



CROTHERSVILLE JUNIOR-SENIOR HIGH SCHOOL 2025-2026 STUDENT HANDBOOK

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<http://www.crothersville.k12.in.us>

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Mr. Curtis White - Athletic Director

At Crothersville Junior / Senior High School, we believe that learning is a lifelong process. We see each student as a valued individual who has the right to equal opportunities in developing their individual abilities. Our mission is to equip students for lifelong learning through Teamwork, Integrity, Goal-setting, Education, Responsibility, and Success. Our school colors are red and white, and our school mascot is the Tiger.

CROTHERSVILLE TIGERS SCHOOL SONG

Oh, when the C'ville team comes on the floor.
We're gonna win this game. I yell the score.
For the C'ville Team I yell, I yell,
for the Red and White, I yell, I yell, I yell.
We're gonna fight, fight, fight for every score,
We're gonna take those (_____) down the floor, out the door.
Bring ol' C'ville victory, victory,
Rah, Rah, Rah! Let's Go Tigers!



Crothersville Junior-Senior High School is fully accredited by the State of Indiana. We are also a member of the Advanced Ed Association of colleges and schools, an accrediting group, whose membership is granted as recognition for the excellence of work done by the school.

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YOUR STUDENT HANDBOOK

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of the Crothersville Junior-Senior High School community. **Each student and all parents/guardians should read this handbook and be knowledgeable of its contents.** If you or your parents/guardians have questions or concerns, please contact a teacher, counselor, or school administrator for an explanation.

The procedures and policies outlined in this handbook, as they pertain to the rights and responsibilities of the students of Crothersville Junior-Senior High School, aligns with the State of Indiana law, are in compliance with Crothersville Community School Board Policy, and serve as official school policy.

GENERAL INFORMATION

Crothersville Jr./Sr. High Daily Bell Schedule		
Period	Time	Minutes
1	8:00am - 8:50am	50
2	8:55am - 9:40am	50
3	9:50am - 10:40am	50
4	10:45am - 11:35am	50
5	11:40am - 1:05pm	85
	Middle School Lunch 12:00pm - 12:30pm	30
	High School Lunch 12:35pm - 1:05pm	30
6	1:10pm - 2:00pm	50
7	2:05pm - 2:55pm	50

Daily Schedule Details

Student Day

8:00 am - 2:55 pm

At 7:50am, students may enter the main hallways to get items for class from their lockers. Students should collect all necessary items for 1st period and head to class. Students are not allowed in the hallways until the 7:50 bell rings, unless they have a meeting with a teacher.

Before School Routines

AM Drop Off

STUDENTS ARE EXPECTED TO REPORT TO THE CAFETERIA OR GYM WHEN ARRIVAL IS PRIOR TO 7:50am.

The doors to the school are unlocked at 7:30 am for student arrival. Students eating breakfast must enter the building through the front doors. Students are expected to remain in the cafeteria or gym until the 7:50am bell. Students must have a pass to go to their locker or to see a teacher, prior to 7:50 am.

After 7:50am, all students must enter through the front entrance of Crothersville Junior/Senior High.

Cafeteria entrance - Breakfast can be picked up upon entrance to the cafeteria. Students are expected to find a seat after picking up their breakfast and remain in their selected seat until the 7:50am bell rings.

Gym entrance - Students entering through the gym are expected to remain there until the 7:50 am bell rings. Students wanting breakfast should enter through the cafeteria.

Morning Routines

The bell will sound at 7:50am, dismissing students from the cafeteria or gym area. Students are expected to transition from their morning area to their classrooms in an orderly manner. Students are to move quickly to their lockers and then proceed directly to their classes. A warning bell tone will be sounded at 7:57am. This bell is to alert staff and students that there are three minutes left to proceed to class as quickly as possible. The expectation is that all students will be in their seats and instruction will begin when the final bell sounds at 8:00 am. Any student arriving after 8:00am must sign in through the main office.

Morning Announcements

Clubs or athletic teams wishing to share a morning announcement must submit them in writing to the office at least one day prior in order to seek approval for inclusion during the morning announcements. Students shall be quiet and pay attention during the announcements as a practice of courtesy so that announcements may be heard.

Hallway Routine

Students will have five minutes between classes to: use the restroom, get a drink of water, get in and out of lockers, and travel directly to class. Students should not loiter in the hallways or restrooms at any time. The expectation is that all students will be in their seats and instruction will begin when the bell sounds. Any student in the hallway during a class is expected to have a pass from their assigned teacher.

Lunch/Cafeteria Routine

Students will enter the cafeteria and get in line to pick up their lunches. After exiting the serving line, students must go directly to their table. Students who are not eating school lunch should go immediately to their table as well. Students are expected to remain at the same table for the duration of lunch unless they have received permission to be in a different area. Trays must be stacked neatly in the wash window after eating. Students are not permitted to cut in front of others in the food line. High school students must clean the area around their table (including floor) prior to exiting the cafeteria. Middle school students must clean the area around their table (including floor) prior to being dismissed from their table and exiting the cafeteria. All students must report to the cafeteria during their assigned lunch period and remain there until dismissed. Permission is required to leave the cafeteria for any reason.

During School Hours	
<p>After arrival, ALL students are expected to sign out in the office prior to leaving campus, and must have permission from their Parent or Guardian to do so. Students may not leave the school building after arrival at any time during the school day without permission from the Principal or office designee. Students are not to go to the student parking lot during the school day unless they have signed out or are supervised by a staff member.</p> <p>Students not in their seats when the bell rings at the beginning of each class period will be considered tardy. Attendance will be taken and submitted to the office at the beginning of each class period.</p>	
Dismissal Routines	
<p>Dismissal: 2:55pm Bus Departure: 3:00pm</p>	<p>All students riding a bus will exit the building <i>through the 6th grade hallway in an orderly manner.</i></p> <p>Car riders and walkers will exit <i>through the 6th grade hallway.</i></p> <p>Students who are not riding a bus must be with a coach, teacher, or sit in the front lobby and wait for a ride. No students are allowed to roam the building after school hours.</p>
After School Hours	
<p>All students are encouraged to participate in extra-curricular school activities. Unless students are involved in a SUPERVISED activity after school, they are expected to leave the building immediately after the last bell at 2:55pm. All students in the building after 3:00pm MUST HAVE A FACULTY SPONSOR WITH THEM AT ALL TIMES</p>	
Sign In/Sign Out	
<p>Students who arrive after the bell or leave campus at any time during the school day must sign in/out in the office. When signing out, office staff must have permission from a parent/guardian.</p>	
Early College Academy	
<p>Students enrolled in the Early College Academy are expected to be in attendance at Crothersville High School full time. Students are expected to notify the Guidance Counselor of any Exams requiring a Proctor at the beginning of their courses so that Exam times may be scheduled in advance. Any students choosing to cheat on assignments, quizzes or exams will be exited from the program.</p>	
C4 Transportation Information	
C4	<p>Students must ride provided transportation unless they have been approved by C4 and Crothersville High School Principal to drive.</p> <ul style="list-style-type: none"> • 11:25 AM - Depart Crothersville Cafeteria to go to C4. Students who miss the shuttle to C4 will be marked absent from C4 classes, and the absence will be considered unexcused. PM C4 classes begin at 12:30 PM.. • 2:50pm - Return to Crothersville Main Entrance from PM C4. PM C4 classes end at 2:00 PM. Cosmetology ends later than other programs. Cosmetology students will need to provide their own transportation or be picked up from C4 in the afternoon.

SCHOOL DELAYS, EARLY DISMISSALS, AND CLOSINGS

School delays, early dismissals, or school closures may be necessary due to inclement weather or other unexpected situations. We will make every effort to notify parents/guardians in a timely manner. Crothersville uses Harmony's automated call system in order to contact parents/guardians as quickly

and efficiently as possible. Therefore, it is important that Parents/Guardians keep all contact information updated in order to receive these automated calls.

Changes in our schedule will also be announced through the following:

- Crothersville Jr. Sr. High Facebook Page
- Our district website: www.crothersville.k12.in.us
- Local radio stations:
 - Seymour: WZZB 1390 AM and WQKC 93.7 FM
 - Scottsburg: WMPI 105.3 FM
- Local television stations:
 - Louisville: WLKY Channel 32 and WHAS Channel 11.

Crothersville Jr./Sr. High 2 HOUR DELAY Schedule		
Period	Time	Minutes
1	10:00am - 10:30am	30
2	10:35am - 11:05am	30
3	11:10am - 11:40am	30
4	11:45am - 12:15pm	30
	Middle & High School Lunch 12:20pm - 12:55pm	35
5	1:00pm - 1:40pm	40
6	1:45pm - 2:20pm	35
7	2:25pm - 2:55pm	30

ENROLLMENT

Residency Requirements

All students attending Crothersville Jr./Sr. High School must live within the legal school boundaries or submit an annual Non-Resident Admission form, along with required documentation, to the Main Office for review. Guardians are expected to report any change of address to the Main Office via Harmony within one week after a move. If a change of address to an area outside the school district occurs during a school year, a Non-Resident Admission form must be submitted to the Main Office within one week after the move.

Pursuant to State law, the Board may deny a student’s application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year, if:

- A. during the preceding twelve (12) months, the student has been suspended or expelled for:
 1. ten (10) or more school days;
 2. possession of a firearm, deadly weapon, or a destructive device;

3. causing physical injury to a student, school employee or visitor to the school; or
 4. a violation of the Corporation's drug or alcohol rules.
- B. the student has had a history of unexcused absences, and the Board believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

CHANGE OF ADDRESS

All address and telephone number changes must be reported to the office as soon as possible after the change. This is extremely important in the event of an emergency.

VISITORS

Parents/Guardians are always welcome to visit Crothersville Junior-Senior High School. If parents/guardians desire a conference with a teacher, please call (812) 793-2051 to arrange this conference. Only parents/guardians, and other appropriate adults will be allowed to visit the school. Please do not ask to bring friends or former students to school for a visit. All visitors must report to the Main Office before visiting other areas of the building. Visitors must have a visitor's badge to be in the building at any time during the school day.

MEDICATION POLICY

All medications must be kept in the Main Office. Prescription medication must be in the pharmacy container with all pertinent information included. Nonprescription drugs must include a statement from parents with directions for administering the medication and permission to administer the medication. This includes aspirin and Tylenol-type products.

Students in grades 9th through 12th may take their medication home with them at the end of the year, or immediately prior to extended school breaks, if their Parent/Guardian provides written permission for the student to do so. Students in grades 6th through 8th are not allowed to take their medication home with them. The school can only release the medication to parents/guardians.

A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the school day and at official school functions under the following guidelines:

1. The student's parent/guardian has filed an authorization with the student's Principal for the student to possess and self-administer the medication. This must include a statement from a physician, which states:
 - a. The student has an acute or chronic disease for which the physician has prescribed the medication.
 - b. The student has been instructed in how to self-administer the medication.
 - c. The nature of the disease or medical condition requires emergency administration of the medication. This authorization must be filed with the Principal on an annual basis.

MEDIA CENTER GUIDELINES

Students are expected to maintain a quiet environment at all times. Books may be checked out for 15 school days. Overdue items must be returned before additional items may be checked out. Students are financially responsible for items checked out in their name. Items returned damaged will be evaluated as to whether the book can be repaired or a replacement copy is needed. The cost of the repair or replacement is the responsibility of the student. Items that have not been turned in by the last day of the school semester will be declared lost and the cost of replacing that item will be charged to the student's account.

CLOSED CAMPUS

1. Once students arrive at school, they are not permitted to leave the campus without prior parent/guardian contact with the Administration. It is mandatory for students to sign out in the Main Office and sign in upon their return to school. Failure to sign out or in at the appropriate location will result in the student being considered truant. The truancy policy will then be followed.
2. Students that are involved in the C4 will be released from the campus mid-day. C4 students are to be released from class at 11:15am to acquire their lunch to eat on the bus.
3. The Crothersville School Campus is closed for lunch. No student is permitted to leave the campus for lunch.

