One Athenian Drive
Crawfordsville, Indiana 47933
Telephone: 765-362-2340
2025-2026

SCHOOL

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

EQUAL OPPORTUNITY

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

MISSION STATEMENT

Crawfordsville High School strives to promote the Athenian Way to support students' academic, personal and social development

SCHOOL IMPROVEMENT GOALS

1. Improve attendance rate by 2% each year while staying above the state average.
2. Increase graduation rate to 95% and stay above state average.
3. Improve SAT performance above state average.

ADMINISTRATIVE STAFF

Superintendent	Dr. Rex Ryker
Assistant Superintendent	Dr. Brent Bokhart
Principal	Jay Strickland
Assistant Principal	Kris Sims
Director of Student Services	Madison Smith
Counselor	Mary Scheidler
Director of Athletics	Bryce Barton
Nurse	Lacee Melevage
Technology Director	Doug Lengerich
Technology Coordinator	Sean Gerold
Cafeteria Manager	Diana Wilbert
Resource Officer	Alfredo Villalpando

SUPPORT STAFF

Secretary to Administration	Renae Tebbe
Secretary to Administration	Emily Fullenwider

Secretary to Student Services Kris Ervin

GENERAL INFORMATION

Nickname	Athenians
School Colors	Gold and Royal Blue
Enrollment	670

SECTION I. GENERAL INFORMATION

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

Daily Bell Schedule

1 - 8:45 – 9:35
2 - 9:40 – 10:35
3 - 10:40 – 11:30
4 - 11:30 – 1:00 – Lunch
5 - 1:05 – 1:55
6 - 2:00 – 2:50
7 - 2:55 – 3:45

Late Start Wednesdays Schedule

1 - 9:25 – 10:03
2 - 10:08 – 10:46
3 - 10:51 – 11:23
4 - 11:28 – 1:36 – Lunch
5 - 1:41 – 2:19
6 - 2:24 – 3:02
7 - 3:07 – 3:45

Cafeteria

1. Regular Lunch Schedule
   Period 4 -- 11:30 – 12:00 (First)
   12:00 – 12:30 (Second)
   12:30 – 1:00 (Third)
2. Closed Campus
   a. Students are not permitted to leave the building during the school day.
3. Entering
   a. Enter the serving line through the designated doors.
4. Going Through Line
   a. Obtain a tray and utensils.
   b. Be sure you have money ready when you arrive at the cashier.
5. General Instructions
   a. Each person is responsible for carrying his/her own tray, soiled dishes, paper, etc. to the dishwashing window in the Northeast corner of the lunchroom.

b. Lunch brought from home must be eaten in the cafeteria.

c. All food items must be eaten in the cafeteria or if weather permits, on the patio.

Crawfordsville High School does not allow commercial food items to be delivered to students. Students are not allowed to bring in fast food during the school day. Lunch time visitors must be pre-approved by administration. A student is not permitted to leave the grounds from arrival in the morning until dismissal unless they have administrative approval to do so. All parking lots are out of bounds at all times during the day. Students will not be permitted to engage in any activity that would be distracting to the classes in session during lunch. Students are required to stay in the commons area or other designated areas during the lunch period. Students are not to go past the gates (even if up) that separate the locker area from the commons. Students are not permitted to roam the building or the school grounds. Locker visitations are not permitted during the lunch period. Students are expected to use proper etiquette in the cafeteria at all times.

A proper eating atmosphere is the responsibility of all those who use the cafeteria. Immature and irresponsible behavior will not be permitted nor tolerated. It is the responsibility of the students to take trays to the scullery window and dispose of paper products in the proper receptacles. Noon visits from friends are not permitted unless prior administrative permission has been obtained. All visitors are required to register with the main office.

Parents can make payments to accounts via the Crawfordsville Schools website under the Food Services tab. The payment option link provides an easy-to-use, efficient way to make payments quickly and securely anytime using a simple Internet connection.

Students will be entitled to a negative ten dollar lunch balance. This will allow students to charge several meals before being given an alternate lunch option. The alternate lunch will consist of a Type A meal including: a fruit, a vegetable, a cheese sandwich or a peanut butter and jelly sandwich (depending on allergies in your child's school) and milk. There will be a $1.00 charge for the alternate lunch.

To assist parents in maintaining a positive lunch balance, an email will be sent to your personal email account to alert you when the balance is negative $5.00. This will help you to know that your child is getting close to the ten dollar charging limit.

You will be able to deposit money directly into your child's lunch account by accessing through e-funds. To complete your registration on the website, you will need your child's food service number. If your child does not know his/her food service number, you can obtain your child's number by contacting (765) 362-1913.

Counseling Center

Mrs. Mary Scheidler, Counselor

Ms. Madison Smith, Counselor

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

You may want to see a counselor for:

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

You may see a counselor before or after school or by completing an appointment slip in the Counseling Center. Once the appointment slips are completed, the counselors will call you at their earliest opportunity. You are asked not to report to the Counseling Center and wait for the

counselors unless sent there by a teacher or administrator who feels your case is an emergency.

Health Clinic

Mrs. Lacee Melevage, School Nurse

The school nurse is available to provide first aid and nursing care to students with chronic or acute illnesses. She administers medications with online permission. Prescription medication must be in the original pharmacy container, with proper labeling stating the student's name, practitioner, dosage, and must include a written note from the parent. Over-the-counter medication may be dispensed with online consent from the parent. The nurse also provides vision and other screenings as well as reviews immunization records. She maintains health records on each student who visits the clinic. The nurse counsels students about health problems, assists with referrals for medical, dental, vision, and mental health care, and teaches classes on health-related topics. The nurse carries out the random drug screening program per the board's written policy. She serves on several committees pertinent to wellness and health issues. Students must have a pass from the classroom teacher before reporting to the clinic. Students who remain in the restroom due to illness will be considered truant from classes missed. Students may NOT leave school grounds due to illness unless they have done so through the clinic.

SECTION II. CREDITS and GRADUATION

Granting Graduation Credits

A predefined amount of credits will be issued upon completion of a course. In addition, if a student is properly identified as a gifted and talented student in need of acceleration and enrichment, credit may be granted by examination with the approval of the appropriate department coordinator and the principal. Credits may also be earned when a student successfully completes a college course in which the student is enrolled concurrently with the student's high school courses with the approval of the principal. Credit will be granted at the end of each semester even though only one semester of a two-semester course is completed.

New Student/Returning Student Credit Policy

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

Grade Classification

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

1. Grade 10 - The student shall have earned 9 credits.
2. Grade 11 - The student shall have earned 19 credits.
3. Grade 12 - The student shall have earned 30 credits.

Graduation Requirements

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

1. Course Requirements
    a. CLASSES OF 2026-2028: Credits – 43 or more credits are required with a minimum of 8 in English, 6 in Mathematics, 6 in Science, 6 in Social Studies, 1 in Health and Wellness, 2 in Physical Education, 14 electives., Quantitative Reasoning courses must be taken Junior and Senior years for graduating classes starting with 2016.
    b. CLASSES OF 2029 and after: Credits – 42 or more credits are required with a minimum

of 8 in English, 7 in Math (including Personal Finance), 7 in Science, 5 in Social Studies, 1 in PE, 1 in Health and Wellness, 1 in Preparing for College and Careers, and 12 personalized electives.

