND GUARDIANS ARE TO EXPECTED

- To receive communications from the school
- To confer with the staff and administration of the school
- To be treated with respect
- To respond to communications from the school in a respectful manner
- To encourage and support the use of technology to enrich the learning experience
- To assist the student in accepting responsibilities
- To work with the school to enhance the academic and social growth of the student
- To arrange for the prompt pickup of their child when requested by the school due to illness, injury, disciplinary reasons, or other concerns. If a student is not picked up in a timely manner, the school may notify the Department of Child Services (DCS)

PRINCIPAL'S MESSAGE

Dear Students:

Welcome to another exciting year at Center Grove High School! Whether you're just beginning your high school journey or returning for another year, we're so glad to have you as part of our CG family.

This electronic handbook is being provided to you so that you can familiarize yourself with your responsibilities as a student, as well as the policies, procedures and guidelines that are designed to help us run the school in a safe and efficient manner.

High school is a time to grow, learn, and take on new challenges, and the best part is, you're surrounded by people who want to see you succeed. Our teachers and staff are here to support you, offering guidance and encouragement every step of the way. They care about you, not just as students, but as individuals with unique talents and goals.

We encourage you to step outside your comfort zone and try something new. Get involved in clubs, sports, the arts, or other activities that spark your interest. These experiences help you build lifelong skills, friendships, and memories that make your high school years truly special.

Your time at Center Grove High School is an opportunity to create a lasting legacy. The energy, passion, and dedication you bring help shape the culture and traditions of our school. Take pride in being a Trojan, make a positive impact, and embrace all the opportunities ahead.

We're looking forward to a fantastic year and can't wait to see all that you will accomplish! Go Trojans!

Sincerely,

Tracy McMahan

Principal

2025-2026 Bell Schedule

	Red Day	White Day
8:05-9:31	Period 1	Period 6
9:37-10:58	Period 2	Period 7
11:04-11:34	Period 3 (AIM/STAR)	Period 8 (AIM/STAR)
11:40-1:34 A Lunch 11:34-12:04 B Lunch 12:04-12:34 C Lunch 12:34-1:04 D Lunch 1:04-1:34	Period 4	Period 9
1:40-3:00	Period 5	Period 10

2-Hour Delay

	Red Day	White Day
10:05-11:00	Period 1	Period 6
11:05-12:00	Period 2	Period 7
12:05-2:00 A Lunch 12:00-12:30 B Lunch 12:30-1:00 C Lunch 1:00-1:30 D Lunch 1:30-2:00	Period 4	Period 9
2:05-3:00	Period 5	Period 10

SCHOOL SERVICES

ADMINISTRATION

The administrators are available for conferences with students and/or parents/guardians regarding any problems that might arise. The goal of the administration is to help students in any way possible to have a successful and positive experience at Center Grove High School.

LOST OR DAMAGED CURRICULAR MATERIALS

Students are responsible for all curricular materials. If a curricular material is lost, stolen or damaged, payment for the replacement cost of the curricular material(s) must be made in the office before students receive the curricular material. If the curricular material needed is not available, one will be ordered. When students pay for curricular material and the lost curricular material is found and returned in good condition, the student's money is refunded. All curricular materials are checked out to the student using a number in the curricular material. When curricular materials are checked in at the end of the year, the same curricular material (which was issued) must be returned. The student's name is to be written in ink on the inside cover for identification purposes. All other marks or damages found in curricular material are considered destruction and charges for damage will have to be paid by the student.

BUILDING SERVICE PERSONNEL

Building service personnel are very important people in our school system. Be considerate and appreciative of their efforts. Help assist these people by using proper waste cans, not writing on desks, etc. to help make our school a cleaner, better place.

CAFETERIA SERVICES

Center Grove High School operates as a CLOSED CAMPUS during all lunches. Students may not leave the school building for lunch. Students are expected to remain in designated areas during the entirety of their lunch period. When available, students may use the Cafe to purchase additional food items. Students are permitted to bring their own lunch. Students may deposit money into their cafeteria accounts to eliminate the need to bring cash to school every day. An online payment option is available through the Family Access option in Skyward.

The USDA School Breakfast and Lunch Program: Center Grove Community Schools participates in the USDA's National Breakfast and School Lunch Programs. All breakfast and lunch menus are planned to meet the USDA nutritional guidelines. Menus incorporate whole grains, lean proteins, fruits, vegetables, and low-fat and nonfat milk. Students have the choice of purchasing the regular lunch consisting of an entrée, two vegetable sides, one fruit side, and milk. To meet a regular lunch, students must choose three full components (grain, protein, vegetable, fruit, and milk) and a minimum of ½ cup of fruit or vegetable. The students may choose from multiple entrées and sides daily. A la carte items are also available for purchase.

Families may qualify for free or reduced lunch prices. Applications for meal benefits can be submitted to the Food & Nutrition Services Department via Skyward Family Access. Eligibility for benefits is in accordance with USDA Guidelines. For more information regarding the application process and for instructions please visit the Food & Nutrition Services tab on the Center Grove website.

FOOD SANITATION PROGRAM

To comply with health department guidelines, Center Grove High School will provide only food prepared in an inspected kitchen. No food from “fast food” establishments may be brought into the cafeteria area by any individual for consumption.

Students need to understand the following guidelines with regard to the cafeteria during lunch:

- The Cafeteria is not financially responsible for student misuse or unauthorized charges to ID cards.
- Stolen or lost cards must be reported to the cafeteria office immediately.
- When making deposits for your lunch account, all deposits need to be dropped off in the cafeteria box by 10:00 am. Deposit slips will be available in the cafeteria daily. Students must list their first and last name, student ID#, amount of deposit and/or check number on the deposit slip. Online payments can also be made using a credit card or checking account by using the e-funds payment system found in Skyward Family Access.
- All students are responsible to report to the cafeteria during their assigned lunch period. The following are student expectations for cafeteria use:
 1. Students are not allowed to leave designated areas without permission from a lunch supervisor.
 2. Students are expected to sit in a chair at a table to enjoy their lunch. Sitting or gathering in the commons during lunch will not be permitted.
 3. Students must have their own student ID or PIN number to purchase food items in the cafeteria. Students are required to make deposits to their lunch account before school in the cafeteria. **Cash or checks will not be accepted as students go through the lunch line.**
 4. Students are required to throw away all trash and return their tray to the counter in the southeast corner of the cafeteria. Tables should be clean and clear of trash and food in order for the next group of students to enjoy a pleasant lunch experience.
 5. Any school employee in the cafeteria has the same authority as a teacher. Defiance or disrespect will result in disciplinary consequences.

LUNCH ACCOUNT REFUND POLICY

When there is a balance left in the student’s lunch account at the end of the year, the balance will be carried forward to the next school year and no refund will be made.

When graduating, students have a balance exceeding the last day of school, the balance will be immediately transferred to a sibling in the corporation.

If a student leaves Center Grove Community Schools or graduates with no younger siblings in the corporation, no refunds for the lunch account balance aggregating \$10.00 or less will be made without a refund request. Refunds over \$10.00 will be processed through the normal claims procedure and are subject to any applicable refund schedule.

All refund requests need to be made to the Food Services Department by contacting the Food Service Treasurer at 881-9326 ext.1611.

FOOD AND DRINK IN THE CLASSROOM

At the teacher's discretion, food, candy, soft drinks, water, juice or sports drinks may be brought into the classroom. The staff has the right, at any time, to inspect any student beverages.

CENTER GROVE POLICE DEPARTMENT

The Center Grove Police Department serves as law enforcement and a school resource officer at Center Grove High School. A school resource officer (SRO) is defined as a sworn officer assigned to a school on a long-term basis trained to perform three major roles: law enforcement officer; law-related counselor; and law-related educator. Please visit the school's website for current trends, tips, services, duties, and CGPD policies.

Center Grove Police Department duties include the following:

1. Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
2. Work to prevent juvenile delinquency through close contact and positive relationships with students. In addition, the SRO may monitor crime statistics and work with local patrol officers to design crime prevention strategies and develop crime prevention programs.
3. Conduct security inspections to deter criminal or delinquent activities. These may include assisting in random searches.
4. Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board of Education policies and procedures. It is important to note that SROs are not school disciplinarians and should not be the lead investigator for school rule violations. If an SRO observes a rules violation, they may request the assistance from an appropriate CGHS administrator, to further educationally related goals. If a violation of a school rule is also a criminal offense, the SRO may conduct a concurrent investigation and take the appropriate action under the policies and procedures set forth by the department.
5. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that the student's emotional state may present a risk to the administrator. If school administrators possess reasonable suspicion to suspect that the search will provide evidence that the student violated a school policy or rule, they may request an SRO to conduct a search on their behalf, if there is substantial risk to the safety of the administrator.
6. Assist school administrators in emergency crisis planning and building security matters.

Provide a course of training for school personnel in handling crisis situations, which may arise at the school.

7. Be visible and accessible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups. Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model.
8. Develop and implement classes in law related education to support the educational efforts of the faculty. Work closely with teachers in designing and presenting law-related topics and the role of police in our society.
9. Work with school counselors and other student support staff. Assist students and staff involved in situations where referrals to social services or outside law enforcement agencies are necessary. Assist in conflict resolution efforts.
10. Handle and care for police canines specialized in odor detection such as narcotics, weapons, or explosives. Police canines may assist the administrators in searches of the building, vehicles, and lockers. Police canines may also assist the administrators in random classroom searches.

During random classroom searches, the administrator will instruct the students to place their personal belongings (backpacks, purses, etc.) in the hallway immediately outside their classroom. The students will return to their classroom while the canine performs a sniff of the student's belongings. If a canine indicates the presence of odors that the canine is trained to alert to, that will be reasonable suspicion for the administration or SRO to conduct a search following normal procedures. During random classroom searches, officer(s) and canines(s) will be accompanied by a building-level administrator at all times.

All Center Grove staff who have reason to believe a child is a victim of abuse or neglect has a duty to immediately make a report to the Department of Child Services (DCS) or the police per Indiana Code 31-33-5. As of June 1, 2017, a new statute was added which states, "a school corporation may not establish any policy that restricts or delays the duty of an employee or individual to report suspected child abuse or neglect as required under IC 31-33.5. Per CGCC School Board policy 8462, each staff member employed by this Corporation shall be responsible for reporting abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. If a staff member has reason to believe a child is a victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 and the appropriate local law enforcement agency. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS or the police. The building administrator shall document the report and, if unable to confirm the date and time it was made and/or identify the person to whom the report was made, shall contact DCS and the police to ensure that they have received the report and an investigation has

begun.

GRADING SCALES

Our school-wide grading scale is used by teachers in computing the progress report, grading period, semester exam and final semester grade for each student. High school credits are awarded for passing grades earned at the end of each semester. Listed below are the ranges for each grade category:

Grade		Grade	
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	00-59

For additional academic information, refer to the CGHS Academic Guide.

LOCKERS

Center Grove High School will provide a locker for any student that requests the use of one. The Student Services office facilitates the distribution of lockers.

LOCKER MAINTENANCE

Nothing in inspection rules shall affect members of the custodial or other staff who repair defective lockers or who clean out or supervise in the cleaning out of lockers for the following reasons:

1. In accordance with a posted general housekeeping schedule
2. Because a student is no longer enrolled in the school
3. Because during any vacation period the locker is reasonably believed to contain rotten or moldy items such as food, wet clothes, etc.

Students are responsible for leaving their lockers in the same condition in which they received them. Students may not use tape stickers or other material in their lockers. Students who do damage to lockers will be required to clean the locker or reimburse the school for the damage. Trading or sharing lockers with other students is prohibited. Students may request a locker from the student services office.

LOST AND FOUND

Articles found should be turned into the secretary in the Dean's office. Unclaimed articles are recycled/donated periodically each semester. After articles have been turned in to the dean's office, they will be placed in a bin in the cafeteria.

CONFISCATED STUDENT ITEMS

When asked, students will surrender items/objects that are illegal, inappropriate, disruptive/distractive, or in violation of school policies (ie dress code and hats). All items will be kept by the administration; items may be retrieved from the dean's office at the conclusion of the day at the discretion of the administration. Continued violations may result in the parent/guardian making an appointment to pick up the items in question. Illegal items will be turned over to CGPD/appropriate authorities.

MEDIA CENTER

The mission of Center Grove High School's Media Center is to assist students, teachers, and administrators in fulfilling their educational goals. The Media Center provides students and staff a program that ensures that students and staff are effective users of ideas and information, creating lifelong learners, and encouraging a love of reading.

The Media Center is available before and after school for students to utilize without a pass. During class time, students may come with an entire class or get a pass from the Media Center staff. Passes will not be issued after the period starts. Students need to use PlusTime to request access to the Media Center during AIM.

Students may check out up to 3 books or magazines for two weeks at a time. Students are expected to maintain respectful and orderly behavior while using the Media Center.

AIM/STaR

AIM - ALWAYS IMPROVING MYSELF

The purpose of the AIM period is to provide opportunities for students to support and reinforce learning. The following is a list of tasks for which AIM will be used:

1. Time for students to make up tests, quizzes, labs, etc.
2. Time for students to use the media center and computer labs.
3. Opportunities for teachers to offer remediation and small group study sessions.
4. Opportunities for teachers to offer extension/enrichment activities.
5. Time for students to do homework and self-directed study.
6. Time for Silent Sustained Reading when directed.

*AIM is not a time for loitering in the hallways, getting an early lunch, using the vending machines, using the cafe, or any other nonacademic activity.

AIM PROCEDURES AND STUDENT RESPONSIBILITIES

1. AIM days are assigned by priority.
 - a.
2. Teachers have the first priority when selecting a student. If a teacher requests a student to come to their AIM, that student is required to be in attendance.
3. If a student is not selected by a teacher, they may select a desired location. Locations can be from any subject area, media center, or silent reading.
4. Once a student is assigned to a location, they must stay in that location for the entire AIM period so that proper attendance can be maintained.

5. Students are responsible for checking FLEX to ensure they are in the proper location. They must report to the location that is shown in FLEX.
6. Failure to report to the proper location can result in disciplinary consequences.

STaR - STUDENT TEACHERS AND RELATIONSHIPS

The purpose of the STaR period is to provide opportunities to build relationships with their teachers and fellow classmates. The following is a list of tasks for which STaR will be used:

1. Distribution of school wide communication.
2. State and district standardized testing programs.
3. Create positive relationships with fellow students and teachers.
4. Continuation of AIM - opportunities to make up work, get extra help, etc.

STAR PROCEDURES AND STUDENT RESPONSIBILITIES

1. All students are to report to their assigned STAR room with study materials. Students are not permitted to leave during STAR without permission from the teacher they are visiting and their STAR teacher.
2. Students who need to leave their assigned STAR room to use the media center, computer lab, or see a teacher must pick up a STAR pass and schedule their own appointments with the teachers or supervisors involved *prior* to the STAR.
3. The teachers and/or supervisors will keep track of students that are supposed to report to his or her room or area. It is the student's responsibility to make all appointments. The students and teachers need to use a pass to travel to these rooms. This pass is the student's responsibility.
4. "Frozen" STARS mean that students may not leave their designated STAR classroom. During these times their STAR teacher will work on lessons with the students or give standardized tests.
5. At the beginning of the STAR, teachers will take attendance. After announcements, if the STAR is not "frozen", any students leaving the STAR room will show their completed pass to the teacher and sign out, indicating their destination on the sign out sheet. Students will then report directly to their appointments.
6. Students will sign in with the teacher upon arrival. Students are not permitted to leave early from any of the areas they travel.

GENERAL STUDENT INFORMATION

ADVERTISING AND DISPLAYS

CGHS reserves the right to control all advertising and displays on school grounds. This includes, but is not limited to, signs, displays, flags, banners and posters. General guidelines will include:

1. The advertising or display must have prior administrative approval.

2. The advertising/display must not have the effect of disrupting the educational function of the school.
3. The advertising or display must be school related or serve the best interests or welfare of the students.
4. Commercial advertising or displays will generally not be allowed.
5. The advertising or display is installed in such a way as not to damage any surface or school property.
6. The advertising or display must be removed in a timely fashion.

Any advertising that fails to meet the criteria will be removed from the building.

ELEVATORS

Elevator use is for school personnel and for students granted permission by the school administration.