CAFETERIA

The Crothersville Community Schools provides a cafeteria that serves both breakfast and lunch for the students and staff. The following guidelines help provide structure for this program.

1. All food and beverages purchased in the cafeteria must be consumed in the cafeteria during breakfast or lunch; these items are not allowed in the hallways, gym, lobby, or classrooms.
2. Students are to remain in the cafeteria during their entire lunch period. Students are prohibited from walking around the hallways at lunch. Students are to remain at the same table the entire meal period - no table hopping.
3. Students are to refrain from yelling or excessive noise making to ensure that all students are able to participate in and hear conversations at their table and are able to hear any instructions from staff.
4. Students are to use only the restrooms in the cafetorium during lunch periods.
5. Food deliveries from restaurants will be kept to a minimum, and may only be made during lunch. In the event that food must be delivered, students will be expected to eat in the school lobby.
6. There will be no cash transactions in the meal line during lunch time. Students must keep money in their lunch accounts and use their ID number for purchases. Students are to make deposits in their account before school in the cafeteria each day. The cafeteria cashier will assist students with any transactions.

CARE OF THE BUILDING AND SCHOOL GROUNDS

During the school day, as well as at extra-curricular activities before or after school, students are expected to treat the building and its contents with care and respect. At after-school practices,

meetings, and other events, students are to remain in the specific area of supervision with their sponsor or coach.

Students should never litter in the building or on school grounds. Any poster or pictures to be hung in the hallways must be approved by the Principal or designee. These should not be attached to painted surfaces. The sponsoring organization is responsible for the complete and immediate removal of all posters and tape after the event.

Any vandalism of school property or other destruction not resulting from an unavoidable accident will result in collection of damages as well as disciplinary action. Any illegal possession of school keys, unauthorized entry of the building, or misuse of school property will result in disciplinary action.

AREAS OF STUDENT USE

Students should not go behind the counter in the Main Office without permission. The faculty workroom and restrooms are off limits to students at all times. Crothersville Jr./Sr. High students should not be on the Crothersville Elementary side of the building at any time before, during, or immediately after school without permission and a written pass.

SCHOOL TELEPHONE USE

All phone calls to parents or guardians are to be made in the Main Office during passing periods, before school, or after school.

LEAVING CLASS

Students are expected to remain in their assigned class the entire period. Students should not request to visit another classroom or staff member, as this results in the loss of instructional time in the class they are assigned to.

Students are expected to use restrooms during passing periods, between classes. Due to the disruption to classroom routines and instructional time, teachers have been advised to NOT allow students to use the restroom during class time unless there is an emergency. Student's requesting to use the restroom during class time should expect to be escorted to and from class. Students requesting time out of class frequently may be required to make up time missed during lunch, or before or after school.

Students with unique medical conditions requiring immediate use of the restroom, or use of the restroom more frequently than once per fifty minutes must provide medical documentation from a physician indicating their specific needs. This documentation must be submitted annually.

FIRE DRILL

Fire drills will be held intermittently throughout the school year on an unannounced basis. Students should be aware of procedures for evacuating the building from every room or area in which they are in during the day. Procedures for evacuation are posted in each classroom. Students should be aware of the following:

1. All windows and doors are to be shut.
2. Walk quickly. Do not run along the evacuation route.
3. There should be no talking.
4. Leave books and personal items in the classroom.
5. Remain outside until the "all clear" is given.

Move away from the building a minimum distance of 50 yards. During fire or explosion emergencies or drills, the routes that should be used are posted in each area of the school building.

NOTE: Indiana Code 35-44-2-2 makes false reporting, such as sounding the fire alarm, a criminal act for which a student may be expelled according to Indiana Code 20-33-8, section (c).

TORNADO WARNING AND DRILL PROCEDURES

1. In the event of a tornado warning, sighting, or drill, an emergency announcement will be made over the public address system.
2. Teachers and students should move quickly and quietly to tornado emergency positions as posted in each classroom.
3. Students are to remain absolutely quiet.
4. Students should either kneel or sit with knees up and heads down facing the wall.
5. Students and teachers should avoid being near outside doors or windows.
6. Teachers should take their class rosters with them and remain near the students to ensure all students are accounted for.
7. When danger is imminent and time does not permit evacuation of rooms, students should move to the nearest interior wall or seek shelter under desks or sturdy tables, and should avoid areas where there is danger of shattering glass.

STUDENT WITHDRAWAL

According to state law, a student must be enrolled in school until age 18. A student who is at least 16, but less than 18, years of age who has not graduated, but wishes to withdraw from school may do so only if all of the following conditions are met per Indiana Code 20-33-2-28.5:

- (1) An exit interview is conducted.
- (2) The individual's parent consents to the withdrawal.
- (3) The school principal approves of the withdrawal.
- (4) The withdrawal is due to:
 - (A) financial hardship and the individual must be employed to support the individual's family or a dependent;
 - (B) illness; or
 - (C) an order by a court that has jurisdiction over the child.

During the exit interview, the school principal shall provide to the student and the student's parent a copy of statistics compiled by the department concerning the likely consequences of life without a high school diploma.

- (1) For purposes of this section, the following must be in written form:
 - (a) An individual's request to withdraw from school.
 - (b) A parent's consent to a withdrawal.

- (c) A principal's consent to a withdrawal.
- (2) If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to Crothersville School Board.

THE SCHOOL PROGRAM

PROGRAM OF STUDIES

The state of Indiana has adopted new graduation requirements for the Class of 2029. Those graduating with the Class of 2026, 2027, and 2028 will continue to follow the requirements they have been completing since entering high school. However, those graduating in 2026, 2027, and 2028 do have the option to graduate under the new requirements IF they complete all of the new requirements AND earn an Honors "readiness seal". All graduates must continue to satisfy all three of the following Graduation Pathway Requirements:

1. Earn a High School Diploma
2. Learn and Demonstrate Employability Skills
3. Demonstrate Postsecondary-Ready Competencies

The completion of Core 40 is an Indiana graduation requirement for those students graduating in 2026, 2027, or 2028 unless they have opted into the new requirements via written notice to the school counselor. To graduate with less than Core 40, the student is required to complete the course and credit requirements for a General Diploma. The following formal opt-out process must be completed prior to a student's education plan transitioning to a General Diploma:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including four year course plan) is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.




Although the Guidance Office works hard to make students aware of the requirements for graduation, it is the responsibility of each student to be aware of his/her individual needs. This includes knowledge of courses that must be repeated due to failing grades. Careful and accurate planning on the part of the student is very important. Students must realize that course selection is for the entire year.

College-bound students must become familiar with, and take responsibility for completing, the requirements needed for college admission.

Students who plan to attend college and play college sports must have their eligibility determined before they can play either through the NCAA or NAIA Eligibility Center. It is advised that each student talk directly with his or her high school coach or the Athletic Director about this process. The application should be completed no later than the first semester of the Senior year in high school.

GRADUATION REQUIREMENTS

The following information provides a side-by-side comparison of the current CORE 40 diploma requirements (Classes of 2026, 2027, and 2028) and the new Indiana Diploma (Class of 2029):

 INDIANA DEPARTMENT of EDUCATION			CURRENT & FUTURE INDIANA DIPLOMA: COMPARISON		
The new diploma structure includes a base (minimum requirements) for every student, plus the opportunity to earn readiness seals aligned with their unique path. Students are encouraged to seize this flexibility by personalizing their high school experience. The new seals provide additional intentionality to maximize readiness and are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Students who do not earn a seal must still complete components 2 and 3 of Graduation Pathways.					
CURRENT 			FUTURE 		
ENGLISH	8 CREDITS		8 CREDITS	<ul style="list-style-type: none"> 2 credits: English 9 1 credit: Communications-focused course 5 additional English credits 	
MATH	6 CREDITS	<ul style="list-style-type: none"> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II 	7 CREDITS	<ul style="list-style-type: none"> 2 credits: Algebra I 1 credit: Personal Finance 4 additional math credits 	
SCIENCE, TECHNOLOGY, AND ENGINEERING	6 CREDITS	<ul style="list-style-type: none"> 2 credits: Biology I 2 credits: Chemistry I, Physics I, or Integrated Physics 2 credits: Any Core 40 science course 	7 CREDITS	<ul style="list-style-type: none"> 2 credits: Biology I 1 credit: Computer Science 2 additional science credits 2 STEM-focused credits 	
SOCIAL STUDIES	6 CREDITS	<ul style="list-style-type: none"> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World 	5 CREDITS	<ul style="list-style-type: none"> 2 credits: U.S. History 1 credit: U.S. Government 2 credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses) 	
PE/HEALTH	3 CREDITS	<ul style="list-style-type: none"> 2 credits: Physical Education 1 credit: Health & Wellness 	2 CREDITS	<ul style="list-style-type: none"> 1 credit: Physical Education 1 credit: Health & Wellness 	
DIRECTED ELECTIVES	5 CREDITS	Any combination of World Languages, Fine Arts, and/or Career & Technical Education	N/A		
PERSONALIZED ELECTIVES	6 CREDITS		12 CREDITS	Students are encouraged to utilize the new readiness-seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.	
COLLEGE & CAREERS	N/A		1 CREDIT	<ul style="list-style-type: none"> 1 credit: Preparing for College & Careers 	
TOTAL	40 CREDITS		42 CREDITS		

Hoosier high school students have the opportunity to earn approximately 60 credits.

Note: The federally-required alternate diploma for students in special education with a significant cognitive disability is still available.


Those students pursuing a Core 40 with Academic Honors Diploma must meet the following additional requirements:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - Earn two of the following: 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list, 2. 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.

Those students pursuing a Core 40 with Technical Honors Diploma must meet the following additional requirements:


- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 - Pathway designed industry-based certification or credential, or
 - Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - Any one of the options (A-F) of the Core 40 with Academic Honors
 - Earn the following minimum scores on the WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, Level 5.
 - Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.

Those students pursuing an Honors Seal or an Honors Plus Seal must meet the requirements of the New Indiana Diploma and achieve the requirements listed in the following infographic:



INDIANA
DEPARTMENT of
EDUCATION

BLUEPRINT FOR SUCCESS: READINESS-SEALS


Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.




ENROLLMENT



EMPLOYMENT




**ENLISTMENT &
SERVICE**



HONORS SEAL

- Complete at least 4 World Language and 6 Social Studies credits
- Complete at least 8 Math credits
 - Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study
- Complete at least 6 Science credits
 - Biology I plus Chemistry and Physics or any advanced lab science credits aligned to their course of study
- Earn a C or higher in all courses and earn a cumulative B average
- Complete one of the following:
 - Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
 - Earn 6 college credits
 - Score a 1250 on the SAT or a 26 on the ACT
 - Earn two of the following:
 - At least 3 college credits
 - 2 credits in AP courses and take corresponding exams
 - 2 credits in IB courses and take corresponding exams
 - 2 credits in Cambridge courses and take corresponding exams



HONORS PLUS SEAL

Earn the Honors Enrollment Seal, plus:

- Earn a credential of value* that may include, for example:
 - Associate degree;
 - Technical Certificate;
 - Indiana College Core;
 - AP Scholar with Distinction;
 - Cambridge AICE Diploma; or
 - IB Diploma
- Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic

Earn the Honors Employment Seal, plus:

- Earn a market-driven credential of value* that may include, for example:
 - Associate degree;
 - Technical Certificate;
 - Indiana College Core; or
 - Advanced industry certificate
- Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
 - Pre-Apprenticeship
 - Modern Youth Apprenticeship
- Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally

Earn the Honors Enlistment Seal, plus:

- Complete one of the following:
 - Achieve a score of 50 or higher on the ASVAB
 - Enrollment in ROTC at the collegiate level
 - Acceptance to a service academy
- Demonstrate excellence in leadership through one of the following:
 - Completion of at least 100 hours of public service;
 - Holding a leadership role in a co/extracurricular activity;
 - Completion of two seasons of a team-based physical sport or activity

*Note: the credential of value levels are currently being determined by business and industry

C4 COLUMBUS AREA CAREER CONNECTION

C4 is an integral part of the curriculum at Crothersville Jr./Sr. High School, and placement is determined through a student application process. The two-year program for juniors and seniors prepares the students in a technical skill area and may assist in providing immediate entrance into a particular career choice. Students participating in a C4 program have dual enrollment in both schools by attending each program for one-half of the school day.