2. Attendance – Crawfordsville Community School Corporation considers a high school program to be an eight-semester program; a shorter time duration may be available but must be preapproved by the administration.
3. Students may request permission to graduate early once they have completed a minimum of 6 semesters of instruction. Students must complete the defined credits required as detailed and outlined in the Crawfordsville High School student handbook and curriculum guides respectively. Students wishing to graduate at the end of their junior year must apply by June 1st of their sophomore year to be considered. The administration and guidance department will evaluate the application and either grant or deny the request. If a student is granted early graduation status, they must fulfill all of the district's graduation requirements. In addition, the student will remain in their defined cohort classification until the day of graduation. For students pursuing an *Academic Honors Diploma* the school will not offer additional or special programs to facilitate early completion for a student, with the exception of online instruction in Health and Fine Arts.
4. If a student is properly identified as a gifted and talented student in need of acceleration and enrichment, it will be possible to waive a requirement listed above if the Indiana Department of Education has issued a Rule 4 Waiver to the Superintendent of Schools or his designee.
5. Number of Subjects Each Semester – Students will be required to take six subjects each semester except in consultation with the guidance counselors and the Principal.
6. Summer School – Credits earned in summer school count toward graduation. One or more 80-hour session(s) to earn credit may be held annually, and students may take any regular subjects, provided enough enroll for a class and provided a teacher is available. A maximum of four credits may be earned during a summer session. Summer school will not be counted as a semester of attendance.
7. Adult Education – Regular full-time students are discouraged from enrolling in adult education for credit unless extenuating circumstances exist. Regular students who are not classified as special students will not be approved to take adult education courses unless they are repeating a course and are carrying six day-time subjects.
8. Correspondence Study – Credits in a correspondence study program, which is approved by the Indiana Department of Education, shall be accepted as graduation credit. Correspondence study will not be counted as a semester of attendance. A maximum of four credits in correspondence may be counted toward graduation if the student is under age 21 and only when taken with an institution, which has a division that has been accredited by the Commission on General Education. If a student under age 21 properly identifies as a gifted and talented student in need of acceleration and enrichment, there shall be no maximum of correspondence credits. A maximum of eight credits will be counted for persons over the age of 21.
9. Graduation Exercises
    a. A student who meets graduation requirements at a time other than at the end of eight semesters must submit a written request to the principal to participate in graduation exercises.
    b. Seniors who attempt 43 credits but have only 42 credits at the end of the second semester may participate in the graduation exercises, but will not receive the diploma insert. The diploma insert will be issued when the additional required credit has been earned.
    c. Those seniors who are delinquent in meeting obligations due the school will not receive their diploma insert at graduation. Students and parents will be notified in advance. Such obligations might be unpaid fees or tuition, school property not returned, unexcused

absence from graduation practice, etc. The high school principal reserves the right to withhold the release of student grades (transcript) until such obligations are met satisfactorily.

10. If a student is taking math, science or foreign language, which are sequential courses, and it is determined that, although the student passed the introductory course, his/her foundation is not good enough to ensure success at the next level, the counselor will have the authority to place the student back into the designated introductory class. To be eligible to retake the class the student must have attained a grade of D+ or lower, although special exceptions may be granted by the counselor and permission from the administration. The student will then participate in that class as though he/she were taking it for the first time. The original course will be removed from the student's record and the grade and credit for the retaken course will be substituted. The retaken course will count for honor roll.

Graduation Dress Code

To honor the tradition of Crawfordsville High School, all students are required to wear the approved cap and gown. The cap and gown shall not be altered in any way. The only exception would be for a student who has successfully graduated from recruit training/boot camp with written documentation that they have achieved active or reserve military status along with written documentation from their military branch that a military uniform may be worn in a high school graduation ceremony. After the school has received all confirming documentation, this student may wear the approved "uniform of the day" to graduation. National Honor Society stoles, all cords issued by the school and senior award medallions may be worn over the gowns. No jewelry, flowers, scarves or other ornaments may be displayed on the cap and gown. The standard issue CHS tassel, National Art Honor Society tassel and the National Honor Society tassel will be the only tassels allowed.

SAT

Indiana will use the SAT® (provided by College Board) to fulfill requirements listed in Indiana Code 20-32-5.1-7(d) for high school accountability. Students may also use scores to fulfill some high school graduation requirements. SAT assesses high school Mathematics, Reading, and Writing standards in grade 11.

SECTION III. ACADEMIC HONORS AND AWARDS

Honor Roll

There will be two honor rolls:

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

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

A+	=	4.33	C+	=	2.333
A	=	4.00	C	=	2.00
A-	=	3.667	C-	=	1.667
B+	=	3.333	D+	=	1.333
B	=	3.00	D	=	1.00
B-	=	2.667	D-	=	0.667
F	=	0.00			

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

Weighted Grades

Advanced Placement (AP) courses shall be given weighted grades. AP courses are usually offered at the junior and senior years. Weighting grades will potentially improve the percent of students taking AP courses and may affect class rank. If an AP course is a year-long, students must complete the entire year in order to receive the weighted grade.

National Honor Society

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

1. The Principal will appoint a Staff Selection Committee which will have the responsibility of selecting students to the National Honor Society. The Staff Selection Committee will review input from the faculty, student provided information, and any additional data before making the selection.
2. All students who currently have a 3.500 grade point average and are seniors, juniors, or sophomores are notified of their eligibility for National Honor Society membership.
3. Students who wish to be considered will submit a completed Student Information Form to the National Honor Society sponsor.
4. The professional staff and head coaches will utilize the Teacher Assessment Sheet and Rating Scale to assess students that they have supervised for a class, club, or activity, including study halls and lunchroom supervision. Rating will be on a 1 through 4 rating scale, 4 being the highest score.
5. The Assessment Sheets are returned anonymously to the National Honor Society sponsor who tallies the results. In accordance with the National Constitution, all four traits (scholarship, leadership, character, and service) must be considered for selection.
6. The Teacher Assessment Sheets and Rating Scales and the Student Information Forms are then given to the chairman of the Staff Selection Committee for selecting members to the National Honor Society.
7. Students who are selected are informed of their status through a letter mailed to their home address. The selected students are asked to sign a Pledge of Commitment, signifying their intent to refrain from taking part in activities that would be in violation of school rules and governmental laws.
8. Selected students who complete and return their Pledge of Commitment to the sponsor are eligible to be inducted into the National Honor Society.

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

Disciplinary Action

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

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

Dismissal from the group occurs upon the third infraction, for failing to complete disciplinary actions

during probation, or for flagrant violation of any school or civil law. If a member is sent a letter of dismissal, the member may ask, in writing, for a hearing before the faculty council. If a member is dismissed, the member must turn in all items showing membership in the organization and may never again be considered for membership.

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

Scholarships and Financial Aid

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

Valedictorian and Salutatorian

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

Alternate Diploma

The Course of Study for the Alternate Diploma is a framework for aligning curriculum to grade level standards while meeting the individual goals and transition needs stated in the student's Individual Education Plan (IEP).

Minimum total 40 credits/applied units: It is expected that these requirements are met through enrollment in a combination of general -education courses for credit, modified general education courses in which non-credit applied units are earned and special education courses in which non-credit applied units are earned.

English/Language Arts **8 credits/applied units**	**Physical Education credits/applied units**
Mathematics **4 credits/applied units**	**Health and Wellness** **1 credit/applied unit**
Science **4 credits/applied units**	**Employability** **10 credits/applied units**
Social Studies **4 credits/applied units**	**Electives** **7 credits/applied units**

Alternate Diploma Transition Portfolio

Students earning a certificate of completion fulfill <u>at least one</u> of the following (aligned with transition goals):

1. **Career Credential:** Complete an industry-recognized certification, one-year certificate or state-approved alternative
2. **Career Experience:** Complete project- or work-based learning experience or part time employment
3. **Work Ethic Certificate:** Earn a Work Ethic Certificate (criteria to be locally determined)
4. **Other Work Related Activities:** As determined by the case conference committee

Assumptions:

1. High Expectations for all students is a shared responsibility.
2. General Education courses are accessed whenever appropriate to fulfill the Certificate of Completion course of study.
3. Students' IEP goals are aligned with grade level standards/content connectors that drive curriculum and instruction.
4. Communication skills, reading skills, and problem solving skills are integrated into all courses.
5. Courses can be repeated with new goals if appropriate; more than four years may be needed for completion.
6. All courses are driven by the Transition IEP and individual goals of each student.

CORE 40

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

1. 28-30 credits from this list.