EMANCIPATED STUDENTS

Legal emancipation is the result of a court action. Emancipated status requires that students 18 years of age be totally self-supporting. They may not accept any shelter or support from their parents or guardians. Emancipated students are, in every way, living independently from their parents or guardians. For the purpose of school contact, records procedures, disciplinary issues, and attendance procedures, only students who are legally emancipated will be permitted to assume that status. **Students seeking emancipation must notify their counselor and speak to an administrator.**

EMERGENCY INFORMATION

Drills are scheduled periodically throughout the year. These drills are to acquaint students with quick and orderly movement to positions of safety in the event that an actual emergency should exist. All persons in the building are expected to participate appropriately in drills.

FIRE DRILLS

The signal is a continuous blast of the alarm horn and flashing lights, or notification over the public-address system. If there should be a power failure, emergency power will keep our system functioning. Students should walk quietly and quickly, following the teacher's instructions as they exit the building.

TORNADO DRILLS

The signal for this drill will be intermittent tones over the public-address system. Students will accompany their teachers to the designated shelter area and follow the teacher's instructions.

LOCKDOWN DRILLS

An administrator or designee will signal a lockdown by making an announcement on the public-address system. Students will remain in their locked classroom or the classroom nearest the student if in the hallways during a lockdown drill. Students will follow the teacher's instructions to the safest place in the classroom.

FALSE FIRE ALARMS OR 911 CALLS

Interference with fire alarms is a Class B misdemeanor. However, the offense is a Class A misdemeanor if it substantially hinders any law enforcement process, if it results in harm to an innocent person, or if it gives a false alarm of fire to the fire department of a governmental entity. A false fire alarm or 911 call will be treated as a major disciplinary offense and may result in expulsion.

EMERGENCY SCHOOL CLOSING INFORMATION

Parents/Guardians and schools must be prepared for a delay in school opening, sending students home early, or closing school any day when required by weather or emergency conditions. Notifications of such emergency closings will be made through local television and School Messenger.

FUNDRAISERS

All fundraisers must be approved through the administrative office. Failure to do so may result in discipline.

Any items being sold or donations collected without the approval of CGHS Administration or principal's designee will be confiscated.

FIELD TRIPS

Students that violate the school discipline code on a field trip may become responsible for the cost of an expedited return trip home.

IDENTIFICATION CARDS

Students will be issued photo identification cards early in the school year and should carry them during school hours and at all school events. School issued identification cards should be worn by a lanyard at all times during the school day. Lanyards should be worn around the neck with the ID card clearly visible. Students are required to show their ID cards and to identify themselves when asked to do so by a school employee. The Student ID card will be required for library material checkout and for the purchase of school lunches. Lending or giving your ID card to others is strictly prohibited. The cost of the original card and one replacement will be included in the student's fees. The cost of additional replacement cards will be \$5.

PERSONAL PROPERTY

Students should limit items brought to school to those necessary for school activities. Students should NOT bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. **THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR MONEY OR VALUABLE ITEMS WHICH ARE LOST OR STOLEN AT SCHOOL.** To aid in recovery, thefts should be reported to the dean's office immediately. The office reserves the right to investigate thefts regarding unauthorized non-school material.

TELEPHONES

The telephones in the school offices and classrooms are to be used by school personnel only.

VENDING MACHINES

The vending machines are for student use before school, after school, and during lunch periods

only. Students are prohibited from using vending machines located in faculty or staff lounges.

VISITORS

All visitors must sign in at the front desk of the main office. Conferences with teachers, principals, and counselors should be made by appointment. Visitors other than parents or guardians will not be allowed. The high school cafeteria is closed to visitors, including parents or guardians, friends, and all non- CGHS students.

HEALTH SERVICES

HEALTH SERVICES POLICIES & GUIDELINES

Amy Norman, Health Services Coordinator – 317-881-9326

Parents/guardians have primary responsibility for the health care that their children receive, but school clinics are available for emergencies, injuries, and acute illnesses that arise while the student is at school. Clinic staff can assist in management of chronic illnesses and special needs with parent support. The school clinic is staffed with a Community Health Network nurse (RN or LPN) or a clinic assistant. Nurses do not make medical diagnoses, but they are skilled in assessment, planning, intervention, evaluation, promotion of wellness, health counseling/education, prevention, emergency care, and referral. The clinic assistant works under the direction of an RN in the Corporation.

In the event of student illness or significant injury during the school day, the nurse/assistant/designee will make every effort to contact the parent/guardian, utilizing the phone numbers listed in Skyward. If a parent is unavailable, the school will contact the emergency contact(s) as listed in Skyward. If contact information changes at any time during the school year, it is essential that phone numbers be updated in Skyward. If the student's condition requires immediate emergency care, EMS will be activated first and then parents/guardians notified.

If a student has a chronic illness and needs an emergency care plan followed at school, it is the parent's responsibility to get these plans filled out by a doctor and returned to school. An updated plan is required for each school year. Some examples of chronic illnesses are asthma, seizure, diabetes, and life-threatening allergies. Any other health-related accommodations for the school day will be initiated after the nurse receives written doctor's orders. This includes, but is not limited to: open bathroom passes, physical restrictions, PE restrictions, and concussion accommodations. If a student needs a procedure during the school day, the nurse must also have a doctor's written orders and the parent/guardian must complete a "Consent to Treat" form. This includes, but is not limited to: gastrostomy tube feedings, in and out catheterizations, wound dressing, and diabetes care.

ILLNESS GUIDELINES

Please do NOT send a student to school if one or more of the following symptoms are present: diarrhea*, vomiting*, skin sores, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness*, or temperature of 100.4° F or above. Please do NOT send a child back to school until they have been fever-free (without fever-reducing medications) and without vomiting/diarrhea for 24 hours from last episode. Antibiotics that have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well

enough to learn. Students who have had a surgery or hospital stay may be asked to provide a doctor's note to return to school.

*Diarrhea – A student with diarrhea that causes “accidents,” is bloody, or results in greater than two bowel movements above what the student normally experiences in a 24-hour period. defined as three or more loose or liquid stools in 24 hours, should stay home or be sent home from school.

*Vomiting – A student who vomits more than twice in the preceding ~~in a~~ 24-hour period or vomiting and a fever are present should stay home or be sent home from school. Nursing assessment and judgment will be used to determine the appropriate course of action during the school day.

*Skin sores – Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage.

*Eye Discharge and Redness – Some students might have allergies or an eye condition that is not contagious. If a student normally does not have these eye issues, they should not be at school and they should be seen by a health-care provider. Nursing assessment and judgment will be used to determine the appropriate course of action during the school day.

Students that have symptoms that prevent them from actively participating in school activities (e.g., excessive coughing, sore throat, emotional distress) may also be sent home at the discretion of the nurse. An illness-related early release from school is only excused when deemed necessary to be sent home by the nurse. Parents/Guardians are responsible for providing their child/ren with timely transportation from school in cases of injury or illness that occur while there.

All students who feel ill, or are injured, must go to the health clinic to be evaluated. There are corporation standards that determine when it is appropriate for a student to be sent home, and clinic personnel will contact parents/guardians when necessary. Any student leaving school without being evaluated and meeting this standard will be unexcused.

HEAD LICE GUIDELINES

Parents/Guardians have the primary responsibility in the detection, prevention and treatment of head lice through routine checks of their child's hair and proper treatment if live lice are found. While head lice are a nuisance, they do not spread disease and are not a public health issue. Parents are encouraged to notify the nurse/clinic assistant if their child is found to have head lice. The primary goal of identification and notification of a lice infestation in the school setting is to ensure that the child receives safe and effective treatment.

Should a student present at school with a possible case of head lice, the school nurse/clinic assistant will maintain confidentiality, verify the presence of an active infestation, and bring it to the attention of the student's parent/guardian. Presence of nits alone is not a reason to exclude a child from school. Students with live, crawling lice and nits closer than 1cm from scalp will be considered an active infestation and would require treatment or manual removal of nits. Exclusion for an active infestation will be determined on a case-by-case basis. Parents/Guardians will be instructed on appropriate treatment and prevention methods and asked to return to the clinic with their child

after treatment for a recheck. Head lice checks are done individually and on an as-needed basis for detection and for follow up after treatment. Siblings and close contacts of students with head lice may be checked at the discretion of the nurse or clinic assistant.

These guidelines are supported by the American Academy of Pediatrics, Centers for Disease Control and Prevention (CDC), and the National Association of School Nurses.

INJURY

Students who are injured at school will be assessed at the time of the injury, if they report to the clinic. If a student has a laceration possibly requiring closure, difficulty walking, extreme swelling, pain, obvious deformity, signs of concussion, or has any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation. This may include a call home or an EMS call. Only an X-ray can determine if a fracture has occurred. The clinics possess wheelchairs for emergency response by school staff only. Center Grove Community School Corp. cannot provide a wheelchair or any other medical supplies or devices that are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents/Guardians should contact their health-care provider or insurance carrier if these devices are needed beyond the school's initial response.

GUIDELINES FOR MEDICATION ADMINISTRATION

Center Grove Community School Corp. clinics do not stock any medications. All medication must be supplied by a parent/guardian. Medication given for the academic success of students or other medications given for acute or chronic conditions may be administered at school. Do not send once daily or every 12-hour medication to school. Once daily morning medications should be given at home unless a note is provided from the student's physician or after discussion and approval by the clinic staff.

The following guidelines for medication administration at school have been set up in accordance with Indiana Codes as related to education.

ALL medications (non-prescription and prescription) must be brought to the school clinic upon arrival to school where they will be stored and administered accordingly.

- **Prescription medication**

- The school nurse, clinic assistant, or designee can dispense PRESCRIPTION MEDICATION with written parent/guardian permission. A parent/guardian must complete a **“Request to Administer Medication”** form for each medication to be administered as well as a **“Consent to Treat”** form. Prescription medication must be sent in the original container bearing the current pharmacy label that shows the child's name, prescription number, date filled, physician's name, and directions for use. All prescription medication changes and/or dosage changes must be accompanied by a physician's statement or new prescription bottle reflecting changes.
- If a medication is to be terminated before the date on the prescription, the written and dated consent of the parent/guardian is required.

- **Non-prescription medication**

- The school nurse, clinic assistant, or designee can dispense NON-PRESCRIPTION MEDICATION with written parent/guardian permission. A parent/guardian must complete a **“Request to Administer Medication”** form for each medication to be administered as well as a **“Consent to Treat”** form. ALL medication must be sent in the original, unexpired container and labeled with the student’s name. All over-the-counter medication brought to school should be unopened prior to the nurse receiving it. No medication can be given to a student unless it is brought from home with written parent permission (“Request to Administer Medication” and “Consent to Treat” forms). This includes cough drops, throat sprays, most eye drops, and most sprays, creams and ointments for burning or itching. Any dosage amount requested in excess of the manufacturer’s recommended dosage will not be given without a physician’s written approval.
- The clinics have limited storage space so please be mindful of the size of bottles that are being brought into the clinic.
- **Herbal medications or supplements** will not be administered during the school day unless accompanied by a physician’s order.
- **Emergency Medication (e.g. inhalers, Epi-pens)**

Students who require the immediate availability of medication may be allowed to keep it with them rather than in the clinic only with the written permission of the prescribing physician.

Parents/Guardians of students carrying such medications assume responsibility for assuring that a back-up medication is provided to be available in the clinic, and that the carried medication is neither outdated nor empty.

- **Controlled Drugs**

Parents/Guardians assume responsibility for delivering controlled substances (e.g., Ritalin) to and from school. Controlled substances should be delivered to the school clinic by a parent/guardian. Students cannot bring in controlled substances and controlled substances will not be sent home with students.

- **Picking Up Medications**

Students in grades 9-12 need a parent’s written permission to take medication home. Controlled substances will not be sent home with students. They must be picked up by a parent/guardian or designated adult other than the student. Written permission from the parent/guardian designating the adult picking up the controlled substances is required.

- All medication permits and physician statements must be filed with the school at the beginning of each school year or, at the start of medication administration, whichever comes first. Written parent consent is valid only for the period specified on the consent form and never longer than the current school year.

References: 511 IAC 7-21-8, IC 20-34-3-18, IC 20-33-8-13

IMMUNIZATION POLICIES

Every child living in Indiana shall be immunized against diphtheria, pertussis (whooping cough), tetanus, measles, rubella, poliomyelitis, mumps, hepatitis A, hepatitis B, chicken pox and meningococcal. These requirements are determined by the Indiana State Department of Health. Contact the school clinic for clarification.

Per Indiana law, every child enrolled in the following grades shall have the following immunizations:

K-5th Grade:

3 Hepatitis B, 5 DTaP (Diphtheria, Tetanus & Pertussis), 4 Polio, 2 Varicella, 2 MMR, 2 Hepatitis A

6th-11th Grade:

3 Hepatitis B, 5 DTaP (Diphtheria, Tetanus & Pertussis), 4 Polio, 2 Varicella, 2 MMR,
2 Hepatitis A, 1 MCV4 (Meningococcal) and 1 Tdap (Tetanus, Diphtheria & Pertussis)

12th Grade:

3 Hepatitis B, 5 DTaP (Diphtheria, Tetanus & Pertussis), 4 Polio, 2 Varicella, 2 MMR,
2 Hepatitis A, 2 MCV4 and 1 Tdap

The parent/guardian is required to furnish the school on or before the first day of school proof of immunization. The statement of immunization must include the student name, date of birth and the month/date/year of each immunization. If the student has a history of chicken pox, the parent/guardian must provide a written statement that indicates the child has had the disease.

A child may be exempt from immunization requirements only if the student's physician certifies in writing that the particular immunization will be detrimental to the child's health or, if the child's parent/guardian submits a written religious objection to the immunization requirements. Both of these exemptions must be updated annually. Students without proof of up-to-date immunizations will not be allowed to attend school as of October 1 of the current school year until updated records are turned in to the clinic.

If the student is in the process of completing the requirements, the parent/guardian must furnish a written physician's statement stating the schedule for completion of the needed immunizations.

References: IC 20-34-3-2, IC 20-34-3-3, IC 20-34-4

HEARING AND VISION SCREENINGS

Hearing and Vision screenings are performed each year in compliance with Indiana state law. All students in grades 1, 4, 7 and 10 will receive a hearing screening. Also, any student who has transferred into the school corporation or any student suspected of hearing defects will be screened. Hearing screenings are conducted by the corporation Speech and Language Pathologists. All students in grades 1, 3, 5 and 8 will receive a vision screening. Also, any student who has transferred into grades 1, 3, 5 and 8 or any student suspected of a visual defect will receive a vision screening. Vision screenings are conducted by the corporation nurses, clinic assistants and trained volunteers. Parental permission is not required. If, however, you do not wish for your child to be screened, you must send a written statement to the school clinic as soon as possible after the start of the school year. Students that do not pass the school screening will be referred for further evaluation and

assessment by a licensed practitioner. After the exam, a physician's report of the evaluation must be returned to the school for documentation and reporting purposes.

References: IC 20-34-3-14, IC 20-34-3-12, IC 20-19-2-8

MISCELLANEOUS

In the event that Poison Control is consulted, the advice received shall be absolutely followed by clinic/school personnel, including emergency transport.

It is the parent/guardian's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies for any type of special need, etc.

CLINIC RULES

Because of the number of students that are seen in this clinic, it is necessary that we have established rules for the clinic. Respect for these rules is expected and appreciated. The rules are as follows:

1. All students must have a hall pass before coming to the clinic.
2. Students feeling ill will be limited to 20 minutes in the clinic. Students staying longer or going home will be at the discretion of the Health Services Staff.
3. Clinic phones are to be used for ill students and for Health Services Staff.
4. Only ill students will be allowed back into the clinic area.
5. Students not adhering to these rules will be asked to leave once and may be sent to the Dean.
6. Repeated visits to the clinic may be indicative of an attendance problem, the Dean or other school administrator will be notified.

COUNSELING AND STUDENT SERVICES

The student services offices are open during school hours and the counselors or social workers are there to assist with all academic, social, and behavioral concerns of students and their parents or guardians. Services of the counseling department confidential individual and/or group counseling in the following areas: career counseling, scholarship information, scheduling, support groups, financial aid, academic and vocational testing, and social, emotional, and behavioral counseling.

ACADEMIC GUIDE

The Student Services Department annually prepares a handbook called the Academic Guide. It contains information on graduation requirements, the available classes for the upcoming year, and recommended curricula for vocational and educational experiences. (See the [Student Services Office or school website](#) for more information)

SAT AND ACT TESTING INFORMATION

All testing information is available on the school website under the Student Services Department. Students will also participate in taking the PSAT in grades 9, 10, and 11. Juniors will take the SAT as part of the graduation requirements.