Crothersville Jr./Sr. High School remains the home school. Students must attend classes at both schools whenever they are in session. The suspension/expulsion of a student at either the home school or at C4 will be enforced at both schools.

Attending C4 is a privilege for Crothersville students. Along with this privilege are certain expectations for C4 students to follow. Failure to follow these expectations could result in disciplinary action or removal from the program. C4 provides an excellent opportunity to receive a well-rounded education.

Additional Information

1. Bus transportation will be provided daily to and from C4. Students may not provide their own transportation.
2. If a student is suspended out-of-school (OSS) from one school, he/she is suspended from **BOTH** schools.
3. Students must attend classes at **BOTH** schools when in session to be eligible for any extra-curricular activities that day.
4. Any C4 program changes **MUST** be made at C4. This is **NOT** done through the Guidance Office at Crothersville Jr./Sr. High School.
5. Once a commitment to attend C4 has been made, students **MUST** attend for the entire school year and are expected to complete the full two year program they are enrolled in during their Junior year.

DUAL CREDIT COURSES

Students who qualify and enroll in dual credit courses that are taken on the Crothersville campus, the Ivy Tech campus, or online must adhere to the following guidelines:

- Students must earn a C or higher in the class or Student/Parent will be responsible for reimbursing the cost of tuition to Crothersville Community Schools.
- Students are required to attend any scheduled classes during Fall and Spring breaks.
- Students are responsible for checking the My Ivy website to track student progress in each course. Crothersville Jr./Sr. High School does not have access to My Ivy or student grades for the Ivy Tech courses.

Parents and students will be required to sign their agreement with these policies prior to beginning dual credit courses.

EARLY COLLEGE ACADEMY

Crothersville Jr./Sr. High School has partnered with Ivy Tech to offer our students access to the Early College Academy. Completion of the Early College Academy courses, paired with the completion of

additionally assigned dual credit courses at Crothersville High School, provides Crothersville students with the opportunity to earn the College Core or an Associate Degree in General Studies from Ivy Tech Community College. Students must meet all Ivy Tech admissions requirements prior to enrolling in dual credit coursework. In addition, all students with disabilities must follow all Ivy Tech procedures to gain access to necessary academic accommodations. Although students with disabilities are not entitled to the same accommodations or modifications listed in their Individual Education Plans, Ivy Tech will work with each individual student to determine appropriate accommodations at the college level.

Late work will not be accepted and extended time will not be provided for any college course, including dual credit classes offered at Crothersville High School; this policy reflects standard college expectations.

Students are expected to maintain a 3.0 cumulative GPA in college courses, and earn no less than a C in all college courses. Students will be limited to two course withdrawals while in high school. Failure to meet this expectation may result in the student being dismissed from the program.

Students and parents must complete the Early College Academy application indicating their understanding that they will be financially responsible for the following:

1. any course in which a student earns less than a C
2. any charges incurred for courses a student chooses to withdraw from after the 100% reimbursement date; parents will be contacted prior to any course withdrawal

Additional Information

1. Bus transportation will be provided daily to and from all off campus courses. Students **MAY NOT** provide their own transportation.
2. If a student is suspended out-of-school (OSS) from one school, he/she is suspended from **BOTH** schools.
3. Students must attend all classes at **BOTH** schools when in session to be eligible for any extracurricular or athletic activities that day.

HOMEWORK

Students are expected to be prompt and turn in all assignments on time. Individual classroom teachers will determine the homework policy for each of their courses, and will communicate this policy in their course syllabus. It is the responsibility of the student to know and follow the individual policies in each of their courses. An individual teacher's policy may be to NOT accept late work, and students or parents should refrain from making requests for exceptions to this rule unless a serious illness has interfered with their ability to follow the policy, and documentation from a physician has been provided.

REPORT CARDS AND GRADE PROGRESS

Crothersville Jr./Sr. High School provides Parents/Guardians with 24/7 access to student grades and progress through our school database - Harmony Family Access. The link can be found here: <https://crothersville.logickey.com/harmony/crothersville/FamilyAccess.nsf> . Parents/Guardians are encouraged to check their student's grade progress a minimum of once per week.

The Parents/Guardians listed in Harmony will be alerted via the primary email address provided in Harmony when a nine week or semester report card is available to view. Report cards are typically available to view one week after each grading period ends.

If there are questions about a students' grades at any time during the grading period, Parents/Guardians are encouraged to contact their child's teacher directly via email or phone. If necessary, the parent may also request that an in person conference be scheduled to discuss their child's progress.

INCOMPLETE COURSES

All courses assigned an "Incomplete" must be removed within five calendar days after the close of the grading period. The Incomplete will be replaced with the final grade earned. If the Incomplete was issued due to a significant number of missing assignments, and the student failed to submit these missing assignments by the teacher's deadline, zeros will be issued for each missing assignment. Please note that this may result in the student's Incomplete course being recorded as an "F" once all grades are calculated.

One exception to this policy is dual credit courses spanning a full academic year. Due to these courses not being issued an Ivy Tech grade until the end of the school year, students in these courses will be issued an Incomplete grade at the end of 1st semester. Once Ivy Tech grades are calculated at the end of the school year, the Incomplete will be removed and the grade earned will be placed on the student's transcript for both 1st and 2nd semester.

DROP/ADD POLICY

SCHEDULE CHANGES

Students should review their schedules prior to the beginning of each semester and submit any requests for changes at least one week BEFORE the start of the new semester. All requests must be submitted through the Schedule Change Request Google Form. Making a request does not guarantee a change will be made. All requests will be prioritized in the following order:

1. Credits required to achieve student's selected Graduation Pathway
2. Year of expected graduation
3. Date request was submitted
4. Student preference

Schedule changes during the first week of each semester may be requested if both the student and their current instructor agree it is in the best interest of the student to make a change. These changes must be requested by the current instructor, and must be approved by the Principal. Withdrawal from any course during the first week of a semester will not appear on a student's transcript.

Schedule changes will not be made after the first week of each semester unless there are extenuating circumstances; these changes require the approval of the Principal and the student's Parent/Guardian. Please note that approval to withdraw from a course during weeks two through six of any semester will result in the course being listed on a student's transcript with a W listed next to it. Withdrawing from a course after week six of the semester will result in the course being listed on the

student's transcript with a letter grade of F unless the withdrawal is due to an illness requiring absence from school for more than twenty days and these absences are certified by the student's physician.

REPEATING A COURSE

Any course may be repeated at Crothersville Junior-Senior High School. However, a student will only receive credit for the class one time. Each course grade will appear on the transcript, but only the highest of the grades will be used when calculating the student's GPA (Grade Point Average). A candidate for Valedictorian or Salutatorian cannot retake a class to improve their GPA. In these cases, the original grade will be used to calculate the student's GPA to determine their status as Valedictorian or Salutatorian.

ONLINE COURSES

Online courses are currently not available to students attending Crothersville Jr./Sr. High in person, full time. Any need to recover a credit due to course failure will require students to repeat the course until it is passed. Students are urged to put forth their full effort in all classes and parents are urged to monitor their student's progress, as the need to repeat a course to meet graduation requirements may delay a student's graduation date.

FINAL EXAMS

All High School Final Exams will be taken over a two day period at the end of each semester. They will be given during regular class periods. Final Exams will be worth 10% of the semester grade. Each nine week grading period will count as 45% of the semester grade.

GRADING SCALE FOR CROTHERSVILLE JR./SR. HIGH SCHOOL

GRADE	PERCENT	GENERAL COURSE CREDIT VALUE	DUAL CREDIT COURSE VALUE
A+	98 - 100	4.0	5.0
A	93 - 97	4.0	5.0
A-	90 - 92	3.67	4.67
B+	88 - 89	3.33	4.33
B	83 - 87	3.0	4.0
B-	80 - 82	2.67	3.67
C+	78 - 79	2.33	3.33
C	73 - 77	2.0	3.0

C-	70 - 72	1.67	2.67
D+	68 - 69	1.33	2.33
D	63 - 67	1.0	2.0
D-	60 - 62	0.67	1.67
F	Below 60	0.00	0.00

GRADE LEVEL CLASSIFICATION

9th grade - Freshman	0 to 10 credits	11th grade - Junior	21 to 30 credits
10th grade - Sophomore	11 to 20 credits	12th grade - Senior	31 plus credits

HONOR ROLL / CLASS RANK

The Honor Roll is a list of students who have achieved superior grades during the grading period.

- High Honor Roll is achieved when the overall grade point average earned by a student during the semester is a 4.0.
- Honor Roll is achieved when the overall grade point average earned by a student during the semester is between a 3.75 and 3.99.
- Credit points are found by multiplying the number of credits earned by the point value of the letter grade.
- Grade Point Average is calculated by dividing a student's total credit points earned by the total number of credits attempted in the eligible courses. The result will be rounded to two decimal places.

Class Rank will be determined by GPA earned in full credit courses in grades 9-12, including summer school or high school credits earned during 8th grade. Rank in each class is determined by the student's cumulative GPA and includes weighted grades from college and dual credit courses. Each college or dual credit course is given an extra weight of 1. Class rank is assigned from highest cumulative GPA to lowest cumulative GPA.

HONOR GRADUATES

VALEDICTORIAN

The procedure used to determine class rank will be used to select the Valedictorian. Valedictorian(s) will be selected at the end of the 8th semester of the graduating class. The Valedictorian is the Senior with the highest weighted GPA who has also achieved all of the Indiana Graduation Pathway requirements and earned a Diploma with either an Academic OR Technical Honors designation. In the

case of a tie, the following will be considered in this order: number of college credits earned with a B or higher, number of high school semesters enrolled at Crothersville High School.

SALUTATORIAN

The Salutatorian is the Senior who has earned the second highest weighted GPA at the end of the 8th semester of the graduation class and achieved all of the Indiana Graduation Pathway requirements. In the case of a tie, the following will be considered in this order: number of college credits earned with a B or higher, Academic Honors Diploma, Technical Honors Diploma, number of high school semesters enrolled at Crothersville High School.

PARTICIPATION IN COMMENCEMENT

In order for a senior to be eligible to participate in Commencement, he/she must:

1. fulfill all state and local requirements for graduation;
2. participate in rehearsal;
3. wear acceptable/required clothing;
4. not have any pending disciplinary issues;
5. have all financial debts to the school paid in full.

Final determination of eligibility shall be made by the high school administration.

EXTRACURRICULAR / ATHLETIC PARTICIPATION POLICY

Extracurricular activities and athletics are an important part of the total school program. Students are encouraged to participate in clubs, athletics, school dances, and other school-related activities. The following guidelines will help provide structure for these activities:

1. All participating students in grades 6 - 12 must complete the Extracurricular/Athletic/Student Driver Consent Form, indicating participation in the Crothersville Community Schools Drug Testing Program.
2. Only students in attendance the **full day** of school are eligible to participate in any same day extracurricular/athletic activities. This policy includes participation in practices, club meetings, athletic contests, club contests, and attendance as a spectator during athletic or club contests. Exceptions to this policy will only be made when the following is provided:
 - a. Written verification from a medical provider indicating arrival and departure time. Parents/Guardians are encouraged to schedule appointment times after school when possible.
 - b. Written verification from the Admissions Office when participating in college visits (a maximum of two college visits during the Junior and/or Senior year will be excused).
 - c. Driving exam - If the driving portion of the driver's license exam is not available on Saturday or after school, a student may be excused during school hours one time to take the driving exam.
 - d. Bereavement - service program must be submitted to the office upon return to school or to extracurricular activity/athletic sponsor if return is after school hours.

Excused absences due to parent call in will not result in an exception to the full day extracurricular/athletic participation policy.