Language Arts (Literature, Composition, and Speech)	8 credits
Social Studies (2 U.S. History, Government, Economics, 2 World History and/or Geography, 2 additional Social Studies credits)	6 credits
Mathematics (Alg. I, Geometry, Alg. II, *All students requirement to take math or physics courses during their junior or senior year	6 credits
Science (2 Biology and 2 Chemistry, Physics or Integrated Chemistry/Physics and 2 additional credits from: Chemistry, Physics, Earth/Space Science, Environmental Science, Bio. II, Integrated Health Sciences, Adv. Bio., Adv. Chemistry, Adv. Physics)	6 credits
Health and Education	1 credit
Physical Education (2 1-semester classes)	2 credits
Career Academic Sequence	6 credits
Electives	5 credits

2. 8 credits in courses from the list above or below.
   Foreign Language (French, Spanish, Japanese)
   Art (Art, Drama, Music)

Business

Career Area (6 credits in sequence from a technical career area)

3. Choose 6 or more credits from any courses at your school.
4. 2.0 GPA (Grade Point Average)

Core 40 with Technical Honors (minimum 47 credits)

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

1. Complete all requirements for Core 40
2. Complete a career-technical program (8 or more related credits)
3. Earn a grade of "C-" or better in courses that will count toward the diploma.
4. Have a grade point average of a "B" or better.
5. Complete <u>two</u> of the following, one must be A or B:
   a. Score at or above the following levels on WorkKeys: Reading for Information – Level 6; Applied Math – Level 6; Locating Information – Level 5
   b. Complete dual high school/college credit courses in a technical area (6 college credits)
   c. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
   d. Complete an industry-based work experience as part of two-year technical educational program (minimum 140 hours)
   e. Earn a state approved, Indiana recognized certification

Core 40 with Academic Honors

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

1. Complete <u>one</u> of the following:
   a. Complete AP courses (4 credits) and AP exams

b. Earn a combined score of 1250 or higher on the SAT critical reading and mathematics
c. Score a 26 or higher composite on the ACT
d. Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)
e. Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit courses (s) from the Core Transfer Library (3 transferable college credits)

2. The overall grade point average must be 3.000 or above.
3. A grade lower than a "C-"for semester average will not count toward the diploma.
4. Earn 47 credits. All students must take a math or physics course their junior year.

Pathways

With the passage of Graduation Pathways, students are now able to individualize their graduation requirements to align to their postsecondary goal. No longer must all students fit into the same academic mold, but rather, they can choose the options that best meet their postsecondary needs and aspirations. Students can create pathways that serve their educational interests and prepares them for postsecondary educational and career opportunities.

Graduation Requirements	**Graduation Pathway Options**
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills (Students must complete *at least one* of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: > **Project-Based Learning Experience**; OR > **Service-Based Learning Experience**; OR > Work-Based Learning Experience.[2]
3) Postsecondary-Ready Competencies (Students must complete *at least one* of the following.)	> **Honors Diploma**: Fulfill all requirements of either the Academic or Technical Honors diploma; OR > **ACT**: College-ready benchmarks; OR > **SAT**: College-ready benchmarks; OR > **ASVAB**: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR > **State- and Industry-recognized Credential or Certification;** OR > **Federally-recognized Apprenticeship**; OR > **Career-Technical Education Concentrator[4]:** Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR > **AP/IB/Dual Credit/Cambridge International courses[5] or CLEP Exams:** Must earn a C average or higher in at least three courses; OR

	> **Locally created pathway** that meets the framework from and earns the approval of the State Board of Education.

Indiana Diploma (Class of 2029 and after)

1. Indiana diploma course and credit requirements consist of the following:
    a. Eight (8) credits in Language Arts, two (2) of which must be in English 9 or an equivalent course, and one (1) of which must be in communication courses.
    b. Six (6) credits in Mathematics, two (2) of which must be Algebra I credits.
    c. One (1) credit in Personal Financial Responsibility.
    d. Four (4) credits in Science, two (2) of which must be Biology I credits.
    e. One (1) credit in Computer Science.
    f. Two (2) credits in Science, Technology, Engineering, and Mathematics.
    g. Two (2) credits in U.S. History.
    h. One (1) credit in U.S. Government.
    i. Two (2) credits in World Perspectives.
    j. One (1) credit in Physical Education.
    k. One (1) credit in Health and Wellness.
    l. One (1) credit in career preparedness.
    m. Twelve (12) personalized elective credits.

Indiana Diploma with an Enrollment Honors Seal

1. To be eligible for an Enrollment Honors Seal a student must:
    a. Earn at least four (4) credits of the same world language;
    b. Earn at least six (6) social studies credits
    c. Earn at least eight (8) mathematics credits as follows;
        i. Two (2) credits of Algebra I;
        ii. Two (2) credits of Geometry;
        iii. Two (2) credits of Algebra II or two (2) credits of any advanced math credit; and
        iv. Two (2) credits of any advanced mathematics credit.
    d. Complete at least six (6) science credits as follows;
        i. Two (2) credits of Biology I;
        ii. Two (2) credits of Chemistry; and
        iii. Two (2) credits of Physics or two (2) credits of any lab science.
    e. Earn a grade of “C” or higher in courses used to meet the credit requirements;
    f. Earn a cumulative grade point average of at least "B”; and
    g. Complete one (1) of the following;
        i. Earn four (4) AP credits and take the corresponding exams;
        ii. For college credits earned prior to the 2029-2030 school year, earn six (6) college credits. For college credits earned during the 2029-2030 school year and each subsequent school year, earn six (6) college credits in courses listed in the Core Transfer Library established under IC 21-42-5 or that are listed on the dual credit priority course list;
        iii. Earn a score of at least 1250 on the SAT; or
        iv. Earn a score of at least 26 on the ACT.
        v. Complete two (2) of the following requirements:
            1. For college credits earned prior to the 2029-2030 school year, earn three (3) college credits. For college credits earned during the 2029-2030 school year and each subsequent school year,

earn three (3) college credits in courses listed in the Core Transfer Library established under IC 21-42-5 or that are listed on the dual credit priority course list;

2. Two (2) credits in a course or courses designated as advanced placement under 511 IAC 6.1-5.1 and take the corresponding College Board Advanced Placement test or tests.

Indiana Diploma with an Enrollment Honors Plus Seal

1. To be eligible for an Enrollment Honors Plus Seal a student must:

a. meet all the requirements specified in 511 IAC 6-7.2-21(b)(1);
b. complete one of the following:
    i. earn an industry recognized or a postsecondary credential. Only credentials designated as approved Enrollment Honors Plus Seal credentials by the department may be used to satisfy this requirement;
    ii. earn the Advanced Placement Scholar with Distinction award;
    iii. complete the requirements for the Advanced International Certificate of Education Diploma; or
    iv. earn the Indiana College Core as defined in IC 21-42-3-5;
c. complete at least seventy-five (75) hours work based learning; and
d. demonstrate communication and collaboration or work-ethic skills that have been verified by an individual or entity recognized by either the student's high school or the state board using the verification forms established by the department. The department shall establish model verification forms and other documentation requirements pertaining to the verification requirements specified in this subdivision.

Indiana Diploma with an Employment Honors Seal

1. To be eligible for an Employment Honors Seal a student must:

a. complete one of the following:
    i. earn an industry recognized or a postsecondary credential. Only credentials designated as approved Employment Honors Seal credentials by the department may be used to satisfy this requirement;
    ii. complete three (3) career and technical education courses in a program of study;
    iii. complete a career scholarship account program; or
    iv. complete a locally created graduation pathway approved by the state board.
b. complete at least one hundred fifty (150) hours of work based learning;
c. demonstrate communication and collaboration or work-ethic skills that have been verified by an individual or entity recognized by either the student's high school or the state board using the verification forms established by the department. The department shall establish model verification forms and other documentation requirements pertaining to the verification requirements specified in this subdivision; and
d. complete one (1) of the following:
    i. at least one (1) school year with no more than three (3) days of unexcused absences; or
    ii. at least one hundred fifty (150) hours of work based learning experience with no more than three (3) unexcused absences.

Indiana Diploma with an Employment Honors Plus Seal

1. To be eligible for an Employment Honors Plus Seal a student must:

a. earn an industry recognized or a postsecondary credential. Only credentials designated as approved Employment Honors Seal credentials by the department may be used to satisfy this requirement;
b. complete at least six hundred and fifty (650) hours of work based learning;

c. demonstrate communication and collaboration or work-ethic skills that have been verified by an individual or entity recognized by either the student's high school or the state board using the verification forms established by the department. The department shall establish model verification forms and other documentation requirements pertaining to the verification requirements specified in this subdivision; and

d. complete one (1) of the following:
    i. at least one (1) school year with no more than three (3) days of unexcused absences; or
    ii. at least one hundred fifty (150) hours of work based learning experience with no more than three (3) unexcused absences.

