CASTON JR / SR HIGH SCHOOL



Student Handbook 2026-2027

MISSION STATEMENT

The Caston Junior - Senior High School will help all students acquire the knowledge and life skills that enable them to become a cooperative and productive member of society.

BOARD OF SCHOOL TRUSTEES

Chad Boldry, Beth Howard, Cristie Rans, Jeff Smith, & Scott Rudicel

JR./SR. HIGH SCHOOL EXTENSIONS

Angela Miller, Superintendent - 336
Precious Francis, Assistant Principal - 310
Erin Kline, ECA Treasurer - 387
Becky Hook, JH School Counselor - 342
Tina Zechiel, HS School Counselor - 370
Kelli Spin,Guidance Secretary - 340
Josh Lowe, Transportation - 339
Gina Hierlmeier, Principal - 385
Trent Tocco, Athletic Director - 424
Deb Sailors, HS Secretary - 315
Nick Sruber, College/Career Counselor - 353
TBD, School Nurse - 427
Alysha Marrs, Cafeteria - 327
Shelly Sarver, Curriculum - 413

ADOPTION OF STUDENT HANDBOOK

This student-parent handbook and the inclusive policies and procedures have been presented to the Superintendent of Schools and the Board of School Trustees of Caston School Corporation and validly adopted by the Board of School Trustees on May 13, 2026.

COMPLIANCE OF NONDISCRIMINATION

Caston School Corporation will not intentionally discriminate on the basis of race, color, religion, sex, national origin, disability, or age in its programs or employment policies required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1); Public Law 218(I.C. 1971, Title 20); Title VI and VII (Civil Rights Act 1964); the Equal Pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142; and Public Law 93-112, Section 504. The superintendent of the school corporation acts as the contact person in all matters related to discriminatory treatment. The telephone number is 574-598-8000 for the superintendent's office.

CASTON SCHOOL BOARD BYLAWS, POLICIES, AND ADMINISTRATIVE GUIDELINES

Caston School Corporation's Bylaws, Policies, & Administrative Guidelines, along with forms relating to such is available and can be accessed by the public through the school corporation website (www.caston.k12.in.us) under the Board tab located at the center of the home page. After clicking the Board tab, Bylaws & Policies are on the bottom right. A hard copy is available in the Jr/Sr High School or Elementary office for those who do not have Internet access.

ACCREDITATION

Caston Junior-Senior High School is accredited by the Indiana Department of Education.

VISITORS
Parents are always welcome and encouraged to visit the school. When parents desire to meet individually with teachers or the principal, they are encouraged to call in advance to schedule time with that person. All visitors should follow these guidelines: 1. All visitors are requested to enter door #2 and register in the HS/JH office and receive a visitor's pass. 2. Visitors are not allowed to visit with students in the hallways in between classes or during lunch. 3. Any exception to the above guidelines must be approved by a school administrator.

Caston School Corporation will now be using The RAPTORS Visitor Management System. All visitors must report immediately to the main office and request a visitor's permit. However, no person shall remain in the school building or on the grounds after being asked to leave by any member of the administration, faculty, or maintenance staff. Students are not to have other students come visit with them at school during school hours. Student visitors will not be permitted.

Upon entering a building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a visitor for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the system. The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender data basis is the only official database checked by the system. Once entry is approved, the system will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Caston School staff reserves the right to deny anyone entry to the building.

Only those people with legitimate business to transact are to be at school. Former students and friends of current students should not visit during the school day, unless they are here for school business. Guests and visitors must register in the office. Parents are always welcome. Visitors are expected to leave promptly when their business is concluded.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Parents and students are notified that the school uses video surveillance/electronic monitoring systems on school grounds, on school buses and in the schools in order to protect school property, promote security and protect the health, welfare and safety of students, staff and visitors. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

ATTENDANCE CHECKING IN AND CHECKING OUT
CHECKING IN - After 8:35 A.M., students should report to the office to receive an admit slip from the high school secretary. This also applies when returning from a morning absence or simply a one-period or two-period absence. The student should present a note documenting the reason for the absence, signed by the parent or a physician. Students returning during the day must sign in at the front office.

CHECKING OUT - Students checking out of class for any reason must obtain permission from their teachers and sign out of each class. Students checking out of the building for any reason are required to obtain approval from the administration before leaving the building. If a student has an approved reason to leave school and he/she notifies the high school secretary, his/her name will be put on the attendance list for the teachers. The student may leave the class at that time and come to the office to check out. All students must sign out in the high school office and leave from door #2. If a student leaves without permission from the principal, designee, the school nurse or permission from a parent/guardian for any reason, his/her absence will be considered truancy. (Skipping School)

ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the day and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

A. Service as a page or honoree of the general assembly (I.C. 20-33-2-14)
B. Service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
C. Subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
D. Service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
E. Participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
F. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.
G. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved court or curriculum, represents a unique education opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

The Board considers the following for excused absences:

A. Illness verified by a note from the parents
B. Illness verified by a note from a physician
C. Recovery from accident
D. Required court attendance
E. Professional appointments – parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school date, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
F. Death in the immediate family or of a relative
G. Observation or celebration of a bona fide religious holiday in accordance with Policy 5223
H. Maternity
I. Military connected families' absences related to deployment and return
J. Such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

All absences will be unexcused unless the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three (3) calendar days of the absence and are informed that if they fail to provide a written excuse within three (3) days of the absence, the absence will be permanently counted as unexcused.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student. Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

It is the Parent/guardian's responsibility to ensure that the school receives written excuses within the require time period of three (3) days after an absence. The following cumulative unexcused days of absence are classified as unexcused:

A. Any day of absence for which neither a written parental or physician's note is submitted within three (3) school days of a student's return from an absence.
B. Any day of absence not excused by a physicians' note after ten (10) school absences.
C. Unexcused absences exceeding 50% or more of any day will be classified as an unexcused absence for the entire day.

School Attendance Improvement Plan: The SAIP is developed cooperatively with involved stakeholders through a school-family conference, which is required after the fourth (4^{th}) unexcused absence. The school will notify the parent/guardian of the need for a joint conference upon the fourth (4^{th}) unexcused absence. The school-family conference engages all participants involved in the student's life to explore possible solutions to increase the student's school attendance. Maintaining open communication between the student and adults will facilitate positive outcomes.

The purpose of the school-family conference is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to assure regular school attendance. The school-family conference provides both parties with the opportunity to identify, understand and explore all issues contributing to the student's truant behavior. Participation by the student and family is an integral component for this conference. In addition, representatives from relevant and/or involved community-based agencies, community and school services and school personnel should be invited to participate. During the school-family conference, a SAIP shall be developed cooperatively with the student and other meeting participants.

HOME SCHOOL STUDENT ENROLLMENT:
In the event that any home-schooled student, residing in the Caston School District, wishes to be considered enrollment and participation in any extra-curricular or co-curricular activity at Caston School Corporation, the following are the guidelines that must be followed:

1. The student must attend public school classes at Caston at the appropriate school for their age/grade level. The student must be enrolled and attending school for at least two periods/classes per school day in the area/subject to be determined by administration. One or both of the required classes may be English or Math based upon student achievement and testing data. Classes taken at Caston must include the classes that prepare students for the required state exams. This will vary by grade level.

Courses and schedules will be determined through collaboration of school administration, guidance department and parents/guardians.
2. The student must have been home-schooled or attended a non-accredited, non-public school for the previous three (3) consecutive years.
3. The student completes all state-wide testing as authorized and required by the Indiana Department of Education and Caston (i.e. iLearn, PSAT, SAT, Edmentum, ECA, etc.).
4. The student's family must submit periodic grade information to the school to affirm the student is passing all courses taken at home or other location besides Caston Schools.
5. There must be space available in the classes for home-schooled students to participate.
6. This program is for all extra-curricular and co-curricular activities and athletics.
7. Students may have to try-out/audition to participate in the desired activity. Participation is not guaranteed.
8. All school rules and behavior expectations as outlined in handbooks and/or IHSAA policies apply to all dual enrolled students.
9. All college courses (ie: Ivy Tech,etc.) that are not dual credit approved through Caston can not be used for HS credit.
10. To first be eligible for Academic Awards, NHS, etc. you have to be a sophomore that has completed 3 semesters of credits (15+), a Junior that has completed 5 semesters of credits(25+), a senior that has completed 7 semesters of credits (35+) and then meet all other criteria to apply. Therefore, anyone (homeschooled included) desiring eligibility for Academic Awards, NHS, etc. must have completed the required number of credits based on their current grade level and all other Caston and NHS criteria to apply for Awards and acceptance to NHS.

TRUANCY

Students are not to go outside of the school building at any time during the school day except under the supervision of a teacher with permission from the office. Additionally, students are to be in their assigned class at the appropriate time. If it is determined that the school, or parents/guardians had no knowledge of the absence for any one school period, up to a full school day the student would be considered truant and subject to disciplinary action. Class work can be made up, but credit for the assigned work would be at each teacher's discretion. This also applies to unexcused absences.

ACCUMULATION OF ABSENCES

Students will be allowed to earn credits in courses within an allowable limit of 10 days per school year limit. Any student with a personal illness or condition which requires more than 10 day per semester limit 10 must submit a physician’s statement of incapacity (I.C. 20-33-2-18) explaining the illness to the administration/school nurse at the beginning of the school year or immediately after the illness has been diagnosed in order to be waived from the (10) day limit. On the 10th absence, parents will be advised of the possible loss of semester credit and notification will be sent to the Fulton or Cass County Prosecuting Attorney’s Office. The loss of credit is at the administration's discretion.

DENIAL OF CREDIT

Students who exceed the maximum number of 10 days may not receive credit for the course that semester/term. However, the student will be encouraged to remain in the class for the remainder of the term and receive a grade of “L” (Lost Credit). At the end of the term/semester, if the student is failing at the time, then the grade will remain an “F”. If the student has a passing grade at the end of the semester/term, the student will be able to earn that grade back through a contract between student, parent and administration. Loss of credit is serious and may ultimately have an effect on graduation.