GRADUATION REQUIREMENTS

Students should refer to the Center Grove High School Academic Guide for specific graduation requirements and diploma information. For the class of [2026, 2027, & 2028](#) (Academic Honors, Core 40, Technical Honors, Traditional Diploma) and the class of 2029 ([The New Indiana Diploma and Seals](#)). Information on the state-required [Graduation Pathways](#) can also be found in the Academic Guide.

GRADUATING EARLY

Students are encouraged to attend high school for eight (8) semesters. If a student wishes to graduate after seven (7) semesters, he/she must meet all Graduation Pathway and CORE40 diploma requirements by the end of the seven (7) semesters and provide reasons and written consent signed by his/her parents/guardians. This written request should be completed with the Early Graduation Form and is due to the guidance office by September 30 of the senior year. Students who are applying for early graduation, must carry a full course load. The student will be permitted to participate in the commencement ceremony.

A junior who is requesting to graduate at the end of the sixth (6th) semester must meet all Graduation Pathway and CORE40 diploma requirements. The Early Graduation Form along with a letter to the principal stating the reasons for the request, must be signed by the parent and student and returned to the guidance office by September 30 of the junior year. A junior who is approved to graduate at the end of the sixth (6th) semester will be permitted to participate in the commencement ceremony with the senior class.

The student is encouraged to apply for the Mitch Daniels Early Graduation Scholarship if they are planning to attend an Indiana college.

GRADUATION PARTICIPATION

To participate in the graduation ceremony, a student must be a student in good standing at CGHS and must have completed all necessary credits and graduation requirements. Any seven-semester graduate must have met all graduation requirements by the end of the seventh semester. Remember, participation in graduation is a privilege, not a right.

TRANSCRIPTS

Transcripts are processed electronically through Xello for all presently enrolled students. Students should contact their counselor with any questions they may have about requesting/processing an electronic transcript. Students who have graduated from CGHS should

complete the [transcript request form](#). Please allow three to five business days for processing by the School Registrar.

OUTSIDE TELEHEALTH SERVICES ON SCHOOL PROPERTY

Outside telehealth counseling and doctor's appointments for students will not be allowed on school property, due to HIPPA and FERPA requirements. If a student has a telehealth appointment during the day, the parent/guardian will need to release them from school and bring them back to school after the appointment. A doctor's note will be required to excuse the loss of instructional time.

Services from Outside Agencies

Center Grove provide Speech/Language, OT, PT and Behavioral supports and services, as appropriate for students that have an IEP to allow for meaningful access to a Free and Appropriate Public Education. The administration reserves the right to protect students' best interest in determining the times to meet that will be least disruptive to the student's school day. If families partner with other outside agencies who want to observe, consult, and/or collaborate with the child's special education school team, this request needs to be made with the Director of Elementary or Secondary Special Education and building administration.

Center Grove Schools partners with Community Health Network for school-based mental health services. The administration reserves the right to protect students' best interest in determining the times to meet that will be least disruptive to the student's school day. If families partner with other outside agencies who want to provide school-based services, this request needs to be made with the Executive Director of Student Services.

HATCH AMENDMENT

Right to Inspect Certain Instructional Materials. In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled within the Center Grove Community School Corporation which receives funds from the United States Department of Education, either directly or indirectly, shall be entitled to inspect those instructional materials which will be used with any survey, analysis, or evaluation as part of any school program or curriculum. *Legal Reference: 20 U.S.C. 1232h (a)*

Notification on rights concerning Student Surveys

(I.C. 20-30-5-17) Access to materials relating to personal analysis, evaluation, or survey of students; consent for participation.

1. A school corporation shall make available for inspection by the parents or guardians of a student any instructional materials, including:
 - a. teachers' manuals;
 - b. student texts;
 - c. films or other video materials;
 - d. tapes; and
 - e. other materials used in connection with a personal analysis, an evaluation, or a survey described in subsection (b).
2. A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the

student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

- a. political affiliations;
- b. religious beliefs or practices;
- c. mental or psychological conditions that may embarrass the student or the student's family;
- d. sexual behavior or attitudes;
- e. illegal, antisocial, self-incriminating, or demeaning behavior;
- f. critical appraisals of other individuals with whom the student has a close family relationship;
- g. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
- h. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program); without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.

3. The department and the governing body shall give parents/guardians and students notice of their rights under this section.

4. The governing body shall enforce this section.

As added by P.L. 204-1995, SEC.1.

Violations of the Indiana statute set out above should be reported to Central Office at 317-881- 9326.

STUDENT RECORD POLICY

Center Grove Community School Corporation Student Records Policy Definitions

A. Education Records

Education records consist of all official records, files, and data directly related to a student and maintained by the schools. Such records encompass all the material kept in the student's cumulative folder and include general identifying data, records of attendance and of academic work completed, records of achievement results of evaluative tests, health data, and disciplinary records. Education records are the property of the School Corporation, access to and correction being governed by this policy.

B. Exclusions

Education records shall not include the following:

- a. Data which relates to a student or groups of students but by which he or they cannot be identified, as, for example, by social security number, name, address, or names or relatives, such records generally being referred to as unidentifiable student records.
- b. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes and memory aid

Examples of student work product such as art and vocational objects and written work

Communication privileged under I.C. 20-28-10-17 and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect under I.C. 31-33-7.

C. Parents: Parents of a student shall include parents, guardians, and custodians.

CUSTODY AND PROTECTION OF STUDENT RECORDS

1. **Place records are kept.** Student records will generally be maintained in the cumulative record folders either in the administrative offices of the School Corporation or in the school in which the student is currently enrolled. With the consent of the superintendent or his designee, a portion of student records may be kept in other places for reasons of effective school administration.
2. **Control of the records.** Student records in each place where they are maintained shall be under the immediate control of the person in charge of the building who shall be responsible for carrying out this policy.
3. **Record of access to student records.** Each individual student cumulative folder, and each student record maintained separate from the folder, shall contain as a part thereof a written form upon which any person examining such records shall indicate the following:
 - a. The identity of such person.
 - b. The specific record examined.
 - c. Purpose of the examination.
4. The date on which, or in the case of a person whose job within the school corporation system requires repeated examination, the period of time over which such examinations were made.
5. No such record need be kept when the disclosure was to a parent or student, school staff members, a party with a written consent from the parent or student who is at least 18 years of age, or a party seeking directory information.

ACCESS TO STUDENT'S RECORDS

1. **Right of access.** A parent of a student who (1) is less than 18 years of age and not enrolled in a post-secondary institution, or (2) is a dependent student as defined by Section 152 of the Internal Revenue Code of 1954, has a right to inspect and review such student's records or any part thereof. A student has a right to inspect or review his or her records or any part thereof.
2. **Manner of exercising such rights.** Such rights shall be exercised by presenting a written request to the office of the superintendent or the building principal. The request shall specify the specific records which the parent or student wishes to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee shall immediately contact the parents/guardians or student by letter or otherwise, to determine the desired scope of records to be inspected. Such inspections shall be made during reasonable business hours determined by mutual agreement between the school employee and the parents/guardians or student. A school official shall be present during any such inspection to assist in the interpretation of the records.

3. **Records involving more than one student.** Where the records requested include information concerning more than one student, the parents/guardians shall either receive for examination that part of the record pertaining to their child, or where this cannot be reasonably done, be informed of the contents of the part of the record pertaining to their child.

ACCESS TO STUDENT'S RECORDS BY THIRD PARTIES

- A. **Access without the consent of the parents/guardians or student who is at least 18 years of age or enrolled in a post-secondary institute.** The education records of any student shall be available to the following persons, or in the following situation, without the consent of the parents/guardians or student who is at least 18 years of age or enrolled in a post-secondary institution: School officials within the school corporation who have legitimate educational interest.
- B. Officials of another school system or institution of post-secondary education where the student seeks or intends to enroll. The parent or student will not be notified of the disclosure of education records to another school, school system, or institution of post-secondary education where the student seeks to attend or enroll. The parent of a student who is at least 18 years of age may receive a copy of the records that was disclosed upon request.
- C. Authorized representative of the Comptroller General of the United States or the Secretary of the Department of Health, Education and Welfare or other federal agency, and authorized employees of the Indiana Department of Education, provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any student or their parents/guardians.
- D. Organizations conducting studies for, or on behalf of the school corporation for the purpose of developing, validating, or administering predictive tests, and improving instruction.

Accrediting organizations in order to carry out their accrediting functions.

- A. Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other individuals.
- B. Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, upon the condition however, that parents/guardians are notified of all such orders or subpoenas as soon as reasonably possible after they are received, and in any event, no less than 24 hours before disclosure.
- C. **Access to records with consent.** Education records may be furnished to any other person with the written consent of:

The parent of a student who is less than 18 years of age unless the student is attending an institution of post-secondary education, or, the student who is at least 18 years of age or is attending an institution of post-secondary education.

Such written consent shall specify the records to be released, the reasons the records are to be released, and to whom. To the extent reasonably possible, the school corporation shall release information to persons on the condition that such persons will maintain the confidentiality of the information and will not reveal or disseminate the information to other persons.

CORRECTION OF STUDENT'S RECORDS

Parents/Guardians shall have an opportunity for a hearing to challenge the content of their child's education records to ensure that they are not inaccurate or misleading or otherwise in violation of the rights of privacy or the constitutional rights of the child. If the parents/guardians believe that such records should be corrected or deleted, they shall advise the superintendent or the building principal, who shall provide them an informal conference. In the event, no agreement is reached, the parent shall have an opportunity for a hearing to correct or delete the records by filing a statement of the relief they request and a hearing shall be held thereon, and appeals taken, in the same manner as a charge brought under **I.C. 20-33-8**.

COPIES OF STUDENT'S RECORDS

Copies of records at no charge may be provided to a (1) parent of a student under 18 years of age or dependent student as defined by Section 152 of the Internal Revenue Code of 1954, or (2) student who is at least 18 years of age or enrolled in a post-secondary institute of higher instruction, where such person is unable because of distance or other valid reason to personally inspect and review the education record. Fees for all other copies shall be assessed at 10 cents per page for copies on pages not larger than 8 1/2 x 14 inches. Fees for any other record shall be assessed at that same rate per page.

RELEASE OF DIRECTORY INFORMATION

The school corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, and the most recent educational agency or institution attended, without consent to media organizations (including radio, television, and newspapers, colleges, civic or school-related organizations and state or local governmental agencies).

Parents/Guardians of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or certain of the categories of directory information should request form DP-1 (Denial; of Permission to Release Certain Directory Information Without Prior Written Consent) from the superintendent's office. An objecting parent or student may use form DP-1 to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released. Building principals shall ensure that parents/guardians are informed of their right to object to the release of directory information and that they have 14 calendar days from the beginning of the school year in which to file an objection.

FERPA

(NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older "eligible students" certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the "School" receives a request for access.

2. Parents/Guardians or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/Guardians or eligible students who wish to ask the School to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education

EXTRA/CO-CURRICULAR ACTIVITIES

GENERAL EXTRA/CO-CURRICULAR GUIDELINES

Participation in extracurricular activities is a privilege extended to individuals who have the physical ability to perform and the moral character to conduct themselves in the proper manner. When students choose to participate in extracurricular activities, they place themselves in the public eye. Participants are expected to behave at all times in a manner that portrays a positive image of them, the teams they belong to and the school they represent. These rules, regulations, and penalties are set forth for CGHS extracurricular/co-curricular activities and are in effect year round.

DEFINITIONS

Season: A season is defined as the time from the first official practice or rehearsal date until the completion of the awards program or elimination of the team, activity, or individual from the state tournament, whichever is last.

Conduct Rules: Any misconduct, theft, vandalism or other act which reflects discredit on the school is subject to disciplinary actions. This rule applies to all situations, whether extracurricular or school related or non-athletic or non-school related.

Any student participants convicted of a felony at any time shall be excluded from participation for one full year from the time of conviction. Conviction of a misdemeanor shall be subject to suspension from 25% of the contests or activities on the first offense. The second or succeeding offense will bring an athletic suspension for one calendar year. Continuation in an activity or on a squad until conviction is contingent upon the decision of the Athletic Council. The athlete will not be allowed to begin participation until after the penalty is served.

Attendance: To be eligible to practice or compete on a given day, an athlete or extra-curricular participant must be in class by 9:00am. The participant may NOT leave school unless he/she brings a doctor's note upon his/her return.

Due Process: Athletes who have been penalized for violation of any rules have the right to a hearing. A student-athlete may request a hearing by submitting a letter to an Assistant Principal within five calendar days of receiving the penalty. An Assistant Principal will establish a time and place for the hearing. The finding of the hearing committee may be appealed to the high school Principal. This committee shall review both procedure and appropriateness of penalty. The Assistant Principal will chair the hearing. Other members of the committee will include the Athletic Director or Student Activity Director, 2 teachers not associated with the activity in question, and the student's counselor.

Appeal to the Principal: The Principal shall serve as the FINAL step in the appeals process. An appeal to the Principal must be submitted in writing within five calendar days of the hearing committee's decision.

Social Functions: Student participants are expected to leave social events immediately where the illegal use of chemical substances, including alcohol, is permitted by the host. Failure to do so implies guilt, and violators will be dealt with according to the policy

ATHLETICS

[Center Grove High School Athletic Website](#)

[Center Grove High School Athletic Handbook](#)

IHSAA ELIGIBILITY RULES

Participation in athletics is a privilege earned by meeting the standards set by your school, conference, and the IHSAA. If you have any questions regarding your eligibility, contact the athletic director or principal BEFORE you endanger your athletic eligibility, rather than AFTER it is too late. If you were not eligible in the school from which you were transferred, or this is your second transfer in your HS career, you are ineligible for further interscholastic athletic competition until eligibility is regained per the IHSAA By-Laws.

Age

A student whose twentieth birthday occurs before the scheduled date of the IHSAA State Finals in a sport shall be ineligible.

Amateurism

If you play, officiate or manage under an assumed name; If you accept money or merchandise directly or indirectly for athletic participation, officiating or managing; If you participate in athletic clinics, schools or camps; or if you sign a professional contract, you are ineligible for further interscholastic athletic competition.

Awards, Gifts, and Trips

If you accept commercial awards which advertise any business firm or individuals; if you accept any award designating "All-State" or "All-American"; if you accept awards, gifts, trips or honors from colleges or their alumni, you are ineligible for further interscholastic athletic competition.

Change of School

If you were not eligible in the school from which you were transferred, or if your parent or guardian did not make a corresponding change of residence to the new school district, you are ineligible for further interscholastic athletic competition. Unavoidable changes of residence cases require action by IHSAA.

Enrollment

If you did not enroll in school during the first 15 days of a semester, or if you have been enrolled for more than 4 fall and/or spring semesters beginning with grade 9, you are ineligible for further interscholastic athletic competition.

Grades

If you did not pass 5 regular, full credit subjects in the previous grading period, or if you are not currently passing in 5 regular, full credit subjects, you are ineligible for further interscholastic athletic

competition. (Semester grades will take precedence at the end of the semester. Audits DO NOT count as subjects. Required Physical Education is considered a solid subject. Athletic Conditioning is a full credit, regular class.)

Illness and Injury

If you are absent 5 or more consecutive school days because of illness or injury and do not present to your principal written verification from a licensed physician stating that you may participate again, you are ineligible for further interscholastic athletic competition.

Conduct and Character

If you do not represent your school in a becoming manner, if your habits, conduct or character in or out of school during the school year or during the summer are such as to reflect discredit upon your school, you are ineligible for further interscholastic athletic competition.

Physical Examination Certificate

If you do not have a completed certificate on file with your principal for each school year, you are ineligible for further interscholastic athletic competition.

Participation in Practices, Games, Contests, or Scrimmages

If you participate as a member of any other similar team in the same season, not under the direct supervision and management of our school; if you participate in a tryout or demonstration as a prospective college athlete; if you participate in a demonstration, coaching school or clinic outside the State of Indiana; or if you participate out of season in a basketball or football practice, game, contest, demonstration, exhibition or scrimmage, you are ineligible for further interscholastic athletic competition. There are beginning and ending practice and contest dates for all IHSAA sports. If you have a question concerning your participation and/or eligibility in any sport, consult the high school Athletic Director.

Undue Influence

If a person uses undue influence to retain or secure you as a student or to retain or secure your parents or guardians as residents, you are ineligible for further interscholastic athletic competition.

NCAA Eligibility Guidelines

Students should see the Athletic Director or their school counselor for information regarding academic requirements for the NCAA. Additional information can be found by accessing the NCAA Clearinghouse Website at www.ncaaclearinghouse.net.