Indiana Diploma with an Enlistment Honors Seal

1. To be eligible for an Enlistment Honors Seal a student must:

a. complete one (1) of the following:
    i. an introduction to public service course;
    ii. one year of a junior reserve officers' training corps program;
    iii. one year as a member of the Indiana wing of civil air patrol; or
    iv. a locally created course that covers the same content as an introduction to public service course.

b. complete one (1) of the following:
    i. the Armed Services Vocational Aptitude Battery Career Exploration Program by:
        1. completing the Armed Services Vocational Aptitude Battery and earning a score of at least thirty-one (31);
        2. exploring the career portal; and
        3. completing the post-test interpretation with a trained facilitator.
    ii. the Armed Services Vocational Aptitude Battery and earning a score of at least thirty-one (31) and a career exploration tool described under IC 20-30-5-14(i)(1).

c. complete at least one (1) school year with no more than three (3) days being unexcused absences.

d. demonstrate communication and collaboration or work-ethic skills through a mentorship experience with a:
    i. member of the military on active duty as defined by IC 20-26-19-1;
    ii. member of the National Guard as defined by IC 10-18-9-6;
    iii. veteran as defined by IC 23-14-54.5-5;
    iv. law enforcement officer as defined by IC 10-10.5-1-3;
    v. firefighter as defined by IC 35-44.1-4-3 or
    vi. public servant as defined by IC 35-31.5-2-261. The department shall establish model verification forms and other documentation requirements pertaining to the verification requirements specified in this subdivision.

Indiana Diploma with an Enlistment Honors Plus Seal

1. To be eligible for an Enlistment Honors Plus Seal a student must:

a. meet the following requirements;
    i. the requirements specified in subdivisions (b)(5)(A), (C) and (D);
    ii. demonstrate excellence in leadership through one (1) of the following:
        1. complete at least one hundred (100) hours of public service;
        2. hold a leadership role in a co curricular or extracurricular activity for at least two (2) semesters;
        3. complete two (2) seasons of a team-based physical sport or activity; and

iii. complete one of the following:
    1. a minimum score of 50 on the Armed Services Vocational Aptitude Battery and complete the requirements under (b)(5)(B);
    2. enroll in a military service academy of the United States as defined by 33 USC § 3021(a)(3); or
    3. enroll into a reserve officers' training corps program at an accredited institution of higher education.

Postsecondary Readiness Competencies

1. To be eligible for an Indiana diploma, a student must complete at least one (1) of the following postsecondary readiness competencies:

a. Score at or above the national college ready benchmark on the SAT.
b. Score at or above the national college ready benchmark on the ACT.
c. Earn an Armed Forces Qualification Test score of at least thirty-one (31) on the Armed Services Vocational Aptitude Battery, and meet the requirements specified in IC 20-32-4-1.5(i).
d. Earn an industry recognized or a postsecondary credential. Only credentials designated as approved graduation qualifying credentials by the department may be used to satisfy this requirement.
e. Complete a federally recognized apprenticeship or apprenticeship program as defined in IC 20-43-8-0.3.
f. Complete a CTE concentrator.
g. Earn at least a "C" average in at least three (3) advanced placement, International Baccalaureate, dual credit, or Cambridge International courses. At least one (1) of the courses used to satisfy this requirement must be an English, mathematics, science, or social studies course.
h. Complete a state board approved locally created pathway.
i. Earn at least one (1) of the diploma seals.

SECTION IV. STUDENT RESPONSIBILITIES AND RIGHTS/RULES OF CONDUCT

Attendance

Compulsory Attendance

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

Chronic Absenteeism

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

Habitual Truancy

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

Exceptions

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

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

School Grounds

A student may leave the school grounds while school is in session only after securing permission from the administration. Upon returning to school, students should report to the main office to sign in. Leaving the building without permission will be regarded as truant. Students who become ill at school should report to the clinic. The clinic will contact the parent if it is determined the student should go home. Students who are potentially ill MUST report to the clinic; any student leaving school grounds without direct permission from the clinic or an administrator may be considered truant.

Attendance Policy

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

Clarification of Excused Absences

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

1. Personal illness requiring a practitioner's care, and extended absence due to a physical or mental impairment which substantially limits one or more major life functions, will be considered individually.
2. Death and funerals of members of the household and/or immediate family: Up to five (5) days will be allowed any student for absence due to the death of father, mother, guardian, brother, sister, grandparent, spouse, or child. One (1) day of absence will be allowed due to the death of any other blood relative such as first cousin, aunt, nephew, or brother-in-law or sister-in-law.
3. Legal, medical, and dental appointments should be cleared with the school before the appointment when possible. The student must bring back a written signature back from the practitioner or agency no later than 48 hours after the appointment.
4. Emergency illness in family, when arrangements could not be made by the family. (Example – Mother taken to hospital)
5. School sponsored activities require clearance from the administration.
6. Religious services must be verified by an official form and a parent phone call. Clearance to attend should be received by the administration in advance of the event.

7. Court appearances are excused only when court appearances are verified by a subpoena or formal court verified documentation. Clearance should be received from the administration in advance.
8. Absences due to serving as a legislative page or election poll worker must be verified by the legislator or election candidate inviting the students per Indiana Code.
9. College orientations or visitations are limited to juniors and seniors wishing to visit a college, university, or technical school. One (1) day during the junior and two (2) days during the senior year may be approved by the administration. Verification from the college or university is required upon the student's return to school.
10. Military examination.

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

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

Family Vacations/Pre-Approved Absences

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

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

Interventions for Unexcused Absences

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

Administrator and/or Attendance Officer Action Steps	
Number of UNEXCUSED Absences	Interventions for UNEXCUSED absences
1-3	> Verify absences, call home, after school detentions
4-6	> After School and/or Lunch Detentions, Parent contact, Required After School Homework Help
7-10	> After School and/or Lunch Detentions, Parent Meeting, Attendance Contract, Required After School Homework Help
11	> Contact Montgomery County Probation with formal report > Contact Department of Child Services with formal report > Loss of Work Permit and Driver's License > Classroom Credit Denial > Consider expulsion

School administrators shall determine final interventions.

Attendance Call-in Procedures

Parents or guardians are required to call the school office (362-2340) to report student absences. They should do so on the day of the absence, prior to 9:00 a.m., giving the reason for the absence.

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

Remember: Attendance is taken every period.

College and Career Days

The school permits the use of two (2) days for seniors and one (1) day for juniors for college and career visitation. These days are provided only in those instances where an absence from school is required due to the distance of the visitation site or the time necessitated by conferences with hosts, deans, etc. College and career days may be approved when a parent calls the office and informs them as to the time and location of the visit. Arrangements for these days, except in the event of an emergency, must be made at least three (3) school days in advance. If the leave is necessary because of an emergency, an explanation of the emergency should be included in the written permission when the student returns. The student, upon returning, must provide written documentation from an administrator or counselor. No college visitation days will be approved or excused after April 15 without a parent/administrator conference. College or career days will not be granted immediately before or after the regularly scheduled Christmas or spring vacations.

Early Dismissal from Class or Late Arrivals

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

Students must sign out in the office when leaving the building, and sign in when re-entering. Failure to sign in or out can result in a truancy violation.

Family Vacations

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

Passes from Class

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

Truancy

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

Student Behavior Policy

The entire foundation and success of public school education depends on the basic concept of

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

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

Areas of Responsibility

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

Discipline Code

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

Grounds for Suspension or Expulsion

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

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

Student Misconduct and/or Substantial Disobedience

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

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

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Each student shall at all times:

1. Display proper respect for school authorities and civil law.
2. Be a good school citizen. Behavior, conduct and deportment shall be acceptable and shall not be disruptive to the learning environment.
3. Attend school unless he is personally ill, or he has good reason for absence as determined by the principal.
4. Student dress, grooming, and attire shall be of such a nature so as not to cause a disturbance or disruptive interference in the school or classroom. At no time shall a student dress in such a way as to be suggestive, vulgar, or obscene. Students are required to be dressed, groomed and attired so as to contribute to the health and safety of themselves as well as to the general school population. Student dress and appearance shall be subject to the approval of the building principal. All students are encouraged to consider good taste, judgment, and appropriateness in their selection of dress and attire while attending school.
5. Refrain from the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, which would interfere with the school's purpose or urge other students engaged in such conduct:
    a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    b. Blocking the entrance or exits with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
    c. Setting fire to or damaging any school building or property.
    d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function.
    e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
6. Refrain from causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or damage or theft involving school property of small value.
7. Refrain from intentionally causing or attempting to cause damage to private property, stealing or attempting to steal property.
8. Refrain from intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a student or school employee.
9. Threatening or intimidating any person for any purpose, including obtaining money or anything

of value from a student.

10. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
11. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
12. Possessing, using, or being in contact with any type of drug paraphernalia.
13. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also, prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a practitioner is not a violation of this rule.
14. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
15. Possessing, using, transmitting, or affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.
16. Engaging in the selling or distribution of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
17. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    a. Engaging in sexual behavior on school property;
    b. Disobedience of administrative authority;
    c. Willful absence or tardiness;
    d. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
    e. Failing to tell the truth about any matter under investigation by school personnel;
    f. Possessing or using a laser pointer or similar device unless the use of the pointer has been cleared with the teacher and is only used during a presentation. The device must be keep in the locker when not in use;
22. No student shall possess, handle or transmit any firearm on school property. The following devices are considered to be a firearm under this rule.
    a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
    b. The frame or receiver of any weapon described above;

c. Any firearm muffler or firearm silencer;

d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device;

e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore or more than one-half inch in diameter;

f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

g. An antique firearm;

h. A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.

i. The penalty for possession of a firearm; suspension up to 10 (ten) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

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

Use of Metal Detectors

The School Board recognizes the need to create and maintain a safe educational environment for all students and is committed to protecting the safety of all students, staff, and visitors of the school district. The CCSC Board authorizes school district administration to use hand-held metal detectors through the following two options:

1. Individualized reasonable suspicion
   a. School administration is authorized to use a hand held metal detector to search a student believed to be in possession of weapons or other illegal metal objects.
2. Administrative search
   b. School administration may not use a metal detector to single out a particular individual or category of individuals, but is authorized to use a mobile detector aimed at a random group in order to prevent a violent or dangerous event from occurring.

Examples: random classroom(s), bus(es), random student entry, etc.

Searches, pursuant to this policy, also shall be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

All searches administered by hand-held metal detectors will meet the following criteria:

1. Metal detectors may be used by law enforcement officers, school resource officers, and appropriately trained school personnel.
2. A school administrator will supervise the trained staff member, law enforcement officer, or school resource officer conducting the search.
3. An adult witness will be present during the search.
4. The administrator will explain the scanning process to the student(s) prior to the search. Persons of the same sex as the student being searched will conduct the search.
5. Prior to the search, the trained staff member, law enforcement officer, or school resource officer will ask the student(s) to remove all objects from their pockets and/or clothing.
   a. Removed objects will be set aside and scanned separately along with other items such as bags, purses, etc.

b. When a search indicates a personal item, such as a backpack, contains a metal object, the trained staff member, law enforcement officer, or school resource officer will ask the student to open the personal item for further search.

6. The trained staff member, law enforcement officer, or school resource officer will scan the student without touching his or her body.
7. When a trained staff member, law enforcement officer, or school resource officer is conducting a search and the search indicates there is a metal object present, the trained staff member, law enforcement officer, or school resource officer will ask the student to remove the object and the following steps will occur:
   a. A second scan will be conducted following the removal of metal objects.
   b. If the student refuses to remove any metal objects prior to the second scan or if the second scan indicates the presence of metal again, the trained staff member and adult witness will escort the student to a private area where the student may be patted down by a law enforcement officer in the area where the search indicated a metal object was present.
   c. If an object is found to be present, the student will be given an opportunity to remove the object, however, if the student refuses, the officer conducting the search will remove the object from the student with an adult witness.
8. Any search yielding a weapon or any other illegal material will result in it being turned over to law enforcement.

a. Students in violation of school disciplinary policy will be subject to discipline under student due process provisions.

9. An administrator will notify a parent or guardian of the searched student immediately following any search both in writing and by phone call.

Dance Code

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

1. Female:
   a. Dresses must be fingertip length or longer
   b. Slits in dresses must end at the tip of the student's fingers
   c. No excessive chest cleavage or bottom cleavage resulting from low backlines
2. Male
   a. Dress shirts and pants must be worn at all times.

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

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

A student found in violation of these standards will be escorted from the dance floor and will receive a formal warning from a school official. If an offense is repeated, then he or she will be escorted from the building by a school official.

Possessing a Deadly Weapon

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

a weapon, taser (as defined in IC 35-47-8) or electronic stun weapon (as defined in IC

35-47-8), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

The penalty for possession of a deadly weapon: up to 10 (ten) days suspension and expulsion from school for a period of up to one calendar year. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

A student may be suspended or expelled for engaging in unlawful activity on or off school 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 school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Corrective Procedures

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

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

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

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

1. Suspension from school, not to exceed ten (10) school days, by the principal or his designee, and after an informal hearing has been conducted with the student.
2. Evaluation and if necessary, enrollment in and completion of the program of an approved professional agency which is staffed and equipped to respond adequately to the problem of the student and which is capable of assisting the student to a solution of the problem which is causing the misbehavior.
3. Expulsion or exclusion from school by the administration as specified and defined in Indiana

state law.

4. While procedures 1 through 3 above may be followed in sequence, in case where the administrator determines so, he may combine any of the first three (3) procedures.
5. In cases where flagrant or unusually serious violation of school substance abuse regulations, the administration may proceed directly to procedure 3 above and/or refer to the local police department.
6. In case the student or parent refuses to accept the penalties in procedures 2 and 3 above, the administration may proceed directly to procedure 3 above.

The building administrator will inform the superintendent of the action taken.

Corrective procedures for testing positive to substance abuse (other than for nicotine) through the school's random drug testing procedures. With respect to an impaired student, CHS holds the right to contact emergency personnel if deemed appropriate.

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

Due Process – Procedural Rules and Regulations

The statutory due process procedure for expelling a student is simple and straightforward. The process includes providing the student and the student's parents with notice of the charges, the right to appear at an expulsion meeting, and the opportunity to present evidence at the meeting before an impartial individual. Under constitutional due process standards, school personnel must act within a reasonable time period. The statutory process set forth at IC 20-33-8-3 requires the following:

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

It is important to remember that the above steps are minimal steps and additional steps may be added to the expulsion process. The expulsion process can only begin when the superintendent

has noticed that an expulsion is requested. Thus, the principal should file a written request with the superintendent asking for the expulsion of a named student. The written charge should be specific enough for the superintendent to determine whether or not the appointment of an expulsion examiner is warranted.

Lockers

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

Statement of Policy

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

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

Locker Rules

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

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

coordinators.)

4. Inspection of Individual Student's Lockers.

a. The principal and/or the designee may search any and all lockers and their contents for any reason.

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

Locker Search

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

1. Seized and admitted as evidence in any suspension or expulsion proceedings if it is tagged for

identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.

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

Definitions

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

> The term "school purposes" refers to the purpose for which a school corporation operates,
>
> 1. To promote knowledge and learning generally;
> 2. To maintain an orderly and efficient educational system; and
> 3. To take any action under the authority granted to school corporations and their governing bodies by IC 20-2-2 or by any other statute.

As used for locker rules herein, the term "educational function" is defined as it is in the IC 20-33-8-32:

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

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

1. "Child exploitation," a Class C felony under IC 35-42-4-4, is committed when a person knowingly or intentionally:
   a. Manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;
   b. Disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age.
   c. "Child pornography," a Class D felony under IC 35-42-4-4, is committed when a person who knowingly or intentionally possesses:
      (1) Picture
      (2) Drawing
      (3) Photograph
      (4) Negative image
      (5) Undeveloped film
      (6) A motion picture
      (7) A videotape
      (8) A digitized image
      (9) Any pictorial representation that depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious *literary, artistic, political, or scientific value.*

Photograph/Recording of Others

Students are prohibited from using any device to capture, record, or transmit the words (e.g. audio)

and/or images (e.g. pictures/video) of any person while on school property or during a school-sponsored activity which results in defaming, degrading, or humiliating the other person(s). Students who violate this expectation may face appropriate disciplinary consequences.