HABITUAL TRUANCY

Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request

filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

PRE-ARRANGED ABSENCES

A student may know in advance that he/she will need to miss school for 2 or more consecutive days.These absences must be pre-arranged by parental request. Unless the pre-arranged absence qualifies as a verified absence, it will be considered a limited excused absence. The necessary form for pre-arranged absences is available in the office. In requesting a pre-arranged absence, students and parents must assume full responsibility for work missed and accountability for total days missed. Vacation absences should be pre-arranged well in advance. All vacation requests should be made to the administration and receive approval at least one week prior to the requested leave. Requests for excused absences can be denied for students with chronic attendance problems. A meeting with parents will be held to discuss possible options for these students. A pre-arranged absence is not allowed during weeks of final exams. No more than a total of five (5) pre-arranged days may be used during one school year (without administrative approval).

College visitation days for juniors and seniors will be classified as an educationally related absence and must be pre-arranged. All students must pre-arrange a college visitation day at least three days in advance with the Guidance Office. Upon return from the college visitation day, the student must present a note on official letterhead and signature stating the date of the student's visit to the campus. HS students are allowed three college visitation days throughout their HS career. Additional college visitation days must be and can be approved through administration. Students with attendance issues may be declined a college visitation.

EARLY MORNING & OTHER TARDIES

A student arriving after the tardy bell rings is considered tardy. Students arriving to school after 8:50 will be counted absent to their first period class. Tardies will begin accumulating on the first day of each nine weeks and continue through the last day of each nine weeks. Tardies will be referred to the office upon the third and beyond. The penalties for tardiness to school and/or classroom are listed below. Personal contact with parents is necessary for tardies 3-8 with documentation at each level. The following applies to accumulated tardies in all classes.

Tardy 1- 4	Warning Contact
Tardy 5-6	Lunch Detention (1/2 hour)
Tardy 7-8	In School, Before, or After School Detention (½ or 1 Hour),
Tardy 9-10	1 day ISS, Possible Parent Contact, Possible Loss of Credit,
Tardy 10+	Additional consequences as deemed necessary per contract (ISS/OSS)

ATTENDANCE/AFTER-SCHOOL EVENTS

Any student who is unable to attend school for educational purposes is also unable to attend school for social functions. This includes athletic practice, games, contests, organizational functions, dances, picking up other students or siblings, and in general, any reason at all. A student must be at school by 11:46AM (The beginning of 5th Period) to attend after-school events (unless pre-approved through administration). Furthermore, students failing to attend school but attending after school activities will receive an unexcused absence.

BUS RULES /REGULATIONS

Bus transportation is provided as a service. It is not a right. School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his/her charge.

MAKE-UP WORK

Work missed when absent for legitimate reasons may be made up. It is the responsibility of the student to make the necessary contacts with teachers concerning make-up work. If a student is suspended from school, school work may be made-up for credit. If the absence is unexcused, the work may receive credit.

SCHOOL SPONSORED FIELD TRIP

Teachers must submit a list of all students attending a field trip to administration, office staff and all teaching staff prior to any school sponsored field trip. Staff and/or administration can recommend a student to be excluded from a school sponsored field trip for the following reasons: [1] Attendance Issues, [2] Academic Issues, and/or [3] Behavior Issues. Final decisions will be made by administration.

DRIVERS LICENSE INVALIDATION

The information presented in Caston Jr./Sr. High School Student/Parent Handbook concerning the laws pertaining to driver's license invalidation constitutes legal notice.

Section 1. I.C. 9-24-2-1, AS AMENDED BY HEA 1279-1995, IS AMENDED TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1995): Sec. 1. (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant under I.C. 20-8.1-3-17.2.
2. Is under at least a second suspension from school under I.C. 20-8.1-5.1-8 or I.C. 20-8.1-5.1-9.
3. Is under an expulsion from school under I.C. 20-8.1-5.1-8, I.C. 20-8.1-5.1-9, or I.C. 20-8.1-5.1-10.

4a. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under I.C. 20-8.1-3-24(a) before graduating.

4b. At least five (5) days before holding an exit interview under I.C. 20-8.1-3-17(b)(2), the school

corporation shall give notice by certified mail or personal delivery to the student, the student's parents, or the student's guardian of the following:

1. That the exit interviews will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
2. If the principal determines that the reason for the student's withdrawal is not financial hardship:
   A. the student and the student's parent or guardian will receive a copy of the determination; and
   B. the student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

Section 2. I.C. 9-24-2-4, AS AMENDED BY HEA 1279-1995, IS AMENDED TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1995): Sec. 4. (a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of the semester during which the person returns to school, whichever is longer.

3a. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under I.C. 20-8.1-5.1.

3b. The bureau shall promptly mail a notice to the person's last known address that states the following:

1. That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
2. That the person has the right to appeal the invalidation of a license or permit.

3c. If an aggrieved person believes that:

1. the information provided was technically incorrect; or
2. the bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under I.C. 9-25.

3d. If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.

3e. Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.

3f. A person may not operate a motor vehicle in violation of this section.

3g. A person whose license or permit is invalidated under this section may apply for a restricted driving permit under I.C. 9-24-15.

3h. The bureau shall revalidate the license or permit or a person whose license or permit was invalidated under this section who does the following:

1. Establishes to the satisfaction of the principal of the school where the action occurred that cause the invalidation of the person's license or permit that the person has:
   A. enrolled in a full-time or part-time program of education; and
   B. participated for thirty (30) or more days in the program of education.
2. Submits to the bureau a form developed by the bureau that contains:
   A. the verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
   B. notification to the bureau has complied with subdivision (1). A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

STUDENT BEHAVIOR INTRODUCTION

The Caston School Corporation has legal responsibility for the school. The Board, in turn, has set policies and has appointed administrative officers to carry them out. Authority for such Board actions is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly and in the Policy Manual of the Caston School Corporation. Copies of Indiana and federal law codes as well as school policies are available in the Principal's Office of Caston Jr.-Sr. High School. Contact the office with a request to review these materials.

The Board of Trustees delegates to the Superintendent, the Principals, and the teachers the function of imposing necessary discipline to maintain a proper educational atmosphere. The areas specifically covered within this handbook are not inclusive. From time to time, the principal may need to discipline a student for behavior not covered in this handbook. If this occurs, the principal will administer a punishment that is consistent with similar disciplinary situations.

AIDING & ABETTING

Students aiding, abetting and promoting other students in breaking any school rule or regulation will be charged with the same violation as the student breaking the rule or regulation and, therefore, suffer the same disciplinary consequences.

ALCOHOL, DRUGS, & CONTROLLED SUBSTANCES

The use, consumption, possession, or selling of illegal drugs, look alike drugs, prescription, nonprescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, nonalcoholic beer, alcoholic beverage, inhalant, intoxicant or mind altering substance of any kind, as well as drug apparatus or paraphernalia is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while on school property or at any function connected with Caston could result in suspension, request for expulsion and notification of law enforcement. Selling any of the items listed above will result in expulsion for a minimum of the current semester and the subsequent semester and notification of law enforcement. Any student who arranges to sell or buy drugs at school (even though the actual transaction occurs off school grounds) will be subject to suspension and a request for expulsion.

CHEATING & PLAGIARISM

Cheating and plagiarism are unacceptable in any form. Getting answers from another student, copying someone else's work, and copying ideas and words from uncited sources are among the forms of cheating and plagiarism. Student offenses are cumulative for the school year and all classes, not per individual class. Use of artificial intelligence should be permitted only when explicitly allowed by the teacher on any given assignment. The use of AI (artificial intelligence) without given permission will be considered plagiarism.

USE OF ARTIFICIAL INTELLIGENCE TOOLS FOR SCHOOL WORK

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, the use of Artificial Intelligence ("AI") tools **is strictly prohibited for the completion of school work**, except as outlined below. The use of AI tools **without the express permission/consent of a teacher** undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Board Policy 7540.09 Artificial Intelligence ("AI")

Notwithstanding the preceding, students can use AI tools in the school setting **if they receive prior permission/consent from their teacher,** so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

A. Research Assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.

B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments (e.g., scientific experiments and marketing research).

C. Language Translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.

D. Writing Assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed captioning for spoken material).

When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

Students are required, unless specifically stated by the teacher, to use Caston's Google Docs to complete their assignments. At the teacher's discretion, students may be required to share (with editing privileges) their doc with their teacher. Students may also be required to justify their work in a verbal conference with the teacher. Failure to adhere to this policy is considered plagiarism.

CLASS DISRUPTIONS

Any actions, noises, or comments, which impede the classroom-learning environment, will be considered a class disruption. This includes but is not limited to consistently not doing work or taking materials to class, frequent talking, and bringing nonacademic materials into the classroom.

CONVOCATIONS
Convocations are an important part of a student's school experience. They are designed to be educational and entertaining. Convocations provide the opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of the feet, and booing are discourteous and will not be tolerated. Yelling is appropriate only at pep sessions. Students who disrupt convocation will be disciplined based upon the nature of the interruption or disturbance.

DISRESPECT TO SCHOOL EMPLOYEES
Disrespect to any school employee on or off the school grounds or while being transported in a school bus or by other approved means of transportation is unacceptable. Verbal abuse may consist of name-calling, yelling, or defying an employee's authority. Disrespect to school employees also includes threats or harassment. Following a conference between the principal and the student, the principal may administer the following consequences: PHYSICAL ASSAULT: First Offense: Expulsion; VERBAL ABUSE: The following outcomes can result based on the severity of the incident and the available evidence: Detention, In School Suspension, Out of School Suspension and Expulsion.

DISPLAYS OF LOVE/AFFECTION
Overt, public displays of affection beyond common handholding are not permitted at school.

DRESS CODE
Students should be dressed in accordance with the school and community standard. Administration has the final discretion of the dress code and determines if the dress code is offensive, distasteful, and/or distracting. Teachers should check students' dress throughout the day. If teacher/staff members are in doubt or question if a student is in noncompliance with the dress code, they will refer the case to the administration.

Students who wear unacceptable clothing will change clothes and will turn in the offensive clothing to the office. Clothing items may be picked up at the end of the day. If a student is sent home to change clothes, the absence will count as an unexcused absence.