CLUBS AND ORGANIZATIONS

[Extra-Curricular Activities List and Student Activities Handbook](#)

ELIGIBILITY FOR CLASS/CLUB OFFICERS, STUDENT COUNCIL, AND NATIONAL HONOR SOCIETY

A student selected to one of these positions is expected to possess qualities such as leadership, academic and personal responsibility, and the desire to be a good student representative. The selected students should conduct themselves accordingly. Therefore, the following guidelines have

been established for eligibility to seek and hold these positions:

1. **Grades:** The student must have and must maintain during the tenure of office/membership, a grade point average of 2.0 [C]. This includes the cumulative grade point average and each nine- week grade point average. National Honor Society grade point average is 3.17.
2. **Conduct:** The student must have no record of suspension during the tenure in office or have been charged or convicted of a criminal offense (to exclude minor traffic violations). This includes suspensions due to attendance problems. The student must not reflect discredit upon the school nor a disruptive influence on the discipline, good order, morale, or educational environment of the school.
3. Students selected to these positions may be required by the sponsor(s) to sign a form indicating agreement to abide by these guidelines.
4. If, in the judgment of the sponsor(s) and/or administration, the student is not meeting the requirements of the position, the student will be removed from the position.

ACADEMIC ELIGIBILITY FOR CLUBS AND ORGANIZATIONS

To remain eligible for clubs and organizations students must pass 5 full credit subjects in the previous semester and maintain passing grades in the current semester determined by nine weeks grades. Semester grades will take precedence at the end of the semester. Audits do not count as subjects. First semester freshmen are exempt from this rule. In order to participate in any club or organization, the student must sign up for the school's DAT (random drug testing) Program.

Students interested in starting a new club or organization should contact the administrator in charge of Student Services in the main office.

RANDOM DRUG TESTING

RDT Forms are required for participation in any extra-curricular, co-curricular, clubs, interscholastic sports, and intramural sports.

EXTRA-CURRICULAR DRUG-ALCOHOL-TOBACCO POLICY
Rule #1: Do not use or possess any controlled substances, drug paraphernalia, alcohol, or any tobacco products.
Rule #2: Do not be in attendance at any gathering where there is unlawful use of alcohol, controlled substances or drug paraphernalia.

This policy becomes effective once the Center Grove High School RDT form has been signed and received in the Athletic Office. If a student transfers from another school and has committed a previous offense at that school, that offense will be considered as an offense at Center Grove High School as well. It is in effect from that point forward 24 hours a day, 7 days a week, 365 days a year, until graduation. By signing the RDT form, parents/guardians authorize Center Grove High School to obtain information from police agencies, the probation department, or any other certified source, including CGHS personnel, regarding the events leading up to an arrest, the filing of charges, or any police contact for an act which would be in violation of the stated rules of the Drug-Alcohol-Tobacco policy.

Social Function Expectations: Student athletes and performers are expected to leave social events immediately where the illegal use of controlled substances, drug paraphernalia, alcohol, or any tobacco products is permitted by the host. Failure to do so implies guilt, and violators will be dealt with according to the policy.

Levels and Consequences of Drug-Alcohol-Tobacco Policy Violations

In-Season Violations (Defined as the first official day of practice/tryouts until the day of the Award Program for that sport.)

- A. **1st Violation of Rule #1:** The student-athlete will be removed from that sport immediately. All honors and awards will be forfeited. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense.*

* Cheerleaders who have been selected for the Winter squad, but who also participate in a Fall Sport, will be considered to be Out-of-Season for Winter Cheerleading until the first day of practice, or November 1st, whichever occurs first.

- B. **1st Violation of Rule #2:** The student-athlete will forfeit 10% of their next interscholastic events. For the student-athlete to be eligible for participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense. *

Out-of-Season Violations (Defined as any season in which the student is not a rostered student on any extracurricular activity.)

- A. **1st Violation of Rule #1:** The student-athlete will forfeit the first 25% of the interscholastic events of the next athletic season in which they participate. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense.*

- B. **1st Violation of Rule #2:** The student-athlete will forfeit 10% of the interscholastic events of the next athletic season in which they participate. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense. *

Additional Violations of Rule #1 - (In-Season or Out-of-Season)

During this time, the student will not be allowed to practice or compete in any Athletic Department activities for one calendar year. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to another drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense.*

Additional Violations of Rule #2 - (In-Season or Out-of-Season)

The student-athlete will forfeit 25% of their next interscholastic events. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to another drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense*.

MUSIC DEPARTMENT

[Center Grove High School Bands Website](#)

[Center Grove High School Choirs Website](#)

[Center Grove High School Orchestra Website](#)

MUSIC/CO-CURRICULAR DRUG-ALCOHOL-TOBACCO POLICY (MCCDAT)
Rule #1: Do not use or possess any controlled substances, drug paraphernalia, alcohol, or any tobacco products.
Rule #2: Do not be in attendance at any gathering where there is unlawful use of controlled substances, drug paraphernalia, alcohol, or any tobacco products.

This policy becomes effective once the Center Grove High School MCCDAT form has been signed and received in the Music Office. It is in effect from that point forward 24 hours a day, 7 days a week, 365 days a year, until graduation. By signing the MCCDAT form, parents/guardians authorize Center Grove High School to obtain information from police agencies, the probation department, or any other certified source, including CGHS personnel, regarding the events leading up to an arrest, the filing of charges, or any police contact for an act which would be in violation of the stated rules of the Extra/Co-Curricular Drug-Alcohol-Tobacco Policy. (All music students are considered in-season from the date of audition through the end of the following school year.) High School students in the music program are also required to enroll in the Center Grove Random Drug Testing Program.

General Extra/Co-Curricular Program Regulations: Participation in extra/co-curricular activities is a privilege extended to individuals who have the physical ability to perform and the moral character to conduct themselves in the proper manner. When students choose to participate in extra/co-curricular activities, they place themselves in the public eye. Participants are expected to behave at all times in a manner that portrays a positive image of them, the teams they belong to and the school they represent. These rules, regulations, and penalties are set forth for CGHS extra/co-curricular activities and are in effect year round.

Social Function Expectations: Student-performers are expected to leave social events immediately where the illegal use of controlled substances, drug paraphernalia, alcohol, or any tobacco products is permitted by the host. Failure to do so implies guilt, and violators will be dealt with according to the policy.

Consequences of Drug-Alcohol-Tobacco Policy Violations

MCCDAT Forms are required for participation in all music department ensembles

1st Violation of Rule #1: The student-performer will be withheld from 25% of the total performances of the school year. This will carry into the following school year for all underclassmen. In addition, eligibility for membership in an ensemble and ability to travel with that ensemble will be reviewed by the director(s). For the student-performer to be eligible for future participation, the student-performer will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense. The student-performer will be required to attend all performances that take place during their suspension and complete a critique of the performance as stipulated by the director(s) as a concert replacement assignment.

1st Violation of Rule #2: The student-performer will be withheld from 10% of the total performances of the school year. This will carry into the following school year for all underclassmen. In addition, eligibility for membership in an ensemble and ability to travel with that ensemble will be reviewed by the director(s). For the student-performer to be eligible for participation, the student-performer will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense. The student-performer will be required to attend all performances that take place during their suspension and complete a critique of the performance as stipulated by the directors as a concert replacement assignment.

2nd Violation of Rule #1: The student-performer will not be allowed to practice, perform or compete in any Music Department activities for one calendar year from the date of the violation. For the student-performer to be eligible for future participation, the student-performer will be required to submit to another drug screen to the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense. The student-performer will be required to complete assignments as stipulated by the director(s).

2nd Violation of Rule #2: The student-performer will be withheld 25% of the total performances of the school year. This will carry into the following school year for all underclassmen. In addition, eligibility for membership in an ensemble and ability to travel with that ensemble will be reviewed by the director(s). For the student-performer to be eligible for future participation, the student-performer will be required to submit to another drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense. The student-performer will be required to attend all performances that take place during their suspension and complete a critique of the performance as stipulated by the directors as a concert replacement assignment.

Definitions/Appeals

Conduct Rules: Any misconduct, theft, vandalism, or other act which reflects discredit on the school

is subject to disciplinary actions. This rule applies to all situations, whether extra/co-curricular, school related, or non-school related.

Any student participant convicted of a felony at any time shall be excluded from participation for one full year from the time of conviction. Conviction of a misdemeanor shall be subject to suspension from 25% of the total performances for the school year. The second or succeeding offense will bring a music suspension for one calendar year from the date of the violation. Continuation in a music activity until conviction is contingent upon the decision of the music directors. The performer will not be allowed to begin participation until after the penalty is served.

Attendance: To be eligible for practice or compete on a given day, an extra/co-curricular participant must be in class by 9 a.m.

Due Process: Performers who have been penalized for violation of any rules have the right to a hearing. A student-performer who desires a hearing must submit a letter to an Assistant Principal, within 5 calendar days, requesting that a hearing be held. An Assistant Principal will establish a time and place for the hearing. The finding of the hearing committee may be appealed to the high school Principal. This committee shall review both procedure and appropriateness of penalty. The Assistant Principal will chair the hearing. Other members of the committee will include the Choral Director, Orchestra Director, or Band Director (not the director of the activity), 2 teachers not associated with the activity in question, and the student's counselor.

Appeal to the Principal: The Principal shall serve as the FINAL step in the appeals process.

DANCE DECORUM AND POLICIES

Students need to be aware of certain procedures that take place before and during Center Grove High School dances. Students must have an RDT (Random Drug Testing) form on file in the Dean's Office to attend school dances. Students are required to present their student ID before gaining admittance to the dance. The sponsoring group and school administration will determine whether a dance will be open or closed. For open dances, guests must fill out a School Dance Guest Request Form ahead of time to gain approval from the school administration. These forms are available in the Student Services office. All students and guests will be required to submit to a breathalyzer test.

The administration will use its discretion in determining what type of dancing is inappropriate and will dismiss students violating these rules from the dance.

SCHOOL POLICIES

The following policies are Board approved and are expected to be followed by all students.

ATTENDANCE PHILOSOPHY

Regular attendance is essential for a student's success in school. Every absence whether excused or not is a day lost in the classroom that can never be retrieved. While make-up assignments may be completed, the dialogue between the teacher and the students can never be effectively duplicated.

The State of Indiana places education at the top of its priorities and the Indiana Compulsory Attendance Law requires students to attend school regularly. Accordingly, it is incumbent upon CGHS to use every reasonable measure to assist students in developing positive attendance habits. While the responsibility for a student being present in school rests with the student and his/her parents/guardians, the school will assist parents/guardians and students in this responsibility. This cooperation between the student, parents/guardians and the school is essential in providing the fundamental foundation of regular school attendance.

DEPARTURE FROM CAMPUS

Center Grove High School operates as a closed campus; therefore, students are not permitted to leave the building during school hours without the consent of the administration.

ATTENDANCE CLASSIFICATIONS AND DEFINITIONS

- **Absence** - An absence is declared when a student is not in class. A student who misses more than 30 minutes of a class, or a student found to be truant for any part of the period shall be considered absent. Attendance will be recorded each period by the classroom teacher. This record will serve as the official documentation of classroom attendance.
- **Unexcused Absences** – Unexcused absence until acceptable verification is received. Verification must be received within 15 school days after the first day of returning to school to be considered excused.
 1. **Death of an immediate family member** – obituary or funeral home bereavement card signifying family relationship
 2. **Hospitalization** – written notification from a competent physician
 3. **Professional Appointments (i.e. Medical, Dental, Vision Appointment)**
 - a. Documentation from the professional appointment must be submitted within the 9 week period that the appointment occurred to be considered excused. Notes submitted after the 9 week period may not be accepted and is up to building discretion.
 - b. Student name must be identified as the one seen by the professional. Notes that do not state the student has been seen by a medical official, will not be accepted as an excused absence.
 - c. The date and time of the appointment must be documented by the professional.
 - d. The date of return must be documented by the professional.
 - e. Expected limitations and duration must be documented by the professional when applicable.
 - f. Documentation must be presented by a physician not directly related to the student.

A student may have four (4) absences excused due to illness at the discretion of the parent/guardian. Parent/guardian communication must be reported for each day of illness within 24 hours to be excused. Any absence after four (4) will be considered unexcused.

4. Physical or Mental Incapacitation

- a. A certificate of incapacity will only be accepted if the form is filled out in its entirety. A

certificate of incapacity is only valid for the academic school year in which it is issued. A new certificate of incapacity will be required for subsequent academic school years.

In the interest of student safety, a student who cannot attend school on a regular basis due to a medical condition under a certificate of incapacity is not permitted to participate in extra- and co-curricular activities. Once a student is deemed healthy enough by his/her physician to attend school on a regular basis, the physician can submit a letter removing the certificate of incapacity and the student will then become eligible to participate in extra- and co-curricular activities. Administrative consideration may be given for participation in some co-curricular activities where physical activity is not involved.

The certificate must be signed by an Indiana physician; an individual holding a license to practice osteopathy or chiropractic in Indiana; or a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

b. Physicians must indicate the start and projected end date of the Letter of Incapacity.

c. Physicians must indicate the student's diagnosed condition.

d. Physicians must indicate the reasonable amount of absent days.

5. Required Court Attendance – written court documentation of court appearance

6. Incarcerations – written documentation of detainment from a Juvenile Justice Representative

7. Observance of a Recognized Religious Holiday – program or physical proof of religious affiliation

8. Immigration Appointment/Meeting

a. Documentation from the professional appointment must be submitted within the 9 week period that the appointment occurred to be considered excused. Notes submitted after the 9 week period may not be accepted and is up to building discretion.

Excused/Acceptable Absences

1. **Unexcused absences** – in-which acceptable verification has been received (see above).

2. **Out-of-School Suspension** – written notice generated by school administration.

3. **Military Connected Families'** absences related to deployment and return.

4. **Exempt by Statute**

a. Service as a Page or as an Honoree of the General Assembly

b. Service on Precinct Election Board or for Political Candidate or Parties

c. Witness in Judicial Proceeding

d. Participation in the Indiana State Fair

e. Student(s) who participates in certain events offered by the National FFA Organization, the Indiana FFA Association, or a 4-H club may be marked excused and may not exceed six days in a school year. (I.C. 20-33-2-17.8)

Exempt by Statute - In accordance with the Indiana Compulsory Attendance Law, a student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner (I.C.

20-33-2-(14- 17.5)).

- Service as a Page or as an Honoree of the General Assembly. Must be verified by a certificate from the secretary of the senate or the chief clerk of the House of Representatives.
- Service on Precinct Election Board or for Political Candidates or Parties. Before the date of the election, the student must submit a document signed by one (1) of the student's parents/guardians giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
- Witness in Judicial Proceeding. Submit the subpoena or documentation to the appropriate school authority for verification.
- Duty with Indiana National Guard. The governing body of a school corporation shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty.
- Duty with Indiana Wing of Civil Air Patrol. The governing body of a school corporation shall authorize the absence and excuse of each secondary school student who is a member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol for not more than five (5) days in a school year if the student submits to school authorities' appropriate documentation from the Indiana wing of the civil air patrol detailing the reason for the student's absence.
- Participation in the Indiana State Fair.
- **National Competition** – Participation in non-school sponsored State, National Competition - A student who competes in a non-school sponsored state, or national competition will be marked as an unexcused absence.
- **Habitual Truancy** – More than ten (10) days of unexcused absences in one (1) school year (I.C. 20-33-2-11). Students may be referred to Johnson County Juvenile Probation.
- **Truancy** – Students who leave the school building without prior permission from the Attendance Office or who refuse to attend school in defiance of parental authority will be considered truant. Absences attributed to truancy are unexcused and count toward the attendance limit imposed by Center Grove High School.
- **Out of Area** – Students who remain on school grounds, but purposely miss part of or a full class without permission.
- **Unexcused Absence** – Any absence not verified with proper documentation within 9 weeks of the student returning to school. Unexcused absences count toward the attendance limit imposed by CGHS.

STUDENTS RELEASED FROM THE CLINIC

If a student is sent home from the school clinic, it is the discretion of the clinic staff to determine if the absence is excused or unexcused.

