

Student Name: _____
(Printed)

Grade: _____

1st Period Teacher: _____

I have received a copy of the 2019-2020 Carroll Jr-Sr High School Handbook. It is my responsibility to read through the handbook.

Student Signature: _____

STUDENT HANDBOOK

46th EDITION

The Carroll Way...
...Be Respectful...Be Responsible...Strive for Excellence
***“Preparing students for the future by supporting,
engaging, and challenging them.”***

Board of School Trustees

David Bordner Eric Johnson Pat Hickner
Jon Johnson Ryan Allbaugh

Superintendent

Keith Thackery

Administration

Shay BonnellPrincipal
Leo Leffert Assistant Principal
Camden Parkhurst.....Dean of Students
Luke Harlow Athletic Director
Giselle Bender..... Guidance Director
Amy Mullens.....Special Education Director

SCHOOL INFORMATION

CARROLL JR.-SR. HIGH SCHOOL FACULTY AND STAFF

E-mail addresses are found at: <http://www.carroll.k12.in.us>

Susan Abbott	Mathematics
Makay Adams	Science
Scott Ayres	Resource
Natasha Baker	Family and Consumer Sciences
Bodie Bender	P.E./ Health
Deena Benefiel	Resource Instructional Assistant
Leanna Boyer	Mathematics
Stacey Brazel	English
Cari Butcher	Science
Amber Carver	English
Susan Denny	Registrar/ Guidance Secretary
Amy Duff	Mathematics
Debbie Duff	English
Ryan Duff	Mathematics
Leslie Eikenberry	Tutor/Success Coach
Susan Eldridge	7-9 Guidance
Nancy Forbes	Resource Instructional Assistant
Nora Stephens	Computers/Business Education
John Harlow	Science
Shannon Hodson	Special Education Secretary
Allison Hopper	Band/Music
Melissa Johnson	Media Specialist
Alexandra Williamson	Special Education Teacher
Steve Keown	Agriculture
Gloria Keith	Resource Instructional Assistant
Steven Kouns	Spanish
Kyle McGhee	Social Studies
Michael Miller	Social Studies
Tina Miller	Treasurer/Secretary
Serina Perry	Resource Teacher
Julie Johnson	English
Amy Radcliff	Resource Instructional Assistant
Alisha Reeve	Choir/Music
Cindy Reinke	Family and Consumer Sciences/Vocational Education
Sara Rich	Nurse
Staff	In-School Supervision
Kevin Saylor	Social Studies
Tyler Sausaman	Technology Education/Engineering
Kelly Smith	Art
Ashley St. Amour	Mathematics
Matt St. Amour	Resource Teacher
Chris Seward	Social Studies/ P.E.
Amber Richardson	Tutor/Success Coach
Bunti Smith	Resource Instructional Assistant
Emily Spesard	P.E./Health
Becky Stiller	Science
Daphne Thackery	English
Stellina Thompson	English
Adam Tussinger	Mathematics

Franchesca Hawkins..... Resource Teacher
 Virginia Wheeler..... Tutor/Success Coach
 Kim Worl..... Main Office Secretary

TECHNOLOGY DEPARTMENT

Jamie Ramos Director of Technology
 Fred Schnarr Director of Data Information Integration
 Dan Reutebuch Technology Specialist

MAINTENANCE STAFF

Benjamin McNally Maintenance Supervisor
 Don Alderman Maintenance Repairman
 Byron Schaeffer Corporation Mechanic

CUSTODIANS

Robert Smith	Susan Colgan
Gary McCracken	Sean Wolf
Brenda Schnieb	Heather Carter
Bridgette Williamson	Arlene Wolf

SCHOOL SONG

The school song is officially known as the "Cougar Call." The music and lyrics were written by Carroll's first band director, Robert Wise, and it was chosen by vote of the student body in the fall of 1961.

We are the Carroll Cougars, we're proud as we can be.
 We've got the team and spirit; Fight on to victory.
 Rah! Rah! Rah!
 Loyal and true, we're for you,
 For you with all our might.
 We are the Cougars, the Carroll Cougars;
 Fight for the blue and white!

All policies and school rules contained within this handbook are in accordance with Indiana State Law and the Carroll Consolidated School Corporation policies and have been approved by the Carroll Consolidated School Board. If any passage in this handbook is not in agreement with School Corporation Policy, then the School Corporation Policy will prevail. School Board Policies are online at: <http://www.carroll.k12.in.us/school-board/policies>

STATEMENT OF NON-DISCRIMINATION/TITLE IX COMPLIANCE

{See Board Policy #2260}
 Carroll Junior Senior High School does not discriminate on the basis of gender in the educational programs which it operates, either in employment or in admission in any extra-curricular activity where required by Title IX of the United States Code.
 Carroll Consolidated School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, handicap, age or limited English proficiency in its programs or employment policies as required by the Indiana Civil Rights Act (IC 22-9-1 as amended); The Equal Pay Act of 1973; Title IX (as amended); Vietnam Era Veterans Readjustment Assistance Act of 1974, Age discrimination in Employment Act of 1967, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990; Sections 503 and 504 of PL 92-112, the Rehabilitation Act of 1973; and PL 94-142, the Education for All Handicapped Children Act. The superintendent of

the school corporation acts as the contact person in matters related to discriminatory treatment. The superintendent may be contacted at:

Office of the Superintendent
2 South Third Street
Flora, Indiana 46929
Phone: 574-967-4113

The high school principal acts as the contact person for Title IX and may be contacted at:

Carroll Junior-Senior High School
2362 East State Road 18
Flora, Indiana 46929
Phone: 574-967-4157

COMMUNITY CRISIS RESOURCES

Flora Police	574-967-4457
Carroll County Sheriff.....	765-564-2413
YWCA Domestic Violence Intervention & Prevention.....	888-345-1118
TEEN Line (Free, 24-hours, confidential)	765-423-1872
WeTip Anonymous Reporting.....	800-78-CRIME (27463)
Lafayette Crisis Center	765-742-0244
Wabash Valley Mental Health Center.....	765-564-2247
Family Health Clinic of Carroll County	765-564-3016
IN Department of Child Services.....	800-806-5556

VISION

At Carroll Junior-Senior High School, students will be supported and engaged in a challenging curriculum that meets State and National standards and prepares them for future endeavors.

CARROLL JUNIOR-SENIOR HIGH SCHOOL MISSION

Carroll Junior-Senior High School promotes a safe, caring environment where the privilege of education inspires and encourages students to become successful life-long learners in an ever-changing global environment.

CARROLL JUNIOR-SENIOR HIGH SCHOOL PHILOSOPHY

We, the faculty and staff of Carroll Junior/Senior High School, believe that students have a right to a safe, wholesome learning experience each day of their junior/senior high careers, and that they should be able to achieve a measurable degree of success. We also believe that students should recognize that the opportunity to learn is a privilege, and that this privilege should be used in a responsible way. We encourage students to respect and appreciate all human endeavors, thus developing an attitude of tolerance. We believe all members of the faculty should set an example of scholarship and intellectual curiosity in their own fields of teaching and demonstrate an active interest in all phases of education. The faculty is responsible for helping students master basic skills, acquire knowledge in a variety of subject areas, develop appropriate behaviors, and learn to apply life skills. We should demonstrate the fundamental democratic concepts of liberty, equality, and justice for all people. We should help students appreciate their heritage and recognize the duties of responsible, active citizenship.

We are aware of the broad range of student capabilities in our school and believe the school should provide a variety of services and programs to help meet individual needs. By giving careful consideration to the individual differences and interests of our students, we hope to affirm the worth and dignity of each student.

We believe the school should provide a variety of services and programs to prepare students for future careers through challenging experiences in college-preparatory, vocational, industrial, and business areas. We should encourage students to complete their education and to acquire the necessary skills for education or employment.

We believe that the responsibility of education must be shared with home and community. Mutual respect and communication among home, school, and community must be maintained so that together we may foster constructive changes in the lives of young people.