Drug, Alcohol and Tobacco Testing Policy

The Board of School Trustees of the Crawfordsville Community School Corporation recognizes the health risks and dangers associated with the use or possession of unlawful drugs, alcohol, tobacco products, and/or any substance that causes impairment.

The Board of School Trustees encourages all students to participate in extra-curricular/co-curricular programs of the school, but believes the opportunity for such participation is not an absolute right. It is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of drugs, alcohol, tobacco products, and/or substance that causes impairment if selected, in accordance with the testing program. The program will be applied to all school students in grades 6-12, male and female, who participate in athletics, extra-curricular/co-curricular activities, and student drivers. A student may be removed from the drug testing pool if they cease to participate in any extra-curricular activity, and/or, cease to drive to school. Removal from the drug testing pool requires parent signature.

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

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

Search Procedures

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

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

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

premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

1. A student-operated motor vehicle containing a prohibited substance shall not be operated on or parked on school premises. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student allowing for the search of that motor vehicle when there is reasonable cause to believe that the motor vehicle will contain a prohibited substance as herein-before defined. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a reasonable request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises.
2. If any portion of this policy shall be determined to be unlawful, it shall not in any way affect the validity of the remainder of this policy.

Use of Search Findings

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

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

Definitions

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

> ...The term "school purposes" refers to the purpose for which a school corporation operates, including:
>
> 1. To promote knowledge and learning generally;
> 2. To maintain an orderly and efficient educational system, and;
> 3. To take any action under the authority granted to school corporations and their governing bodies by IC 20-33-8-9 or by any other statute.

As used for personal and vehicle search rules herein, the term "educational functions" is defined as it is in IC 20-33-8-14:

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

Smoking Policy

CHS is a smoke free zone. No one is permitted to be in possession of or using tobacco products (tobacco products include cigarettes, cigars, chewing tobacco, e-cigarettes, vaporizers, snuff, or any other form of tobacco); including students while on school property, at any time while riding a school bus, or at any time while attending or participating in any supervised school activity, function, or event. It is a violation of this policy if the student tests positive for nicotine through the school's random drug testing procedure.

The penalties for violation of this policy shall be:

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

Book Bags

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

Dress Code

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

1. All students must wear clothing that includes a shirt or equivalent that covers the chest, back, torso, and stomach.
2. All students must wear clothing that includes pants or equivalent that fully cover the buttocks and are an appropriate length. The fingertip rule will be used as guidance to determine the appropriateness of length and is defined when the arm and hand are fully extended.
3. All students must wear shoes or sandals that allow students to climb stairs and participate in all school activities safely.
4. All students must wear clothing or accessories that do not depict, imply, or advocate illegal or lewd conduct, weapons or the use of alcohol, tobacco, marijuana or other controlled substances.
5. All students must wear clothing that is safe, does not disrupt the learning environment, and allows students to participate in all school activities.
6. All students are to have hoods down during the school day.
7. School administration will be the final determination of dress code violations.

Public Affection

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

Academic Honesty

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

Driving Policy

Driving to school and parking at CHS is a privilege granted by the School Corporation; it is not an inalienable right. Specific driving behavior and responsibilities are expected as outlined below. The privilege of bringing a student operated motor vehicle onto school premises implies consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow a search of that motor vehicle when there is "reasonable suspicion for a search" of that motor

vehicle. Refusal to permit a search shall create a presumption that the motor vehicle contained the item or items for which the search was requested, admissible into evidence in a suspension or expulsion proceeding. It is **mandatory** that each student, driving to school, have on file a signed copy of the Drug, Alcohol and Tobacco Testing Policy. Failure to comply will result in students not being permitted to drive to school and park their vehicle on school premises.

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

1. Student drivers are to register with the administrative office giving such information as:
    a. Name of student driver, address, home phone number, and name of parent/guardian.
    b. Make, model, year, color and license plate number of car to be driven to school.
    c. All applications must be signed by a parent or guardian.
2. There will be a $5.00 fee for all student drivers for parking tags.
    a. Upon receipt of adequate information, a student driver permit will be issued. Parking tags are NOT to be transferred to another student. If a student is caught using a hang tag which was issued to another student, all parties involved will lose their driving privileges for the remainder of the school year.
    b. No student cars are to be parked on school property without a student parking tag properly displayed on the rear view mirror. Cars not displaying the tag shall be considered as "unauthorized" vehicles on school property, and this may cause for the student to lose driving privileges and/or the car to be towed away at the owner's expense.
    c. Student drivers are to park within the lines provided in the student parking areas.
    d. Student cars are to be locked each morning.
    e. Student drivers are not to re-enter the parking lot or the auto until dismissed in the evening without the permission from the office.
3. Students must have a valid Indiana driver's license.
4. Once students enter the parking lot, the car is to be parked. Students are not allowed to drive in and out of the parking lot and/or circle the school building.
5. Students are to use the main entrances (off of State Road 47 and 150 South) when entering or leaving school property.
6. Students must park in the lot designated by the administration for student parking. Parking in any "unauthorized" area is strictly forbidden (i.e. handicap parking, visitor parking, in the lot behind the school building, etc). Cars parked in unauthorized areas may be towed at the owner's expense.
7. Once the car is parked, students are to proceed immediately into the building. NO ONE will be permitted in the car during the time it is parked unless authorized by the office.
8. The school provides a student parking area but assumes no responsibility for any vehicle or its contents. Students are to lock their vehicle when it is parked.
9. Student drivers are to always yield the right of way to buses.
10. There is to be NO speeding or any form of reckless driving on school grounds.
11. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
12. Parking regulations will be strictly enforced. Suspension of driving privileges, towing of vehicle at owner's expense, and/or suspension from school may occur if any of these regulations are violated.
13. Tardiness to school due to car problems IS NOT excused.

Leaving the Premises

No students will be permitted to leave the building during their lunch period. Those students enrolled in vocational programs are permitted to leave the premises to go to their job or class at an appropriate time pre-arranged by their coordinator. No other students are permitted to leave the building except with permission from the office. Students with medical or dental appointments must bring a note from their guardian or have the guardian call to verify such an appointment.

Friday School Detention

1. Friday School will be held at the high school. All drivers will adhere to our parking lot rules. Violators may serve an additional Friday school assignment. All drivers include those giving our students a ride from Friday School.
2. There will be no loitering before or after Friday School by our students or those giving our students a ride from Friday School. Our students will not have friends, relatives, family or visitors in the building or on school property during Friday School.
3. Transportation to Friday School is not and will not be provided by the school corporation. Students are responsible for their own transportation from Friday School.
4. Friday School will begin at 4:00 p.m.; no one will be admitted after this time. Dismissal will be at 6:00 p.m. Your ride must be here and you must leave the building by 6:05 p.m.
5. Students will receive a five minute break mid-way through detention. They may go to the restroom, throw away paper, and sharpen pencils at that time.
6. Students will not be allowed to go to their lockers or use the telephone at any time.
7. Students are responsible to bring enough school work to keep busy the entire time. Homework, extra credit work, library books are acceptable items to work on. Students must report with the necessary supplies to study.
8. At no time are students permitted to sleep during the Friday detention time. Students are not even to give the appearance of sleeping while serving suspension.
9. There will be no talking. You are to remain in your assigned seat. Only good behavior is acceptable. There will not be any talking or visiting during the “designated break time”, unless allowed by the facilitator in charge.
10. NO student will be permitted to leave the assigned area, designated area or building during the suspension time.
11. Students who are employed and have jobs on Friday are not excused from the program. Only the administrators can excuse a student from his/her assigned Friday detention and then only under emergency conditions. If a student is excused from his/her Friday School date, he/she will serve the next TWO assigned.
12. No food or beverage will be consumed during the suspension.
13. Only proper school clothing is acceptable attire.

Failure to be present by 4:00 p.m. or failure to attend Friday School will result in the student being suspended from Crawfordsville High School and assigned to OSS.