ATTENDANCE REPORTING PROCEDURES

When a student is absent from school, the following procedure must be followed:

To enter an Absence Request using the [Skyward Website](#):

1. Log into [Skyward Family Access](#) and select **Attendance** from the menu options.
2. Click **Absent Requests**
3. Click **Add Request** next to the name of the student you want to submit a request.
4. The *All Day* box defaults to checked, if this is correct leave the default start and end times as is.
5. Enter the **Start Date** and **End Dates**.
 - o If an extended absence will span over the weekend, two separate absences will need to be entered.
6. To request a partial day, uncheck **All Day** and enter the **Start** and **End Times** your student will be absent.
7. Use the **Reason** drop-down and **Comments** box to explain the absence.
8. When finished, click **Save**.
9. The absent request will appear as **Pending**.
 - o You will receive a confirmation email stating the request has been created.
 - o Once the school office has processed the absence request, you'll receive an additional email confirmation.
 - o Approved absences will be visible on the attendance tab

To report an absence using the [Skyward App](#):

1. Log into your Skyward App.
2. Click on the main menu (three lines) option in the right corner of the screen or swipe from the right side. Choose *Attendance*.
3. Click on the *Add Absence Request* link.
4. Enter the *Start Date* and the *End Date*.
5. The *All Day* toggle defaults to *on (green)*, if this is correct enter a reason, comment and click *Submit*.
6. Enter the **Start** and **End Times** your student will be absent.
 - a. If the start time should be the time that your student needs to leave.
 - b. If your student is going to return to school, the end time should be the time that they

are expected to return.

7. Choose a reason for the absence from the drop-down menu.
8. Add a comment for the office.
9. When finished, click SUBMIT.
10. The absent request will appear as **Pending**.
 - You will receive a confirmation email stating the request has been created.
 - Once the school office has processed the absence request, you'll receive an additional email confirmation. Approved absences will be visible on the attendance tab

EARLY DISMISSAL/LEAVING FOR PROFESSIONAL APPOINTMENTS

Students will not be allowed to leave school grounds without the knowledge and permission of a parent or guardian. Parents/Guardians should verify permission through Skyward Family Access. Students are required to attend pep sessions, convocations, and other approved programs. When a student needs to leave school before the end of the school day, the following steps must be followed:

1. The parent or guardian should enter the absence in Skyward.
2. The Attendance Clerk will write the student a pass to leave at the specified time.
3. The student will show the pass to the teacher and report to the Attendance Clerk to sign-out. All students leaving the building without permission or without signing-out will be considered truant.
4. Upon returning, the student must sign-in with the Attendance Clerk. When a student leaves for an appointment, written verification from doctors, dentists, and other professionals must be presented within 15 days of the appointment.
5. Students arriving or leaving within the first/last 30 minutes of the start/end of school with a doctor's notice will not be counted as absent.
6. Students sent home from the Nurse's Office must present their pass from the nurse to the Attendance Clerk and sign-out. Before a student who has become ill or injured is sent home, the school will notify parents or guardians to arrange for transportation. In case of an injury which requires medical attention, an attempt will be made to consult with a parent or guardian for advice. Under no circumstances will the school allow another student to transport the ill or injured student. If a parent or legal guardian cannot be reached, the student will be taken to a doctor or the hospital. The school does not assume responsibility for payment of these bills.

MAKE-UP WORK

It is the responsibility of the student to schedule make-up work and due dates with his/her teachers. All assignments should be made up regardless of the reason for the absence. The designated time limit is one day for each day of absence, beginning the day the student returns to school (that is, one red or white day is allowed for each red or white day missed). Homework and other minor

assignments missed due to truancy may not receive credit. During a suspension, students will be allowed to make- up all missed assignments, tests, projects, etc. and receive appropriate credit within the same designated time limit as any other absence. Extended time may be granted by the teacher.

A student who is absent the day of a test is expected to take the test upon returning to school. It is also expected that projects or other assignments due on a missed day would be turned-in on the day of return. (Note: The same test may or may not be given for make-up.) A teacher should use appropriate professional discretion in administering this rule.

A student who is absent from school for more than two consecutive days can have his/her parent or guardian call the Student Services Office at 881-0581 ext. 1428 to request assignments. The school needs 24 hours to collect homework after the phone call request. Direct contact with the teacher is highly recommended.

SCHOOL INTERVENTIONS

An automated telephone call will be made for any unverified absence. When a student has accumulated a set number of absences (both unexcused and unverified) counted against the Center Grove High School attendance limit, the following procedures will be followed:

1. Day Ten - a letter will be mailed or emailed home to parents/guardians documenting the days missed and informing that the attendance limit has been exceeded. The Probable Cause Affidavit will also be submitted at this time. The school could notify the BMV for revocation of driving privileges. There could also be a suspension of driving and parking privileges on school property.
2. Day Fifteen - a letter will be mailed home to parents/guardians documenting the days missed and informing that the attendance limit has been exceeded. The school will file truancy charges to the probation department. The Probable Cause Affidavit will also be submitted at this time.

EXCESSIVE ABSENCES DUE TO CHRONIC OR PROLONGED ILLNESS

At 15 absences (excused or unexcused), the school and parents/guardians should work with available school resources to help with student chronic absenteeism. This could involve our health coordinator, school counselor, or school administration. Students with chronic absenteeism may still be referred for truancy.

ACTIVITY PARTICIPATION

A student may not participate in extracurricular activities, contests, events, rehearsals, meetings, practices or after-school functions including employment unless the student is in attendance by 9:00 am on a regular school day. A student may NOT leave the building at any point during the day unless he/she is able to provide a doctor's note upon his/her arrival. It is the responsibility of the sponsor, director or coach to verify a participant's eligibility. Students absent all day, due to illness,

may not attend an extracurricular, co-curricular, or athletic activity that day. If an extenuating school or family circumstance results in a student's failure to be present by 9:00 am, an exception may be made. The Athletic Director, Assistant Athletic Director or Assistant Principal will determine eligibility for emergency issues. If a student is serving an Out of School Suspension (OSS) or an In-School Suspension (ISS) for a full day, they are not eligible to participate or attend any activity or practice. If the suspension falls on a Friday, the student is ineligible for the entire weekend.

COLLEGE VISITATION

A student may visit a college or university (during a school day) where he/she is considering enrollment if the absence is pre-arranged with the Attendance and Student Services Offices. Written verification from the college visited must be supplied within (2) two days of returning to school. Students are encouraged to visit colleges on vacation days throughout the school year without missing classes at CGHS. Juniors and Seniors will be allowed (2) two college visitation days per school year without counting toward the attendance limit. All other college visitation days will count toward the attendance limit.

TARDY POLICY

The purpose of the CGHS tardy policy is to promote student responsibility. Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class or activity begins in that room. Excessive tardiness is a disciplinary problem that may lead to the administration recommending expulsion from school. Every tardy by a student will be documented in Skyward. To improve the use of class time and to encourage students to accept responsibility, the following tardy policy will be enforced:

1. Tardy to School (Periods 1 and 6)

When a student arrives at school after the tardy bell, he/she is required to sign-in at the Attendance Office, get a pass to enter class, and report directly to class. Failure to comply will be classified as truancy. At all times, unless a student has permission, he/she must be in their designated class. A student habitually tardy to the first period of the day may lose the privilege of driving to school.

2. Tardy to Class

Students arriving more than fifteen (15) minutes late will be considered out-of-area unless the student presents an excused pass. These students will remain in class and the teacher will report them out-of- area.

PENALTIES FOR TARDIES

The Dean's Office will follow progressive discipline when assigning consequences for tardies. Students and parents should monitor students' attendance in Skyward. Consequences for tardies may begin after the 5th tardy. Consequences can include after-school detention, in-school suspension, and out of school suspension. Students who are habitually tardy may be assigned alternative passing periods.

S TO THE 5TH PROGRAM

The S to the 5th (Second Semester Senior Stress Solution) is a program instituted in 1992 to reward seniors for good attendance, good behavior, and maintenance of strong grades in the second semester of the senior year. In 2009, the program was revised as a result of the Raising Student Voice and Participation (RSVP) process. S to the 5th was expanded for seniors as a first and second semester option. All teachers will allow eligible students to participate in this program. Listed below are the rules that must be met by each student interested in applying for this program.

1. Each semester, a senior can be absent a total of two (2) school days in the classes they elect to not take a final exam. "Exempted" college days as defined by school policy are not included in the two (2) day total. Each senior can select a total of four (4) finals to exempt each semester.
2. Seniors will need to have earned a final semester grade that will be calculated in Skyward that is at least an "A-" using the school-wide grading scale. Should a student's grade fall below an "A-" before the final, they would be required to take the final exam.
3. Teachers will need to calculate a senior's semester grade early to determine if the student is eligible for the optional final exam.
4. A "B+" in an Honors class will NOT count as an "A" or "A-". Each senior who wishes to participate will carry a request form to their teacher during the next-to-last week of each semester. This form will stipulate that the student does or does not qualify for exemption at that point in the semester. It also states that the student understands that he/she must complete the required coursework before being given final permission by the teacher. Teachers would inform each class of deadlines for completing coursework in order to qualify.
5. If a senior receives a detention for **any reason** or a loss of driving privileges, he/she will only be able to exempt two (2) of the four (4) final exams. If a senior receives two (2) or more detentions (or equivalent and greater consequences such as extended detention, ISS, OSS, etc.) for any reason, he/she will not be able to exempt any final exams.
6. Applicants must give S to the 5th form to the teacher, who will, in turn, return it completed to the Student Services Office at the end of each semester. Late forms will not be accepted.
7. Students who are enrolled in Dual Credit courses will follow the guidelines of the credit issuing post-secondary institution. Dual Credit courses may not be eligible for an S to the 5th exemption.
8. Students do not have to be present during the respective class period of the final exam in order to be exempt.

HALL PASSES

Students are responsible for traveling in the most direct route while using a hall pass. During class time, students are to remain in their assigned areas unless they are given a hall pass to leave the room. In all cases, students are responsible for traveling directly from one point to another.

PROCEDURES RELATED TO REASONABLE SUSPICION

The administration shall have the authority to require any student to submit to a chemical or mechanical test of the student's breath or urine if the administration has reasonable suspicion to believe the student is using or under the influence of alcohol, marijuana, or any controlled substance as defined by the school corporation policy. The administration also has the authority to require any student athlete, cheerleader, or participant in any of the listed student activities to submit to a similar test if the administration has reasonable suspicion to believe that the student has violated the athletic code of conduct.

Reasonable suspicion may arise from the following:

1. The student's physical appearance and/or odor indicate the use of alcohol, tobacco, nicotine, marijuana, or any controlled substance.
2. Possession of drug paraphernalia, alcohol, marijuana or any other controlled substance.
3. Information communicated to an administrator by a teacher, parent, or other adult or student indicating that a student is using, possessing, or under the influence of alcohol, marijuana, tobacco, nicotine, or any controlled substance.

A chemical or mechanical test of the student's breath and/or urine will be produced in accordance with the adopted procedures. If a student tests positive, disciplinary action will be taken as outlined in the school's drug, alcohol, tobacco, and nicotine policies contained in the student handbook as implicated, due the circumstances leading to the test. A student's refusal to submit to the chemical or mechanical test will result in the administration proceeding with the appropriate disciplinary action.

USE OF BREATH TESTS AT STUDENT ACTIVITIES

In order to ensure students' safety at school sponsored activities, the use of chemical or mechanical breath tests may be required as a condition of participation or attendance at certain school activities. Students who choose to attend or participate in such activities may be required to submit to such a screening process. Students who refuse to submit to such a test will be subject to appropriate disciplinary action based on insubordination.

RANDOM DRUG TESTING PROGRAM-RDT

VISION STATEMENT

The Drug, Alcohol, and Tobacco Procedures at Center Grove High School are focused upon the welfare of students. The policy and procedures support students and parents/guardians as they make healthy choices. In the case of violations, it holds students responsible for their actions and consistently confronts all situations with clear-cut consequences, compassion, and an understanding of the nature of our students and the importance of the educational process. The policy is written and administered in accordance with all applicable legal requirements, policies, and statutes. The policy seeks to keep students involved in the programs and school and to provide learning experiences that lead students to responsible, healthy choices.

INTRODUCTION

The effective date of this program is August 2, 1999, enrollment dates will be as follows:

- Fall sports and marching band participants by July 31.
- Students expecting to drive, park on school grounds, or participate in any extracurricular or co-curricular activities (including prom) throughout the school year must enroll prior to

driving, parking, or participating.

Any student not meeting these deadlines may be subject to an initial drug screening or refusal to participate based at the discretion of the assistant principal. This program does not affect the current policies, practices, or rights of Center Grove Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Center Grove Community School Corporation reserves the right to test any student who at times exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Enrollment in the RDT program remains in effect throughout the student's high school career. A parent may request, in writing to the dean's office, to have their student withdrawn from the RDT program once during their time at Center Grove High School (all four or more years). Students may be reinstated once during their high school career, but not prior to the beginning of the next school year.

RATIONALE FOR THE PROGRAM

Center Grove Community School Corporation has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Greenwood, Indiana, and among our students specifically, indicate that education alone as a preventive measure, is not effective in combating substance abuse. Statistics show that the mission of the Center Grove Community School Corporation has not been realized. Our commitment to maintain Center Grove High School as a safe and secure educational environment as it relates to extracurricular, co-curricular, as well as to permit driving to school and parking on school grounds requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in these activities.

PURPOSE

The purpose of this program is two-fold:

1. To deter the use of illegal substances at Center Grove High School and,
2. To enhance the health and safety of all students participating in extracurricular and co-curricular activities as well as those who enjoy the privilege of driving to school and parking on school grounds.

It is also the aim of this program to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation. Students involved in extracurricular and co-curricular activities need to be exemplary in the eyes of the community and other students. No student will be disciplined by a school official as a result of any verified "positive" test conducted by his/her school under this program other than stated herein.

SCOPE

Participation in extracurricular and co-curricular activities, as well as in driving to school and parking on school grounds is a privilege. This policy applies to all Center Grove Community School Corporation students in grades 9-12 who wish to participate in extracurricular and co-curricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to and from school, to and from C-9 Career Center, or park on school grounds. Any student not driving or participating in an extracurricular or co-curricular activity who would like to enroll in the program, or any custodial parent/guardian wishing to enroll their student for the random testing program is welcome to do so by completing the consent form available on Skyward.

LEGAL OBLIGATION

- The extensive Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 [20 United States Code §7101 *et seq.* and specifically § 7102.]
- I.C. 20-34-2-5 that directs this School District to plan and maintain drug free schools.
- I.C. 20-30-5-11 directs that this School District provide instruction concerning the harmful effects of illegal drugs.

CONSENT FORM

It is **MANDATORY** that each student who participates in extracurricular or co-curricular activities, as well as those who drive to or from school activities or park on school grounds, complete a "Consent Form" prior to participation in any extracurricular or co-curricular activity, or driving to or from school. Failure to comply will result in non-participation. Each extracurricular and co-curricular participant as well as drivers shall be provided with a "Consent Form," a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student agrees to participate in the random drug-testing program at Center Grove High School. Enrollment in the RDT program remains in effect throughout the student's high school career. A parent may request, in writing to the dean's office, to have their student withdrawn from the RDT program once during their time at Center Grove High School (all four or more years). Students may be reinstated once during their high school career, but not prior to the beginning of the next school year.

STUDENTS AGE EIGHTEEN AND OVER

Rights and notices to parent/guardian described in this policy will be provided only to the student after age eighteen (18) if the student does not live with and is not supported by a parent/guardian.

TESTING PROCEDURES

1. A table of random numbers will be used to assign numbers to the participants. The selection of numbers chosen to be tested will be done using a random mathematical formula determined by the principal or designee, and selections will be made from time to time throughout the school year. Numbers will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Each student will be assigned a number that will be placed in the drawing.
2. A custodial parent/guardian may request testing of his/her student at the school's cost one time per year. Any other requests must be paid for by the parent/guardian.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within one hour, the student will be taken to

the principal's office and told he/she is no longer eligible for any extracurricular or co-curricular activity, or be allowed to drive to or from school. The failure or refusal to provide a sample will be treated as a "positive" test result. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility as specified in the ECA guidelines.

6. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid.
7. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
8. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all extracurricular activities, co-curricular activities, or drive to and from school for the remainder of the school year. This will be reported to the parent/guardian.
9. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal or designee must time and sign the pass.
10. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also, "performance enhancing" drugs such as steroids may be tested.
11. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

CHAIN OF CUSTODY

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal or designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.
3. Before the student's urine is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will initial that the specimen has been sealed. Only the lab testing the specimen may break the seal.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for all activities subsequent to a retest.

6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal or designee.
8. In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal or designee with no name attached; only the student's random identification number will appear on the result sheet.