We must remember that the school exists to meet the educational needs of our students and community. These needs do not stay constant; therefore, we must recognize the importance of regular re-evaluation and in-depth appraisal of our goals.

DESIRED LEARNER OUTCOMES

Before graduation from Carroll Junior/Senior High School, students will do the following:

- acquire knowledge in a variety of subjects and master the following skills:
 - reading, writing, speaking, and listening
 - using technology
 - reasoning and computing
- develop appropriate behaviors, including:
 - tolerance of differences
 - personal responsibility
 - self acceptance
 - work ethics
 - conflict resolution
 - decision making
 - respect
- learn to apply life skills, such as:
 - adapting to changing technology
 - working in groups
 - researching and analyzing
 - performing for others
 - * following instructions
 - solving problems

SCHOOL CLOSING - SEVERE WEATHER INFORMATION

Carroll Consolidated School Corporation will use *School Messenger* automated calling system to communicate closing/delay information. **Please be sure to keep your “alert numbers” updated. You can do this by contacting the High School Office.**

In case of severe weather, the official closing or delay in the starting time for school will also be announced over these radio and TV stations: TV 18 Lafayette, TV 2 Flora, WWKI – Kokomo 100.5 FM, WKQA – Lafayette 105.3 FM, WTHR – Indianapolis TV 13, WRTV–Indianapolis TV 6, and Fox TV 59. Students and parents can also check the corporation website www.carroll.k12.in.us for information for closing and delay information.

{See Board Policy #9150}

GUESTS

Anyone entering the building who is not a current student or an employee of the school system should report directly to the office, sign in, and receive a Visitor Pass.

Parents/Guardians who are in the building solely to pick up/drop off a student or student books/assignments are not required to check in, but must go only to the Guidance or Main offices. Messages for or materials needed by students should be left in the office. Every attempt will be made to cooperate with parents in emergency situations.

USE OF PUBLIC ADDRESS SYSTEM FOR ANNOUNCEMENTS

Publicizing non-school sponsored events must have prior approval from the administration. Morning announcements must be submitted by 7:40 a.m. Afternoon announcements need to be submitted before 12:15 p.m.

FREE & REDUCED LUNCH & TEXTBOOKS

{See Board Policy #8531}

Each student may receive an application for free or reduced lunch and textbooks at registration or upon request. Completed forms should be returned to the main office. Parents should be prepared to provide proof of income, if necessary.

SCHOOL SERVICES

LOCKERS

Students will be assigned a locker. Students are expected to properly maintain and lock their lockers and to not share/switch lockers. The school cannot be responsible for lost articles or money. Each student is responsible for the contents of the locker assigned to him or her, and will be disciplined for contraband items found inside the locker. Staff members may not allow a student (or parent/guardian) access to a locker not assigned to that student, and staff members may not open one student's locker to get items for another student. Food should never be left in a locker overnight. Only school-sponsored extracurricular activity signs and appropriate happy birthday signs are permitted on the outside of the locker. Students need to use masking tape when attaching signs, not scotch tape. Students may be charged for the removal of stickers or damage to the locker. All lockers must be cleaned both inside and out before the last day of school.

TELEPHONE

In case of an emergency, students may receive or make phone calls in the Main/Guidance office. During the school day, any call to a parent/guardian to pick up a student must be made in the Nurse/Guidance/Main Office.

VENDING MACHINES

No vending machines, except the water vending machine, will be turned on during the school day.

WEIGHT ROOM

Students using the weight room must have board-approved, trained, adult supervision before entering the room. Without such supervision, students will be restricted from using the weight room facility.

TECHNOLOGY

Students using the Network and Internet will follow the Network Acceptable Use Policy (NAUP) (Policy 7525) and the Student Network Acceptable Use Policy (NAUP) (Policy 5541). Failure to do so will result in restricted usage or complete denial of Network privileges. Students, as well as parents/guardians, must sign and return the NAUP form before students are allowed to use the Network. Parents are required to sign the NAUP form each year. Parents may request at any time that the form be withdrawn, but should be aware that the use of the network and Internet is an integral part of instruction.

Students and other users should not expect that files stored on Corporation computers are private. Electronic messages and files stored on Corporation computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following policy, rules, and prohibitions, apply to all students and other users of the Carroll Consolidated School Corporation network.

Carroll Consolidated School Corporation at any time and for any reason or for no reason may discontinue general access to the Network or rescind the user's privilege of using the Network. Students utilizing Corporation Network access must first have the permission of and must be supervised by the Carroll Consolidated School Corporation's professional staff. Students utilizing Corporation-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Violation(s) of the Student Acceptable Use Policy 5541 and the Corporation Acceptable Use Policy 7525 may result in suspension/expulsion and may be reported to legal authorities.

Students are not to change any settings (without prior teacher or administrative approval) on the Network or any corporation owned equipment such as computers and one-to-one devices.

Students will receive Corporation-assigned e-mail accounts to access collaboration systems in support of research and education.

Once students and parents/guardians sign the device contract and complete the registration process, students will receive a corporation assigned device. Students are expected to follow all device use guidelines and technical or software assistance procedures, in addition to all corporation network policies and procedures.

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

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, harassing, or sexually explicit language, images, or other information;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or make any attempt to disable CCSC Network resources or the property of another individual or organization including creating a virus or other harmful form of programming, or by impeding other users or systems through mass consumption of system resources;
- e. to access non-Network social media sites and instant messaging services;
- f. to access another individual's materials, information, or files without permission;
- g. to attempt to secure a higher level of privilege on the Network;
- h. to use anonymous proxy servers, https, encryption, or other technologies in an attempt to bypass the school's Internet content filtering software;
- i. to violate copyright or otherwise use the intellectual property of another individual or organization without permission, including but not limited to downloading copyrighted music, software, photographs, or images;
- j. to use the Network for commercial activities, product advertisement, or political lobbying;
- k. to access Carroll Consolidated School Corporation computers, networks, or online resources that the user has not been granted permission to use;
- l. to use Network credentials assigned to another user or allow another person or entity to use the user's Network credentials or to impersonate another user;
- m. to commit any act(s) or misconduct that may not be listed but is considered inappropriate use of school resources.

LOST AND FOUND

Any articles that are found in the building or on the school grounds should be turned in to the main office. Periodically, lost and found items will be placed on display in the hallway. At the end of each semester, unclaimed lost and found items are donated to CJSHS's *Diane's Closet* or to other organizations that provide items to Carroll County residents needing assistance.

WORK PERMITS

Students 14 to 17 years of age who work and attend school need a work permit. To obtain a work permit, the student is required to obtain an "Intention to Employ" card furnished and completed by the employer and signed by the parent/guardian, student, and employer. Indiana labor laws prohibit 14 and 15-year-old minors from working more than 3 hours per school day, 18 hours per school week, no earlier than 7:00 a.m., and no later than 7:00 p.m. When school is not in session, students may work no more than 8 hours per day, no more than 40 hours per week, and not later than 9:00 p.m. Students 16 or 17 years old may not work more than 8 hours in any one day, 30

hours in any one week, 6 days in any one week, earlier than 6:00 a.m. on a school day, and/or later than 10:00 p.m. on nights followed by a school day. A 17-year-old may work until 11:30 p.m. on nights that are not followed by a school day if the employer has written permission from the child's parent on file in the employer's office. Work permits may be denied or revoked if a student is not passing five (5) courses or has ten (10) or more unexcused absences in a semester. During the school year, work permits are obtained in the Guidance Office. During the summer, they may be obtained from the school office or Administration Building. Students should not begin work until a work permit has been issued. The student should allow 24 hours for the permit to be completed.

GUIDANCE

{See Board Policy #2411}

Student guidance is an important aspect of the educational system and an important component of raising student achievement. Guidance counselors, administrators, and teachers help students and their parents set educational and career goals and identify the steps required for reaching those goals. Guidance is the link that personalizes education for students by showing them how academic standards and courses relate to their personal goals. Guidance services foster academic development, career development, and citizenship development and are available to every student in the school. Although guidance counselors hope to be in contact with each student periodically throughout the school year, students and/or their parents are always welcome to schedule an appointment with their counselor. Important resources for students and parents, including transcript request information, scholarship lists, internet resources list, and the course description guide are available on the Guidance webpage. Be sure to visit it often for frequent updates.