Tardy Policy

In order to maximize instructional time, students are expected to arrive to all classes before the bell rings. If a student is not in the classroom when the bell rings, they will be counted late/tardy by their teacher. Student tardies will accumulate via teacher input into the school tracking system. Students will receive disciplinary action for repeated tardiness. Should student’s tardiness persist after teacher/administrator interventions, a referral will be made to the Asst. Principal’s office for further disciplinary action. Tardies will accumulate on a semester basis. Tardies that a student accumulates during the first semester will not carry over to the second semester.

ALL students reporting late to school should report directly to the office to receive an admit-to-class

pass. Tardiness to school will be considered unexcused unless justification has been provided otherwise. The following policy will then be enforced for all other tardies during the school day:

Tardy Number	Consequences and Actions
3 Tardies	Warning via email, text and/or call to parent and/or guardian
5 Tardies	Lunch detention assigned and a call to parent and/or guardian
10 Tardies	Friday Detention call to parent and/or guardian
15 Tardies	Friday Detention, call to parent and/or guardian
20 Tardies	Administrator Discretion - Parent meeting, ISS, OSS, etc.
25 Tardies	Administrator Discretion - Parent meeting, ISS, OSS, etc.
30 Tardies	OSS and/or Possible Alternative Placement

Failure to attend an assigned Friday detention will result in the student being assigned to ISS for one to three days and parent/guardian notified.

Electronic Devices

In order to prevent disruption of teaching and learning in the classroom, the following policy will be implemented regarding cell phones, smart watches and personal listening devices (PLD); failure to comply with any of the outlined rules will results in consequences:

1. Students may not access their cell phone, smart watches or PLD's during any academic/instructional time. The following will be implemented as consequences for violation to the rule:
   a. The **first violation** of this rule will result in the phone being confiscated and held by the classroom teacher until the end of the period. If the student refuses to relinquish a device, In-School-Suspension will be issued and parents/guardians contacted.
   b. The **second violation** of this rule will result in the phone being confiscated and turned into the main office and may be picked up following the final bell of the day. A **Friday detention** will be issued. **Parent/guardian contacted**. Failure to relinquish the phone will result in an ISS. **A parent/guardian must pick up the phone from the main office.**
   c. The **third violation** will result in the student being placed into ISS for two days. A parent or guardian must pick up the phone from the main office. Failure to relinquish the phone will result in extended days in ISS or additional Friday detentions.
2. Students may use their cell phone, smart watches or PLD before and after school, during passing periods, Homeroom and throughout the student's assigned lunch shift.

Study Hall Rules

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

1. No talking.
2. All students will bring materials to read or study.
3. Students will sit in assigned seats.
4. No food or drinks.

Telephone Usage

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

Cell Phone, Camera, and Social Networking Site Policy

All cell phones and cameras are to be secured and unseen within any Crawfordsville High School

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

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

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

Anti-Hazing Mission Statement

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

Crawfordsville Community School Corporation
Acceptable Use Policy Introduction

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

Scope

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

A. CCSC networks are intended for educational purposes only, and are not a public access service or public forum.

B. All activity over CCSC networks or using district technologies will be monitored and may be retained.

C. Access to online content via CCSC networks may be restricted in accordance with our filtering policies and Federal regulations, such as the Children's Internet Protection Act (CIPA).

D. Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.

E. Misuse of school resources can result in disciplinary action.

F. CCSC makes a reasonable effort to ensure students' and staff safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.

G. Users of CCSC networks and other technologies are expected to alert IT staff immediately of any concerns for safety or security.

H. All technologies provided by CCSC are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

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

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

Purpose

The purpose of electronic communications with CCSC is to promote educational excellence in schools. The purpose of this agreement is to ensure that electronic communications are properly and efficiently used, and that the school and CCSC are protected from potential liabilities, including, without problems arising from error, fraud, defamation, breach of copyright, unlawful discrimination, illegal activity, privacy violations, and service interruptions. The additional purpose of this policy is to inform parents/guardians, staff, and students of their legal and financial responsibility for their access to, use of CCSC owned or leased equipment, Internet access, and to require their agreement to abide by this policy as a condition to the use of such equipment.

Rationale

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

CCSC reserves the right to periodically inspect at will, anything stored on a corporation owned device.

Responsibilities

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

> Providing a copy of the agreement to staff and students on an annual basis.

> Communicating updates or changes to this agreement.

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

Breaches

Breaches are considered to be acts that violate the spirit of this agreement and may include, but

are not limited to:

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

Vandalism

Vandalism is the deliberate destruction of CCSC equipment. Any act determined to be intentional damage to district technology hardware, software, or data will be considered vandalism and will result in disciplinary action according to school policies. Vandalism that requires a person's time to repair, replace, or perform corrective work on equipment or data is subject to repair costs as outlined below.

	Screen	Keyboard	Charger	Assorted Parts	Total Loss
Chromebook	$50	$20	$35	Market Price	$250

1:1

Those not choosing to participate in the insurance program assume responsibility for damages to the loaned bag, charger, and Chromebook. Charges may be applied for repairing or replacing devices and components and will mirror the same price points as above.

CHS students will be issued a device, charger, and laptop bag. It is the students' responsibility to:

> bring the device fully charged to school every day.
> use the device, chargers, and bags with care.
> protect the device from weather, keeping it secured and attended to at all times, and kept inside the school-issued case when not in use. Extreme cold or heat can damage the device components.
> keep the device clean and protected from drinks, food, and pets.
> keep the device clean and free of stickers, labels, or drawings.

- keep the device, charger, bag, and bag label in their possession and not trade with other students.
- refrain from taking pictures or video without the consent of a staff member.
- refrain from using personal devices (BYOD), including cell phones, without specific approval from teachers or administrators.

Web Access

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

Web Pages/Social Media

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

Mobile Devices

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

Personally Owned Devices

The Crawfordsville Community School Corporation technology department is dedicated to our staff and students in creating, supporting, and maintaining a 21st century learning environment. After adhering to prerequisite conditions found in the student handbooks, CHS students and all staff

members may bring in their own devices to access the internet and collaborate with other staff or students in support of their teaching and curriculum. These devices must be connected to the CCSC BYOD network, while use of student BYOD devices is determined by classroom teachers. Personally-owned devices, including printers, wireless access points, storage devices, physical or virtual servers, and similar equipment, shall not be connected to the school network without express permission from CCSC IT staff. In some cases, such as dance competitions (etc.), a separate network may be provided for personally-owned devices.

Please remember, this Acceptable Use Policy applies to privately-owned devices accessing the CCSC BYOD network.

Netiquette

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

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, trolling, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Limitation of Liability

CCSC will not be responsible for damage or harm to persons, files, data, or hardware. While CCSC employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. CCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the CCSC networks or technology. The parent / guardian is responsible for the cost of repair and/or replacement of the device, case, or charger if the CCSC property is:

- Not returned
- Damaged
- Lost
- Stolen

Gang Prevention

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

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

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

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

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

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

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

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

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

Support services may include one or more of the following:

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

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

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

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

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

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

effective, coordinated, and maximized use of federal funding a priority.

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

Harassment

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

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

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

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

Pest Control Policy

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

The School Corporation will:

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

Food Allergen Field Trip Guidelines

When a student or adult on a field trip has a life-threatening food allergy, sack lunches will be prepared by the school's food service department. A chaperone or other adult attending the trip who has a life-threatening allergy requiring accommodations is responsible for alerting the school at least five days in advance of the trip. All participants, students and adults, will be required to purchase the specially prepared lunch in an effort to keep all students and adults safe from a potential allergic reaction that could result in death.

Procedures:

1. If a student has a life-threatening food allergy, the child's parent should be encouraged to attend the field trip to monitor the child.
2. A specially prepared lunch will be provided by the school's food service department to meet food allergy guidelines.
3. Students and adults attending the field trip will purchase the lunch through the school's food service department. Free and reduced lunch status will be applied as usual.

4. No outside food, lunches or snacks, will be allowed.
5. A trained school employee, such as a classroom teacher, will accompany the class on the field trip and will maintain an epinephrine auto-injector for each student with a life-threatening allergy. A student who is trained in using epinephrine may carry his/her pen and may self-administer epinephrine.
6. A copy of the student's Life-threatening Allergy Management Plan (LAMP) will be taken on all field trips. The school employee will follow the student's Life-threatening Allergy Management Plan (LAMP).
7. In all situations where epinephrine is given, a staff member will immediately call 911. The parents or legal guardians will be notified after calling 911 as stated in the LAMP.