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified "positive" test.
2. The student's health, welfare, and safety will be the reason for preventing students from participating in extracurricular and co-curricular activities.
3. The principal or designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal or designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian. Refusal by **any** student enrolled in this program to submit to a drug screen when directed will be considered a violation under the terms of this program.
4. If the test is verified "positive," the principal or designee will contact the parent/guardian after notifying the student. Resources and assistance agencies can be provided at the parent's request.
5. Information on a verified "positive" test will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
6. Drug testing result sheets will be returned to the principal or designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal or designee will have access.

FINANCIAL RESPONSIBILITY

1. Under this policy, Center Grove Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests.
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of Center Grove Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Center Grove Community School Corporation's commitment to confidentiality with regard to the program.

DISCIPLINE

STUDENT DISCIPLINE CODE

All students at CGHS are expected to behave in a manner that does not disrupt or interfere with the education of other students. Students are entitled to an environment free of lewd, vulgar, obscene or sexually explicit language. Conduct that is offensive to the values and standards of the school and community and/or causes a substantial disruption to school purposes is prohibited. The following standards are designed to allow the high school faculty, staff, and students to accomplish our primary purpose, which is to provide the best education for each student. Any type of activity or behavior that interferes with such purpose shall be construed as misconduct.

All teachers, administrators, and other staff members are responsible for the supervision of students. Therefore, students are expected to comply with requests from any staff member. Such requests may occur at any time during the school day and at all school-sponsored functions, both on school property and at facilities where school activities are being held. Refusal to comply with such requests will be treated as insubordination.

CENTER GROVE SCHOOL BOARD COMMUNITY STANDARDS RESOLUTION

Resolved: The Center Grove School Board affirms the highest traits in acceptable community standards for character and conduct for all persons associated with Center Grove Schools. Administrators, teachers, coaches, students, employees, volunteers and visitors are expected to exhibit the highest in community standards regarding appropriate language, character and conduct in association with any Center Grove School Activity on or off campus.

Article One: Profanity and vulgar language will not be tolerated. No sexually harassing language is allowed. This includes inappropriate gestures. If one has any doubt about whether a particular expression is unacceptable, he or she should choose an alternative way to communicate the idea. Another language assessment would be to determine if the words(s) or gestures(s) would be acceptable for community publication.

Article Two: Persons associated with Center Grove Schools should strive to exercise respect for themselves, other people and other people's property. Their character should reflect personal integrity and honesty.

Article Three: Sexually harassing conduct will not be allowed. It is the responsibility of

administrators, teachers, employees and parents/guardians to create a safe environment that promotes excellence in education at Center Grove Schools. This entails promoting the physical and emotional well-being of all Center Grove personnel. Administrators, teachers, coaches and adult employees must set examples for students in a mentoring environment like Center Grove Schools. It is essential that adult role models strive to maintain high standards of behavior so students may learn by example (as well as by rules) what is suitable as a community standard of conduct. It is the responsibility of students to conduct themselves within the guidelines of school policies.

ENFORCEMENT OF STANDARDS

1. The standards will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.
2. The objectives of the enforcement of these standards are:
 - a. to protect the physical safety of all persons and prevent damage to property;
 - b. to maintain an environment in which the educational objectives of the School can be achieved;
 - c. to enforce and instill the core values of the Center Grove Community School Corporation and its school community.
3. The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:
 - a. the nature and extent of any potential or actual injury, property damage, or disruption;
 - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
 - c. the willingness and ability of the student and the student's parents/guardians to participate in any corrective action;
 - d. the interest of other students in the School and in a school environment free from behavior that violates the School's behavior standards;
 - e. any other aggravating or mitigating factor or circumstance that should be considered.

DUE PROCESS RIGHTS

CGHS will afford due process rights to each student when disciplinary action against the student is contemplated. The following is a brief summary of the disciplinary procedures established by state statute and recent court decisions. Students with questions regarding these rights should request clarification from any administrator. Copies of relevant state laws may be reviewed in the principal's office.

Before action will be taken to suspend a student, he/she will be given the following rights in an informal hearing with an administrator:

1. An oral statement of the charges against the student.
2. A summary of the evidence against the student.

3. An opportunity for the student to explain his/her conduct. If a decision is made to suspend the student, he/she will be assigned to either an in-school suspension or out-of-school suspension.

Suspension and expulsion from school will be utilized when it is in the best interest of the school. Weekends, school holidays, and days when classes have been canceled because of weather or other emergency will not be counted as part of the suspension.

Nothing in this policy will remove the right of the school to employ alternative discipline actions as noted in I.C. 20-33-8-25.

EXPULSION AND SUSPENSION INFORMATION

TIME & GEOGRAPHIC APPLICATION OF GROUNDS FOR SUSPENSION & EXPULSION

The grounds for suspension and expulsion listed below apply to student conduct:

1. During school activities on or off campus.
2. On school property at any time.
3. While traveling to and from school or a school activity.

A student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act arises out of a school relationship or is likely to have in-school consequences.

The grounds for student suspension or expulsion from school fall into two broad categories:

1. Student Misconduct.
2. Substantial Disobedience.

A school administrator may recommend students whose conduct is not satisfactory to the Superintendent for expulsion. The student is not allowed on any Center Grove Community School Corporation property during the period of the expulsion. Indiana Code determines the term of the expulsion. However, the minimum term is one semester and the loss of academic credits. Three referrals from a single class may result in removal from the class and a WD grade issued. All punishments are subject to the discretion of the Principal or designee.

STANDARDS OF BEHAVIOR

Examples of, but not limited to, the following student misconduct or substantial disobedience, are grounds for suspension or expulsion:

A. Arson/Fireworks/Fire Alarm Tampering/False Reporting

The setting of any illegal fire in a CGHS building or on any CGCSC property is not permitted. Students are not to use or be in the possession of any type of fireworks on CGHS property or at any CGHS activity. Any action such as the setting off of fire alarms is false reporting and is also not permitted.

A person who;

- a. Gives a false alarm of fire to the fire department of a governmental entity, knowing the report to be false;
- b. Makes a false request for ambulance service to an ambulance service provider, knowing the request to be false;

B. Battery

No student shall willfully attack another student or staff member while on CGHS premises or

while under CGHS supervision. **(I.C. 35-42-2-1)** Battery includes knowingly or intentionally touching another person in a rude, insolent, or angry manner. This would include battery with a bodily fluid.

C. **Bomb Threat**

Any student who writes, calls in, or otherwise makes a bomb threat toward CGHS, its students, or its staff, shall be reported immediately to law enforcement officials and shall be recommended for expulsion. **(I.C. 35-44-2-2)** A person who reports, by telephone, telegraph, mail, or other written or oral communication, that the person or another person has placed or intends to place an explosive or other destructive substance in a building or transportation facility; or knowing the report to be false, commits false reporting, a Class D felony.

D. **Building Security**

No student shall allow any unauthorized person access to any CGHS building. No student shall attempt to tamper with or block an exterior door so as to keep it from closing. Any student in the building during non-school hours without permission or not under the direct supervision of a teacher, coach or sponsor is guilty of trespassing. Trespassing may result in school consequences or a police report may be filed. Any student who is out of area, in a location for which he does not have permission, may be issued school consequences.

CGHS Administration and/or Center Grove Police may wand students or conduct random searches on students for security purposes. Wanding with a metal detector or the search of a student may be done on a random basis or whenever there is reasonable suspicion.

E. **Academic Dishonesty**

Cheating is the deceitful or fraudulent storage, retrieval or use of information in preparation for or during any assignment or assessment. It includes, but is not limited to, the wrongful giving, taking or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. Cheating also includes communication by any means, including verbally, electronically, gesturing, etc. during times when it could be a method of cheating as defined above. Attempts to cheat or plagiarize may result in similar consequences as actual cheating and plagiarizing. **NO CONSIDERATION IS GIVEN TO SIZE OR POINT VALUE OF ASSIGNMENT.**

Plagiarism is the presentation, as one's own ideas, wording, image, or information created by another person. According to the MLA Style Manual and Guide to Scholarly Publishing, forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. **NO CONSIDERATION IS GIVEN TO SIZE OR POINT VALUE OF ASSIGNMENT.**

Artificial Intelligence Responsibility and Ethical Use Guidelines for Students

Introduction:

Our school system recognizes that AI is a tool that can help us achieve our educational goals and responsible use of AI will vary depending on the context, such as the classroom activity or assignment. **Students may not use AI to violate school rules or district policies.**

Teachers will clarify if, when, and how AI tools will be used. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited and constitutes cheating or plagiarism.

Artificial Intelligence is part of the current and future technology landscape. As such, it is important to understand how to use these tools responsibly and ethically. This is a guide to responsible and ethical use for students.

Avoid Discrimination and Bias:

- Recognize biases: Be aware that AI systems may carry biases based on the data they are trained on and may have inaccuracies. Avoid using AI to perpetuate discriminatory behavior or stereotypes.
- Challenge unfair outcomes: If you notice biased or unfair outcomes from AI systems, report them to your teacher or staff member for review and corrective action.

Critical Thinking and Validation:

- Verify information: Be skeptical of information generated by AI systems and validate it through multiple sources.
- Question results: Analyze and question the results provided by AI systems to ensure their accuracy and reliability.
- Exercise critical thinking: Use AI outputs as a starting point for investigation, analysis, and critical thinking rather than relying solely on their conclusions.

Responsible Use of AI Tools:

- Understand limitations: Recognize the limitations of AI systems and avoid relying solely on their recommendations or decisions.
- Use AI as a tool: Utilize AI technologies as a tool to enhance your learning and problem-solving abilities, rather than replacing your own critical thinking and creativity.
- Be accountable: Take responsibility for your actions and decisions made with the assistance of AI systems.
- Citations: Any AI generated content in assignments, must be cited. Its use must be disclosed and explained.

Respect for Privacy and Consent:

- Obtain permission: Seek permission before using AI technologies that involve data collection or sharing.
- Protect personal information: Avoid sharing sensitive personal information while interacting with AI systems or platforms. This includes but is not limited to HIPAA, FERPA, IDEA, or any other identifiable information.

Online Etiquette and Cybersecurity:

- Be respectful: Treat AI systems and virtual agents (chatbot) with respect and use appropriate language and behavior when interacting with them.
- Protect yourself and others: Avoid sharing harmful or misleading content generated by AI systems and report any abusive or inappropriate use of AI technologies to your teacher or staff member.

Digital Well-being:

- Balance screen time: Maintain a healthy balance between AI technology usage and other activities, ensuring your overall well-being.
- Take breaks: Regularly take breaks from AI technologies to engage in offline activities, socialize, and exercise.

Report Issues:

- Report misuse: Report any instances of AI technology misuse, unethical behavior, or harmful content to your teacher, parents/guardians, or a trusted adult.

1st Offense – Student may fail the assignment/assessment – The teacher will handle the discipline and report the incident to the Dean and the parents/guardians.

2nd Offense – Student will receive a 0 for the assignment/assessment and this may result in loss of credit for the grading period.

3rd Offense – Student will fail the course and this will result in loss of credit for the semester.

****Note: Offenses accumulate per school year. The academic consequence will occur in the subject/course for which that specific offense occurred. For example, if two offenses occur in the same semester but in different classes, the student would fail the ~~nine weeks~~ in the subject/course associated with the second offense.***

F. Conspiracy

Making plans or conspiring to cause harm to any person or CGHS property is not permitted.

G. Disrespect

Students are responsible for their own behavior and are expected to show respect for all CGHS personnel. Disrespect may include, but is not limited to, walking away, talking back, using profanity and/or abusive language directed toward, or threatening behavior to anyone.

H. Dress Code

If a teacher or staff member feels a student is dressed inappropriately for CGHS, he/she will refer the student to the Dean's Office immediately. The following will be strictly adhered to:

- **School issued identification cards should be worn by a lanyard at all times during the school day. Lanyards should be worn around the neck with the ID card clearly visible.**

- Shirts/tops must have sleeves with shoulders covered. Shirts/tops should be navel length in the front and back.
- Clothing that exposes the midriff above the navel or cleavage is inappropriate. Any apparel that exposes undergarments is not acceptable. Pants must be worn above the hips. Lingerie or see through material is not acceptable as an outer garment.
- From the time a student enters the building until dismissal, bandanas, hats, sun-glasses, and head coverings are not to be worn in the building. Tops with hoods are allowed, but hoods must remain off of a student's head. (Students who have medical and religious exemptions should see administration.)
- Appropriate shoes must be worn at all times. Slippers are not permitted
- Clothing with vulgar or suggestive slogans or advertising which promote alcohol, sex, tobacco, nicotine, drugs, violence, or any illegal products are not permitted.
- Shorts and skirts may be worn if they are approximately fingertip length.
- Jeans and pants may not have **ANY** rips or tears that appear above fingertip length.
- Coats should not be worn during instructional time. If a student has a coat, they may hang it on the back of their chair during class.
- Group dress associated with known gangs is prohibited.
- Chains of any kind can be a safety concern and are not permitted on student clothing or book bags.
- Jewelry/accessories that can cause harm or injury are not permitted (ie: spikes)
- Blankets are not to be brought into the building at any time. They should be left at home or in a student's vehicle.

The administration will use its discretion in determining the type of clothing appropriate for the school setting. The administration is authorized to take action in instances where individual dress does not meet these standards. Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function will require the student to take corrective action and may result in school issued consequences. In addition to clothing, this rule extends to any non-clothing items such as patches, labels, banners, flags, etc. with vulgar, obscene, racist or suggestive writing (this includes any sexually explicit material and advertisement for alcohol, drugs, tobacco, and nicotine).

The consequence for dress code violations will be determined by the administration.

***WARNINGS WILL BE ISSUED ON FIRST DAY OF SCHOOL. CONSEQUENCES WILL BE ISSUED BEGINNING THE SECOND DAY OF SCHOOL.

I. **Drugs and Alcohol**

Knowingly possessing, using, transmitting, facilitating, arranging, requesting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco/nicotine product,

sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly 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 is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription is not permitted. This also includes all over-the-counter medications. Over-the-counter medication needs to be taken to the clinic along with written permission from a parent to administer the medication. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.

(I.C. 35-48-4-4.5) – Dealing

(I.C. 35-48-4-4.6) – Possession

J. **Electronic Equipment**

CELLULAR PHONES/ELECTRONIC DEVICES

(Senate Enrolled Act 185)

- Cell phones and other electronic devices, including but not limited to earbuds, airpods, and smart watches, are not permitted during class time without the expressed permission of a classroom teacher. Students who fail to comply with a teacher's directive to put electronic devices away will be issued disciplinary consequences for insubordination. Students who need to make transportation arrangements should come to the dean's office to do so. Students will be permitted to use these devices before/after school, during passing periods, or at lunch. Cellphones are not to be out for any reason in any facility locker room, restroom, or area where there is an expectation of privacy. At no time are students to take a picture or video of an individual during the school day without the permission of that individual or the school, unless directed to do so by a teacher as part of the curriculum or for use in a school publication.

Center Grove High School is not responsible for devices that are lost or stolen.

1st Offense - 1 hr ASD

2nd Offense - 2 hr ASD

3rd Offense - 1 day of ISS

4th Offense - Progressive Discipline

- Laser pointers are not permitted at Center Grove High School. Other electronic equipment, including, but not limited to, portable TVs, DVD players, electronic toys, hand-held video games, cellular telephones, smart devices (apple watch), personal music/video devices, and cameras, are not deemed necessary learning tools at Center Grove High School unless specified in an Individual Education Plan (IEP) or Individualized Learning Plan (ILP).
- At no time can a student's cell phone be used to invade the privacy of another student. At no time are students to take a picture or video of an individual during the school day

without the permission of that individual or the school, unless directed to do so by a teacher as part of the curriculum or for use in a school publication. Violation of this policy will result in school assigned discipline.

- **If students are concerned about these items being lost or stolen, they should be left at home.** Administration will not spend school time investigating stolen or lost items that fall within this category. Instead, stolen items should be reported to the Johnson County or Center Grove Police Department.
- CGCSC Board Policy 2410 - The recording of meetings such as parent-teacher conferences, case conferences (i.e., IEP meetings), meetings under Section 504 of the Rehabilitation Act, discipline-related conferences and the like is prohibited unless it is necessary in order for a parent or authorized representative of a parent to meaningfully participate in the educational process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEA, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended. The audio, video and digital recording of staff or students without prior administrative authorization are strictly prohibited at any time. **Please see CGCSC Board Policy 2410 for more information.**

K. **Fighting**

Any form of violence and/or harassment such as combative acts and/or gestures, argumentative, aggressive behavior, or actions which may reasonably lead to a fighting situation, directed toward another individual on CGHS premises or during a school activity, is not permitted. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person is not permitted.