RELEASE OF STUDENT INFORMATION (DIRECTORY INFORMATION)

{See Board Policy #8330}

Carroll Jr.-Sr. High School may release directory information about students without securing the prior consent of the parent. Directory information includes the following:

1. Name, address, telephone number(s) – (for colleges, scholarships, etc.)
2. Participation in official school activities
3. Class level and dates of school attendance
4. Degrees and awards received
5. Photographs of students directly related to a school activity
6. Major field of study
7. Height and weight of members of athletic teams
8. Date of birth
9. Videotape not used for disciplinary action
10. Student work for display at the discretion of the teacher (no grade displayed)

The release of directory information may not include all of the information listed above. If parents or students of age do not wish to have directory information released, they should contact a building administrator before September 1st of each school year.

POLICY IN REGARD TO STUDENT RECORDS

{See Board Policy #8330}

The school board policy regarding student records is in accordance with P.L. 93-380, Section 348. Family Educational Rights & Privacy Act of 1974 (FERPA). In substance, the Student Record Act provides the following:

- A. The parent has a right to examine any student record until the student is 18 years of age. Thereafter, only the student has the right to so examine. Parents (or Student) wishing to inspect records will notify the school 3 days prior to the desired inspection. The request must be in writing and specify the record(s) they wish to inspect. The records will be collected in a private area. A school official will be present to answer questions during the inspection.
- B. The Parent/ Student has a right to have the record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students. The Parent/ Student

must complete a form identifying the part of the record they want changed and specify why the record is inaccurate or misleading. The request will go to a building administrator for action. If the request is denied, the Parent/ Student may request a formal hearing with the Superintendent of schools. After the hearing, if the school decides not to amend the record the Parent/ Student has the right to place a statement with the student record setting forth his or her view about the contested information.

- C. Certain persons may examine the student record without a Parent/ Student's consent: school officials who have "legitimate educational interests," officials of other school systems to which a transfer is made, federal government representatives, and the state juvenile system with the limitations outlined in federal and state statutes. School officials include administrators, teachers, school health care providers, guidance counselors, Special Education personnel, and tutors. "Legitimate school interests" include classroom performance, physical or emotional health, and/or student behavior interfering with student performance.
- D. Other persons may receive the records, if the Parent/ Student specifies the records to be released, the reason for such release, and to whom. A copy must be sent to the parents if requested. The parent may also request and receive a copy of the record forwarded to another system with a transfer.
- E. A copy of the student record may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.
- F. Parents/ Student may file a complaint with the US Department of Education if Carroll Schools fail to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave., Washington DC 20202-4605.
- G. A non-custodial parent shall be entitled to receive a copy of his/her child's report card and given access to the child's educational record, subject to the following conditions:
 - The custodial parent has not provided the school with a copy of the divorce decree that specifically prohibits the non-custodial parent from having contact with or information about the child.
 - The non-custodial parent must make his/her request by filling out a request for Release of Student Information.

Indiana Code requires a public high school to provide access to the campus and student directory information to official recruiting representatives of the Armed Forces. The recruiter may only provide information concerning education and career opportunities. Parents and students who do not want directory information released to recruiters need to notify the high school guidance office by the end of a student's sophomore year.

HEALTH AND FIRST AID

{See Board Policy #2413 and #5320}

Carroll Consolidated School Corporation employs a full-time Registered Nurse to provide health-related services. It is the parent's responsibility to notify the school in writing of any health concerns with the child and any modifications necessary to address medical issues.

Should a student become ill or injured during the day, he/she must report directly to the Health and First Aid room located in Guidance. Any phone call notifying parents about a child needing to go home ill must be made in the Guidance Office. Students will not be allowed to stay in the sick room for more than one class period. Students will be issued an unexcused absence for the period if they remain in the restroom while ill without checking in at the Guidance office. Students going home ill must sign out in the Main Office.

Students must follow guidelines from Indiana State Board of Health pertaining to immunizations. Effective August 2014, all students in grades 7-11 are to show proof of the following immunizations: 3 Hepatitis B, 5 DTAP, 4 polio, 2 MMR, 2 varicella, 1 Tdap, and 1 MCV. All students entering grade 12 are to show proof by the first day of school of a total of 2 MCV immunizations.

The following is a list of health related services:

1. Maintain health/immunization records on each student. Each year, records are updated and de-

veloping problems are noted. Additional immunizations should be reported to the nurse to be recorded on the student's permanent record.

2. Provide emergency and temporary medical care to students and staff. Students are sent to the health room to be checked by the nurse for various health-related complaints. Parents are called when children need to be sent home or to the doctor for treatment. Parents need to provide updated work and emergency telephone numbers so they can be reached quickly if needed.
3. Monitor and dispense medications.
4. Provide general education on student wellness and disease prevention.

Head Lice (Pediculosis) The goal of the Carroll Consolidated School Corporation Health Services is to keep students in the classroom as long as medically safe. As head lice are not a risk for carrying communicable disease; are primarily spread through direct head to head contact, and only live 18-24 hours off a host, the subsequent steps will be followed:

- a. Students suspected of having head lice will be sent to the nurse for evaluation by the nurse or designee.
- b. A thorough inspection for live lice and nits will be completed.
- c. If live (crawling) lice are noted, the parent/guardian will be notified and the student will be sent home that day. The student may return the next day after removing live lice.
- d. The parent/guardian will be provided with information on the biology of head lice.
- e. The parent/guardian will be instructed to inspect other household members for live lice.
- f. The parent/guardian will be instructed in methods for eliminating infestation focusing on inspection for LIVE (crawling) LICE and manual removal (combing.)
- g. The parent/guardian will be instructed to continue daily combing until no live lice are discovered (Approximately 1 ½ weeks). FOCUS IS ON THE REMOVAL OF LIVE LICE.
- h. The parent/guardian will be instructed to change/laundry pillow cases, pajamas and towels.
- i. The parent/guardian will be instructed in use of pediculicides if chosen as adjunct to manual removal.
- j. The student will periodically be re-inspected for live lice by the school nurse or designee.
- k. The school will not be repeatedly excluding students from school due to nits once treatment has been provided.

Bed Bugs: If a student comes to school and has bed bugs on their clothing or belongings, the student will be brought to the school nurse where their clothing and belongings will be examined for bed bugs. The student's parent(s)/guardian(s) will be notified when evidence of bed bugs is confirmed. If there is evidence of infestation of the home then parents will be encouraged to treat for infestation and the school/local health department may provide educational assistance. If instances are repeated then social service agencies will be notified. If there is no evidence of infestation at the home then other sources should be investigated. The school nurse and principal, or principal's designee, will provide a transition plan for the student's arrival to school each day until no evidence of bed bugs are found. The plan will include a check for bed bugs and other measures such as a change of clothes or items placed in a heater as needed to minimize the opportunities for bed bugs to spread. Treating a bed bug infestation may take many weeks to control.

Pink Eye (Conjunctivitis) Students who have Conjunctivitis (pink eye) may not return to school until eye drainage is gone and appropriate medication has been given for 24 hours or a physician release is given.

See Board Policy #5330

MEDICATION POLICY

Medication should be taken at home if possible. If medication must be taken at school, failure to bring any type of medication directly to the Guidance Office will result in disciplinary consequences. Prescription medicines must be in the original container. A child in grades K-12 and under the age of 18 may not take home any medication from school. The parent must pick up the medication from school OR authorize in writing that someone 18 or over may pick up the medication. NON-PRESCRIPTION MEDICATIONS sent in the original container with the student will be given in the Health and First Aid room when accompanied by written permission of the parent including dosage and time of administration.