The following are guidelines for dress code:

1. Any headwear (hats) other than headbands to keep hair neat and out of eyes are not permitted.
2. Clothing with unacceptable writing or pictures (i.e., advertising tobacco, nicotine, alcohol, obscene language, sexual innuendos, or drug use, etc.) is not permitted.
3. No type of cloth, such as handkerchief or other material wrapped around the head, legs, or arms.
4. Wearing of sunglasses is not permitted.
5. Jewelry, piercings, belts, chains, or other accessories are permitted as long as they do not distract the class.
6. Jeans, slacks, and sweats should be of proper waist size and be worn at the waist. They shall not be permitted with 'excessive' holes mid thigh or above. Pants that have holes above mid thigh must have tights, leggings, clothing, etc. worn under the pants.
7. Shorts, skirts, and dresses shall fall at approximately mid thigh length. All students must wear some kind of soled footwear.
8. All students must wear some kind of soled footwear. Flip flops are allowed. Slippers are not permitted unless for a designated "Spirit Day."
9. A student's clothing, person, and hair must be appropriate at all times,and may not bring undo attention to oneself, or be a distraction to others.
10. Tops, shirts, blouses, dresses that do not have sleeves must be worn so that no undergarments, cleavage, midriffs are visible The sleeveless attire must also not be cut off-tops (That also includes tank tops).

11. Heavy coats, pillows, and blankets will not be allowed in classrooms. Coats, book bags and blankets must remain in lockers or other appropriate storage areas.
12. All clothing is to reflect the values of the community in which we live. If there is a question, the administration shall make the determination of acceptable attire.
13. Note: Throughout the school year fads and marketing may make available other clothing, apparel, accessories, and grooming that school leaders deem to be disruptive to the school environment. In this event, dress code expectations may be modified. Students will be informed and expected to comply.

DRIVING AND PARKING

Driving to school is a privilege, not a right. Any student who abuses this privilege by using his/her vehicle in a way detrimental to a pedestrian or property while on school grounds will lose his/her driving privileges. Reckless driving to or from school may also terminate your privilege to drive to school. Students are not to drive to athletic events or practices and other extracurricular events or activities. All students shall ride the school-approved transportation provided to events unless prior arrangements have been made with the school principal. Returning to Caston following a contest or other extra-curricular event, the student may be excused to ride with a parent provided there is prior approval from the coach or sponsor. If the student is to ride home with another student's parent, there must be written permission provided to the coach or sponsor prior to his or her dismissal. The following guidelines are non-negotiable for driving:

1. Driving in an unsafe manner is unacceptable.
2. Students will park in the south lot only, not behind the school or in the north parking lot unless you have permission from administration!
3. All vehicles will be parked heading within the painted spaces in the parking lot.

Failure to comply with driving privilege suspension or termination shall result in suspension from school.

All drivers must register their vehicles by having filed a driver's permit signed by a parent. This form may be secured in the front office. Vehicle registration shall be done within five (5) school days at the beginning of the school year. If a student receives a license or begins to drive during the school year, he/she must register the vehicle within five (5) school days. This is the responsibility of the student. Failure to register will result in loss of driving privileges. Once a student vehicle is registered, he or she will be issued a parking permit. All students are expected to display their parking permit in their vehicles at all times.

CELL PHONES and ELECTRONIC DEVICES <u>"Personal Communication Devices" (PCDs)</u>

Students may use PCDs before and after school, during after school activities (e.g., extra-curricular activities), or at school-related functions as permitted.

- Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight in the student's locker. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.
- The use of PCDs in gymnasiums, locker rooms, shower facilities, rest/bathrooms is prohibited.
- A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal or assistant principal.
- Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Except as authorized by a teacher, administrator or IEP team/case conference committee ("CCC"), students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture,

record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person.

- Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.
- Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Bullying and Other Forms of Aggressive Behavior.

Students may not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to:

1. transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and
2. engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child protection services as required by law.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also will refer the matter to law enforcement or child protection services if the violation involves an illegal activity (e.g., child pornography, sexting). **Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation.** If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the Principal or Assistant Principals office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy. Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

If a form of cell phone is deemed of an extreme or violent nature, the principal may recommend immediate expulsion.

The administration may also recommend Detention, Wednesday Extension, In School Suspension, Out of School Suspension, Expulsion

PCD on School Property

The Caston School Corporation (Caston Jr/Sr HS and Elementary) shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

PCD/Cell Phone Discipline (Having it on person during the school day)

1st violation:

- The teacher takes the phone to the office. Parent/guardian is contacted through call, email or documentation through Harmony. Students may pick up their phone at the end of the school day.

2nd violation:

- The teacher takes the phone to the office. Parent/guardian is contacted through call, email or documentation through Harmony. Students may pick up their phone at the end of the school day, but will serve ISS from the time of the violation until the conclusion of the day.

3rd or additional violations: Teacher confiscates the phone/PCD, turns it into the office, and the Parent may pick-up the phone/PCD at the end of the day.

- The teacher takes the phone to the office. Parent/guardian is contacted through call, email or documentation through Harmony. Students may pick up their phone at the end of the school day, but will serve ISS from the time of the violation until the conclusion of the following day.

VIDEO/AUDIO RECORDINGS AND PHOTOGRAPHY

Students are forbidden from recording audio, video, or taking pictures with personal devices or school-issued devices during the school day without permission from a teacher or administrator. Students who are found to be violating this policy will be required to delete their recordings or photography and are subject to school discipline. Any violation of this rule that constitutes an illegal activity (ex. capturing nude images or video) will be referred to law enforcement.

FIGHTING

Fighting will not be tolerated and will be handled as such! After an administration investigation, a determination will be made on the involvement of each party involved in the altercation. Consequences will be determined on a case-by-case basis.

FIREARMS & WEAPONS

The law prohibits possession of a firearm, weapon, or anything that could be used as a weapon, or something resembling a weapon (nerf or water weapon etc.) on school grounds, buses, at school-sponsored activities are prohibited away from the school building.

FIRECRACKERS & EXPLOSIVES

Possession of fireworks or explosives of any kind on school grounds, at school activities is prohibited.

DRINKS/FOOD IN CLASSROOMS

Students are allowed to bring water bottles to all classrooms. Beverages (coffee, cappuccino, cola's, juices, etc.) and food items brought into the building prior to beginning of school day (Before 8:24 a.m.) are allowed. These items are not allowed in the classroom unless your 1st period teacher approves.Food/Beverage items purchased in the café in the morning or at lunch need to be consumed in the café area unless you are placing them in your locker for after school activities. These items are not allowed in the classroom unless your teacher

approves. Students attending Career Center must have prior administrative approval to bring food/beverage items into school.

FAILURE TO COMPLETE ASSIGNMENTS

Students are expected to complete all assignments in the time frame assigned by the classroom teacher. In the event of an absence for a legitimate reason, work may be made up. It is the responsibility of the student to contact teachers concerning make-up work. Student offenses in this area are cumulative per grading period (9 week period) in each individual class.

GROUP-SPONSORED ACTIVITIES

The purposes of group-sponsored activities are to provide entertainment for the Caston student body and to raise money. Attending after-school functions is a privilege and not a right. The administration reserves the power and authority to deny any person from attending any after-school functions and may ask individuals to leave if their conduct is not in compliance with the rules and regulations established by Caston Junior-Senior High School.

1. Attendance by persons other than Caston's present student body is discouraged and will be permitted only if the outsider is a registered, approved, less than 21 years of age, date of a Caston High School student. In such a case, the Caston enrolled student is directly responsible for any and all behavior of said guest. The same guidelines and policies will be enforced for guests as for Caston students.
2. ELEMENTARY STUDENTS WILL NOT PARTICIPATE IN JUNIOR-SENIOR HIGH SCHOOL EVENTS SUCH AS DANCES AND PARTIES.
3. When students or their dates enter a dance or group sponsored activity, they will not be allowed to leave the building or return to their car. Once leaving the building, they will not be allowed to return and will be removed from the school grounds. ONCE YOU EXIT THE DOORS, YOU HAVE EXITED FOR THE EVENING.
4. Open containers of soft drink or other beverages brought from home or elsewhere will not be permitted in the building.
5. All concessions must go through Caston Concession Stand unless prior approval is made with the principal.
6. Activities shall conclude by 11:00 P.M. (other than the Prom).

INAPPROPRIATE LANGUAGE

The individual staff members may determine vulgar or profane language; however, student language should at all times be appropriate. Use of inappropriate language while on school property, while attending off-campus school activities, or while being transported in a school bus or by other approved means of transportation could result in the following consequences:

OUT OF ASSIGNED AREA

Students are to be in their assigned area at all times. Any student not in an originally assigned area must have a pass verifiable by a staff member.

LOCKER RULES

The following rules apply to all lockers within the Caston School Corporation

1. LOCKERS will need to be used this year due to the NO BOOK BAG / STRING BAG guidelines. Everyone will have a locker for your books, personal items, and other equipment.
2. Lockers are not allowed to be shared by students. You must use the locker assigned to you.
3. Accept the locker that you have been assigned, if for some reason you wish to change lockers, please consult the guidance office first.
4. Keep your locker locked at all times, and do not give anyone your combination. Items stolen from your locker are your responsibility.

5. Any and all lockers that are made available for student use on the school premises remain the property of the school corporation.
6. Students may not use their own locks on non PE lockers. Any unauthorized locks may be removed without notice and destroyed.
7. 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.” These are items that cause, or can reasonably be foreseen to cause an interference with school purposes, an educational function, or which are forbidden by State Law or school rules.
8. Students will be expected to keep their lockers in a clean and orderly manner.
9. IN THE LOCKER ROOMS, students should not leave valuables on the floor or in unlocked lockers. All items should be locked in your gym locker. The school is not responsible for items lost or stolen from locker room floors or unlocked gym lockers! Cell phones will not be permitted in the locker rooms.

SEPARATION OF JR HIGH / HIGH SCHOOL STUDENTS
There shall be a reasonable separation between junior high and high school students during the school day. Junior high students shall not socialize with high school students (or vice versa) for extended lengths of time and/or passing periods. High School students are to remain out of the junior high hallways unless you have permission or a scheduled class in that area/hallway!