In cases of fighting where the combatants are mutually involved in fighting, there will be a suspension of both or all parties. If evidence clearly indicates a student was not the aggressor and in fact was under an unprovoked attack, acting strictly in self-defense, the aggressor will have committed battery (see number 2, above). In these cases, the victim may not be suspended or may receive fewer days of suspension than other parties.

L. **Forgery**

Students are not permitted to use or create falsely or fraudulently marked or altered documents. These include, but are not limited to, physician's notices, parent/guardian notes, or student passes.

M. **Gambling**

Gambling or wagering on CGHS property is not permitted. This includes exchanging of goods or money.

N. **Gang Activity**

The presence of gangs and gang activities constitutes a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity shall exhibit or participate in a manner

identified to be associated with a gang, including the wearing and displaying of bandanas. Disruptive activities and/or the commission of illegal acts may be considered as gang related. Violation of this policy may lead to expulsion.

○. **Harassment, (Ethnic, Racial, Sexual, Religious, Disability) Extortion, Threats, Bullying and Intimidation**

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech, action or electrical communication that creates a hostile, intimidating, or offensive learning environment. Students shall not be subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activities by any other individual student or group of students. The use of slurs or derogatory language aimed at a student's ethnic or racial heritage, sexual orientation, religious preference or disability may result in immediate suspension or expulsion. Extortion is defined as threatening, intimidating, or coercing any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. Conduct constituting harassment may take different forms, including, but not limited to, the following:

a. Bullying/Cyber-Bullying

Bullying is prohibited and is a violation of the Student Code of Conduct. The State of Indiana defines "bullying" as overt, repeated acts or gestures, including **(I.C. 20-33-8-0.2)**:

- i. Verbal or written communications transmitted (including digitally and electronically)
- ii. Physical acts committed; or
- iii. Aggression and other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile environment that:
 1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 2. has a substantially detrimental effect on the targeted student's physical or mental health;
 3. has the effect of substantially interfering with the targeted student's academic performance; or
 4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

School policies and procedures related to bullying may be applied regardless of the physical location in which the bullying behavior occurred, whenever: the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school corporation; and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or to prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Cyber-bullying is being cruel to others by sending or posting harmful material or

engaging in other forms of social cruelty using the Internet or other digital technologies. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member occurring through the use of the district Internet system or use of personal digital devices, such as cell phones, digital cameras, personal computers, and PDA's while on campus which has the effect of:

- i. Physically, emotionally or mentally harming another person.
- ii. Placing a person in reasonable fear of physical, emotional, or mental harm.
- iii. Placing a person in reasonable fear of damage or loss of personal property; or
- iv. creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or staff member's professional duties.

Parents/guardians or students who suspect that repeated acts of bullying are taking place should report the matter to the school Principal or designee. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. Educational outreach and training will be provided to school personnel, parents/guardians, and students concerning the identification, prevention, and intervention in bullying. All schools in the CGCSC are encouraged to engage students, staff, and parents/guardians in meaningful discussions about the negative aspects of bullying. The parent/guardian involvement may be through organizations already in place in each school.

Senate Enrolled Act 255 states the school should make a reasonable attempt to notify both the parent of a targeted student and the parent of an alleged perpetrator that the school is investigating a possible incident of bullying or similar misconduct before the end of the next school day after the school becomes aware of the possible incident.

The guardians of both the alleged perpetrator and the targeted student(s) will be informed of the findings from the bullying investigation no later than the end of the next school day following the conclusion of the investigation.

The school and/or district will determine the severity of the bullying and whether the incident merits the transfer of the victim or perpetrator to a different school within the district for the victim's safety.

b. Threatening

Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act, is prohibited. This includes the possession of a threatening or intimidating statement in written or other form which may intentionally or unintentionally come into another student's or staff member's possession

c. Sexual Harassment

i. Verbal:

The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the CGCSC.

ii. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the CGCSC.

iii. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the CGCSC.

iv. False Reporting

False reporting of harassment is prohibited and punishable by suspension and/or expulsion per Center Grove School Board policy.

P. **Hazing**

Forcing or requiring another person with or without the consent of the other person and as a condition of association with a group or organization to perform an act that creates a substantial risk of bodily injury is not permitted. (I.C. 35-42-2-2)

Q. **Illegal Activity**

Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is not permitted.

R. **Insubordination**

All CGHS personnel, including administrators, teachers, substitute teachers, instructional assistants, custodians, and hall monitors are responsible for the supervision and direction of students during all CGHS activities. All students are expected to comply with directions given by all adults. Failure to do so will result in a disciplinary consequence. Examples of insubordination include, but are not limited to:

- a. **Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority:** Failure to follow any reasonable direction given by a staff member or adult in charge (i.e. disregarding cafeteria procedures or regulations).
- b. **Refusal to Work in Class:** Failing to do assigned work in class or complete homework.
- c. **Refusal to Serve Detention:** Failure to serve detention as directed.
- d. **Refusal to Participate in In-school Alternatives:** Failure to report to in-school alternatives as directed by a staff member or adult in charge.
- e. **Refusal to Report to Office:** Failure to report to the administrative office as directed by a staff member or adult in charge.
- f. **Refusal or Failure to Identify Oneself:** Failure to identify oneself when requested by a

staff member or adult in charge.

- g. **Impersonating a staff member**
- h. **Failure to Participate in an Alternative to Suspension Program.**
- i. **Failure to respond truthfully and completely when questioned about a school matter.**
- j. **Refusing to cooperate in a vehicle search** conducted pursuant to reasonable suspicion of a teacher or administrator or pursuant to the consent to search given in the student parking agreement.
- k. **Failing to Show Student ID Cards:** Students are required to show their ID cards or identify themselves when asked to do so by a school employee or adult in charge.
- l. **False Attendance Note, Call, or Hallway Pass:** Any intentional change, alteration, or forgery of a hallway pass or attendance note will be treated as a major disciplinary infraction. The same is true for a false attendance call, professional note, or parent note.

S. **Possession of Stolen Property**

Possessing property, the student knows was stolen.

T. **Profanity/Abusive Language/Materials**

The use by students of profanity, vulgarity, obscene gestures, sexual innuendo, verbal abuse, or sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexual nature in electronic or hard-copy form is not permitted. Students directing profanity to administrators, teachers, substitute teachers, instructional assistants, custodians, and hall monitors shall receive a disciplinary consequence.

U. **School Disturbance**

Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct is not permitted. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- Setting fire to or damaging any school building or property.
- 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.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

V. **Sexual Misconduct**

Sexual misconduct is defined as any inappropriate conduct of a sexual nature, including inappropriate display of affection. **Public Affection:** Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands in the halls is not considered objectionable or inappropriate, but petting or kissing is inappropriate and objectionable. Disciplinary action will be taken against students who refuse to cooperate.

W. **Theft**

For our purposes, theft is defined as the unlawful taking of CGHS property or property belonging to another person, on CGHS property, during an educational event, or function off CGHS grounds, or when traveling to or from CGHS or such educational event or function. **(I.C. 35-43-4-2).**

X. **Tobacco**

The use and/or possession of tobacco or tobacco/nicotine products inside of CGHS and on the property of the CGCSC is not permitted. This includes cigarettes, e-cigarettes, vaporizers, pipe tobacco, cigars, chewing tobacco, snuff, lighters, matches, or any other type of tobacco/nicotine products. **(I.C. 35-46-1-10.5).**

- 1st Offense - Three (3) days of In-school suspension. In addition, the student's family must choose between receiving a tobacco/nicotine ticket or participating in the CGPD Diversion Program.
- 2nd Offense - Five (5) days of Out-of-School suspension and a tobacco/nicotine ticket may be issued by the Center Grove Police Department.
- 3rd Offense - Ten (10) days of out-of-school suspension and a recommendation for expulsion. Students may also receive a tobacco/nicotine ticket from the Center Grove Police Department.

Y. **Vandalism**

No student shall maliciously or willfully damage, deface, or destroy CGHS property or the personal belongings of others. (I.C. 35-43-1-2(b))

Z. **Weapons**

a. Possession of a Weapon:

In compliance with state law, any student who possesses a deadly or dangerous weapon on CGHS property shall be expelled. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his or her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. The CGPD and/or JCSD will be notified and criminal charges may be filed.

b. Use Of An Object/Body As A Weapon

Any object or bodily gesture that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

c. A Deadly Or Dangerous Weapon Is Defined As:

- a loaded or unloaded firearm, including any antique firearm, which is defined as any weapon that is capable of or designed to, or that may readily be converted to, expel a projectile by means of an explosion, or,
- a weapon, device, 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.

d. Knowledge of Deadly or Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report to the Principal knowledge of deadly or dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline.

e. Firearms Possession:

No student shall possess, handle or transmit any firearm on CGHS property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- 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 with a bore 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.

AA. **Other**

Any other misconduct deemed inappropriate by school officials or is in violation of CGCSC School Board Policy.

UNLAWFUL ACTIVITY

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off CGHS grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is

necessary to restore order or protect persons on CGHS 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 CGHS functions.

INCORRIGIBLE OR HABITUAL OFFENDERS

Students who continually and habitually violate validly adopted school rules and disrupt the educational function of the school will be subject to increasingly serious punishments. These punishments, based upon the accumulated weight, seriousness, and nature of the offenses, may eventually lead to a recommendation for expulsion.

****AT THE DISCRETION OF THE PRINCIPAL OR DESIGNEE, HABITUAL OFFENDERS ALSO MAY BE REQUIRED TO BEHAVE WITHIN THE LIMITS SET FORTH IN A PERFORMANCE CONTRACT. THIS CONTRACT WILL BE THE RESULT OF DATA COLLECTED VIA PARENTAL CONFERENCE, TEACHER RECOMMENDATIONS, COUNSELOR CONTACTS, AND OTHER SOURCES.**

Students who are labeled as incorrigible or habitual offenders may lose the privilege to attend and participate in extra curricular activities (including but not limited to athletic events, school dances, clubs, and other after school functions). Additionally, students may lose parking privileges at school.

DEFINITION OF “IN POSSESSION”

Students are “in possession” of an item for purposes of these grounds for suspension and expulsion if the item is on their person, in their immediate possession such as in a purse or backpack, or is kept in a place under their primary control such as locker or vehicle.

REASONABLE SUSPICION/STUDENT SEARCHES

Schools have an obligation to protect students and staff members from dangerous substances such as drugs, weapons, or other items 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. **A school official can search a student, his/her locker, or other property including his/her car or the car he/she is driving or riding in if the official has “reasonable suspicion” to believe that the student has violated or about to violate a school disciplinary rule.** As used in this section, “reasonable suspicion for a search” means grounds sufficient to cause an adult to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook; or
2. Has violated or is violating a particular law; or
3. Possesses an item or substance, which presents an immediate danger of physical harm or illness to students and staff or Corporation property.

LOCKERS

All lockers made available for student use on the school premises are the property of the Center Grove Community School Corporation. These lockers are made available for student use in storing school supplies, and personal items necessary for use while at school and during co-curricular/extra-curricular events. Students have no expectation of privacy for the contents of their lockers. Each student is responsible for the contents of their locker.

Additionally, an inspection of any locker in the school may be conducted if the Principal, Superintendent, Assistant Superintendent, or designee reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of the following:

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
4. A violation of state law or school rules.

PERSON

A school official may search the person of a student during a school activity if there is reasonable suspicion to believe a student has violated or is about to violate a school disciplinary rule.

VEHICLES

Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband might be present.

ASSISTANCE IN INTERPRETING SCHOOL RULES

Students or parents/guardians concerned about whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building administration for guidance before the student engages in the act.

CRIMINAL ACTS ON SCHOOL GROUNDS

CGHS will adhere to all requirements by reporting to law enforcement criminal acts that are committed on school grounds.

DISCIPLINARY CONSEQUENCES

The assignment of specific consequences for violations of the discipline code will depend upon the severity of the offense and specific policies where applicable. Consequences may include counseling with a student or group of students, conferences with a parent or group of parents/guardians, educational component, assigning students additional work, rearranging class schedules and hall passing times, requiring a student to remain in school after regular school hours to do additional school work or for counseling, restricting his/her extracurricular activity, behavior contracts, or referral to law enforcement for unlawful acts. Specific consequences are as following:

DETENTIONS—BEFORE and AFTER SCHOOL DETENTION (BSD and ASD)

A school administrator may assign detentions to students whose conduct is not satisfactory. Students assigned to detention can, in conjunction with their guardian, determine if they will serve that detention before or after school. After School Detention will meet on Tuesday or Thursday and Before School Detention will meet on Wednesday. A student assigned to detention is required to serve the detention within one week of the date of the assignment. Refusal to serve the detention will be considered insubordination for which additional disciplinary action will be taken. See below for more information about After and Before School Detentions.

AFTER SCHOOL DETENTIONS (ASD)

Students may choose to serve their detention after school on Tuesday, Wednesday, or Thursday. Students must report to the designated location by 3:05 PM. They will be dismissed at 4:05 PM if they are serving 1 hour of detention. On Tuesday, students serving 2 hours of detention will be dismissed at 5:05 PM. Please note that Tuesday is the only day that students may serve 2 hours at one time. Students must follow the rules for detention described below.

BEFORE SCHOOL DETENTIONS (BSD)

Students may choose to serve their detention before school on Wednesday from 7:00-8:00 AM. Students must report to the designated location by 7:00 AM in order to ensure that they will have access to the building and be supervised by a staff member. Students will be dismissed from detention at 8:30 AM to go to class. Students must follow the rules for detention described below.

Rules for Detention (ASD and BSD)

1. Students who are less than 5 min. tardy to Detention will be required to stay in Detention an extra amount of time equal to the time they were tardy. If students are more than 5 min. tardy to Detention, they will not be allowed to serve the detention on that day and will serve the detention at the next available time.
2. Students are to bring their books, pencils, paper, study materials, and equipment with them. Students will not be allowed to leave the Detention room.
3. Students are expected to follow the directions of the Detention supervisor. If there is a lack of cooperation, the student may be referred to the office for additional discipline.
4. Students are not to communicate in any way with other students without permission from the supervisor.
5. Students are to work on class assignments. Students may not write notes, draw (unless assigned from a class), or scribble on anything. Defacing school property can result in further consequences.
6. Students are not to sleep or rest their heads in their arms or hands. They are expected to keep their heads off their desks.
7. No food or drinks will be allowed in Detention. (Exceptions will be made for students whose breakfast is provided by the school to eat during a BSD)
8. Students with cars in the parking lot must move their cars before reporting to ASD.

IN-SCHOOL SUSPENSION (ISS)

A school administrator may assign students whose conduct is not satisfactory to In-School Suspension. The student serving In-School Suspension for a full day or more will not be allowed to leave the In-School Suspension room to attend class, appointments, field trips, or other extracurricular activities. The students serving In-School Suspension will be expected to follow all In-School Suspension rules and do all work assigned by teachers and/or the In-School Suspension supervisor. Any violation of In-School Suspension rules will result in additional In-School Suspension, Out-of-School Suspension, or expulsion. Those rules are as follows:

1. You must be on time. Tardies will be counted.
2. You must come prepared with books and school supplies.

3. You will miss all extra-curricular activities and assemblies that meet on the day.
4. You are to remain seated and quiet at all times. Raise your hand to get the supervisor's attention.
5. You are expected to work on schoolwork and you may read approved materials after work is completed. You are not to rest your head on your arms or sleep.
6. You are to complete all of your assigned work and show it to the supervisor. Upon returning to class you are to hand in your assigned work, unless it is requested that you give it to the ISS Supervisor.
7. You will eat lunch in the ISS room with the supervisor. You will buy your lunch and drinks from line 1.
8. You are to respect all school and student property. Your respect and cooperation is expected.
9. Cell phones must be turned in to the in-school suspension supervisor.

OUT-OF-SCHOOL SUSPENSION (OSS)

A school administrator may assign students whose conduct is not satisfactory to out-of-school suspension. During an OSS, the student is not allowed to attend classes, any activities or be on any Center Grove Community School Corporation property. Students are responsible for making up any work missed in the classroom during their suspension period. Students should contact teachers via email, check Canvas and Skyward daily, and turn in all assignments via Canvas or Email. The make-up work policy will be followed.

ALTERNATIVE TO EXPULSION PROBATIONARY AGREEMENTS

Alternate to expulsion probationary agreements may be offered at the discretion of administration.