3. All activities involving students that are supervised by school personnel are considered school activities and must be treated as such. All field trips require an approved request form, and signed student permission slips must be on file at least one day before the trip.
4. Students are not allowed to be in any part of the school facilities after school hours without supervision by a staff member or other properly authorized adult.
5. Class officers must be a member of the class they represent according to their credits earned.
6. Class and Club Officers **and Team Captains** must maintain passing grades in all classes. Students failing to maintain this standard will be required to resign from these positions.
7. Class **and Club** Officers and **Team Captains** must have all class dues paid. This does not include any fundraising fees.

FIELD TRIPS AND OVERNIGHT TRIPS

Field trips may be taken during the school day if the trip involves a complete grade level, a class or classes, or is an Incentive Award Trip. Field trips involving clubs and organizations must be taken after school hours or on non-instructional days.

In order to participate in a field trip during the school day, all students are required to meet the following criteria unless their Individual Education Plan indicates different criteria be followed:

- **Must** be passing the class sponsoring the field trip.
- **Must** have no more than one instance of Out of School Suspension (OSS) during the school year.
- **Must** have no more than three recordings on their Student Discipline profile in Harmony during the semester the trip is taken.

In order to participate in an outside of school hours or overnight trip sponsored by a Class, Club, Organization, or Team all students are required to meet the following criteria unless their Individual Education Plan indicates different criteria be followed:

- **Must** have submitted the Extracurricular/Athletic/Student Driver Consent Form, prior to the semester the trip is planned for, indicating participation in the Crothersville Community Schools Drug Testing Program.
- **Must** be passing all classes.
- **Must** have no instances of Out of School Suspension (OSS) during the semester the trip is taken.
- **Must** have no more than three recordings on their Student Discipline profile in Harmony during the school year.

DANCES

Dances will be arranged at various times of the school year. These dances are for Crothersville Junior-Senior High School students and properly registered guests **only**. Students may invite one guest to each school dance. The guest is expected to abide by all school rules. Failure to abide by the rules will result in the student and their guest being removed from the school dance. Students must complete a special form prior to the dance to bring a guest. The following information outlines the Dance Policy to be followed by all students and their guests:

1. **All school rules and regulations**, including dress codes, are in effect at all school dances held at school or sponsored by the school at another facility.
2. Once a student or their guest leaves the dance, they will not be readmitted.
3. The entrance doors will be locked 45 minutes after the scheduled start of the dance.
4. All after game dances will end at 11:00 pm.
5. No guests will be admitted to any dances without an approved Guest Pass. The Guest Pass request form may be obtained from the Main Office.
6. All guests at Informal Dances must be in grades 6-12 and under the age of 21. Guests aged 18 through 20 must complete a Criminal History check at their expense, and provide a copy for their sponsoring student to submit with their Guest Pass request.
7. The Guest Pass request form must be submitted at least one school day before the scheduled dance. Guest Passes submitted the day of the scheduled dance will not be approved.
8. The Principal or Sponsor of the dance are responsible for determining approval of all guests. Those guests approved to attend will be listed on the approved guest list, and a Guest Pass will be issued to their sponsoring student.
9. The Crothersville Jr./Sr. High School student and guest must attend the dance together, and present the Guest Pass to the chaperone at the door for admittance to the dance. Guests ages 18 through 20 must also show picture ID that matches the name on their Guest Pass.
10. The Crothersville Jr./Sr. High School student assumes full responsibility for the behavior of his/her guest.
11. Students and guests will not be allowed to loiter outside the building, in the parking lot, or on school grounds. Violators of this rule will be asked to leave.

Eighth grade students must have their dues paid in full to attend the 8th Grade Formal Dance. Individuals more than two years older **or younger** than the requesting student will not be issued a Guest Pass.

Formal Dances, with the exception of the 8th Grade Formal Dance, may be attended only by Crothersville students currently enrolled in high school and their guests (students and guests in junior high/middle school may not attend). All guests must be under the age of 21. **All other Dance Policy rules apply.**

During the Spring of each school year, the Junior class will sponsor the Junior/Senior Prom. Only those Juniors and Seniors officially enrolled as students at Crothersville Junior-Senior High School will receive an invitation to the Prom. Attendance at Prom is reserved for Juniors and Seniors at Crothersville Junior-Senior High School and their guests. **All other Dance Policy rules apply.**

Formal Dances are voluntary school functions; parents/guardians/students are expected to use good judgment when selecting appropriate attire. Students dressed inappropriately may be asked to leave by the administration. **All other Dance Policy rules apply.**

If a student has been suspended and the scheduled dance is within those suspension days (including same day), the student will not be admitted to the dance. Students who have been expelled may not attend any dances or other extracurricular activities on or off school grounds.

CLUBS and CLASS FUNDRAISING / DUES

CLUB DUES and FUNDRAISING

Minimal dues may be charged for membership in any club. Each of the following clubs/student groups have been approved to raise funds through the following activities:

CLUB / STUDENT GROUP	APPROVED FUNDRAISING ACTIVITIES
Yearbook	Advertisements and Subscriptions
National FFA Organization	Pork Burgers
Science Club	T-Shirt Sale, Recycling
Student Council	Sales, Service Projects
Tinker 200	Coffee Shop Sales, Service Projects
All Others	Service Projects

Service Projects include: car washes, bake sales, paper drive, pre-game dinners, after-game dances, work at Red, White and Blue booths, and other projects approved by the administration.

ABSOLUTELY NO GAMES OF CHANCE OR RAFFLES WILL BE APPROVED FOR STUDENT ORGANIZATIONS.

CLASS DUES AND FUNDRAISING SYSTEM

The purpose of this system is to allow classes to develop a class treasury for the 8th Grade Dance, Prom, Senior Trip, and Graduation expenses. **The 8th Grade Dance, Prom and Senior Trip** are **VOLUNTARY** activities in which your student may choose to participate. Participation in these activities is governed by the class dues system. Any student failing to fulfill the requirements listed below will not be allowed to participate in these activities.

The dues schedule is as follows:

6th grade - \$25.00	7th grade - \$25.00	8th grade - \$25.00
9th grade - \$50.00	10th grade - \$50.00	11th grade - \$50.00
12th grade - \$50.00		

8th GRADE DANCE:

8th grade students must have all class dues paid by April 1 to participate in the 8th Grade Dance. In addition, all Crothersville students must have their class dues paid in full to be approved as a guest of

an 8th grade student. **Students not attending the eighth grade dance will not receive a refund of dues.**

The 8th grade formal dance will be free to 8th graders. However, a fee may be assessed for any guests. The 8th grade class may elect to use a portion of their class funds to pay the Junior class \$250.00 for the use of the prom decorations.

PROM

Juniors and Seniors must have all class dues paid by March 1 to participate in Prom. Seniors whose dues have been paid by March 1 will receive one free ticket to attend Prom. Juniors will not be allowed to purchase a ticket for themselves or their guest if dues have not been paid. Any current Crothersville Freshman and Sophomores invited to attend as a guest must also have all class dues paid prior to the purchase of their Prom ticket.

Seniors planning to participate in the Senior Trip must have all of their dues and fees paid by November 1st of their Senior year. If the Senior class takes a Senior Trip during Fall Break, all dues and fees must be paid by September 1st. This is to allow for the timely deposit of funds for the Senior Trip.

Senior students who have not paid their dues and fees in full, or made payment arrangements by this date, will NOT be allowed to participate in the Senior Trip. Senior students must be in good academic standing through 7 semesters (on track to graduate) in order to participate in the Senior Trip. All failures impacting graduation status must be made-up by the conclusion of the 7th semester. Seniors not participating in the Senior Trip must be in attendance at school when it is in session.

All members of a class are expected to help with fundraising for the class. Students that do not participate in a project will be assessed a fee based upon the following formula: The profit from the project will be divided by the number of active participants. The non-participant will be expected to pay a fee equal to this dollar figure. **All fundraising activities are subject to fees being charged.**

Students and families are reminded that the purpose of fundraising is to make the Senior Trip accessible to all Seniors. The average cost of Senior Trips per person is typically within a range of **\$2500 - \$3000**, making participation in fundraisers critical for all students. Any fees issued each year due to lack of participation in fundraisers are used toward the cost of the Senior Trip. Senior Trip locations and activities are determined primarily by the funds raised from grades 6 to 12, in combination with student and class sponsor input. If a student does not meet minimum fundraiser participation requirements each year, paying the fees as they are issued will help families avoid being required to pay a large lump in the Fall of their student's Senior Year to gain access to the Senior Trip.

If a student plans to attend the Senior Trip and does not wish to participate in fundraising, parents can make an upfront investment of \$3000 at any time prior to September 1st of the Senior Year or can pay **\$429 per year**. Arrangements must be made through the class sponsors. Students will still be expected to pay dues each year.

The majority of the Senior Trip is paid for if a student has fully met the fundraiser expectations. Additional costs that the student may incur during their Senior Trip include lunch each day of the trip, and any individual snacks, drinks or souvenirs they choose to purchase.

Any student moving from Crothersville Junior-Senior High School is entitled to a refund of any class dues they have paid. The request for reimbursement for dues must be made in writing by **September 1st of the student's senior year**, and should indicate who the reimbursement check is to be issued to. Students are not entitled to a reimbursement of any funds raised through fundraising activities.

Students moving to Crothersville Junior-Senior High School will pay dues from the year they enroll and they will also contribute to their Senior Trip in the following manner:

12th grade - pay the full share of Senior Trip	11th grade - pay ½ share of Senior Trip in addition to full participation in 11th and 12th grade fundraisers.	10th grade - pay ¼ share of Senior Trip in addition to full participation in 10th, 11th, and 12th grade fundraisers.
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FUNDRAISING PROJECTS by CLASS

Each class is allowed to have two fundraising projects each school year. Classes may also do one fundraiser during the summer, including a sales or food booth at the Red, White, and Blue Festival. Each class has been approved to raise funds through the following activities:

CLASS	APPROVED FUNDRAISING ACTIVITIES
6th, 7th and 8th grade	Product Sale and Service Projects
9th and 10th grade	Product Sale and Service Projects
11th grade	Concessions, Product Sale, and Service Projects
12th grade	Product Sale and Service Project (if needed)

RULES AND REGULATIONS

DISCIPLINE PHILOSOPHY

Discipline at Crothersville Junior-Senior High School is a responsibility shared by students, parents/guardians, teachers, and administrators. Our policies, in compliance with the laws of the State of Indiana, promote an orderly, safe, and positive learning environment. We encourage respect for each individual within our school community.

FACULTY, ADMINISTRATION, AND STAFF RESPONSIBILITIES

- Communicate with parents when appropriate and helpful for the student(s).
- Provide a positive, orderly and safe learning environment for every student.
- Follow and be consistent with enforcing all rules.
- Follow due process procedures, state and federal laws when addressing student discipline.
- Review with students all school rules, policies, and consequences and provide them with a student handbook.

STUDENT RESPONSIBILITIES

- Communicate with teachers and parents when appropriate and helpful.
- Accept responsibility for his/her own behavior.
- Know and follow school rules and policies.
- Report to school and class on time; be prepared for each day's instruction with necessary learning materials.
- Use language and conversation that is school acceptable and demonstrates respect toward others.
- Dress positively and appropriately for school.

PARENT/GUARDIAN RESPONSIBILITY

- Communicate with teachers and administrators when appropriate and helpful for the student(s).
- Encourage your student(s).
- Work with your student(s) and school personnel to resolve discipline problems or conflicts with others.
- Model language, conversation, and tone of voice that supports resolving conflicts in a positive manner within the school setting.
- Notify the Main Office when it is legitimately necessary for your child to be absent or leave school early.

LOCKERS

All lockers used by students, including hallway lockers, physical education lockers, and athletic lockers are the property of the Crothersville Community Schools. Students may use assigned lockers to store school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with the school purpose or an educational function, or which are forbidden by state law or school policy. Though students are assigned individual lockers for personal use, Crothersville Community Schools retains the rights of ownership, and students have no expectation of privacy in the locker or its contents. The School Corporation may search a locker and its contents at any time.