THEFT
Theft of school or personal property will be dealt with severely. Restitution must be made.

INTIMIDATION
Intimidation means communicating a threat to another person, with the intent that the other person engage in conduct against their will, be placed in fear of retaliation, or be forced to take or refrain from taking an action. A "threat" includes an expression, by words, actions, or electronic communication, of an intent to injure a person, damage property, commit a crime, or expose information intended to harm another person. The following outcomes can result based on the severity of the incident and the available evidence:
- Detention, Wednesday Extension, In School Suspension, Out of School Suspension, Expulsion

HARASSMENT
Harassment means conduct directed toward a student or staff member that is unwelcome and has the purpose or effect of creating an intimidating, hostile, or offensive school environment, interfering with a student's ability to participate in or benefit from school activities, or causing emotional distress. Harassment may include repeated or continuing contact (in person, written, or electronic), bullying, taunting, or threatening behavior, cyberbullying or online harassment, or conduct based on protected characteristics (e.g., race, sex, disability), or otherwise. A single severe incident may also constitute harassment. The following outcomes can result based on the severity of the incident and the available evidence:
- Detention, Wednesday Extension, In School Suspension, Out of School Suspension, Expulsion

BATTERY
Battery means knowingly or intentionally touching another person in a rude, insolent, or angry manner, or placing bodily fluids or waste on another person. Battery includes, but is not limited to hitting, striking, pushing, kicking, throwing objects at another person, or spitting on or otherwise making unwanted physical contact. No physical injury is required for conduct to constitute battery. The following outcomes can result based on the severity of the incident and the available evidence:
- Detention, Wednesday Extension, In School Suspension, Out of School Suspension, Expulsion

- If a form of intimidation, harassment or battery is deemed of an extreme or violent nature, the principal may recommend immediate expulsion. The principal may be required to report certain harassment and battery to law enforcement agencies. Be advised that any threat resulting in the evacuation of a building; is communicated using property or electronic equipment or systems of the school corporation; or is directed toward an employee of a school corporation will be prosecuted.

TOBACCO, NICOTINE PRODUCTS / VAPING DEVICES

Use or possession of tobacco, tobacco/nicotine products, or related items is prohibited on school grounds, buses, or at school-sponsored activities off school grounds. The possession of an electronic cigarette (generally known as an “e-cigarette”, JUUL and other Vaping devices) is prohibited which also includes an item that looks like or is represented to be an electronic cigarette.

If the vaping device contains THC or any other illegal drug, handbook guidelines for “Drugs and Alcohol” apply.

TRANSPORTATION GUIDELINES

THE FOLLOWING RULES MUST BE OBSERVED ON THE BUS:

1. Follow the driver’s directions the first time they are given and respect his/her authority.
2. Immediately upon boarding the bus, be seated where you have been assigned.
3. Remain in your seat until the driver and/or supervising teacher allow you to exit. Sit, stay seated, and face the front.
4. Windows and doors may be opened only by permission of the driver.
5. Be ready to board the bus when it arrives.
6. Enter or exit the bus only under the supervision of the driver and only when the bus is stopped.
7. Keep hands, feet, and body to self.
8. Do not throw things.
9. Do not yell, cuss, or use rude gestures.
10. No food or drinks are allowed. (Exceptions may be made for extra-curricular transportation at driver’s discretion)

Each violation of the above rules will be reported to the building principal. Following a conference with the student, the principal shall administer the consequence in accordance with the handbook

UNLAWFUL ACTIVITY

Students engaging in unlawful activity on or off school property (cyber bullying, verbal threats etc.), which interferes with school purposes or the educational function of the school day.

VANDALISM

Defacing school or personal property in any fashion will have the following consequences. Expulsion and Restitution (Local law Enforcement may be contacted).

SEX-RELATED BEHAVIOR

It is against the student disciplinary code to engage in sexual harassment of another person, which includes sexually-related verbal statements, gestures or physical contact. It is also against the student disciplinary code to engage in consensual sexually-related contact with another person.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

A. "Criminal gang," as used in this policy, means a group with at least three members that specifically:
    1. either:
        a. promotes, sponsors, or assists in, or
        b. participates in, or
    2. require as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

B. "Criminal gang activity," as used in this policy, means to:
    1. actively participate in a criminal gang:
    2. knowingly or intentionally commit an act:
        a. with the intent to benefit, promote, or further the interests of a criminal gang: or
        b. for the purpose of increasing the person's own standing or position within a criminal gang:
    3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang:
    4. threaten another person because the other person:
        a. refuses to join a criminal gang;
        b. has withdrawn from a criminal gang; or
        c. wishes to withdraw from a criminal gang; when engaged in by a student who attends a Corporation school.

Procedures for Reporting and Investigating Suspected Criminal Gang Activity
All Corporation employees shall report any incidence of suspected criminal gang activity to the building principal. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than two (2) instructional days of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than five (5) instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within ten (10) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on an as-needed basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according

to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation.The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines.

As appropriate, the principal may provide intervention and/or relevant support services (i.e. refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information 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. This information is to be provided immediately upon completion of the investigation and issuance of findings by the principal or designee.

Annual Reporting of Investigations to the State
Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the numbers of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 15 each year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

Establishment of Education Programs
In its efforts to address criminal gang activity, the Board establishes the following educational programs:

a. An evidence-based educational criminal gang awareness program for students, Corporation employees and parents; and
b. A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.

Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Gang Activity The Superintendent shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal gang activity and their families. This shall include gang awareness education for students, parents, faculty/personnel, law

enforcement, and community stakeholders that, at a minimum, show potential for effectiveness based on research.

The Superintendent shall seek Federal funding, if available, to implement criminal gang prevention and intervention services and programs including the following:

a. Training for staff and teachers on criminal gang prevention and intervention resources
b. Coordination of resources and funding opportunities to support gang prevention/intervention activities

Publication of Policy

The Superintendent shall ensure that this policy is posted on the Corporation's Internet website and annually disseminate this policy to all parents who have children enrolled in the school corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the corporation.

BOOK BAGS

Backpacks or string bags are not allowed to be carried during the regular school day; only to and from school. Book Bags must remain in lockers or other appropriate storage areas.

HOMEWORK RECOMMENDATIONS

Homework should be assigned to facilitate a better understanding of the subject matter. Homework also provides an opportunity for students who perform poorly on tests and/or have poor test taking skills to gain additional understanding of the material. By assigning work to be done outside of the class, the student must accept individual responsibility for its completion, therefore preparing the student for the types of responsibilities, which will be encountered in later life.

Parent Involvement: Parents are encouraged to discuss and/or help students, short of actually doing the work for them. Involvement of parents, in supervision of and aiding in assignments, can bring about an understanding by the parents of classroom activities and subject matter.

Evaluation of homework assignments: Homework should be used as an optional "tool" and not required in an evaluation of the progress of the student. It is not felt that homework assignments should necessarily be given a letter grade, but in each case, whether graded or not, they must be stressed as an integral part of the learning process. It is recommended that assignments, which are evaluated by the teacher, be returned as soon as possible.

Parent, student and teacher responsibilities: Parents cannot be held responsible for their student's assignments, but should provide a positive atmosphere for learning. This promotes understanding, stresses importance, and is conducive to completing assignments.

Teachers are responsible for assigning meaningful work, with some expected carry-over value. The teacher is also responsible for attempting to make sure the student has a clear understanding of the assignments. The final responsibility for learning ultimately rests with the student. He or she must provide the energy and the attitude, which will carry through experiences as a student and citizen. Teachers, with the aid of parents, must provide the motivation and the challenge to stimulate students. These ingredients are vital to the continued success of the educational process and in developing youth into contributing, responsible citizens

DETENTION

Detention is assigned to students for a variety of usually minor rule violations.

1. Students will be told where and when to report for their detention to serving detention.

2. It is the student's responsibility to arrange transportation home from detention.
3. Detention will take precedence over any extra-curricular practice or organizational meeting.
4. Students who fail to report for detention as assigned, without prior approval from the office, will be assigned additional consequences.
5. In detention, strict rules of conduct will be followed. Students will not be allowed to talk and must work on school material during the detention time.
6. Students failing to follow detention rules or failing to serve detention will be subject to additional administrative consequences or suspension depending on the severity of the offense in question.

WEDNESDAY SCHOOL/DETENTION

Caston Jr/Sr High school will begin assigning students who have either been identified by the administration or the teaching staff to Wednesday School during the 25-26 school year. Wednesday School is typically defined as additional academic or disciplinary sessions held after regular school hours on Wednesdays. These sessions may be required for students who need extra help, tutoring, or to make up missed assignments. It can also serve as a form of detention for students who have violated school policies. The primary aim of Wednesday school is to provide support or corrective measures, helping students catch up academically or improve behavior in a structured environment. Below are some examples of why a student may be assigned to a Wednesday school.

- Multiple 0's in one or more classes
- Building of organizational skills
- 1 on 1 growth and development of academic skills
- Attendance (truancy, students who have reached 10 absences without documentation, etc)
- Disciplinary action following an office referral

Parents and students will be notified the Friday prior to the assigned Wednesday school either by phone or email. Students will also receive a form that indicates the reason for their Wednesday school, and the date and time they are to serve to take home. Wednesday school will begin promptly at 3:30 and end at 5:00pm. If students can't serve their Wednesday school for the date assigned, please notify the office as soon as possible so the date can be reassigned. If students miss two Wednesdays then they will be issued in-school suspension. Students can be removed from the Wednesday School list if they complete all missing work by the Monday prior. The student and parents would be notified by 3:30 on Tuesday if their student has been removed from the Wednesday school list.

Wednesday Night Detention will be hosted on the same nights that Wednesday Night School (WNS) occurs. If a student receives three lunch + 5th period detentions within a one-month period, they will be assigned to Wednesday Night Detention on the next available date. This count will reset monthly.

Wednesday Night Detention will be served in the office in a separate location from WNS. Failure to attend a mandatory Wednesday Night Detention session will result in an automatic one day ISS.