FDA approved medicines, either prescription or OTC will be dispensed from the Health Room. The staff will dispense herbal medicines while the child is at school only if accompanied by a note signed by a parent and physician indicating the need to dispense during the school day. All medications must be sent in the original container labeled with the child's name.

It is requested that students with asthma have an asthma history form on file in the Health Room. Children with asthma who stay after school for any activities may keep an extra inhaler (properly labeled by pharmacy with instructions) in their backpacks. It is the parent's responsibility to notify the Guidance Office Health Room in writing regarding the student's inhaler. The Health Room will notify the supervision sponsor. The inhaler should be labeled with the student's name.

WELLNESS POLICY

A wellness policy has been established for Carroll students. See the corporation web page for the text of this policy {See Board Policy #5350}.

HEALTH SCREENINGS

Indiana law requires that every school corporation shall annually conduct health screenings for the following:

Hearing tests are given to all students in grades seven (7) and ten (10). All new students and students with known hearing impairment or ear problems will be tested also. Parents and/or school staff may request that a child be tested. The speech/language pathologist will conduct the tests.

Vision tests will be given to all students in grade eight (8) and ten (10). The school nurse will notify parents if medical attention is required. Parents or teachers may also request that a student be tested.

CAFETERIA

1. Breakfast, menu lunches, and salad bar will be available daily.
2. Parents/guardians are strongly encouraged to make meal payments in advance. A family who is unable to pay for a school meal due to an economic situation, should contact the food services director at 574-967-4157 ext. 2239. Assistance may be available and eligible recipients could receive the regular school lunch breakfast and lunch at free or reduced costs through the USDA Free and Reduced Lunch Program. Students who need to charge will receive a regular school meal.
Parents will be mailed a letter requesting payment once the balance of the charges is over \$20.00. The school automated dialer will send out reminders once a week if the lunch account is in the negative. Ala-carte items may not be charged at any time. Payments should be taken to the front office or cafeteria to receive lunch account credit
3. Breakfast will be served before school between 7:35 a.m. and 7:58 a.m..
4. Students will be restricted to the following areas during lunch:
 - a. Cafeteria
5. Students are not to be in the academic halls. Students are not to go to their lockers or the restroom during lunch unless they are given permission.
6. Students are responsible for returning their trays and trash to the appropriate places. They should leave the area clean and return their chairs to the original places.

7. No food or drink prepared by outside vendors will be permitted in the school unless previous permission is granted with the exception of clear bottles containing water. If prior arrangements are made for a guest to bring food from an outside vendor, the student and guest will eat in the Main Office Conference Room (if it is available). Parents may eat school lunch with their child in the café.
8. Students suspended from the cafeteria will:
 - a. Clean the cafeteria or
 - b. Bring lunch and drink from home and sit in a designated area.
9. Items purchased in the cafeteria should remain in the cafeteria with the exception of unopened food or drinks that are sealed and placed in the student's locker immediately after breakfast or lunch.
10. Students with food allergies should provide a doctor's note with details of the allergy. This doctor's note should be given to the School Nurse and the Food Services Director.

MEDIA CENTER

- A. The media center will be open from 8:00 a.m. until 3:09 p.m. each day, dependent on staffing and testing (ISTEP+, ECA, etc.) schedules.
- B. All items taken out of the Media Center must be checked out and returned at the circulation desk.
- C. Books from the regular collection may be kept out for four weeks and may be renewed provided that no one has placed a reserve on the title.
- D. Books reserved by a teacher for class use, new issues of magazines, and newspapers may not be checked out.
- E. Reference books and older issues of magazines may be checked out.
- F. No gum, food, or drink is allowed in the Media Center without permission from the Media Specialist. Water bottles are acceptable as long as kept away from technology.
- G. All materials are to be returned on or before the due date. Long overdue items will result in loss of media center and computer lab privileges as well as other disciplinary actions, including charges to cover the cost of the material plus processing fees. Students needing financial assistance to meet their obligations should contact the principal for repayment options.
- H. Materials damaged by a student that cannot be put back into circulation will also be charged to the student.
- I. Students must have a Media Center pass from the teachers whose assignments they are working on. Each student must sign in at the circulation desk upon arrival.
- J. Students will maintain a respectful noise level at all times in the Media Center.

ATTENDANCE

ATTENDANCE POLICY

THE FACULTY, STAFF, AND ADMINISTRATION BELIEVE THE FOLLOWING ABOUT THE IMPORTANCE OF REGULAR ATTENDANCE AT CARROLL JR/SR HIGH SCHOOL:

1. Regular attendance is valuable characteristic to develop. It establishes habits that will prove to be very important in the next phase of an individual's life, either at an institution of higher learning or on the job.
2. Legitimate reasons do exist for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is the school's responsibility to set limits of controllable absences and number of absences.
5. Missing any part of the school day will be recorded and will accumulate to account for total days and individual periods toward the attendance policy.
6. Daily attendance is essential for a student's success in school. A student who is not regular in attendance loses interest, tends to feel left out, and often drops out of school. Business and industry require attendance and dependability.

COMPULSORY ATTENDANCE

Every child from age 7 to 18 must attend a public, private, or parochial school. Parents or legal guardians are responsible for having their children in regular school attendance and for supplying the materials for instruction. Any student who is at least 16, has not reached his/ her 18th birthday, or graduated from high school may drop out of school after an exit interview with the principal or designee. The reason for dropping out must be financial hardship or medical reason to be eligible.

- A. Parents and guardians are legally responsible for ensuring their children are on time and in school when school is in session. If a student is absent, a parent or legal guardian should call the school office attendance line to report the absence before 8:30 a.m. If the school does not receive a call, a phone call or home visit may occur to verify the whereabouts of the student.
- B. Guidelines: (based on per semester accounting) Absences are classified as certified or unexcused.
 - (1) **Unexcused Absences** count toward the 10 day limit per year. **An unexcused absence is any absence not covered under the definition of excused or exempt.**

The following absences will be considered unexcused regardless of parental knowledge or consent; they include, but are not limited to the following:

 - (a) Student illness without a medical verification.
 - (b) Family emergency
 - (c) Medical or dental appointments without verification
 - (d) Truancy
 - (e) Employment
 - (f) Leaving school without school permission
 - (g) Babysitting or caring for a family member
 - (h) Oversleeping and/or missing the school bus
 - (2) **Certified Absences:** These do not count toward the 6 day limit per semester (academic) or 10 day limit per year (disciplinary), and include all required exempt absences as identified in Indiana Code(IC 20-33-2). Verification is required for all certified absences.
 - (a) Being ill with medical verification
 - (b) Certificate of Incapacity (COI): Illness during which time the student is under the care of

a physician. **(Documentation required – Dean of Students or Assistant Principal may ask for a Certificate of Incapacity form to be completed and signed by a physician).** (IC 20-33-2-18)

- (c) Having a medical or dental appointment with verification
- (d) A dangerous communicable disease or infestation with parasites transmittable through normal school contacts
- (e) Being absent from school because of family death with nurse certification
- (f) Visiting admissions office of a post high school educational institution.
- (h) Absence related to military family events (e.g. deployment and return)
- (i) Attending church-sponsored religious holidays with a written request from church.
- (j) Interviewing for employment.
- (k) Taking a driving test at the license branch.
- (o) Serving up to ten (10) days active duty in the Indiana National Guard or up to five (5) days in the Civil Air Patrol.
- (p) Other justifiable reasons as determined by the building principal. These may include a student who attends an educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal. (IC 20-33-2-17.5) Administrative consideration may be given when extenuating circumstances deem it advisable.