Locker Rules

1.) USE OF LOCKERS

- a. Students are encouraged not to bring to school money or articles of value that could be stolen.
- b. Students are encouraged not to set the lock so that it can be opened without working the combination.
- c. Lockers are not to be used by more than one student.
- d. Personal locker combinations should remain confidential.
- e. No open food or drink containers, or wet articles should be stored in lockers.

2.) CARE OF LOCKERS

Lockers should not be slammed, kicked, or over-filled. Decals, stickers, writing, tape, etc. that cannot be readily removed should not be used on lockers.

3.) INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

- a. Administrators may request the assistance of law enforcement authorities to inspect lockers or their contents. The reason for involving law enforcement officers may be to identify substances that may be found in lockers or to protect the health and safety of persons or property.
- b. If a law enforcement official requests to inspect a student's locker or its contents, the Principal shall require the production of a search warrant. Otherwise, the request will be denied and a request that the Principal make an inspection of a locker or its contents on behalf of, or in

- place of, a law enforcement official will also be denied. However, the Principal may request a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker contains contraband.
- c. As a deterrent to serious drug problems, the Superintendent or Principal may secure the services of dogs trained in the detection of narcotics, drugs, or alcohol on school property.

BACKPACKS / BAGS / PURSES

Students will not be allowed to have backpacks, bags, or purses in the classroom. They may carry small pencil bags or boxes. Students are provided with a locker to properly secure their personal items. Students are given ample time between class periods to return to their locker to retrieve necessary materials. Students need to plan appropriately to return to their locker between passing periods to obtain necessary materials for the upcoming classes.

STUDENT CELL PHONES / ELECTRONIC DEVICES

With the exception of school issued devices, students are not permitted to be in possession of or use portable electronic devices during the school day. This policy includes cell phones, earbuds, tablets, e-readers, smart watches, and laptops. All personal electronic devices are expected to be kept in student lockers or the office between the hours of 8:00am and 2:55pm. In partnership with the school, parents/guardians or their students may elect to have the school secure their device in the office daily rather than keeping the device in their locker. Note that any violation of the device policy will result in the following:

- **1st Offense** - Cell phone/electronic device will be confiscated by the staff member and turned into the office. The student may pick up the device immediately after school.
- **2nd offense** - Cell phone/electronic device will be confiscated by the staff member and turned into the office. A parent/guardian will be notified that the device will be held in the office for parent/guardian retrieval between the hours 7:30 AM and 3:30 PM.
- **3rd offense** - 1 day in-school suspension and device held in the office for parent/guardian retrieval between the hours 7:30 AM and 3:30 PM. Students will be required to keep their cell phone/electronic device in the office between the hours of 8:00am and 3:00pm for the remainder of the semester.

Students who refuse to turn their device over when instructed to do so by a staff member will receive additional consequences for being insubordinate. Students are responsible for their cell phones/electronic devices while on school grounds. Crothersville Community Schools will not be held responsible for any lost or stolen cell phones/electronic devices.

Any exception to the student cell phone/electronic device policy must be pre-approved by the school Principal, Dean of Students, or Guidance Counselor.

SEXTING

“Sexting” is defined as sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone

or other electronic device. Violation of any of the information contained in this section may be considered grounds for suspension or expulsion from school. Student cell phones have been found in a number of Indiana school districts to contain evidence of “sexual conduct” as defined below. As a result, it is important for parents and students to be aware of some of the potential legal consequences should this occur.

1. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
2. “Sexual Conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
3. It is “child exploitation”, a Class D felony under I.C. 35-42-4-4, for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
4. It is “child pornography”, a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
5. I.C. 35-45-4-6. Indecent Display of Youth.
6. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-52-4-4(b) to register as a sex offender.

SCHOOL OWNED ELECTRONIC DEVICES

Devices provided by the school are necessary tools to ensure that each student can process information and communicate effectively in order to complete coursework.

- Never give your password to another student.
- Report any malicious or suspicious activity to an adult.
- Never bully, harass, or hack
- Report any damages to device immediately

The use of camera or video options is strictly prohibited while on school property due to privacy and confidentiality legal protections. The use of audio recording without the knowledge of those being recorded is also prohibited. Students who are found using their camera, video, or audio recording options without permission will face disciplinary action.

INTERNET USAGE AND OTHER RESOURCES

The internet and other resources available through Crothersville Jr./Sr. High School are intended for educational purposes only. Misuse will result in disciplinary action and loss of computer/internet privileges. Students must present a signed parental permission form before they will be granted

access to the internet. The permission forms can be accessed via Harmony Family Access during registration.

Users of the Crothersville Community Schools network should not expect that files stored on school-based computers or on the network will be private, including Gmail and Google Drive. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
2. To transmit obscene, abusive, sexually explicit, or threatening language.
3. To violate any local, state, or federal statute.
4. To vandalize, damage, or disable the property of another individual or organization.
5. To access another individual's materials, information, or files without permission, and
6. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

In addition, attempting to circumvent school monitoring systems (ie - Go Guardian) will be considered a clear violation of our Internet Usage policy.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

ATTENDANCE POLICY

PHILOSOPHY

The primary purpose of attending school is to learn. Maximum learning occurs through teacher instruction, class participation, and interaction among students. Any absence, excused or unexcused, places the student at a disadvantage. Regular school attendance prepares students to assume their roles as productive members of society. In addition, students are subject to the laws of the State of Indiana regarding student attendance. Meeting these requirements is the responsibility of the students and their parents/guardians. Students are expected to be in attendance from 8:00 am until 2:55 pm each day.

INDIANA STATE ATTENDANCE LAW

Indiana Code 20-33-2-4 states that a student shall attend either:

- (1) a public school that the student is entitled to attend under IC 20-26-11; or
- (2) another school taught in the English language.

A person who knowingly or intentionally violates this section commits a Class C infraction. However, the violation is a Class C misdemeanor if the person has a prior unrelated adjudication or conviction for a violation of this section within the previous five years.

Indiana Code 20-33-2-6 further states that:

A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school or, except as provided in section 8 of this chapter, the beginning of the fall school term for the school year in which the student becomes seven years of age until the date on which the student:

- (1) graduates;
- (2) becomes eighteen years of age; or
- (3) becomes sixteen years of age but is less than eighteen years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation;

whichever occurs first.

Indiana Code 20-33-2-5 additionally states:

A student for whom education is compulsory under this chapter shall attend school each year for the number of days public schools are in session:

- (1) in the school corporation in which the student is enrolled in Indiana; or
- (2) where the student is enrolled if the student is enrolled outside Indiana.

If a parent fails to send a student to school due to the student's illness or mental or physical incapacity, Indiana Code 20-33-2-18 states the following:

(a) It is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.

(b) The certificate required under this section must be signed by:

- (1) an Indiana physician;
- (2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or
- (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

PROCEDURE FOR REPORTING STUDENT ABSENCES

Students will be allowed a total of eight parent / guardian excused absences PER SCHOOL YEAR. A parent / guardian must provide a written note, email, or contact the office by telephone at (812) 793-2051 within 24 hours of the absence (or by Monday if the absence occurs on a Friday). The office phone is answered from 7:45 am - 3:10 pm daily. If an absence has not been verified within 24 hours, it will be documented as unexcused. Any absences beyond the eight day parent/guardian limit will require acceptable documentation or will be documented as unexcused.

ACCEPTABLE DOCUMENTATION FOR NON-PARENT/GUARDIAN EXCUSED ABSENCES:

1. Written verification from a medical provider indicating arrival AND departure time. Parents/Guardians are encouraged to schedule appointment times after school when possible.
2. Written verification from the Admissions Office when participating in college visits (a maximum of two college visits during the Junior and the Senior year will be excused).
3. Driving exam verification from BMV - If the driving portion of the driver's license exam is not available on Saturday or after school, a student may be excused during school hours one time to take the driving exam.
4. Bereavement - service program must be submitted to the office upon return to school

EXCEPTIONS TO THE ATTENDANCE POLICY

There are times when a student may attend an event that will not be recorded as an absence from school. Exceptions to the Compulsory Attendance Law for which attendance credit is given:

1. Service as a page in the Indiana General Assembly.
2. To appear as an honoree in the General Assembly.
3. Major religious holidays where the observance of the ritual(s) requires that the student be present.
4. Required appearance at any court proceeding.
5. Active duty with the Indiana National Guard (Not to exceed 10 days).
6. Service on the precinct election board or as a helper to a political candidate or to a political party on the day of the primary or general election.

MAKE UP WORK - EXCUSED ABSENCES

Students will be given the opportunity to make-up any work and/or take any quizzes or tests that were missed due to an excused absence or a suspension. Students are responsible for requesting their own makeup work when they return from an excused absence. Students must request missed assignments on the first school day following an excused absence, and will be given one day for each missed day to complete the assigned make-up work.

Students will be expected to arrange a time to take missed quizzes and tests on the first day of their return following an excused absence.

UNEXCUSED ABSENCES

A student will receive **NO CREDIT** for any work they missed during an unexcused absence. Students may request work that they missed for **NO CREDIT**.

Unexcused Absences	Interventions
After each unexcused absence	Parent contact will be made via phone, email or both.
Upon the 3rd unexcused absence	Letter will be sent to the parent/guardian.
Upon the 5th unexcused absence	After 5 unexcused absences, parents will be sent a date to appear in front of the Crothersville Community Schools attendance committee. This committee is composed of educators from K-12th grade and administrators. The committee will discuss options or strategies to help parents get their child to school. The committee will help create an attendance improvement plan with guardians. This plan will outline steps for increased attendance and possible consequences for not following the plan.
Upon the 10th unexcused absence	The student will be determined to be a Habitual Truant. The parent/guardian of the student will be referred to the Jackson County Prosecutor for violation of the Compulsory School Attendance law (Indiana Code: 20-33-2). Student learner's permit or driver's license may be suspended.

TRUANCY POLICY

Truancy is the failure of a student to report to assigned class(es) or area(s) without the knowledge or permission of a parent/guardian and without the consent of the classroom teacher they are assigned to and the Principal or Dean of Students.

- **FIRST VIOLATION** = Parent/guardian notification and one day of Saturday School. The student may not participate in extracurricular activities until their Saturday School is completed.
- **SECOND VIOLATION** = Parent//guardian conference and three days of in-school suspension. The student may not participate in extracurricular activities until all in-school suspensions are completed.
- **THIRD VIOLATION** = Habitual Truancy, defined as a student who is truant three times during a given semester will result in a referral to the Jackson County Prosecutor for violation of the Compulsory School Attendance law (Indiana Code: 20-33-2). Student learner's permit or driver's license may be suspended.

Indiana Law also prohibits the issuance of a driver's license or learner's permit to, and invalidates a student's license or permit for, a student determined to be a Habitual Truant if the student is under 18 of age.

TARDINESS - LATE TO CLASS

Students are expected to report to class on time. Students are to be in their seats or at their assigned workstation, with their materials, when the tardy bell rings. Any incident of a student reporting to class more than ten minutes after the tardy bell has rung will be considered absent from class and will need to report to the office.

Accumulation of tardies is based on each nine week grading period (not per class). The following Tardy Policy will be followed:

TARDY POLICY

Third Tardy	Parent/Guardian notified via student write-up and Student receives one After School Detention
Sixth Tardy	Parent/Guardian notified via student write-up and Student receives an in-school suspension. The student may not participate in extracurricular activities the day they serve their in-school suspension.
Tenth Tardy	Parent/Guardian notified via student write-up and Student receives three days of In School Suspension (ISS). The student may not participate in extracurricular activities until all in-school suspensions are completed.

E-LEARNING POLICIES

School device contracts must be signed by their parent/guardian and student **BEFORE** devices may be checked out or sent home with a student. During E-Learning day(s), students **MUST** turn in assignments by the teacher designated timeline to be considered in attendance. Failure to participate in class meetings or complete assignments will result in an unexcused absence being assigned to the student's attendance record.