IN-SCHOOL SUSPENSION RULES AND GUIDELINES

1. Teacher/Administrator will assign ISS and inform student and supervisor – Supervisor/Secretary will notify all staff of student in ISS. Staff will provide work – if any test/quiz needs to be administered, teacher will do on prep time or ask administrator for assistance.
2. Student will bring and do all assigned work during detention time. Student must read book/magazine when all assigned work is completed.
   Student will not be allowed out of the room at any other time unless emergency.

3. Student will not be allowed out of the room at any other time unless emergency.
4. Student will not be allowed to talk during ISS time unless given permission by the supervisor.
5. Student will not sleep in the ISS room.
6. Electronic devices (Cell phones / iPads (unless required by teacher for assignment) are to be turned over to the supervisor and will be returned at the end of day.
7. Do not damage or write on walls, desks, ceilings or any part of the ISS room.
8. Students are not permitted to make noise of any kind during ISS time.
9. Students are to keep the chair / desk on the floor at all times.
10. Students will follow all additional guidelines as established by the supervisor.
11. Not complying with ISS guidelines will result in additional consequences.

SEARCHES OF SCHOOL PROPERTY
School facilities such as lockers and desks are school property provided for student use. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a corporation administrator by the use of lock or other device.

SEARCHES OF STUDENT PERSON AND POSSESSION INTERVIEWING KIDS
Prior to a search of a student's person and personal items in the student's immediate possession, an administrator shall seek consent of the student. If the student does not consent, such a search shall be permitted only upon the administrator's individualized reasonable suspicion to believe that a search will produce evidence of a violation of law, school rule or condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four hours if possible.

SEARCHES OF STUDENT VEHICLES
Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others.

BREATH TEST INSTRUMENTS
Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood alcohol level, since the Board has established a zero tolerance for alcohol use.

USE OF DOGS
The Board authorizes the use of specially trained dogs to detect the presence of drugs or devices such as bombs on school property. The dog may be allowed to examine school property such as lockers or any student possession. Any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

BULLYING
Caston School Corporation is committed to a safe and civil educational environment free from bullying for all students, employees, volunteers, and patrons. Bullying is a violation of the state law and school policy and can be a suspendable or expellable offense. In instances where bullying occurs, an administrator will use his/her discretion and judgment to determine proper action.

1. This rule applies when a student is:
    a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);

b. Off school grounds at a school activity, function, or event;
c. Traveling to or from school or a school activity, function, or event; or
d. Using property or equipment provided by the school.

2. For purposes of the policy and per state law “Bullying” refers to overt, repeated acts or gestures, meant to demean, harass, ridicule, humiliate, intimidate, or harm another person/groups, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

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

4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitutes violation of this policy.

5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

6. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Habitual Offender Status

A student accumulating any one of the following determines this:

A. Have two out of school suspensions (OSS).
B. Have three in school suspensions (ISS).
C. Have any combination of three OSS or ISS penalties.

Upon determination that a student is a Habitual Offender, the student will be notified. Further violations of school policy may result in the following progression of penalties:

SUSPENSION AND EXPULSION

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the School Corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-9.1-5.1, the Board of School Trustees authorized administrators and staff members to take the following actions:

EXPULSION

Indiana law also allows for the expulsion of a student who engages in unlawful activity on or off school property 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. The unlawful activity may occur during weekends, holidays, school breaks, and the summer period when school is not in session and still be considered an expellable offense.

CASTON JR/SR HS DISCIPLINARY CHART

The following matrix is intended to serve as a “guide” teachers/staff will generally follow. However, the administration/teachers reserve the right to alter/adjust the consequence(s) as they deem necessary.			
Classroom Write Ups - Verbal warnings and constitute a first warning (First, Second, Third Violations)			
Cheating/Plagiarism	Zero for assignment / parent notification	Zero for assignment / parent notification / detention	Zero for assignment /parent notification / possible ISS / possible failure for the nine weeks.
Disrespect (staff or students)	Verbal Warning	Written classroom referral / parent notification	Written office referral / consequences deemed appropriate by administration

Disrupting Class	Verbal Warning	Written classroom referral / parent notification	Written office referral / consequences deemed appropriate by administration
Dress Code Violations	Verbal warning, Change clothing. Refusal / Office referral written / Parent notification	Written office referral, Change clothing and/or 1-3 days ISS. Refusal/Consequences deemed appropriate by administration	Written office referral,Change clothing and 3-5 days ISS. Refusal/ consequences deemed appropriate by administration
Eating and drinking in class	Verbal Warning	Written classroom referral / parent notification	Written office referral / consequences deemed appropriate by administration
Possession of Hats Wearing Hoodies	Verbal Warning	Written classroom referral / parent notification	Written office referral / consequences deemed appropriate by administration
Horseplay	Verbal Warning	Written classroom referral / parent notification	Written referral / consequences deemed appropriate by administration
Profanity	Verbal Warning	Written referral / consequences deemed appropriate by administration	Written referral / consequences deemed appropriate by administration
Public Displays Affection	Verbal Warning	Written referral / consequences deemed appropriate by administration	Written referral / consequences deemed appropriate by administration
Refusal to Comply	Teacher contact parent, teacher detention, other consequences deemed appropriate by administration	Teacher/Administration contact parent, teacher detention, other consequences deemed appropriate by administration	Teacher/Administration contact parent, teacher detention. 1-10 days OSS, other consequences deemed appropriate by administration
Inappropriate student communication on PCDs not outlined in Bullying and Other Forms of Aggressive Behavior.	In school or after school detention (1-3 days) Possible Wednesday school/detention	In school or after school detention (1-3 days). Possible Wednesday school/detention Possible ISS.	ISS (3-5) days or consequences deemed appropriate by administration.

The following matrix is intended to serve as a "guide" teachers/staff will generally follow. However, the administration reserves the right to alter/adjust the consequence(s) as they deem necessary.			
Immediate Office Referral (First, Second, Third Violations)			
Alcohol	Up to 10 day OSS, possible recommendation for expulsion. FCSD notified.	Up to 10 day OSS, possible recommendation for expulsion. FCSD notified.	Expulsion, FCSD notified
Bomb Threat	Up to 10 day OSS, possible recommendation for expulsion. FCSD notified.	Up to 10 day OSS, possible recommendation for expulsion. FCSD notified.	Expulsion, FCSD notified
Bullying (A-Confirmed) (B-Accusation-Not Confirmed)	A-Parent notification, social packetI,bullying contract, follow up w/counselor. B-Parent notification, bullying awareness document	A-Parent notification, social packet II, violation of bullying contract,1-10 days ISS/OSS. follow up w/counselor.	A-Parent notification, 2nd violation of bullying contract, 5-10 days OSS pending expulsion, follow up w/counselor
Derogatory/Disparaging/ Discriminating Comments	Office referral /parent notification / warning issued	Office referral / parent notification / 1-3 days ISS	Office referral / parent notification / 3-5 days ISS

Driving and Parking Violations	Verbal Warning, Possible Loss of driving privileges for 1-10 days	Loss of driving privileges for 1-10 days	Loss of driving privileges for 10-180 days plus other consequences deemed appropriate by administration.
Use, Possession, or Distribution of Drugs	Up to 10 day OSS, possible recommendation for expulsion. FCSD notified.	Up to 10 day OSS, possible recommendation for expulsion. FCSD notified.	Expulsion, FCSD notified
Fighting	1-5 days ISS/OSS, FCSD possibly notified.	5-10 days ISS/OSS, FCSD possibly notified	10 days OSS, recommendation for expulsion, FCSD possibly notified
Theft	1-5 days ISS/OSS, restitution made, FCSD notified	5-10 days ISS/OSS, restitution made, FCSD notified	10 days OSS, restitution made, FCSD notified, recommendation for expulsion
Threats of Violence and Physical Harm (not extreme)	1-3 days ISS/OSS other consequences deemed appropriate by administration	3-5 days ISS/OSS other consequences deemed appropriate by administration.	5-10 days ISS/OSS other consequences deemed appropriate by administration
Truancy	1 day ISS	2-5 days ISS	5-10 days ISS/OSS, notify probation & prosecutors office
Use, Possession, or Distribution of Vaping or Tobacco/Nicotine Products	2 days ISS/OSS	3-5 days ISS/OSS Ticket/Citation from SRO/ County Judge	10 Days OSS, recommendation for Expulsion Ticket/Citation from SRO/County Judge
Weapons	Up to 10 day OSS, possible recommendation for expulsion. FCSD notified.	Up to 10 day OSS, possible recommendation for expulsion. FCSD notified.	Expulsion, FCSD notified
Bus Referrals	Verbal Warning	Office Referral/Detention/Parent Notification	1-3 Days off of the Bus/Possible ISS/Other consequences deemed appropriate by administration.

STUDENT RANDOM DRUG TESTING: GRADES 9-12

Definitions:

Drug: Any substance considered illegal by Indiana Statute or which the Food and Drug Administration controls.
Student: Any student participating in junior-senior high school interscholastic athletic programs, extra/co-curricular activities, and/or any student who drives to and/or parks a motor vehicle on school property.
Duration: This policy will be in effect twenty-four (24) hours a day, seven (7) days a week.
Calendar Year: A twelve (12) month period from the date of occurrence.

Mission Statement:

In keeping with the mission of Caston School Corporation, the role of the drug abuse prevention policy and programs is to build partnerships between students, faculty, administrators, coaches, and parents in order to reduce alcohol and other drug (further referred to as AOD) related barriers to academic, athletic, and personal development. In this context, our mission is to anticipate, plan for and respond to the needs of a diverse and changing student body by providing services that:

A. Create supportive environments in which students are empowered to make responsible and healthy lifestyle choices.
B. Promote nonuse behavior.
C. Communicate realities, misperceptions, and secondary effects of AOD abuse.
D. Employ strategies that will improve the school environment as well as individual attitudes towards responsible behavior.
E. Provide policies, which emphasize that the use of AOD will not be tolerated.
F. Provide educational programs.