Disciplining Students with an Individualized Education Plan

In disciplinary matters, it is the policy of the Board to treat students with disabilities no differently than students without disabilities except in cases where the misconduct is caused by the student's disability. Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and may be suspended or expelled for violation(s) of student conduct rules in accordance with I.C. 20-33-8 and 511 IAC 7-15. Federal and state law sets forth the due process rights of students with disabilities who are recommended for suspension or expulsion. These rights are fully explained in the document, Navigating the Course: Finding Your Way Through Indiana's Special Education Law. <https://www.in.gov/doe/students/special-education/laws-and-resources/>

Disciplining Students with a 504 Plan

In disciplinary matters, it is the policy of the Board to treat students with disabilities no differently than students without disabilities except in cases where the misconduct is caused by the student's qualifying disability within a 504 Plan. A 504 Team must conduct a manifestation determination whenever a student with a 504 plan is subject to out-of-school suspension for 10 school days or more. If the 504 Team concludes that the violation is a manifestation of the student's qualifying disability, the discipline process must end and the 504 Team should review the 504 Plan to determine if changes are appropriate. If the violation is not a manifestation, the student is subject to

the same disciplinary action that any non-disabled student would receive for the same violation.

DRIVER'S LICENSE OR PERMIT SUSPENSION

1. Indiana law requires a student to be in good standing in school attendance and discipline to obtain or continue to hold a valid driver's license or permit. The Bureau of Motor Vehicles will be notified concerning any student who is less than eighteen (18) years of age and who:
 - Is a habitual truant.
 - Is suspended from school a second time in a school year.
 - Is under expulsion from school.
 - Has withdrawn from school for a reason other than financial hardship.
2. A student whose name is submitted to the Bureau of Motor Vehicles will not be eligible to be issued a driver's license or a learner's permit, and will have an existing driver's license or learner's permit invalidated. The license will remain invalid until one of the following occurs:
 - 120 days have passed or the end of the semester during which the student returns to school, whichever is longer.
 - The student is 18 years of age.
 - The suspension or expulsion is reversed after the student has had a hearing
3. A student has a right to appeal the invalidation of a license or permit, or the prohibition from obtaining a license or permit. The appeal procedure for each of the reasons listed below varies. Contact the school principal for the procedures to follow for each reason. A student may appeal if he or she:
 - believes the information provided was technically incorrect.
 - believes the Bureau of Motor Vehicles committed a technical or procedural error.
 - establishes to the satisfaction of the Principal of the school where the action occurred that he/she has enrolled in a full-time or part-time program of education, and has participated for thirty (30) or more days in a program of education after not being enrolled in school.
 - is withdrawing from school due to financial hardship.

TRANSPORTATION

Sarah Pitts, Director of Transportation – (317) 881-0555

TRANSPORTATION POLICIES & GUIDELINES

Welcome to the Center Grove Community School Corporation's Transportation Department. You have chosen the safest, most efficient and most environmentally friendly way to transport your student to and from school. At Center Grove we strive to provide safe and efficient school bus service that will enhance your student's educational day.

Keeping everyone safe and efficient requires rules and procedures to be in place. Three rules sum

up this entire manual: BE KIND, BE ON TIME, AND BE SAFE!

It is important to remember that Center Grove Community School Corporation is responsible for transporting approximately 10,000 students. Bus stops are designed for safety and efficiency. Center Grove Community School Corporation cannot provide door to door service.

Students are expected to be at designated pick-up points five (5) minutes prior to the published stop time. Bus times may vary depending on ridership, weather, traffic, etc. Allow five (5) minutes after the published bus stop time before leaving the designated pick-up point and/or calling the transportation office to report the issue.

Please visit the transportation web site, contact your bus driver, or contact the transportation office if you have specific questions regarding school bus transportation.

Have a safe school year.

Sarah Pitts
Director of Transportation
317-881-0555

Transportation Guidelines:

- School bus riding to and from school, extracurricular trips, and field trips is a privilege. All bus safety rules and policies must be demonstrated to maintain that privilege.
- All bus riders are expected to demonstrate the same standards of conduct and citizenship as required on the school campus.
- Drivers have the authority to direct the student in any reasonable manner to maintain order and safety.

Eligibility:

- Bus transportation may be provided for students who live within the Center Grove Community School Corporation boundaries.
- Students living out of district or on an approved transfer are not eligible for bus transportation.

Riding Rules:

- Students are only allowed to ride the bus to/from school on their assigned bus from their assigned bus stop.
- Students shall be seated immediately upon entering the bus. If assigned seating is used by the driver, the student must sit in his or her assigned seat.
- Students shall not stand or move from place to place while the bus is in motion.
- Loud, boisterous, or profane language shall not be tolerated. Indecent conduct, verbal abuse, use of racial/ethnic remarks, or derogatory names is also not acceptable.
- Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
- Students should stay in their seat until the bus has come to a full stop and the door is opened by the driver.
- Students need permission to open windows and doors. Windows will only be opened

halfway.

- Kindergarten and Preschool students will only be released from the bus in the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop.
- The school bus driver has the same authority and responsibility as a teacher.
- Safety is the primary concern in student transportation; thus, the driver and school authorities shall maintain discipline on the school bus. Students disobeying safety rules will be denied riding privileges.
- The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flagpoles, flowers, balloons and other such items that could pose a safety problem.
- Students are not allowed to bring food, drinks, or chewing gum on school buses. Only water is allowed on the bus and must be in a spill-proof bottle.
- Use of technology is permitted at the driver's discretion. If the use of technology is allowed on the bus, the driver may withdraw that privilege if it is being abused. **Taking pictures and/or video is strictly forbidden on the bus, a violation of this policy will result in an immediate loss of all electronic privileges and the student will be written up for a major offense which is at minimum a 1 day suspension from the bus.**
- Students must keep their head, hands and feet inside the bus at all times.
- Smoking, vaping or the use of any tobacco/nicotine product is not allowed at any time.
- Bus drivers will prepare and practice emergency unloading with the students at least two times per school year.

Video Surveillance:

- The use of video recording devices may be installed and used to assist the driver in providing for the safety and well-being of the students while on the bus.
- Video and audio surveillance data is the property of Center Grove Community School Corporation and is not available for viewing by parents/guardians, students, or community members.
- Video and audio surveillance data may be used during the discipline process.

Property Damage:

- School buses are considered school property and therefore government property.
- Riders who cause damage to school property will be responsible for repair costs and may experience school discipline action, school suspension or expulsion, loss of riding privileges, and/or legal action.

Personal Belongings:

- The following cargo is forbidden to be transported on a school bus: pets, alcohol, drugs, ammunition, explosives, firearms, knives, tobacco, nicotine-containing products, plants, or any other dangerous or objectionable materials or objects.
- Large and/or loose items are not permitted on the bus. All items must fit in a bag or case. All items must fit on the student's lap or between their feet on the floor.
- The school corporation is not responsible for lost, damaged, or stolen personal belongings.
- Drivers inspect their buses at the end of each route. If an item is left on the bus, they will

keep those items and return them to the student the next day. The transportation office will not radio a bus driver while they are on a route to find out if an item was left on the bus.

- Bus drivers may confiscate any object that has been deemed questionable and submit the item to the principal.

Medication:

- Medication may be brought on the bus only if it is in its original container and is accompanied by a note from the parent.
- Upon dismissal from the bus the medicine must be taken to the school nurse.
- The medicine can only be brought to school, not from school, and must not be opened at any time on the bus.
- This does not pertain to students with an IEP, as the IEP will instruct accordingly.

Discipline/Tickets:

The following procedures shall be followed if a student violates a rule:

Driver Consequence

- Bus ticket – First and second minor written violation (one verbal warning minimum)
***Major, or higher, violations do not require a verbal warning.**
- Assigned seat change – Driver may move student’s assigned seat to reduce undesired behaviors.
- Bus Suspension (1 day) – First major violation (further violations will be counted as major violations).

School Consequence

- Bus Suspension (3-5 days) –Second major violation(further violations will be counted as major violations)
- Bus Suspension (10-30 days) –Third major or first dangerous violation(further violations will be counted as major violations)
- Bus Suspension (90 days) – Fourth major or first extreme violation(further violations will be counted as major violations)
- Another ticket after the fourth major or first extreme violation will result in a 180 day bus suspension.

*** Steps in the discipline process may be skipped depending on the severity of the infraction. That determination is made by the School Principal (or designee) and the Director of Transportation.**

There are three means a student can arrive at school. Each of these areas has similar but different rules. They are as follows.

ARRIVAL

Bus Transportation

At arrival students will exit the bus in the south lot. These students are to enter the building at door 3. Special needs students will enter through door #3 and will remain there until a staff member

arrives and releases them to their classroom.

Parent Drop Off

Vehicles should enter campus just south of the high school via Morgantown Rd. at Pennington Rd. Vehicles should proceed to the drive that leads to the Hall of Excellence on the East side of the high school behind the home bleachers of the football stadium. Vehicles should proceed to the end of the identified painted area and allow students to safely exit the vehicle once it stops at the curb. Students should enter at door 9, the Hall of Excellence doors. Parents/guardians should then proceed with caution as students crossing the crosswalk have the right of way. No students are to be dropped off at the Center Grove Alternative Academy, Student Parking Lot, Main Entrance (Door #1) or any other location on campus. Violators of this policy will be subject to a fine and/or student discipline.

Other

In order to alleviate traffic congestion on the CGHS campus, the following changes have been made to accessing the student parking lots in the morning before the school day. Any student wishing to park in the main student lot along Stones Crossing Road must enter the CGHS campus from Stones Crossing using Trojan Lane. Students will not be able to access the East Student Lot (smaller lot located behind the visitors' bleachers of athletic stadium) from Stones Crossing Road.

Any student wishing to park in the East Student Lot (smaller lot located behind the visitors' bleachers of athletic stadium) must enter the CGHS campus from Morgantown Road using Pennington Drive. Students will not be able to access the main student lot from Morgantown and Pennington Roads.

No students shall enter the school through any entrance of the school other than those mentioned in these categories. Students with medical needs may request permission from a school administrator to enter through Door #1. Students are not permitted to enter the building during arrival times from a door they are not assigned to.

DISMISSAL

Bus Transportation

At dismissal students riding the bus are to exit door #3 only. Students will report directly to their assigned buses and not loiter or walk between the buses. Special Needs students will exit the school through door #3 also.

Parent Pick Up

Students utilizing the Parent Pick Up area are required to exit the school from door #9, the Hall of Excellence doors only. They are to remain on the sidewalk along the green painted curb. Students are to only enter a vehicle once it has come to a complete stop along the curb. No student is to be picked up after school at CGAA, the Student Parking Lot or any other location on campus. Violators of this policy will be subject to a fine and/or student discipline.

Other

Students parked in the student lot or who walk home from school are required to exit the building through door #9 only. Students shall not walk through the Teacher's Parking Lot enroute to the

Student Lot for safety reasons. Students who walk to surrounding neighborhoods are not permitted to walk through the south lot.

CENTRAL NINE

Central Nine bus riders should load the bus outside the Hall of Excellence at Door #9. Upon returning to the high school, Central Nine bus riders should stay outside on the south side of the building. Central Nine students will not be allowed into the building prior to the dismissal bell.

Central Nine bus riding students and drivers arriving mid-day will enter through door #9 only.

PARKING REGULATIONS

It is a privilege to park on school grounds. For the 2025-2026 school year, only juniors and seniors will be allowed to drive to school. Students who drive to school must note the following:

1. All vehicles must be registered with Center Grove High School. Failure to properly register each vehicle parked on school grounds could result in a fine, having the vehicle towed at the owner's expense, loss of driving/parking privileges, or other disciplinary actions. If an unregistered vehicle is driven to school (eg. a car being serviced or in the shop), students must immediately notify the dean's office and receive a temporary parking permit for the allotted time.
2. Student vehicles are subject to a search if there are reasonable grounds to believe that drugs, alcohol, weapons, stolen property, or other contraband might be present.
3. Parking is strictly limited to the student parking lots. No students should park in staff, visitor, handicap, reserved, or other unauthorized spots. Students that ignore this rule are subject to a fine, having the vehicle towed at the owner's expense, loss of driving/parking privileges, or other disciplinary actions.
4. Students should lock their cars. The school is not responsible for a vehicle or its contents.
5. In order to obtain a parking permit, a student must be enrolled in the Random Drug Testing program.
6. Students are to get out of their cars and enter the building immediately after parking. No loitering is allowed. Once on school grounds, students are not to leave without permission.
7. Students are not to go to the parking lot at any time during the day, without permission.
8. There is no speeding or any form of reckless driving on school grounds. Exercise caution around the school buses. The following are the speed limits on campus:
 - Trojan Lane - 20 mph
 - Victory Drive (drop off/pick up line) - 20 mph
 - All parking lots - 10 mph

While on any Center Grove School Corporation property, if a student is determined to be in violation of any of the Center Grove High School (CGHS) parking regulations described in the CGHS student

handbook, any Indiana traffic code (Title 9), or any Indiana criminal code (Title 35), while in operation of a vehicle, their Center Grove High School (CGHS) parking permit may be confiscated for a period of time and/or issued a parking/driving violation, as determined by the Center Grove Police Department and/or CGHS.

9. All vehicles must be registered with the school and display a CGHS parking permit in the windshield so that is in plain view. Any vehicle without a CGHS parking permit in the windshield, in plain view, is subject to a fine, having the vehicle towed at the owner's expense, loss of driving/parking privileges, or other disciplinary actions. Sharing or displaying CGHS permits, belonging to another registered vehicle, is expressly prohibited and the vehicle will be subject to a fine, having the vehicle towed at the owner's expense, loss of driving/parking privileges, or other disciplinary actions. If an unregistered vehicle is driven to school (eg. a car being serviced or in the shop), or a CGHS parking permit is lost/forgotten, students must immediately notify the dean's office and receive a temporary parking permit for the allotted time.

10. Students park in school lots at their own risk. The school takes no responsibility for damage or theft. Any damage or theft should be reported to CGPD immediately by calling 317-885-5244.

11. Student drivers must yield to buses at all times. During dismissal student drivers must not join or interfere with the line of bus traffic. Violation of the above rules may result in progressive discipline, including but not limited to loss of driving/parking privileges, or other disciplinary actions.

12. Students who park in the band practice areas of the student parking lot must move their cars immediately after school so vehicles do not interfere with band practice. Any vehicle left in the band practice areas of the student parking lot 15 minutes after dismissal is subject to a fine, having the vehicle towed at the owner's expense, loss of driving/parking privileges, or other disciplinary actions.

If a student loses driving/parking privileges due to an offense in this section, or other disciplinary reasons, the student must turn in their CGHS parking permit to CGHS staff. Upon the student's driving/parking privileges being reinstated, the CGHS parking permit will be returned to the student.

Student parking tags are sold during summer registration at a cost of \$40.00. Students who attend C9 may purchase a parking pass at a reduced price of \$20. Families with multiple drivers who drive separate vehicles must purchase a permit for each vehicle; each additional permit will have a reduced price of \$20. Students must present a valid drivers license, complete the online registration form, and be enrolled in the Random Drug Testing Program. Tags are also sold in the Main Office, which records the student's license number, type of car, and expiration date of license. Students who fail to purchase a parking permit are subject to a fine, having the vehicle towed at the owner's expense, loss of driving/parking privileges, or other disciplinary actions. No full or partial refunds will be given for CGHS students, who lose parking/driving privileges due to a school disciplinary actions or a violation described in this section.

PARKING/DRIVING VIOLATION FINES

Parking violation offenses are accumulative for one (1) school year. Parking violation offenses will reset to the first offense at the beginning of the following, new school year.

The parking violation fine schedule is as follows:

1st Ticket - \$15

2nd Ticket - \$25

3rd Ticket - \$40

Subsequent Tickets - \$50 and loss of driving/parking privileges

After the issuance of a parking violation, the payment is to be made within ten (10) school days. Fees may be paid in the dean's office via cash or check. Checks are to be made out to Center Grove High School. If the parking violation is not paid within ten (10) school days, the vehicle is subject to being towed at the owner's expense.

AHERA NOTIFICATION

AHERA Notification: In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Center Grove Community School Corporation is available for review and copying by students, staff and guardians during normal business hours.

A youth violence prevention program from



SAY SOMETHING

ANONYMOUS REPORTING SYSTEM

1. **LOOK** *for* **WARNING SIGNS & THREATS**
2. **ACT IMMEDIATELY** *take it SERIOUSLY.*
3. **SAY SOMETHING** *to a TRUSTED ADULT*
OR SUBMIT AN ANONYMOUS TIP

Scan this QR code



or Text TIP to 79775



MOBILE APP



1-844-572-9669



SAYSOMETHING.NET