SCHOOL TRANSPORTATION

SAFETY is our first consideration in the operation of a school vehicle. Accessing Crothersville Community Schools transportation is a privilege, and will only be provided to those students who follow all safety procedures outlined below:

WHILE WAITING FOR THE SCHOOL BUS:

1. Arrive at your stop five (5) minutes ahead of the scheduled pickup time.
2. NEVER run alongside the bus. Wait until the bus comes to a complete stop to board. Students enter/exit at their bus stop only.
3. If you live on the opposite side of the street from the bus stop, always cross in FRONT of the bus when the way is clear.
4. Students fighting, using profanity, or making obscene gestures to the public or another student are subject to disciplinary action. Please report this to the Principal.

WHILE RIDING THE BUS:

1. The driver is in complete charge of the vehicle. Students are to follow the directives of the driver, including any assignment of seats. Upon entering the bus, students are to be seated immediately and remain seated while the vehicle is in motion.
2. Students will enter and exit the bus only when it comes to a complete stop.
3. Students must not extend arms, legs, or head out of the bus.
4. Students enter/exit at their bus stop only, unless written permission is given to the BUS DRIVER from the parent / school office.
5. Students must not litter the bus. A trash can is located at the front of the bus.
6. Do not mar, deface or cut seats. Parent/Guardian will be responsible for the cost of any damage.
7. For safety reasons, no objects will be placed in the aisle, emergency exit, or doorway. No animals (dead or alive) or large objects (including band instruments, jam boxes) that will interfere with the seating of others will be allowed.
8. No fireworks or weapons of any kind are allowed on the bus.
9. Loud, boisterous or profane language, indecent conduct, fighting, eating, teasing, or vaping/smoking WILL NOT BE TOLERATED. Drivers must be able to hear TRAINS, EMERGENCY VEHICLES, and CAR HORNS.
11. Respect pedestrians and occupants of other vehicles. Do not shout, make obscene gestures, use profanity, or throw objects from the bus.
12. Students must not tamper with the emergency door or fire extinguisher.
13. Upon recommendation of the bus driver, school authorities can deny the privilege of riding the bus to any student who violates the rules or cannot conduct himself or herself in a courteous or responsible manner while on the bus. If the student loses his/her riding privilege, he/she will be permitted to ride the bus home that day only.
14. Violations will be reported to the Principal or designee, who will determine appropriate disciplinary action and notify parents.
15. Bus drivers will not be able to conduct parents meetings during the course of driving their route. If you need to speak with a driver, call the Main Office to make arrangements. For disciplinary matters, contact the Principal.

WHILE EXITING THE BUS:

1. Students will exit the bus only when it comes to a complete stop.
2. Students are to immediately enter the school. Students are not allowed to walk around campus

or the surrounding area beyond campus. Students are also not allowed to walk to nearby stores.

FALSIFYING SCHOOL RECORDS

It is against school rules to falsify school documents (i.e. report cards, hall passes, attendance forms, notes excusing absences, etc.). Offenders will face appropriate disciplinary action.

ACADEMIC DISHONESTY / PLAGIARISM

It is against school rules to cheat on school assignments or tests, or to plagiarize. Plagiarism is taking or copying the writing or ideas of another person and turning his/her work in as your own. This includes copying information from the internet or using artificial intelligence tools, such as Chat GPT, without citing your source.

FOOD AND DRINK

The allowance of food and drink in a classroom will be determined by individual teachers or staff supervising that classroom. All students are expected to respect the varying classroom expectations of individual teachers and staff, and should refrain from moving food and drinks from classroom to classroom. Teachers and staff do have the right to inspect any food or drink item brought into the classroom at any time.

Students are to consume all food and drink provided in the cafeteria during their assigned breakfast and lunch times - it is not to be taken into the hallways, gyms, classrooms, or placed in lockers. Food or snacks brought from home and stored in lockers should be fully sealed to avoid unwanted pests.

At no time are students to be in possession of food or drinks in the library. Gum is not allowed in any location in the building during school hours.

STUDENT DISPLAYS OF AFFECTION

Students are to refrain from engaging in displays of romantic affection. While love and affection are normal emotions, public displays of affection are not appropriate. Open displays, such as hand holding and kissing, will be considered discipline problems and could result in detention or suspension. More serious acts of sexual promiscuity could lead to expulsion.

USE OF PROFANITY

The use of profanity, or language which is lewd, indecent, or vulgar, is prohibited. This includes the "general" use of this form of communication anywhere on school grounds, including hallways, bathrooms, classrooms, gymnasiums, the cafeteria, or buses. Violations of this policy will result in disciplinary action per the school discipline chart.

FIGHTING

Fighting at Crothersville Jr./Sr. High School will NOT be tolerated and can result in up to ten days of out-of-school suspension, pending expulsion, depending on the seriousness of the altercation and the students overall discipline record. This includes areas adjacent to or close by school, and immediately before or after school, when such activity causes a disruption to the school climate. Assault and Battery cases will result in the police being called.

VAPING, TOBACCO, E-CIGARETTES

All buildings and grounds within Crothersville Community Schools are smoke-free. This policy applies to students, faculty, staff, and visitors. Therefore, possession and use of all forms of tobacco, including e-cigarettes, vaping devices, and paraphernalia, are prohibited before school, during lunch, after school, and at all school functions. This includes areas adjacent to school grounds. Violations of the student possession policy will result in disciplinary action per the school discipline chart.

DRUG AND ALCOHOL POLICY

Violation of rules regarding drugs and alcohol at Crothersville Jr./Sr. High School is considered to be a very serious disruption of the educational process, and as such will be dealt with most severely. The following are violations of the disciplinary code of Crothersville Jr./Sr. High School, whether on the school grounds at any time, or at any school activity, function, or event at any location including the school bus.

1. No student may possess, transmit, use, or have an impaired condition of thought or action from any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, paraphernalia, or intoxicant of any kind. This includes look-alike drugs.
2. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
3. No student may possess or use any substance that he/she has reason to believe is or which has been represented to him/her as any of the aforementioned drugs or alcohol.
4. No student may give or take another student's prescription medicine. Any substance for which a student has a prescription or written permission from a parent allowing use should be brought to the school nurse or administrator for dispensing and the medication should be taken in his or her presence.

ANY STUDENT VIOLATING THIS POLICY IS SUBJECT TO THE FOLLOWING:

1. Parent will be notified and a conference will be arranged for the earliest possible time.
2. A report will be made to proper law enforcement authorities and to the Bureau of Motor Vehicles for those students eligible for a driver permit or license.
3. The student will be suspended for ten days with a recommendation for expulsion from school for up to one year. Parent may request a meeting with the Hearing Officer per Indiana Code.
4. Student will not be allowed to participate in or attend any school related activities or athletic events during the term of their suspension or expulsion.
5. The school district's Hearing Officer will determine whether the recommendation for expulsion will be upheld and the length of the expulsion.
6. The Principal may consider allowing a student to return to school prior to the full term of

their expulsion via a Form 16A. This option would require the student and parent/guardian to agree to specific conditions, including their forfeiture of the right to a Hearing if additional misconduct results in being expelled for the original term of the Expulsion.

DRIVING AND PARKING

Driving to school is a privilege extended to students who are legally licensed and responsible. Students are expected to follow all State Laws and to follow all school guidelines. Failure to do so will result in the loss of driving privileges. Expectations for Student Driving include:

1. Students must receive a parking permit in order to drive to school.
2. Student drivers must submit a copy of their driver's license and insurance policy prior to driving on school grounds.
3. A copy of the Extracurricular/Athletic/Student Driver Consent form indicating participation in the Crothersville Community Schools' Drug Testing Program must be on record.
4. The use of a student's vehicle is limited to travel between home and school.
5. Student drivers may park **ONLY** in the Crothersville student parking lot.
6. There should be no cruising around before or after school. The speed limit on school grounds and the street in front of the school is 20 mph. Reckless stunts or fast starts may result in a suspension of driving privileges.
7. Students should not loiter in or around cars at any time. When students arrive at school, they are to enter the building immediately. Students cannot enter any vehicle during the school day without permission from the Principal or their designee.
8. The parking lots should be kept free of litter.
9. Each student is responsible for his/her own driving as well as his/her automobile, regardless of who is driving.
10. State Law governs transporting students in your vehicle. There is a minimum age requirement to transport students. Student drivers must follow these requirements.
11. The School is NOT responsible for any damages to student automobiles.

DRIVING PRIVILEGES/SUSPENSION

Per Indiana Code 9-24-2-1, Crothersville High School is expected to notify the Indiana State Bureau of Motor Vehicles with regard to issuing or suspending driving privileges or invalidating a learner's permit:

- A. when a Crothersville High School student, who is at least 15 years of age and less than 18 years of age, meets any of the following conditions:
 - a. Is a habitual truant under [IC 20-33-2-11](#).
 - b. Is under at least a second suspension from school for the school year under [IC 20-33-8-14](#) or [IC 20-33-8-15](#).
 - c. Is under an expulsion from school under [IC 20-33-8-14](#), [IC 20-33-8-15](#), or [IC 20-33-8-16](#).
 - d. Is considered a dropout under [IC 20-33-2-28.5](#).
- B. at least five (5) days before holding an exit interview under [IC 20-33-2-28.5](#), the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under [IC 20-33-2-28.5](#) or return to school if the student does not meet the requirements to withdraw from school under [IC 20-33-2-28.5](#) may result in the revocation or denial of the student's:
 - a. driver's license or learner's permit.

Per Indiana Code 9-24-2-4, a student's driving privileges will be suspended by the Bureau of Motor

Vehicles until the earliest of the following:

1. The students' eighteenth birthday.
2. One hundred twenty days after the person is suspended.
3. The suspension or expulsion is reversed after the person has had a hearing under IC 20-33-8.

An appropriate written statement from the Principal verifying the student's eligibility to reactivate or apply for a driver's license or permit will be provided to the student when one of the requirements listed above have been met. If the student has been classified as a habitual truant, they must enroll in a full or part-time program of education and participate in it for a minimum of 30 consecutive program days before the Principal will support reactivation of a student's driving privileges.

STUDENT CODE OF CONDUCT DISCIPLINARY LEVELS

Crothersville Jr./Sr. High has a graduated discipline policy, which means that repeated offenses will result in an increase in the level of discipline assigned. Minor violations will begin with teacher assigned lunch detentions paired with contact home. Repeated violations or more significant violations will be referred to the office, and disciplinary action may include after school detentions, in school suspensions, Saturday School, out of school suspensions, and expulsion from school.