(3) Exempt Absences

Under Indiana Code, a student is excused from attending school for:

- (a) PAGE (PGE): serving as a page or honoree of the General Assembly; (IC 20-33-2-14)
- (b) ELECTION WORKER (EWK): serving as a poll worker on Election Day. (IC 20-33-2-15)
- (c) LEGAL/COURT (CRT): absences due to legal appointments and court hearings. (IC 20-33-2-16)
- (d) MILITARY (AF): ordered active duty with IN National Guard – 10 days max. /academic yr. (IC 20-33-2-17)
- (e) MILITARY (AF): participation in the IN wing of civil air patrol. (IC 20-33-2-17.2)
- (f) INDIANA STATE FAIR (ISF): participation in the Indiana State Fair (IC 20-33-2-17.7)

(4) Non-Absences

Includes the following attendance codes, and is not considered an absence from school:

- (a) CLINIC (CLN): Student was in the school clinic for a medical reason.
- (b) TESTING (TST): Student was conducting a standardized test during designated class period.
- (c) FIELD TRIP (FT): Student is at a school-authorized event on or off-campus for educational purposes.
- (d) GUIDANCE (GUI): Student was in the guidance office during designated class period.
- (e) IN-SCHOOL SUSPENSION (ISS): Student was placed in in-school suspension for disciplinary reasons.
- (f) JUNIOR COLLEGE DAY (JCD): Student who is in the 11th grade is visiting an institution of higher learning.
- (g) SENIOR COLLEGE DAY (SCD): Student who is in the 12th grade is visiting an institution of higher learning.

In each of these exempt or non-absence circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers.

- (5) The building principal will develop procedures to notify the students and parents of accumulated absences.
- (6) The School Resource Officer will be involved with the enforcement of compulsory school attendance. Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism is defined as students absent from school for ten percent (10 percent) or more of a school year for any reason. (IC 20-20-8-8).

C. Attendance Procedures

1. Parents or legal guardians should call the 24-hour attendance voice mail line (574-967-4157 ext.1) the day of the absence. If a call is not received the day after the absence, the absence may be considered unexcused. For a certified absence, verification must be received in the main office within two school days after the date of the absence.
2. A telephone call is required each day the student is absent unless prior arrangements are made. If a student misses consecutive days, a parent/guardian has those days plus 24 hours to call and excuse the absence.
3. After a student has accumulated 5 consecutive absences due to illness, verification by a doctor is needed for a student to be admitted back into school unless the school nurse has previously verified that the student is absent due to a casual-contact communicable disease (i.e. chicken pox, mumps, or measles).
4. **ARRIVING AT SCHOOL AFTER 8:00 a.m.:** Students arriving at school after 8:00 a.m. need to check in at the office to receive an admit pass to take to class. 8:00 a.m.– 8:20 a.m. counts as a tardy. Arrival after 8:20 a.m. counts as being absent for the entire first period. Students leaving after 2:49 P.M. will be counted as a tardy. Leaving before that time will count as being absent for that class period. Students who arrive during reading time will remain in the office until reading time is over. Coming into the school without checking into the office will be a violation of the attendance policy (minimum one day suspension and suspension of parking privileges.)
5. **LEAVING SCHOOL DURING THE DAY:** Students leaving school during the day for any reason must have parent approval prior to leaving and must check out through the main office. Students who are not driving themselves should wait in the front office until a parent/custodial adult arrives. Any requests to leave school (such as going home to pick up materials or assignments, errands for parents, personal business that can be taken care of outside of the school hours, etc.) shall not be granted as an excused absence. Leaving school without checking out in the office will be a violation of the attendance policy (minimum one day suspension and suspension of parking privileges).
6. **Attendance and Extracurricular:** Any student with an UNEXCUSED absence from school for ANY PART of a day will not be allowed to attend or participate in any after-school activity (including athletic practices or contests), unless they have received permission from the principal or assistant principal. This includes any student who was assigned to In-School or Out-of-School Suspension for any part of the day. Students with a certified absence are allowed to participate unless a doctor has restricted their attendance or participation. Violation of this policy will result in the absence being unexcused and/or disciplinary action.
7. **Perfect Attendance:** Carroll Jr. Sr. High School will recognize students with perfect attendance. Perfect attendance means the student is at school every period of every day and is not tardy to first period class. This recognition occurs at the end of the school year. IC 20-8.1-3-20, Indiana Compulsory School Attendance Law, section 20, requires a parent to produce a certificate of a child's incapacity on demand to the school within six (6) days if requested.

MAXIMUM NUMBER OF ABSENCES

The maximum number of student absences (verified and unexcused) per year is ten (10), in accordance with the State of Indiana's Habitual Truancy definition. Upon the 11th absence, a student may be subject to due process that may result in expulsion. **MEDICAL ABSENCES WILL NOT BE INCLUDED IN THE MAXIMUM NUMBER OF STUDENT ABSENCES, PROVIDING THAT MEDICAL DOCUMENTATION HAS BEEN PROVIDED TO JUSTIFY THE ABSENCE AS 'MEDICAL'.**

PROCEDURES FOR EXCESSIVE ABSENTEEISM FROM SCHOOL (FULL AND HALF DAY)

1. 4th day of absenteeism will result in parent notification stating the attendance policy.
2. 7th day of absenteeism will result in a conference between the student and the assistant principal. The parents will also be contacted.
3. 8th day of absenteeism will result in the dean of students requiring a meeting or conference call with the student and parent(s). Student will be placed on an attendance contract.
4. **11th day of absenteeism will result in recommendation for expulsion proceedings.**

Chronic absenteeism includes students absent from school for ten percent or more of a school year for any reason. Under IC 20-33-2-25, the Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services.

PROCEDURES FOR EXCESSIVE ABSENTEEISM FROM SCHOOL (PERIOD ABSENCES) AND LOSS OF COURSE CREDIT

1. Students may earn course credit for any absences as long as they do not accumulate more than six UNEXCUSED (6) absences from a class per semester. Exempt, medical, and non-absences are not included in the six day class absence total.
2. If a student accumulates seven (7) UNEXCUSED absences (excluding exempt, medical, and non-absences) in any class(es) during a semester, he/she (and a parent) may appeal to the Attendance Review Committee. The Attendance Review Committee will be comprised of the Principal and the Principal's designees. Appeals must be made on the proper form, which is available from the Registrar within three (3) school days of formal notification of course credit(s) loss.
3. On the seventh (7th) UNEXCUSED absence, the student will go on a "non-credit status" in class(es), and will continue to participate in class(es) in question until the Attendance Review Committee can review the appeal and render a decision.
4. The Attendance Review Committee will discuss the nature of the absences and will make a determination regarding the reinstatement of the credit(s). The student and their parent/guardian may be requested to attend the hearing, and be prepared to provide relevant documentation of period absences at the hearing. The Attendance Review Committee will then examine all evidence presented and notify the student/parent/guardian of its decision via email or letter.
5. If an extension is granted, the credit will be reinstated, pending the agreement of terms on an attendance contract. If the credit is not reinstated, the student will be withdrawn from the class(es) in question (with a "W/F" appearing on the student's transcripts), and assigned to study hall for that class period. This will result in no credit being earned or awarded for the semester.

EMANCIPATED STUDENTS OR STUDENTS NOT LIVING WITH A GUARDIAN

Students who have become legally emancipated or who have left the residence of their parent or guardian must report their situation to the principal or counselor immediately upon enrollment or change of status. These students will meet with both the principal and counselor to determine their legal status: in-district, out of district (transfer), or McKinney-Vento (homeless status). Specific instructions will be given to the student about how to handle parental permission needs.

LOCKDOWN / SEVERE WEATHER SITUATIONS

Students will not be released to parents during an emergency school lockdown or during a severe weather situation. All students will be required to report and remain in their assigned locations until conditions are safe. These procedures have been established for the protection and safety of students.

{See Board Policy #5130}

TRANSFERS AND WITHDRAWALS

Should it become necessary for a student to transfer/withdraw from Carroll Jr.-Sr. High School, he/she should report to the main office as early as possible before the date of withdrawal.

A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless the student, the student's parent, and the principal agree to the withdrawal.

Each exit interview must be personally attended by the student's parent, the student, each designated appropriate school employee, and the student's principal. At the exit interview, the student provides written acknowledgment that must include a statement that the student and the student's parent understand that withdrawing from school is likely to reduce the student's future earnings and increase the student's likelihood of being unemployed in the future. The student's parent and the school principal must each provide written consent for the student to withdraw from school, and the withdrawal must be 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 student.