The Board of School Trustees will review this policy annually. In addition, the policy will be reviewed annually for costs and other significant data. The Caston School Corporation began testing during the 2004-2005 school year. All Student athletes, extra-curricular activities participants, and all student drivers who drive and/or park vehicles to/on school property will adhere to the following policy. Coaches, sponsors, and teachers will be responsible to report to the administration concerning the implementation of these policies.

A. Upon the adoption of this policy and at the beginning of each school year, the administration will Provide information to parents to cover the expectations and procedures of the policy. Drug enforcement policy and regulations will be covered and a drug contract must be signed by parent and student prior to participation in athletic, extra curricular or driving activities.
B. The random drug-testing program adds a new dimension to the athletic, extra-curricular and student driver codes and procedures already established by the school to guide student conduct. This program is intended to be a helpful part of the overall physical and mental education and conditioning programs of the Caston School Corporation.
C. Program Implementation

1. In addition to student athletes, students who choose to participate in extracurricular programs, and student drivers, the school will test any student who volunteers to participate in the program, as well as students under the age of eighteen (18) whose parents wish to have them included in the program.
2. Implementation of this program shall not affect the policies, practices, or rights of the Caston School Corporation in dealing with drug, alcohol, or tobacco possession or use where reasonable and probable cause is obtained by means other than the random sampling provided herein.
3. All prospective participants in athletics, extra-curricular, as well as student drivers and voluntary participants in this program, must sign the online consent form. The custodial parent or guardian must also sign before such participants shall be allowed to practice, participate in any activity or drive a motor vehicle to school. The consent shall be to provide at any time requested, a urine sample to be tested for drugs, tobacco, and alcohol.
4. The selection of students to be tested will be conducted by a designated agency that can provide a random draw. Selections may occur at any time. At the beginning of the school year, or upon first entry into the program, each student participant will be assigned a number. One cross-referenced list of names and numbers will be maintained by the administration and shall be secured in the school safe until the designated day of testing. The selection of students to be tested shall be done by number by an outside agency preceding the test so that selected students may be called to the office by confidential pass. Up to ten percent (10%) of the number of eligible participants may be selected for each test period.
5. All students will remain under supervision until they have produced an adequate urine sample. If unable to or refuses to provide a specimen, the student may be given up to twelve (12) ounces of water. If still unable to or refuses to produce a specimen within three hours, the student will be taken to the principal's office and told he/she is no longer eligible for any extra-curricular or co-curricular activity, or may not be allowed to drive to or from school. The failure or refusal to provide a sample will be treated as a 'positive' test result. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for testing procedure and that he/she may be tested at a later date to be reinstated for eligibility as specified in the extra-curricular guidelines.
6. The collection of the sample will be done in a non-offensive manner, which ensures the integrity of the sample. The school official who supervises the sample collection will not physically observe the giving of the sample, which will take place in a secured enclosure. Recording of appropriate information to ensure a proper chain of custody record will begin at the time the sample is collected, including verification signatures by both the student and the supervising official. The samples will then be turned over to the testing laboratory, and each sample will be tested for alcohol, and unlawful drugs, which are listed in the controlled substance provisions under Indiana State law, and steroids. Testing shall be done by a competent and accredited laboratory, which will be selected by the Caston School Corporation.

The laboratory shall report the results of the test to the superintendent and Jr. Sr. High School principal. The principal shall be responsible for contacting the student and his/her parents/guardians regarding the test results. If the test is positive, the principal will make contact with the testing lab to determine if there are any medical explanations for the substance to be in the student's sample. If the participant is taking any over-the-counter or prescription medication which may contribute to a positive test result, it would be in the student's best interest for that student and the student's parent or guardian to inform the school principal of this fact at the time of taking of the urine sample. If the principal verifies that there is no medical reason for the positive result, s/he will contact the student and the student's parent or guardian.

The principal shall keep all test results. The parents or guardians of a student who test negative will be notified by email within five (5) days of the receipt of the information. The administration shall maintain a record of occurrences for the duration of a student's high school career. These records shall be destroyed at the beginning of the school year immediately following a student's graduation from high school. These records shall not become a part of the student's permanent record, nor shall they be transferred if a student leaves the Corporation to attend another school. However, it is required that receiving schools be notified if a student has been declared ineligible for participation, or driving/parking to/on school property. If a student is, or would have been declared ineligible for participation at Caston School Corporation, this information will be sent to the receiving school.

D. Violations

1. First Violation
    a. An administrator/parent conference will be required when a student commits a first violation.
    b. A student will be ineligible for any participation for twenty (20) days or in the case of athletics see the athletic handbook for first violation. Season will be defined as—If the activity has a schedule of more than one event, then "Season" means that schedule; if the "Season" has only one (1) event i.e. the school play, then the season is counted by days). If the violation occurs at the end of a "Season", the student will be suspended from all remaining contests and will not receive any awards as a result of his/her participation in the sport/extra-curricular activity. The suspension when warranted will continue into the student's next sport "Season" in which s/he had previously participated. If the violation occurs out of "Season", the student will be suspended for the events and practices of the next "Season" in which s/he participates and has participated in previously. A student must serve the suspension to be reinstated in athletic/extracurricular "Season." In the case of a driver, s/he may not be allowed to drive to school for sixty (60) calendar days.
    c. There will be a mandatory drug education program. The duration to be determined by the intervention program. Any cost associated with this drug education program will be born by the parent/guardian.
    d. There will be a minimum mandatory urine screen or lab test every thirty (30) days. The duration to be determined by the intervention program, and cost to be borne by the parent/guardian.

2. Second Violation
    a. An administrator/parent conference will be required when a student commits a second violation.
    b. In the case of athletics, see the athletic handbook for second violations. In the case of a driver, s/he may not be allowed to drive to school for a semester.
    c. There will be a mandatory drug assessment and education program by a contracted agency and possible treatment referral. Depending upon the outcome, there will be continued education or intervention to be paid by the parents/guardian.
    d. There will be a minimum mandatory urine screen or lab test every thirty (30) days. The duration to be determined by the intervention program, and cost to be borne by the parent/guardian.

3. Third Violation:

a. An administrator/parent conference will be required when a student commits a third violation.
b. In the case of athletics, see the athletic handbook for third violations. In the case of a driver, s/he may not be allowed to drive to school for one calendar days.

E. All violations may be appealed to the Drug Advisory Committee. This committee will be made up of: Jr. Sr. High School Principal, Jr. Sr. High School Assistant Principal, Jr. Sr. High School Counselor, Athletic Director, One Head Coach, Band or Choir Director, One Other Extra-Curricular Sponsor, One One additional teacher. The Principal will be the Chair of the Drug Advisory Committee. The Superintendent will participate as an ex-officio member and determine the membership of the committee on an annual basis.

F. Urine Collection Procedures: Procedures must provide for the collection site to be secure. Authorized collection site personnel upon receipt of specimens must properly execute Chain of custody forms. The handling and transportation of urine specimens from one (1) authorized individual or place to another must always be accomplished through the use of chain of custody procedures. No unauthorized personnel shall be permitted in any part of the collection site where urine specimens are collected or stored.

COLLECTION PROCEDURES:

Procedures for providing urine specimens must allow individual privacy unless the agency has reason to believe that a particular individual may alter or substitute the specimen to be provided. Agencies must take precautions to ensure that a urine specimen has not been adulterated or diluted during the collection procedure and that all information on the urine bottle and in the logbook can be identified as belonging to a given individual. International Testing, Inc. will be the authorized collection agency.

1st Reading	December 7, 2004
2nd Reading	December 20, 2004
Board Approved:	December 20, 2004

ACADEMICS

GRADUATION REQUIREMENTS

English	8 credits
Social Studies	6 credits
Mathematics	6 credits
Life Science	2 credits
Physical Science	2 credits
Science Elective	2 credits
Physical Education	2 credits
Health	1 credit

MINIMUM - 40 credits to graduate plus four years of attendance

Students may participate in Commencement Exercises only when they have completed the above graduation requirements and all fees have been paid.

SIX SEMESTER GRADUATES

Caston students may graduate upon completion of six semesters of attendance. Students must have completed all state and local requirements for graduation. Six semester graduates are not eligible to be in the running for valedictorian or salutatorian.

ACADEMIC HONORS DIPLOMA

The Indiana Department of Education has adopted a rule establishing an Academic Honors Diploma. To be eligible for the Academic Honors Diploma, a student must earn forty-seven (47) high school credits or more, which include high-level courses with at least a B average. The following areas and courses are required.

1. English - 8 credits

2. Social Studies (including 1 credit of Economics and Government and two credits of World History or World Geography and 2 credits of US History) - 6 credits
3. Mathematics (including Algebra II, and at least one upper level mathematics course) - 8 credits
4. Science (including 2 credits of Biology, 2 credits of of a Physical Science, and 2 credits of additional Science 6 credits
5. Fine Arts (Music and/or Art) - 2 credits
6. Health - 1 credit
7. Basic P.E. - 2 credit
8. Foreign Language - 6-8 credits
9. Electives - 7-9 credits
10. Complete one of the following:
    - Earn 4 credits in 2 or more AP courses and take corresponding AP exams
    - Earn 6 verifiable transcripted college credits in dual credit courses from the approved dual credit list.
    - Earn two of the following:
        - A minimum of 3 verifiable transcripted college credits from the approved dual credit list,
        - 2 credits in AP courses and corresponding AP exams, 3. 2 credits in IB standard level courses and corresponding IB exams.
    - Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.**
    - Earn an ACT composite score of 26 or higher and complete written section
    - Earn 4 credits in IB courses and take corresponding IB exams.