Pest Control Regulations

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

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

1. Pesticides will be applied only by certified pesticide applicators.
2. At the time of registration for each school year, the Director of Support Services shall provide the parents of each child enrolled in school with a written copy of the pesticide policy, the name and telephone number of the school contact person for information. This information may be given in the form of a memorandum or as a provision in the student handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year.
3. Pesticide application will be done during non-instructional time or during weekends and vacations.
4. Any pesticide application is prohibited when in the presence of children while they are in the building, on school grounds, or near the area to be treated.
5. If any emergency application is necessary to eliminate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
6. A copy of the records of each pesticide application at a school shall be maintained for 90 days. The records will contain the following information:
    a. Brand name and active ingredient of pesticide;
    b. EPA registration number of pesticide;
    c. Areas treated;
    d. Name of applicator; and
    e. Source for obtaining information on the pesticide label, material safety data sheet, and/or fact sheet for end use concentrations.
7. The Director of Support Services upon request will make available the application information listed above for at least 90 days from the date of application.
8. Potentially harmful substances such as insecticides, fungicides, herbicides, rodenticides, or other pesticides shall be chosen for the low levels of toxicity. Whenever practical, non-chemical controls shall be used.
9. All applications of harmful products will be made in strict compliance with label instructions.

Exemptions

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

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

Legal Settlement

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

Right to Appeal

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

Transfer Tuition

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

Head Lice Guidelines

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

Facts

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

Practice

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

recurrence of live lice.

Prevention

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

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

Communication

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

Treatment

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

Attendance

Students who have been excluded from school for head lice are expected to complete the recommended treatment and return to school the following day. The date the student was sent home will be considered a documented absence, but subsequent days will be undocumented.

Immunization Policy

All school children in the State of Indiana are required by the State of Indiana to be fully immunized (IC 20-34-3-1). The Indiana State Department of Health requires the following immunizations:

http://www.cville.k12.in.us/domain/149

Visitor Protocol

All visitors to Crawfordsville Community Schools should enter the main entrance of the school during regular operating hours. Visitors will report to the main entrance and press the buzzer. Each visitor will need to state his/her name and the reason for the visit. If access is granted, the visitor will report to the receptionist desk and sign the visitor book. The visitor will list his/her name, date, destination (area and/or person to be visited) and time of arrival. After signing the ledger, a lanyard or visitor tag will be issued to the visitor to wear in a visible location. Before leaving the school building, the visitor will sign out.

Any person who meets privately with a student or who takes a student out of the building must show photo identification, if the secretary or school administrator cannot identify the individual.

Background Checks

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

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

SECTION V. STUDENT ACTIVITIES

Extracurricular Clubs

Extra-curricular Discipline Code

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

Extra-Curricular Groups

Athletics	Bowling	Dance Team	Flag Corps/ Percussion	Marching Band
Robotics	Speech Team	Play/Musical	Show Choir	Academic Teams

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

I. Definitions

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

1. The next season in which the student had participated during the previous school year, or;
2. The next season the student had given indication of his/her intention to participate in to a coach/sponsor of that activity prior to being made aware of his/her suspension.

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

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

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

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

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

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

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

"positive" test result.

II. Suspension Procedure

A. All suspensions shall begin with the notification of the student of his/her suspension by the administration. All suspensions shall be consecutive events beginning with notification to the student by the administration.

B. Any percentage of total season contests/performances, which results in a fraction of a contest shall be determined by eliminating the fraction and using the whole number as the number of contests/performances for the suspension.

III. Infractions Not Involving Substance Use

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

A. Any student who commits a violation of any published rule of the coach under whom the athlete is currently participating in season may be suspended by that coach for a period of time not to exceed

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

Any suspension beyond that outlined in III-A-1, III-A-2, and III-A-3 above may be imposed by the principal and athletic director at the request of the coach.

B. Any student (in-season or out of season) who commits any offense of Indiana Criminal Law or who violates the Indiana Juvenile Code, or who violates a school rule, regulation, or policy, or acts in a manner that brings embarrassment or shame to yourself and/or you school may be suspended from participating by the principal and/or athletic director subject to the following:

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

a. The seriousness of the nature of the offense.

b. The circumstances surrounding the committing of the offense.

c. Other offenses or violations committed by the athlete prior to the current offense.

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

1. 20% of the total season contests of the student's current or next season.
2. 33.3% of the total season contests of the student's current or next season.

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

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

Reduction in Penalty:

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

(A) completing both the NFHS Bullying, Hazing, and Inappropriate Behavior and Sportsmanship courses. A certificate of completion must be provided to the CHS administration.

(B) completing 15 hours of community service signed off by the supervisor/supervisors prior to returning.

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

IV. Infraction Involving Substance use (see Definition F)

A. First violation

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

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

Reduction in Penalty:

Any student in violation of subsections IV-A-1 may elect to have his/her suspension reduced

to 25% of the total suspension by:

(A) completing an online drug and alcohol awareness course. (The cost of evaluation

and/or enrollment in such a program will not be borne by the school system or athletic department.)

A certificate of completion must be provided to the CHS administration.

(B) completing 15 hours of community service signed off by the supervisor/supervisors prior to returning.

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

B. Second violation

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

1. Any student (in season or out of season) who commits a second violation of the discipline code by substance use (possessing, transmitting, or being under the influence) of non-prescribed drugs or alcohol shall be suspended for 100% of the total season contests in their current or next sport season.

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

Reduction in Penalty:

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

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

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

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

C. Third and subsequent violations of Substance use or Tobacco

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

1. Any student (in season or out of season) who commits a third violation of the discipline

code by substance use (possessing, transmitting, or being under the influence) of non-prescribed drugs, tobacco, or alcohol shall be suspended from any further participation in extracurricular activities at Crawfordsville High School.

V. Infractions involving Tobacco Use (see Definition G)

A. First Violation

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

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

Reduction in Penalty:

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

(A) completing the Indiana Tobacco Awareness Class taught through the North American Learning Institute. (The cost of evaluation and/or enrollment in such a program will not be borne by the school system or athletic department.) A certificate of completion must be provided to the CHS administration.

(B) completing 15 hours of community service signed off by the supervisor/supervisors prior to returning.

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

B. Second violation

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

1. Any student (in season or out of season) who commits a second violation of the discipline code by tobacco use shall be suspended for 50% of the total season contests in their current or next season.
2. If less than 50% of the total season contests remain in the student's current season,

the suspension shall be continued to the next season the student would participate in. The continued suspension shall include a percentage of the total season contest remaining in the student's current season when the suspension occurred.

Reduction in Penalty:

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

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

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

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

C. Third and subsequent violations of Tobacco or Substance Use

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

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

Cell Phone, Camera, and Social Networking Site Policy

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

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

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

Anti-Hazing Mission Statement

Students who participate in extracurricular activities at Crawfordsville High School should do so without being subjected to any form of hazing. Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school

athletic team, school group, club, activity, or organization. Hazing will not be tolerated in any form, and individuals who initiate or participate in hazing will be disciplined, Hazing is against Indiana law, and the local police department may be involved depending on the severity of the incident. If you feel that or someone you know is a victim of hazing, report it to your sponsor, coach, athletic director, or administrator.

Extra-Curricular Organizations

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

Activity Period

A 30-minute activity period will be scheduled on most Wednesdays for the purpose of club meetings, class meetings, and extra-curricular programs. Students not involved in club meetings during the activity period will report to the assigned homeroom. **Those students who skip will receive consequences.**

Crawfordsville High School - School Song

Stand up and cheer
Cheer loud and long for dear old
Crawfordsville
For today we raise
The Gold and Blue above the rest
Our teams are fighting
And they are bound to win this game.
We've got the team
They've got the steam
For this is dear old C'ville's day.

Yea Rah Yea
Onward C'ville, Onward C'ville
Fight on for your fame.
Run the ball around old (*opponent*)
A touchdown (*basket*) sure this time.
Onward C'ville, Onward C'ville
Fight on for your fame.
Fight C-ville fight
And we will win this game.
*Tune of "On Wisconsin"