Any student who is eighteen (18) must submit a written request to withdraw. No parental consent or exit interview is required.

HABITUAL TRUANT

A Habitual Truant as defined by the Carroll Consolidated School Corporation is:

A student who willfully refuses to attend school in defiance of parental authority or who leaves school without permission of school authorities on three (3) or more occasions during a school semester. (Unexcused absences with no parent/guardian contact within 2 school days will also be considered a truancy.); or

A student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

The principal shall notify the student, his/her parents or guardian, and appropriate county agencies of such designation. Habitual truants shall lose driving privileges consistent with IC 20-33-2-11. See the Driving Policy and the Summary Chart for violations and progression of consequences that include driving and parking privileges. The student and parent or guardian shall have the right to a hearing as to such designation pursuant to IC 20-33-2-11 and IC 20-33-8-19

Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason. (IC 20-20-8-8)

OUTSIDE AGENCY INVOLVEMENT

As provided by federal and state law, CCSC officials will work closely with local, state and county officials (Police Departments, Child Protective Services, Bureau of Motor Vehicles, Juvenile Probation Department, Carroll County Courts, Indiana Department of Education) notifying them of attendance policy violators. These agencies could issue additional consequences.

Under SEA 1(2011), the Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the depart-

ment of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 30-40.

ASSIGNMENTS MISSED DUE TO ABSENCE

Certified Absences: While it is impossible to make up everything missed because of an absence, certain work or alternate assignments will be available to the student. In an effort to limit the loss caused by the absence, all this work must be made up by the student. Arrangements to make up assignments are the student's and/or parent's responsibility in consultation with the teacher. The same number of days will be allowed to make up work as were missed by the student. Work made up because of an absence will be credited to the student. For all excused absences, students are allowed days to make-up work equal to the days absent. e.g. 2 excused absent days = 2 school days to make up the work when the student returns. For absences greater than 3 days, the maximum number of days granted for work to be done is 3 days unless an extension is granted by the building administrator.

Unexcused Absences/Truancies: Missed assignments can be made up for credit. The student is encouraged to complete all assignments missed during the time of absence. Arrangements to make up assignments are the student's and/or parent's responsibility in consultation with the teacher. The same number of days will be allowed to make up work as were missed by the student. Although students are able to make up work, there must be a penalty for unexcused absences/truancies. If a final exam is missed due to unexcused absence/truancy, the exam or an alternate version will be available for make up on teacher work day. If the student chooses to not make up the exam on this day, the student will receive a score of zero for the final exam and shall be included in the calculation of the final grade. Classroom participation points will be forfeited.

Out-Of-School Suspension: Assignments missed due to out of school disciplinary suspensions shall be made up and credit awarded. Assignments completed during the suspension are due upon return from the suspension period. The absence from class does not qualify for additional time to complete assignments beyond the assigned date. If a final exam is missed due to suspension, the exam or an alternate version will be available for make up on teacher work day. If the student chooses to not make up the exam on this day, the student will receive a score of zero for the final exam and which will be included in the calculation of the final grade.

In-School Suspension: If a disciplinary action is served in the in-school suspension program, the student is expected to complete for credit all school assignments for the period of time that student is detained in the in-school suspension program. Assignments completed while a student participates in the in-school suspension program are due on the assigned date. This absence from class does not qualify for additional time to complete assignments beyond the assigned date. Students detained in the in-school suspension program are allowed and expected to complete any final exam normally scheduled during the in-school suspension time period.

COURSE / GRADE INFORMATION

HOMEWORK POLICY

Homework is an extension of the educational process which is fostered in the classroom. The following educational objectives are accomplished with a successful homework program: 1) to promote cognitive growth in curricular areas, 2) to direct students to use time wisely, 3) to help students develop self-directed learning experiences, 4) to review or introduce new areas of knowledge, 5) to help develop initiative and independent study.

- **Consistently missing or failing to complete homework is the main cause for student failure. If parents or teachers recognize this pattern, they should contact one another to find ways to help the student become more effective.**

Carroll Jr.-Sr. High School faculty considers homework an integral part of the students' education. Teachers will communicate the specific homework policy to students and parents at the beginning of the school year. In addition, the assignments will complement the students' needs and the subject matter. The time period for assignments will vary with each student's study habits, academic skills, and selected course load. Therefore, students should set aside a specific time each evening to complete assignments. Effective preparation and completion will directly affect the students' learning.

Our goal at Carroll Jr.-Sr. High School is to promote lifelong learning by guiding all students toward their maximum potential.

HOMEWORK GUIDELINES

1. Students should complete homework assignments to the best of their ability.
2. Homework should be a cooperative effort between teacher, student, and parent that enhances school-based learning experiences.
3. Families should provide a place and time to make the completion of homework more effective.
4. Homework assignments will be posted in the classroom and made available for student and parent access.
5. Students should ask questions if they do not understand homework assignments. Parents should contact teachers if they have questions about homework.
6. Teacher-guided instruction for the completion of homework should be offered whenever possible during class times.
7. Students absent one day can gather missed assignments on the day they return to class. In the case of multiple-day absences, students and parents should check the posted assignments online if they have access to the internet. Since teachers are working with students most of the day, they may not be able to gather information for a student the day of the request. Books, classwork, and homework not available to students and parents through the online resources should be available by the end of the day after the request is made in the office. Requests for a student's books, classwork, and homework should be made by 9 a.m. to the Main Office in order to allow adequate time to collect materials for pick-up.

eLEARNING

Due to inclement weather or other circumstances an eLearning day may be announced instead of cancellation. During eLearning students will be required to do the homework the teacher has given to them or loaded on Google Classroom. Teachers will be available from 9:00-11:00 to answer any questions students may have about their eLearning homework. eLearning homework is required to be turned in when school is next in session.

DISTRIBUTION OF REPORT CARDS

For students that have an email address on file, report cards will be sent via email. For all other students, report cards will be distributed to students during the school day the week following each grading period. The final end-of-year report card will be mailed home, if not sent via email.

SUMMARY OF GRADING PROCEDURES

Courses with a final exam should calculate each nine weeks grade as $\frac{3}{7}$ of the total with the final counting $\frac{1}{7}$. Courses that do not require a final exam will determine a semester grade by averaging the percentages for the two nine weeks. Semester tests are not required in all courses, but some type of comprehensive assessment is required. Many courses will give semester finals that are comprehensive. Other courses may use comprehensive assessments that are not written tests. Incomplete grades may be given in cases where the student has been absent for extended periods of time and has been unable to complete the assigned work. When the student returns to school, the work must be made up and the incomplete grade changed within a time period not to exceed the number of days the student was absent from school.

Students must complete all major assignments during a semester. If a student refuses to turn in a major assignment, an incomplete grade will be issued. If a student still has an incomplete on the Certification date, the incomplete grade counts as an "F" until the deficiency has been removed. IH-SAA guidelines restrict athletic eligibility in some cases. If the incomplete grade is not completed within 10 school days (2 calendar weeks at the end of the school year), the incomplete grade becomes an "F" permanently.

GRADING SCALE / POINTS

PERCENTAGE	GRADE	GPA POINTS	WEIGHTED GPA
95.00 and above	A	4.000	5.000
90.00 – 94.99	A-	3.667	4.667
87.00 – 89.99	B+	3.333	4.333
83.00 – 86.99	B	3.000	4.000
80.00 – 82.99	B-	2.667	3.667
77.00 – 79.99	C+	2.333	3.333
73.00 – 76.99	C	2.000	3.000
70.00 – 72.99	C-	1.667	1.667
67.00 – 69.99	D+	1.333	1.333
63.00 – 66.99	D	1.000	1.000
60.00 – 62.99	D-	0.667	0.667
59.99 and below	F	0.000	0.000

CHEATING AND PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- copying another student's homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another student's test or quiz answers;
- allowing another student to look at or copy answers from a test or quiz;
- using any other method to get/give test or quiz answers; taking a test or quiz in part or in whole to use or to give others;
- copying information from a source without proper attribution; and
- taking papers from other students, publications, or the Internet.