Base diploma (class of 2029 and beyond)

The Indiana diploma effective for the class of 2029 and beyond, includes a base for every student, plus the opportunity to earn readiness seals. The following areas and courses are required:

1. English - 8 credits
2. Math - 7 credits
    a. 2 credits in Algebra I
    b. 1 credit in personal finance
    c. 4 additional math credits
3. Science, Technology and Engineering - 7 credits
    a. 2 credits in Biology I
    b. 1 credits in Computer Science
    c. 2 additional science credits
    d. 2 STEM focused credits
4. Social Studies - 5 credits
    a. 2 credits in US History
    b. 1 credit in US Government
    c. 2 credits: World Perspectives
5. P.E. / Health - 2 credits
    a. 1 credit P.E.
    b. 1 credit Health
6. Personalized electives - 12 credits
7. College & Careers - 1 credit
    a. 1 credit Preparing for College & Careers

Students may also earn readiness seals. The readiness seals available are:

1. Honors Seal
    a. Enrollment
    b. Employment

    c. Enlistment
2. Honors Plus Seal
    a. Enrollment
    b. Employment
    c. Enlistment

Senior Project – All Diploma Graduation Requirement:
All Seniors will complete a senior project and make a presentation to the senior class committee. Requirements for the project will be presented to all seniors during English class time.

COMMENCEMENT
Participation in commencement and other graduation activities is considered a privilege granted by the board of education. Serious violations of school rules or regulations, particularly near the end of a student's senior year, could result in denial of that student's participation in Commencement, or other graduation activities. In order for a student to participate in the commencement ceremony, he/she must have satisfied all graduation requirements. If a student is denied participation in Commencement, his/her diploma will be mailed.

MANDATORY COMMENCEMENT REHEARSAL
Seniors who are planning to participate in the commencement ceremony must participate in the commencement rehearsal. This is a MANDATORY activity. Seniors who do not participate in the practice will still be entitled to their diploma and any other awards earned, but they will be excluded from the commencement ceremony. If a student is unable to attend commencement rehearsal, he/she may appeal to the high school principal in order to participate in the commencement ceremony. The appeal must be made in writing and must explain the extraordinary circumstances that prevented the student from attending the commencement rehearsal. The high school principal will consider the appeal and will inform both the student and his/her parents of the results.

NUMERICAL GRADING SCALE

A+ =	100	**B- =**	82 - 80	**D =**	66 – 63
A =	99 - 93	**C+ =**	79 - 77	**D- =**	62 – 60
A - =	92 - 90	**C =**	76 - 73	**F =**	59 – 0
B+ =	89 - 87	**C- =**	72-70		
B =	86 - 83	**D+ =**	69 - 67		

4.0 GRADING SCALE

A+ = 4.33	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = .67
F = 0.00		

WEIGHTED GRADES
Only the following courses will be multiplied by 1.25 when calculating a high school student's accumulated grade point average:
ELA 11 Honors
CLEP Bio II/US History/Government/Chem 2
AP Calculus

Pre Calculus/Trig	ACP Composition
ACP Literature	ACP Speech
Anatomy & Physiology	Genetics

Upper Level College courses or CLEP approved by administration

REPORT CARDS AND HONOR ROLL
The honor roll will be published at the close of each grading period. High honors will be given to students with nothing less than an A- (The “A” honor roll). Honors will be given to those with nothing less than a B- (The “B” honor roll). Report cards are issued to students following the end of each nine-week grading period.

SEMESTER GRADES, G.P.A., CLASS RANK, VALEDICTORIAN & SALUTATORIAN

1. Semester grades are the only grades posted to permanent records and used to determine a student's class rank and grade point average (G.P.A.).
2. Adding the point values of the semester grades from the grading scale and dividing by the number of credits attempted determine G.P.A.
3. The G.P.A.s will be arranged in numerical order making a class rank list. Each student can then determine his/her class rank from this list, which is kept by the counselor and the guidance secretary.
4. The student who has the highest G.P.A. At the end of 8 semesters will be class valedictorian. The student who ranks second at the end of 8 semesters will be class salutatorian. In case of ties, plural awards for valedictorian and salutatorian will be given. All students graduating with a G.P.A. of 4.0 or above will be recognized at graduation with high distinction honors!

WITHDRAWAL FROM SCHOOL
Indiana law requires that students attend school until 18 years of age. The Board directs that whenever a student under the age of 18 wishes to withdraw from school, an exit interview will be conducted with the student, his/her parents or guardian, and the principal. The student may not withdraw from school unless the student, his/her parents, and the principal agree to the withdrawal, and the parent or guardian, and the principal provide written consent for the student to withdraw from school.

HIGH SCHOOL PROGRESS REPORTS
At the midpoint of each nine weeks, parents of high school students will receive a progress report. This report will indicate an approximate grade for the course. The teacher may also make additional comments concerning the student’s behavior and academic performance report.

JUNIOR HIGH PROGRESS REPORTS
At the midpoint of each nine weeks, parents of junior high school students will receive a progress report. This report will indicate an approximate grade for the course. The teacher may also make additional comments concerning the student’s behavior and academic performance on this report.

GRADES OF INCOMPLETE WORK
With cases in which students have not completed work during a grading period, a grade of incomplete (I) will be given. If this work is not completed and the grade changed within two weeks after the distribution of report cards, the grade automatically becomes an “F.” The student bears the responsibility of arranging the completion of this work. No Incomplete will be assigned to the final grading period for the school year.

NINE WEEKS / SEMESTER COURSE GRADES
There are two nine-week grading periods each semester. The individual classroom teacher determines the course grade for each nine-week grading period. The weight of the nine-week grade will be 45%. The weight of the final examination will be weighted 10%. Questions concerning the course grade should be directed at the individual classroom teacher. The teacher has the final determination over a student’s grade in a course. Courses where there are no final exams given will have their nine-weeks grades weighted 50% / 50%.

STUDENT PROMOTION/RETENTION

Any Caston Junior High School student who has received a failing grade (F) for a semester in one or more of the basic skill subject areas with the recommendation of the basic subject area teachers and the approval of the principal may be remediated/retained. Parents shall be given the opportunity to discuss their child's situation but the final action rests with the basic subject areas and the principal. JH Students that have failed two or more of the four core classes (ELA, Math, Social Studies and Science) and has been absent from school more than ten (10) total days will be recommended for retention. A parent meeting will be requested. The final decision rests with the principal.

SUBJECT DROP/ADD POLICY

The Master Schedule has been completed according to the selection each student has made; staffing and room assignments have been completed according to needs dictated by students' choices; and individual schedules have been printed. With the above resources having been committed, further changes in individual student schedules will be permitted only to correct schedule errors or to meet requirements for entrance into post-school training and/or teaching programs, and then only with the approval of the guidance department, teachers involved, and the principal.

1. Students should be enrolled in seven (8) periods at the beginning of each semester.
2. Before any class can be dropped, another class must be available in order to maintain full load status.
3. If a student drops a subject during the two weeks of a semester, there will be no penalty and no record made on the permanent record. Permission to drop a subject shall be secured from the guidance director, teachers involved, and principal. Written permission from the parent must also be provided.
4. No class may be dropped after the first two days of the semester unless approved by the guidance director, teachers involved, principal, and written permission from the parent. Either a grade or "W" for withdrawal will appear on the student's record. The decision for the grade or a W is up to the guidance director, teachers involved, and the principal.

RELEASE OF INFORMATION

Federal law and regulation govern educational records. The requirements of these laws and regulations are contained in school board policy. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
4. Students have a right to examine their records at reasonable times.
5. Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interest) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
7. Directory information will be released to media organizations (including photos, radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in official recognized activities, and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student

less than 18 years of age may object to disclosure of any of the categories of directory information by requesting in writing that directory information be withheld. This letter must be turned in to the principal's office no later than 14 calendar days from the beginning of the school year.

STUDENT SERVICES

CAFETERIA

The Child Nutrition Program of Caston School Corporation operates as a separate and non-profit component of the school and supports the total education of each child through the provision of nutritional meals. The program goal is to serve nutritious meals and food to all clients at a minimum cost. In accordance with the National School Lunch Program (NSLP), all students that attend Caston School Corporation are provided the opportunity to purchase breakfast and lunch at the school cafeteria.

A. PAYMENT OF MEALS

In order to maintain the lowest meal prices possible, families who either pay full price or who qualify for reduced prices for student meals are expected to provide payment on a daily basis. Parents/guardians can deposit money into their child's account on a daily, weekly, or monthly basis. Having a readily available prepay account eliminates the need to send money with the student each day. Cash, Money Order, Personal or Cashier's checks are acceptable forms of payment. Credit Card payments can ONLY be accepted through our Harmony Program, located on our school website. Students who qualify for free meals will be served in accordance with the program's federal and state regulations.

Payment for meals is the responsibility of the parent/guardian of the student. It is also the responsibility of the parent/guardian to check their child's account balance on a regular basis.

All meal payments need to be turned into the office by 8:35 am to be credited to the student's account that day. Any payments made after 8:35 am will be credited the following business day. Payments should be placed in an envelope with the student's name and lunch identification number, to ensure proper deposit.

B. FREE AND REDUCED MEAL PRICES

Parents/guardians who need assistance to pay for meals should apply for benefits under the free or reduced price meal program. Applications for free or reduced price meals will be processed in a timely manner once they are received in their entirety. Charges for meals will accumulate only in accordance with the guidelines of this program. Caston School Corporation is not responsible for meal charges that have accumulated due to incomplete applications or failure to submit an application.

C. Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Caston School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins [Cash or check in an envelope with students first and last name, PIN, Grade, and Amount. If writing a check please provide your students PIN on the memo line as well as on the envelope. An Electronic payment option exists, and is located in all students Harmony accounts].
- A student may charge up to 5 meals maximum (one charge per lunch meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to $8.50 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or make purchases in the Grab-N-Go.

- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Café staff will not deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. OR

o Caston Cafe could provide an alternative meal of Deli Meat & Cheese Sandwich with milk to a student who pays reduced or full price and who does not provide the required payment for that meal.

- Alysha Marrs, Food Service Director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If Caston's Cafe staff suspects that a student may be abusing this policy, written notice and/or email will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused. OR

o If Caston's Cafe staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.