Violations - new start every 9 weeks	1st Offense	2nd Offense	3rd Offense
Not Prepared for Class	Warning	Lunch Detention and Teacher Phone Call Home	Teacher Phone Call Home and After School Detention
Tardy to Class	Warning	Lunch Detention and Teacher Phone Call Home	Refer to Tardy Policy
Rough Housing or Horseplay	Warning	Lunch Detention and Teacher Phone Call Home	Teacher Phone Call Home and After School Detention
Classroom Disruption	Warning	Lunch Detention and Teacher Phone Call Home	Teacher Phone Call Home and After School Detention
Cussing not directed AT an individual or group	Warning	Lunch Detention and Teacher Phone Call Home	Teacher Phone Call Home and After School Detention
General classroom rules violation	Warning	Lunch Detention and Teacher Phone Call Home	Teacher Phone Call Home and After School Detention
Violations - new start each Semester	1st Offense	2nd Offense	3rd Offense
Dress Code Violation	Warning, and Required to Change	Phone Call Home, After School Detention, and Required to Change	Phone Call Home, In School Suspension, and Required to Change
Disruption or Standing While Bus is in Motion	Bus Driver Call Home and After School Detention	Bus Driver Call Home and 3 day Suspension from Bus	Call Home and 10 day Suspension from Bus
Skipping an Assigned Lunch Detention	Phone Call Home and 2 Lunch Detentions Assigned	Phone Call Home and After School Detention Assigned	Phone Call Home and In School Suspension Assigned

Failure to Follow Lunch Detention Expectations	Phone Call Home and Additional Lunch Detention Assigned	Phone Call Home and After School Detention Assigned	Phone Call Home and In School Suspension Assigned
Out of Assigned Area before or after school, or during lunch	Warning	Phone Call Home and After School Detention Assigned	Phone Call Home and In School Suspension Assigned
Violations - NO NEW STARTS DURING CURRENT SCHOOL YEAR	1st Offense	2nd Offense	3rd Offense
Public Displays of Affection	Warning	Phone Call Home, After School Detention Assigned, and Supervised Passing Periods	Phone Call Home, In School Suspension Assigned, and Students Separated in Classes and During Lunch
Skipping an After School Detention	Phone Call Home and 2 Detentions Assigned	Phone Call Home and In School Suspension Assigned	Phone Call Home and Saturday School Assigned
Failure to Follow After School Detention Expectations	Phone Call Home and Additional After School Detention Assigned	Phone Call Home and In School Suspension Assigned	Phone Call Home and Saturday School Assigned
Cussing or use of lewd, vulgar, or obscene language targeted toward an individual or group	Phone Call Home and After School Detention Assigned	Phone Call Home and In School Suspension Assigned	Phone Call Home and Saturday School Assigned
Cheating or Plagiarism (including use of AI to complete assignments)	Teacher Phone Call Home and Student Given Opportunity to Re-Do Assignment or Test for 60% Credit	Teacher Phone Call Home and Student Assigned a Zero for Assignment or Test	Teacher Phone Call Home Student Assigned a Zero for Assignment or Test, and Future Class Assignments Completed via Paper and Pencil
Disrespect, Disruption, or Insubordination Requiring Office Intervention	Teacher Phone Call Home and After School Detention Assigned	Teacher Phone Call Home and In School Suspension Assigned	Teacher Phone Call Home and Out of School Suspension Assigned
Possession of Lighters, Matches, Fireworks or Ignition Devices	Phone Call Home, After School Detention Assigned, and a Minimum of 3 Unannounced Searches Following Offense	Phone Call Home, In School Suspension Assigned, and a Minimum of 6 Unannounced Searches Following Offense	Phone Call Home, Out of School Suspension Assigned, and Unannounced Searches for Remainder of School Year
Possession of AirSoft Guns, Pocket Knife	Phone Call Home, In School Suspension Assigned, and a Minimum of 3 Unannounced Searches Following Offense	Phone Call Home, Out of School Suspension Assigned, and a Minimum of 6 Unannounced Searches Following Offense	Phone Call Home and Possible Recommendation for Expulsion
Unauthorized Entry into School Building or Intentional Damage to School Property	Phone Call Home, In School Suspension Assigned, Possible Referral to Law Enforcement, and Payment for Any Damages	Phone Call Home, Out of School Suspension Assigned, Referral to Law Enforcement, and Payment for Any Damages	Phone Call Home, Referral to Law Enforcement, Payment for Any Damages, and Possible Recommendation for Expulsion

Harassment or Intimidation	Teacher Phone Call Home and In School Suspension Assigned	Phone Call Home and Out of School Suspension Assigned	Phone Call Home and Possible Recommendation for Expulsion
Use of Racial or Ethnic Slurs	Teacher Phone Call Home and In School Suspension Assigned	Phone Call Home and Out of School Suspension Assigned	Phone Call Home and Possible Recommendation for Expulsion
Bullying - Repeated and Targeted Toward Same Individual	Teacher Phone Call Home and In School Suspension Assigned	Phone Call Home and Out of School Suspension Assigned	Phone Call Home and Possible Recommendation for Expulsion
Fighting	Phone Call Home and In or Out of School Suspension Assigned	Phone Call Home and Out of School Suspension or Possible Recommendation for Expulsion	Phone Call Home and Possible Recommendation for Expulsion
Encouraging Others to Engage in Insubordination, Major Disruption of the School Environment, or Violence Toward Others	Phone Call Home and Out of School Suspension Assigned	Phone Call Home, Out of School Suspension with Possible Recommendation for Expulsion	
Theft	Phone Call Home, Referral to Law Enforcement, Out of School Suspension Assigned	Phone call Home, Referral to Law Enforcement, Possible Recommendation for Expulsion	
Possession of Tobacco Products or Vapes - Turned Over Without Requiring Search	Phone Call Home, In School Suspension Assigned, and a Minimum of 6 Unannounced Searches Following Offense	Phone Call Home, Out of School Suspension Assigned, Referral to Law Enforcement, and Unannounced Searches for Remainder of School Year	Phone call Home, Referral to Law Enforcement, Possible Recommendation for Expulsion
Possession of Tobacco Products or Vapes - Turned Over After Requiring a Search	Phone Call Home, Out of School Suspension Assigned, Referral to Law Enforcement, and Unannounced Searches for Remainder of School Year	Phone call Home, Referral to Law Enforcement, Possible Recommendation for Expulsion	
Possession, Use, or Dealing of Illegal Drugs	Referral to Law Enforcement and Possible Recommendation for Expulsion		
Physical Assault of a Student or Staff Member	Referral to Law Enforcement and Possible Recommendation for Expulsion		

The above chart shall be used as a guide. However, the Principal, Dean of Students, or their designee makes all final decisions, and reserves the right to assign discipline they determine to be fair and appropriate to maintain a safe and positive school environment. All school rules apply to field trips, athletic events, and curricular and extracurricular activities.

REMOVAL FROM CLASS OR ACTIVITY

Teachers have the right to remove a student from a class or learning activity for the period where the disruption is taking place. Any removal will result in a discipline statement noted in Harmony and shared with the Parent/Guardian via the primary email listed in Harmony Family Access. If removed from class, the student is required to immediately report to the office (no stops at locker, bathroom, etc.) with an assignment to complete during this removal. Upon completion of the assignment, the student will be assigned additional tasks if there is remaining time during the class period.

DETENTION POLICY

For less serious behavioral problems, students may be assigned a lunch or after-school detention. After school detentions will be assigned by the Principal, Dean of Students, or their designee and will be 60 minutes in length. ***Detentions assigned by administration are held on Tuesdays and Thursdays, from 3:00pm to 4:00pm.*** The following rules will be followed during the hours of Detention:

1. Students entering detention after the 3:00 pm bell are considered late and will serve an additional After School Detention.
2. **STUDENTS MUST HAVE SCHOOL WORK TO WORK ON.** Students are expected to complete current assignments first, followed by any missing assignments. Students entering detention without materials to work on will be assigned an assignment to be completed by the end of the detention.
3. Students will not place their heads on their desk or sleep. Students are to stay busy during their allotted detention time.
4. All school rules and policies are in effect during Detention. If a student talks or sleeps during detention, does not stay for the entire time, uses school devices for tasks unrelated to assignments, or uses his/her electronic devices he/she will be required to serve the detention period again and the incident will be reported to administration.
5. Any student that becomes belligerent or loud during Detention will be asked to leave, and will be assigned an in-school suspension.

SATURDAY SCHOOL POLICY

The Principal or designee can assign a student a four hour Saturday School for infractions of classroom rules, or the school's code of conduct when deemed necessary. Saturday School is held on Saturday from 8:00 am until 12:00 pm.

1. Students are to enter through the main entrance to the high school. The doors will open at 7:45 am and will be locked at 8:00 am. Students arriving after 8:00 am will not be admitted.
2. Students are to report to the Saturday School Room immediately.
3. Students are to bring materials to work on, read, or study.
4. Students are to study/work quietly and remain on task for the entire time.
5. Students are not to talk, roam about, sleep, access personal electronic devices, use school devices for anything other than assignments, or do anything to disrupt the quiet environment.
6. If students do not bring materials to work with, they will be given assignments by the supervisor to be completed and turned in at the end of the session.

7. If students fail to comply with the above rules and/or are dismissed from the session for any reason, they must meet with the Principal the following Monday for further disciplinary action.
8. All regular school rules are in effect. The Saturday School supervisor is in charge and failure to follow his/her directives will result in dismissal.
9. Arriving late, failure to attend, or dismissal from Saturday School will result in two days of In-school or Out of School Suspension when the student returns to school on Monday.
10. Saturday School may be rescheduled in case of emergencies at the discretion of the administration. A Saturday School may only be rescheduled one time. Saturday School may not be rescheduled because of work, sports, and/or field trips.
11. A parent/guardian may elect to have their child serve a Saturday School Detention to remove one absence from their child's records.

IN-SCHOOL SUSPENSION (ISS)

The Principal or designee may deny a student the opportunity to attend regular classes with a student's peers for a duration of time set forth by the administration. The student will use his/her time in ISS completing academic work for the classes they are missing. If the student completes all the work for the day, additional assignments will be provided to them.

OUT-OF-SCHOOL SUSPENSION / EXPULSION

OUT-OF-SCHOOL SUSPENSION (OSS)

The Principal or designee may deny a student the opportunity to attend school or a school function for a period of up to ten days. Upon the fourth suspension, either OSS or ISS, the student may be recommended for expulsion. It is the student's responsibility to ask each teacher for any work to be completed that was missed during his/her suspension.

SUSPENSION PROCEDURE

According to Indiana Code 20-33-8-14:

- (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
 - (1) Student misconduct.
 - (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 - (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
 - (2) off school grounds at a school activity, function, or event; or
 - (3) traveling to or from school or a school activity, function, or event.

In addition, Indiana Code 20-33-8-15 states that: A student may also be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

When a Principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - A written or oral statement of the charges;
 - If the student denies the charges, a summary of the evidence against the student will be presented; and
 - The student will be provided with an opportunity to explain his/her conduct.
2. The meeting shall precede the suspension of the student, except when the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Prior to, or following the suspension, a Parent/Guardian of the suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct and the action taken by the Principal.

EXPULSION

A student may be expelled from school for the remainder of the current semester plus the following semester. During the term of an expulsion, the student may not participate in clubs, athletics or other extracurricular activities or be on school grounds without the permission of the Principal, Dean of Students, or their Designee. In addition, they may not attend any off campus school sponsored events, such as athletic or academic competitions.

EXPULSION PROCEDURE

When the Principal (or designee) recommends to the Superintendent that a student be expelled from school, the following procedure will be followed, per Indiana Code 20-33-8-19:

- (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:
 - (1) Legal counsel.
 - (2) A member of the administrative staff if the member:
 - (A) has not expelled the student during the current school year; and
 - (B) was not involved in the events giving rise to the expulsion.

The Superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

- (b) An expulsion may take place only after the student and the student's Parent/Guardian are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must:
 - (1) be made by certified mail or by personal delivery;
 - (2) contain the reasons for the expulsion; and
 - (3) contain the procedure for requesting an expulsion meeting.

- (c) The individual conducting an expulsion meeting:
 - (1) shall make a written summary of the evidence heard at the expulsion meeting;
 - (2) may take action that the individual finds appropriate;
 - (3) shall provide the information described in subsection (g) to the student and the student's parent; and
 - (4) must give notice of the action taken under subdivision (2) to the student and the student's parent.

(d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:

- (1) shall hold a meeting to consider:
 - (A) the written summary of evidence prepared under subsection (c)(1); and

(B) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and

(2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 21 of this chapter.

(e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.

(g) Each school corporation shall annually prepare a list of:

(1) alternative education programs in the same county in which the school corporation is located or a county immediately adjacent to the county in which the school corporation is located; and

(2) virtual charter schools;

in which a student may enroll if the student is expelled. The list must contain contact information for the entities described in subdivisions (1) and (2) and must provide the student and the student's parent notice that the student may be required to comply with [IC 20-33-2](#) or any statute relating to compulsory school attendance in accordance with section 31 of this chapter. A copy of the list shall be provided to the student or the student's parent at the expulsion meeting. If the student or student's parent fails to attend an expulsion meeting, a copy of the list shall be mailed to the student's residence.

Any student in his 4th offense of a Student Code of Conduct or suspended for a cumulative total of ten days may be recommended for expulsion from attendance at Crothersville Junior-Senior High School.