Cheating and plagiarism is a serious offense. Teachers will write a student referral for any cheating/plagiarism offense. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to the following consequences.

1st offense will result in a failing grade/zero (0) on the assignment/test to all students involved, parent/guardian will be notified by telephone of the offense.

2nd cumulative offense during the school year (which could occur in one or more classes) will result in a failing grade/zero (0) for the assignment/test, and 10% deduction off from the current grading period, and parent/guardian will be notified by telephone of the offense.

3rd cumulative offense during the school year (which could occur in one or more classes) will result in a failing grade/zero (0) for the assignment/test, and 25% deduction off from the current grading period, and parent/guardian will be notified by telephone of the offense.

4th cumulative offense during the school year (which could occur in one or more classes) will result in a failing grade/zero (0) for the assignment/test, and 50% deduction off from the current grading period, and parent/guardian will be notified by telephone of the offense.

WEIGHTED GRADES

To encourage students to enroll in challenging coursework and to alleviate concerns regarding the impact of grades received in advanced classes on a student's G.P.A., Carroll has implemented weighted grades for all Advanced Placement classes and selected Honors classes which represent advanced coursework in a field of study. Any student enrolled in an AP course through CJSHS will be required to take the AP exam in order to earn the weighted grade. For purposes of calculating the G.P.A. however, one (1) grade point will be added to the grade point total for each weighted course taken if the semester grade is a C or above. If the semester average is lower than a C, then the grade will not be weighted.

Advanced Placement and Honors courses that receive weighted grades are the following:

AP English Language and Composition	AP English Literature and Composition
AP United States History	AP Biology
AP Chemistry	Physics
AP Environmental Science	AP Calculus
AP Microeconomics	AP Government
AP Physics	Trigonometry/ Pre-Calculus

TRANSFER OF WEIGHTED GRADES

Students transferring to Carroll Jr.-Sr. High School with weighted grades from their previous school will be allowed weighted grades only if Carroll offers an equivalent weighted-grade course. Otherwise, transferred weighted grades may be awarded up to a maximum of an A (4.0) depending on the grade earned before weighting at the previous school.

HONOR ROLL

The Carroll Jr.-Sr. High School Honor Roll will be published four times a year after each report card distribution. All courses a student is currently taking, with the exception of Driver's Education, are considered when honoring students. Students who earn all A's (not including A-'s) will be honored

on the Top Scholars Honor Roll. Students who earn all A's (including A-'s) will be honored on the Distinguished Honor Roll. Students who earn A's and B's will be honored on the A-B Honor Roll. Any student who receives all B's or a C, D, or F in any subject will not be eligible for honor roll status. The nine weeks honor roll will be published at the end of the first and third grading periods. At the end of the second and fourth grading periods, only the semester averages will be honored and published.

FIELD TRIP POLICY

{See Board Policy #2340}

Field trips are important components of the classroom. However, field trips are considered a privilege and not a right given to students. Students are responsible for maintaining grades in all classes and have regular attendance to justify their absence from any class. Students may not be permitted to go on a field trip if the student is currently failing a course (grades will be checked at least two weeks in advance and students will have one week to improve their grade to attend the trip. Sponsors will release a potential list of attendees at least one week prior to a field trip and a final list the day before the trip.) Teachers may contact sponsors and/or administrators to request a student not attend a field trip due to other academic reasons. Students and chaperones must be transported to and from the field trip site via school-provided transportation. The principal may make exceptions to meet the special needs of students or for grade level trips.

Individual students will be denied the opportunity to attend the field trip if:

1. The student has missed unexcused five days during the semester the field trip is scheduled, or has missed more than one day just prior to the field trip.
2. The student has been assigned an In-School or an Out-of-School Suspension for the semester the field trip is scheduled.
3. Students not passing all subjects who are members of co-curricular activities (Band, Choir, FCCLA, FFA), may participate in evening and week-end activities, but will not miss class time for activities scheduled during the school day.

If, for any reason, a student is unable to attend a field trip for which they made payment, the payment will be refunded to the student (or parent) if and only if Carroll Jr.-Sr. High School is able to secure a refund from the organization with which the field trip is scheduled.

COLLEGE VISIT GUIDELINES

All students are encouraged to visit post-secondary educational institutions on weekends and school breaks. However, extending a school break for the purpose of a college visit is strongly discouraged. Any junior or senior who wants to visit a college or university on a regular school day must meet the following guidelines in order for the absence to be excused:

1. One week before your anticipated visit, contact the Guidance Office regarding the visit date and location. The student must show sincere interest in the college and meet the college's entrance requirements in order to justify the day out of school.
2. Be accompanied by a parent(s) on this visit. Any exceptions to this guideline must be pre-approved by the Principal or Guidance Director.
3. Complete and return a Request to Visit a Post-Secondary Educational Institution form. This form should be taken on the visit in order for a college admissions official to sign to verify that the student visited the institution. The completed form should then be returned to the Guidance Office upon the student's return to school.
4. Juniors and seniors will be allowed two days per semester for post-secondary, vocational or apprenticeship visits.

College visits will be denied two (2) weeks prior to the end of either semester.

REPEATING A CLASS

Students may retake a course for credit and grade improvement only if 1) The semester average is below a C, 2) The student does not have the prerequisite skills to continue to the next level within a course sequence or the student desires greater mastery before progressing to the next, more

difficult course, or 3) The student with a grade higher than a D+ has approval of the teacher and administration. When repeating a class, the student may receive up to a grade of B+ which is the highest grade possible for a repeated class. Indiana Transcript Guidelines state that all high school courses taken should appear on a student's transcript and the credit awarded will be given to the course that the student has retaken. All grades earned in these courses will be included in the student's transcript, but the first grade from a retaken course will not be included in the student's G.P.A.

COURSE CHANGES

Students and their parents should carefully make course requests for the next year.. Staffing and scheduling decisions are based on course requests. Students will be given a deadline for course request changes during the spring semester. Students wanting or needing to make course changes at the beginning of the school year may request the change up to five school days after the semester begins. Schedule changes are not automatic and are based on availability and need. After that time, Principal approval must accompany any change requests. If granted, the student will receive a "WNC" (withdraw no credit) for the semester. Any student registering for a full-year class must complete both semesters unless principal approval accompanies a request for a change.

JUNIOR HIGH ACADEMIC REQUIREMENTS AND RETENTION

Students will receive a credit for each semester class passed. A student must have:

1. a minimum of 10 (ten) credits to be promoted to the next grade level and
2. a total of 6 (six) credits or more from the core classes (math, English, science, and social studies) to be promoted to the next grade.

A student meeting both of those requirements, but having fewer than two credits in either math or English will be required to attend summer school for that subject area in order to be promoted. Students will be given an opportunity to make-up credits during summer school either in math remediation, English remediation, or an online program. This will be determined by the guidance counselor, principal, and the junior high teachers. A final review will be conducted to determine the pass/retention status of a student not fulfilling the above requirements. The committee will consist of the principal, guidance counselor, and at least one junior high core teacher. Items to be considered:

1. Credits earned
2. Remediation/Credit recovery
3. ILEARN Scores
4. Age of the student

AP/DUAL CREDIT CLASSES

Advanced Placement /Dual Credit grade weighting may be withheld if a student does not demonstrate a concerted effort to master the subject content of the AP/DC courses taken. One demonstration of concerted effort required from students taking AP courses is that these students must FULLY complete the Advanced Placement Tests corresponding to each of the AP courses they have taken. Additionally, in order to be eligible to receive an Academic Honors Diploma from Carroll Jr/Sr High School students must fully complete the Advanced Placement Tests corresponding the AP courses taken to satisfy Indiana's Core 40 Academic Honors qualification requirements. This is an addition requirement over and above the State's Core 40 Academic Honors qualification requirements.