- The automated email system will notify parents every week at the end of the week of any outstanding negative balance in the student's lunch/meal account. The Food Service Director will also send home letters each week to parents of students who carry negative balances in elementary.
- All negative accounts must be settled within two weeks. If a parent/guardian makes communication with the Food Service Director, Alysha Marrs, arrangements can be made considering the situation. All situations are not the same. Students who have a negative balance at the end of the year, will have the negative balance rolled over into the new school year. If a student withdraws with a negative balance our Helping Hands account will cover the cost. However, in a situation where Helping Hands does not have the fund, the payment will come from Caston School Corporation General Fund.
- Students who graduate or withdraw from the corporation and have $5.00 or more left in their lunch/meal food service account will be notified by mail by food services at the end of the graduation month and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than $5.00 will not receive a direct notification by mail, but the household can contact Liz Taylor or Susan Loftain to receive a refund. If no response is received within 30 days, the student's lunch/meal account will close, and the funds will no longer be available. Unclaimed remaining balances will be transferred to Café Helping Hands fund.

GUIDANCE SERVICES

The guidance services are intended to assist students in college and vocational planning, preparation of their academic programs, and assisting in solving some personal and social problems. To see the counselor, you should secure a pass in advance from the guidance counselor. Upon completion of your conference, the guidance counselor will give you a return pass.

HEALTH AND INJURIES

If a student is ill or injured, he/she should report to the nurse's office with the approval of his/her teacher (if it is not an emergency). Parent notification will be made before a student may leave school due to illness or injury. The school nurse should be informed any time a serious illness or accident occurs or a health check is needed. The student is to notify his teacher if he spends a period in the nurse's office and should return with a signed pass from the nurse the next day. A class period spent in the nurse's office will count one day's absence from this particular class.

LOST AND FOUND

The lost and found department is in the front office. Anything found should be turned in at the office where the rightful owner may claim it.

MEDICATION

All medication brought to school by students must be taken to the nurse's office upon arrival to school. Medication taken by the student must be taken in the nurse's office under the supervision of the nurse. School personnel will not dispense medication to students unless prior parent permission is filed with the nurse. Students must notify the office if they are taking prescription medication and may leave it with the nurse.

TELEPHONE

Telephone calls should not be made during school hours except in an emergency. No students will be dismissed from class to answer telephone calls or to make calls, except in an emergency. The office staff will determine an emergency. Students will not be let out of class to make a telephone call. Since most calls from the school are long distance, students are asked to make collect calls or calling card calls from the office. Students should not use cell phones during the normal school day to call home or text home without permission.

TEXTBOOK RENTAL AND FEES

Fees may be charged if approved by the school board.

TRANSPORTATION POLICY

Our philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.

WORK PERMITS/CHILD LABOR LAWS

Any student gainfully employed who is 14 to 17 years of age and employed in Indiana needs to obtain a work permit. Schools may refuse to issue work permits due to poor grades and/or attendance and, once issued, may revoke a permit for the same reasons.

PESTICIDE NOTIFICATION

Caston School Corporation applies pesticides as necessary to buildings and grounds, adhering to all stringent state regulations with properly licensed applicators. By law, the school corporation must invite parents, guardians and staff to be added to an advance notification registry for specific required instances of application to student-occupied buildings and areas made within 48 hours of a scheduled school day. If you wish to be added to this notification list, you are required to contact Caston School Corporation by September 15th of each school year, or in the case of a student enrolling after September 15th within 10 days of enrollment. Applications will be made without advance notification if there is an immediate health threat to students or staff.

TERMS AND CONDITIONS FOR IN-SCHOOL USE OF INTERNET RESOURCES

The Caston School Corporation now has the ability to provide Internet access to your child at his/her school. This access offers vast, diverse, and unique resources and is provided to students and school personnel to promote educational excellence in the Caston School Corporation. The purpose of this document is to inform parents, guardians and students of the availability of the Internet resources as well as the rules governing its use and to obtain express parental or guardian permission for an individual student to use the Internet while at school.

The educational value of appropriate information on the Internet is substantial. The Internet is composed of information provided by institutions and people all over the world and thus includes material that is not of educational value in the context of the school setting. There is information that may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. Caston School Corporation does not condone or permit the use of this material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. One of our school goals is to support students in responsible use of this vast reservoir of information. In addition to student education, Internet access is available to students only on computers that are in highly traveled areas of the school

building such as classrooms, computer laboratories and the media center/library. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use

PASSWORDS

To ensure maximum protection of students' files and for network security, it is imperative that students do not share their passwords with other students. If sharing of passwords is found then this will be considered a security breach, and Caston School Corporation will not be responsible for the student's data and/or files that may become lost or stolen. Also, students found sharing passwords will automatically have network privileges revoked and disciplinary action will commence immediately. If you suspect that someone else has accessed your account illegally, it is your responsibility to report this behavior to either your teacher, principal, or the computer network supervisor immediately. Passwords will also be required to be changed periodically for security purposes. Again, DO NOT GIVE OUT YOUR PASSWORD! They are used for your own protection

PROPER & ACCEPTABLE USE

The use of the Internet in Caston School Corporation must be in support of education and academic research and consistent with the educational objectives of the Caston School Corporation.

Internet activities that are permitted and encouraged:

- Investigation of topics being studied in school;
- Investigation of opportunities outside of school related to community service,
- Employment or further education.

Internet activities that are not permitted:

- Searching, viewing or retrieving materials that are not related to school work, community service, employment or further education (thus, searching or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted);
- Copying, saving or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);

Subscription to any services or ordering of any goods or services;

Sharing of the student's home address, phone number or other information;

Playing games or using other interactive sites such as chats, MUDs and MOOs unless specifically assigned by a teacher;

Any activity that violates a school rule or a local, state, or federal law. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material, she or he should back out of that information at once.

RELIABILITY

Caston School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. Caston School Corporation will not be responsible for any damages you suffer. This includes non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Caston School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

EXCEPTION OF TERMS AND CONDITIONS

All terms and conditions as stated in this document are applicable to the Caston School Corporation. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties for in-school Internet access. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Indiana, United States of America.

MISUSE
Violation of the terms of this agreement may result in suspension or revocation of a student's access to the Internet. Any action taken by a student, which is in violation of a school rule, will be subject to the usual disciplinary actions. Your signature(s) on the attached agreement is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. Parents, please keep this portion of the Terms and Conditions of In-School Use of Internet Resources for your records. The attached agreement must be signed and returned to your child's school to permit his or her in-school use of the Internet. (Caston School Corporation's Internet Project v. 1.1)

STANDARDS FOR PROPER iPad CARE
The mission of the Caston School Corporation 1:1 Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages, and challenges students to learn 21st century skills, as it will be an integral part of virtually every aspect of daily life.
You are expected to follow the specified guidelines listed in this document and take any additional common sense precautions to protect your assigned iPad.

Loss or damage resulting in failure to abide by the details below may result in your full-financial responsibility. Following the standards below will lead to an iPad that will run smoothly and serve as a reliable, useful, and enjoyable tool.

Your Responsibilities
Treat this equipment with as much care as if it were your own property.
- Center your iPad on the desk or table, do not place near an edge
- Set up a passcode that must be entered every time you need to unlock your device
- Lock your iPad when you leave your desk or table
- Take your iPad with you when you leave the room, never leave it unattended
- Store and carry your iPad in the approved CSC case
- Keep the iPad (and charging cord) away from pets and younger siblings
- Keep private information private (passcode/login info)
- Treat others with respect, both online and offline
- Strive to be a responsible digital citizen and encourage others to be good digital citizens
- Use iPad for school-related purposes during school hours
- Respect the work of others by crediting sources of information and images
- Follow CSC policies, rules, and regulations
- Take care of CSC technology equipment

Do not:
- Read other student's private communications and schoolwork without permission
- Use improper language or pictures
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others
- Pretend to be someone else online
- Give out your full name, address, or any other personal information to someone you do not know
- Give out names, addresses, or any other personal information of others
- Take pictures and/or record audio/video without the consent of that student and/or staff member
- Search for, possess, read, view, or copy inappropriate pictures or information
- Damage, change, or tamper with the hardware or network in any way

Bring the iPad with a charged battery to school every school day. Charge your device fully each night (or perhaps every other night once you determine battery life).

· You will be responsible for keeping your device with you or in a secure location at all times. This could be locked in your locker or other secure place others do not have access to. Do not leave in any car, unless it is locked in the trunk, secured in the CSC case and making certain there is no extreme temperature (hot or cold).
· Avoid use in situations that are conducive to loss or damage. For example, never leave devices in school vans, in the gyms, in a locker room, on playing fields or in other areas where it could be damaged or stolen.
· Loss or damage that occurs when anyone else is using your assigned iPad will be your full responsibility.
· Adhere to CSC's iPad procedures at all times and in all locations. When in doubt about acceptable use, please ask school personnel.
· Backup your data. One way to store and back up data is Dropbox.
· Read and follow general maintenance alerts from school technology personnel.

General Care
· Do not attempt to remove or change the physical structure of the iPad, including the screen, screen cover/casing. Doing so will void the warranty, and you will be responsible for repair or replacement cost.
· Do not remove or interfere with the serial number or any identification placed on the device.
· Do not do anything to the device that will permanently alter it in any way.
· Keep the equipment clean.
· The case is also property of CSC and must remain free of any additional markings, stickers, etc.

Carrying the iPad
· Always store and carry the device in the provided CSC/Apple approved case.

Screen Care
· The iPad screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure. The Apple approved case will be of assistance in protecting the screen therefore the device should always remain in the CSC case.
· Do not touch the tablet screen with anything other than an approved device. If you purchase a stylus, make certain it is designed for the iPad.
· Clean the screen with a soft, dry, anti-static cloth. An eyeglass cleaner cloth works very well.
· Never leave any object on the screen. Pens or pencils left on the screen can damage the screen when the case cover is closed and will void the warranty.

Battery Life and Charging
· Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your iPad charging overnight.
· Avoid using the charger in any situation where you or anyone else is likely to trip over the cord.
· Lowering the screen brightness will conserve battery power.
· Don't let the battery drain below 5%. Save your work and turn off the device if you are unable to connect to the charger.
· Close the case cover when the device is not in use to save battery life and protect the screen.

How to Handle Problems
1. Promptly report any problems to the administrator and/or technology department. A ticket system may be used in the future. Instructions for this procedure will be provided at that time.
2. Don't attempt to fix hardware issues yourself. When in doubt, ask for help!
3. Do not go outside of CSC for repairs.

School Board Approved May, 2026