In the event there is misconduct not addressed in the above chart, Crothersville Community School Administrators have the authority to make decisions and assign discipline they determine is appropriate.

Students may receive an alternative placement in lieu of expulsion depending on the severity of the discipline. This decision will be made at the discretion of the principal, special education director (if applicable), and superintendent with parent input.

BULLYING POLICY

The school board of Crothersville School prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

BULLYING DEFINITION

As defined by IC 20-33-8-0.2, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate,

intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance;
- or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

REPORTING

It is the expectation that students who observe, or are the victim, of suspected bullying report specific incidents to a school employee prior to the end of the school day in which it occurred. The school employee will ensure that the report of suspected bullying is communicated to the school guidance counselor and Principal prior to the end of their work day. An anonymous report of bullying may be written and given to a school employee, with the following information included: name of suspected victim and those suspected of engaging in bullying, dates/times and locations of observed incidents, details regarding what was observed.

ADMINISTRATIVE ACTION

Within one school day after a report of suspected bullying, the Principal and/or the Guidance Counselor will speak to the alleged target of bullying and the alleged perpetrator(s) of bullying. If warranted, a full investigation will be conducted, and the Parent/Guardian of both the alleged victim and perpetrator(s) will be contacted.

1. Substantiated targets of bullying and their Parent/Guardian will be provided a list of recommended support services available to them at school and through community resources.
2. Substantiated perpetrators of bullying and their Parent/Guardian will be provided educational materials about bullying, a list of recommended support services available to them at school and through community resources.
 - a. Discipline will be initiated, which may include detention, Saturday School, In or Out of School Suspension, Expulsion, or referral to Law Enforcement.
 - i. Discipline rules may be applied regardless of the physical location in which the bullying behavior occurred whenever:
 1. the individual(s) committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
 2. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
3. False reports of bullying will result in disciplinary action being taken, with the consequence based on the impact of the false report on the educational setting.

The Administrative Action described above includes bullying through the use of data or computer software that is accessed through a:

1. Computer;
2. Computer system;
3. Computer network; or
4. Cellular telephone or other wireless or cellular communication device.

DRESS CODE POLICY

DRESS AND APPEARANCE

Crothersville Junior-Senior High School students' school dress should be modest, safe, and appropriate. Clothing that some may consider to be fashionable may be inappropriate in a public school setting. The careful regulation of student dress is the responsibility of the student and the Parent/Guardian. However, the school will address violations of the dress code when what the student or Parent/Guardian deems appropriate is not aligned with the dress code policy. This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success," and come to school properly prepared to participate in the educational process. Clothing and accessories worn at school should not interrupt the educational process. Any student in violation of the Crothersville Junior-Senior High School Dress Code will be asked to change into appropriate garments or remove accessories in violation of the dress code. This may require a call to the Parents/Guardian to bring appropriate clothing to school to change. Excessive violations of the dress code may result in disciplinary action. (Approved Spirit Days may allow some exceptions).

1. Clothing must be suitable for all classroom activities, including science labs, physical education, and career or vocational settings. For some classes, special safety apparel or uniforms may be required. Maintenance of health and safety includes the wearing of shoes, sandals, or boots at all times.
2. Clothing must have fabric on the sides, the front, and the back. Fabric covering private areas of the body must be opaque (not see-through).
3. Tops must fully cover the chest area with no undergarments visible. Tops must also cover the midriff and have sleeves fully covering the shoulders. **No spaghetti straps, tank tops, or muscle shirts are to be worn.**
4. Pants must be fastened and be worn at the natural waistline, with no undergarments visible. If they do not fit properly, a belt must be worn to keep them in place.
5. Any clothing that bears any picture, diagram, slogan, or language that can be considered vulgar, indecent, obscene, or tends to exploit drugs, alcohol, or tobacco will be deemed inappropriate and will not be worn to school. This includes offensive words and designs, violence, blood, death, weapons, sex, Playboy symbols, Hooters shirts, hate groups, etc.
6. Clothing accessories, such as slippers, blankets, chains, straps, dog collars, cat ears, tails, etc. are not acceptable for the school setting.
7. Students must remove hats and other non-religious head coverings when entering all classrooms, as well as any covering that would restrict the visibility of the face. Students are to refrain from using hoodie hoods when in the building.

MONEY AND VALUABLES

Crothersville Community School Corporation is NOT RESPONSIBLE for lost or stolen money, or valuables, from your person or locker. Items such as MP3 Players, Cell Phones, and Game Consoles should be left at home.

GAMBLING

Gambling is forbidden at school at any time.

SEXUAL HARASSMENT POLICY

It is the policy of the Crothersville Community Schools to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee or student through conduct or communications of a sexual nature as defined below. The term employee also includes non-employees and volunteers who work subject to the control of school authorities.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to/or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or performance or creating an intimidating, hostile or offensive employment or educational environment.
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student, and
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the alleged harassed employee has indicated, by his/her conduct or verbal objection, that it is unwelcome, and
3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any subsequent conduct to be deemed unwelcome.

Examples of Sexual Harassment

1. Verbal harassment.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity, and
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

Specific Prohibitions

1. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinates failure to submit will result in preferential treatment.
2. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions as described below.
3. It is sexual harassment for a non administrative and non supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who

- engage in such conduct shall be subject to disciplinary actions as described below.
4. Any activity specifically prohibited by Federal or State Law.

Complaint Procedures

Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedures explained below or may complain directly to his or her immediate supervisor, building Principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignment.

The right of confidentiality, both of the complainant and the accused, will be respected consistent with the school corporation's legal obligation and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner.

1. Reports must be written on forms supplied by the School Corporation.
2. Reports must name the person (s) charged with sexual harassment and state the facts.
3. Reports must be presented to the building Principal where the alleged conduct took place. The building Principal shall inform the superintendent of all filed reports.
4. The building Principal who receives a report shall thoroughly investigate the alleged sexual harassment.
5. The report and the results of the investigation will be presented to the superintendent, and then to the Board of School Trustees in an Executive Session by the superintendent.
6. The Board of School Trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.
7. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action he/she deems appropriate.
8. The Board of School Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

Sanctions For Misconduct

1. A substantial charge against an employee in the school corporation shall subject the employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
2. A substantial charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Handbook Discipline Guidelines.

False Reporting

Any person who knowingly files a false charge against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action.

EXTRACURRICULAR / ATHLETIC / STUDENT DRIVER DRUG TESTING PROGRAM POLICY

Reasonable Concern

Crothersville Community Schools has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem

in Vernon Township, Indiana, indicates that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining a safe and secure educational environment at Crothersville Community Schools requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular and athletic activities, and those driving to and from school.

Purpose

Students involved in extracurricular activities and/or athletics need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent a student from participating in extracurricular activities, athletics and/or driving on school property while he/she has drug residues in his/her body. It is also the purpose of this program to educate, help, and direct students away from drug, tobacco, and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified 'positive' test conducted by his/her school under this program other than stated herein. **However, student athletes will follow the athletic handbook to determine the impact on athletic eligibility.**

Scope

Participation in extracurricular activities and athletics, as well as driving to and from school, is a privilege. This policy applies to all Crothersville Community Schools students in grades 6 -12 who wish to participate in school sponsored extracurricular activities or athletics. It also includes any student who wishes to drive to and from school.

Consent Form

It is mandatory that each student who participates in extracurricular activities, athletics, and/or wishes to drive on school property sign and return the "consent form" prior to participation in any extracurricular or athletic activity, or driving to and from school. Failure to comply will result in non-participation and/or no driving privileges.

Each extracurricular or athletic participant and/or driver shall be provided with a "consent form" via online registration, which shall be dated and signed electronically by the participant and by the Parent/Guardian(s). In doing so, the student is agreeing to participate in the random drug-testing program at Crothersville Junior-Senior High School.

Testing Procedure

1. The random selection of participants to be tested will be done electronically, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
2. If the student shows signs of reasonable suspicion, the Principal/Administrative Designee may call the student's Parent/Guardian and ask that the student be tested. Factors will include but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a Parent/Guardian may request testing of his/her student.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a 'follow-up' test, a student will be expected to follow the procedures and quality control standards of the laboratory we have contracted with to conduct the urinalysis testing.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid.

If still unable to produce a specimen within two hours, the student may become ineligible for any extracurricular or athletic activities and/or all school driving privileges may be suspended. In addition, the Parent/Guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for extracurricular and athletic activities and/or driving eligibility if they were suspended.

6. All specimens registering below 90.5 degrees or above 98.8 Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all extracurricular or athletic activities and/or will not be allowed to drive on school property for the remainder of the school year. This will be reported to the Parent/Guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit pass with the time he/she left the collection site. The Principal/Administrative Designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and 'street drugs' (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also 'performance enhancing' drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organization (JCAHO).

Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain of custody.
2. The Principal/Administrative Designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and will not be allowed to go to his/her locker.
3. Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign and date the form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular or athletic activities and/or driving privileges subsequent to a retest.
6. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide the urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the Principal/Administrative Designee.

8. In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead, the student's random identification number will appear on the container.

Test Results

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participating in extracurricular or athletic activities and/or driving on school property.
2. The Principal/Administrative Designee will be notified of a student testing 'positive'. The Principal/Administrative Designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a 'positive' test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
3. If the test is verified 'positive', the Principal/Administrative Designee will meet with the student and his/her parent/guardian. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.
4. Impact of a positive result on extracurricular participation, driving privileges, and athletics:
 - a. For a first nicotine offense, the student will be required to complete a course provided by the school counselor. For a first offense of any other substance, the student will be required to enroll in a school approved drug and alcohol program at the student's expense. If the positive result is due to a substance that can impair driving, the student will not be allowed to drive to school until he/she has completed the course requirements and has tested negative for the substance previously found in his/her body. The student's participation in extracurricular activities will not be affected as long as they meet the course requirements. However, the student may not hold a position of leadership for the remainder of the school year if a test is verified positive, including nicotine. The student's athletic eligibility will follow the policy outlined in the Athletic Handbook.
 - b. For a second offense, the student must enroll in a school approved drug and alcohol program at his/her expense. The student will not be allowed to drive to school until he/she has completed the course requirements and he/she has tested negative for the substance previously found in his/her body. Extracurricular eligibility will be lost until the student has completed all course requirements and they have tested negative. The student may not hold a position of leadership for 365 days if a test is verified positive, including nicotine. The student's athletic eligibility will follow the policy outlined in the Athletic Handbook.
 - c. For a third offense, the student will be required to enroll in an in-house rehabilitation program at the parent/guardian's expense. If a parent or guardian is unable to pay for the rehabilitation program, the school will work with the family to identify alternative options. Extracurricular eligibility along with all driving privileges will be suspended until the successful completion of the program, which includes testing 'negative' on a 'follow up' test. The student may not hold any positions of leadership for the remainder of their high school career. The student's athletic eligibility will follow the policy outlined in the Athletic Handbook.
5. Information on a verified 'positive' test result will be shared on a 'need to know' basis with the student's coach or sponsor. The results of the 'negative' tests will be kept confidential to protect the identity of all students being tested.
6. Drug testing result sheets will be returned to the Principal/Administrative Designee and will not be kept in open files or on any computer. Result sheets will be looked at and secured in a location that only the Principal/Administrative Designee and School Counselor can access.

Financial Responsibility

1. Under this policy, Crothersville Community Schools will pay for all 'random' drug tests, all initial 'reasonable suspicion' drug tests, and all initial 'follow-up' drug tests. However, once a student has a verified 'positive' test result and has subsequently tested negative from a 'follow-up' test, any future 'follow-up' drug tests that must be conducted will be paid for by the student or his/her parent/guardian.
2. A request on appeal for another test of a 'positive' urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality

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

Other Rules

Apart from this drug testing program, Crothersville Junior-Senior High School and the coaching staff/sponsor of each sport/activity has his/her own training rules and requirements. Coaches and Sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and regulations.