GRADUATION INFORMATION

REQUIREMENTS FOR GRADUATION

{See Board Policy #5460}

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by the Board as provided by the State. These requirements include passing the State-required End-of-Course Assessments (ECA) or fulfilling the steps necessary to obtain a waiver for the ECA requirements. In order to obtain a waiver, a student must fulfill certain requirements, including average grades in core classes and attendance at school as well as attending all remediation opportunities provided by the school. More information on the waiver process can be obtained in the Guidance office.

A minimum of forty (40) high school credits must be earned as set forth by the Indiana State Department of Education and the Board.

FOR STUDENTS WHO ENTER HIGH SCHOOL IN 2016 AND BEYOND:

Carroll High School students can earn any one of three (3) different diplomas. The Carroll Consolidated School Board declared the Core 40 diploma as the required diploma for graduation beginning with the Class of 2010 as this diploma prepares students well for post-high school options. The criteria for each of these diplomas are listed below. A minimum of forty (40) high school credits must be earned as set forth by the Indiana Department of Education. To be eligible to receive any of the following diplomas, a student must not only meet all the requirements listed, but also have passed the Core 40 End-of-Course Assessments in English 10 and Algebra I, or meet the requirements necessary for a waiver.

CORE 40

Students may be eligible for a Core 40 diploma providing that they have earned thirty-four (34) credits in the areas of study specified below and six (6) additional credits shall be earned from courses in these and other areas of study.

English 8 credits

Social Studies (WH or Geog/Hist of Wrlld, US Hist, Govt, Econ) 6 credits

Mathematics (Int. Math I, II, & III; 6 cr. must be earned in h. s.) (must be enrolled in math or quant. reasoning each year of h.s.)

Science (incl. Bio & Int. Chem/Physics, Chem, or Physics) 6 credits

Directed Electives (incl. Prep. for College/Careers) 5 credits

Physical Education 2 credits

Health 1 credit

Electives 6 credits

Many colleges and universities are now requiring 4 semesters of a World Language for admission. Although not required, it is highly recommended that a Core 40 diploma include at least 4 semesters of a World Language.

CORE 40 WITH ACADEMIC HONORS

Students may be eligible for a Core 40 with Academic Honors diploma providing that they have earned at least forty-seven (47) credits in prescribed areas, with no letter grade below "C" and an overall average of "B" (3.0/4.0) or better. The state of Indiana will provide a special seal for diplomas. Minimum requirements are as follows:

English 8 credits

Social Studies (WH or Geog/Hist of Wrlld, US Hist, Govt, Econ) 6 credits

Mathematics (Int. Math I & higher; 6 cr. must be earned in H.S.) 8 credits

(must be enrolled in math or quant. reasoning each year of H.S.)
Science (incl. Bio & Int. Chemistry, Chemistry, or Physics) 6 credits
World Language (6 crs. must be in the same language,
or 4 crs. in each of two different languages)
Fine Arts 2 credits
Physical Education 2 credits
Health 1 credit
Directed Electives (incl. Prep. for College/Careers) 6-8 credits
Electives 5-7 credits

Students must also complete one of the following:

- Two Advanced Placement (AP) courses (4 credits) and corresponding AP exams
- Dual high school/college credit courses from an accredited postsecondary institution and from the priority list available in Guidance (6 verifiable, transcribed college credits)
- Combination of one AP course (2 credits) and corresponding AP exam AND dual high school/college credit course(s) from an accredited postsecondary institution and from the priority list (3 verifiable, transcribed college credits)
- Combined SAT score of 1250 (state proposal 6/17)
- Composite ACT score of 26 or higher with completion of the written section
- Two International Baccalaureate courses (4 credits) and corresponding IB exams

CORE 40 WITH TECHNICAL HONORS

Students may be eligible for a Core 40 with Technical Honors diploma providing that they have earned at least forty-seven (47) credits in prescribed areas, with no letter grade below "C" and an overall average of "B" (3.0/4.0) or better. The state of Indiana will provide a special seal for diplomas. Minimum requirements are as follows:

English 8 credits
Social Studies (WH or Geog/Hist of Wrld, US Hist, Govt, Econ) 6 credits
Mathematics (Int. Math I, II, & III; 6 cr. must be earned in h. s.)
(must be enrolled in math or quant. reasoning each year of h.s.)
Science (incl. Bio & Int. Chem, Chem, or Physics) 6 credits
Physical Education 2 credits
Health 1 credit
College and career pathway (incl. Prep. for College/Career) 8 credits

Students must earn a minimum of six credits in a state-approved College & Career Pathway AND earn a pathway-designated industry-based certification or credential OR pathway designated dual high school and college credit courses from the lists of priority courses resulting in six verifiable transcribed college credits that count toward a postsecondary degree program.

Students must also complete one of the following:

- A. Any of the options listed under the Core 40 with Academic Honors diploma above
- B. Score at or above the following levels on WorkKeys: Reading for Information—Level 6; Applied Mathematics—Level 6; Locating Information—Level 5.
- C. Score at or above the following levels on Accuplacer: Writing—80; Reading—90; and Math 75
- D. Score at or above the following levels on COMPASS: Algebra—66; Writing—70; and Reading—80.

Many colleges and universities are now requiring 4 semesters of a World Language for admission. Although not required, it is highly recommended that a Core 40 with Technical Honors diploma include at least 4 semesters of a World Language as well as two additional math credits.

OPT-OUT PROCESS

Students who are unable to achieve the requirements for the Core 40 diploma may still graduate from Carroll Jr.-Sr. High School with a General diploma. To graduate with less than Core 40, the following formal opt-out process must be completed. The student, his/her parents/guardian, and the school counselor will meet to discuss the student's progress and review the student's career

and course plan. 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 college and career pathway the student will pursue is determined. In such cases, thirty-four (34) credits shall be earned in the areas of study specified below and an additional six (6) credits shall be earned from courses in these and other areas of study to earn a

General high school diploma:

English 8 credits

Social Studies (incl. US History and US Govt) 4 credits

Mathematics (Int Math 1 required; 2 math/quant. reasoning cred. in jr. or sr. yr.) 4 credits

Science (Bio. required) 4 credits

Physical Education 2 credits

Health 1 credit

College and career pathway (incl. Prep for College/Careers) Flex Credits

Electives

Commencement exercises will include those students who have successfully completed requirements for graduation as certified by the high school principal. Exceptions include students who only qualify for a certificate of completion or who have completed the needed steps in an academic contract. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

EARLY GRADUATION

{See Board Policy #5464}

Students may apply to the Principal after five semesters for six-semester graduation, and after six-semester for a seven semester graduation. The student must make a case for early graduation that demonstrates a strong educational or social need. To be considered as a candidate for early graduation, the candidate must meet all state and local requirements. In addition, one of the following requirements must also be satisfied:

1. Be enrolled at a college/university/trade school
2. Have proof of entering military service
3. Have proof of starting a full time job/trade. Students must contact their guidance counselor during the 5th semester if they are planning to graduate after 6 semesters.

Students must contact the guidance counselor during their 6th semester if they are planning to graduate after 7 semesters. An application is required and the School Board must approve all early graduation requests.

(Pending anticipated policy update, 7-11-17)

VALEDICTORIAN AND SALUTATORIAN POLICY

Paragraph A applies to the Classes of 2018, 2019, and 2020.

- A. The senior with the highest weighted GPA in the graduating class will be given the title of valedictorian. The student must have attended Carroll Jr.-Sr. High School 4 semesters during his/her junior and senior years to be given the title. In addition, any senior with an Academic Honors Diploma who has earned all A's (not including A-'s) through his/her high school career and has taken a minimum of 9 semesters in Advanced Placement and Honors courses, while also taking the corresponding AP exams, will also receive the title of valedictorian. The salutatorian of the senior class will be the student with the highest weighted GPA immediately following the valedictorian(s). The salutatorian must have also taken a minimum of 9 semesters in Advanced Placement and Honors courses, while also taking the corresponding AP exams.

Paragraph B will apply to graduating classes beginning with the Class of 2021.

A Grade Rank Committee, made up of an administrator, the Guidance Director, and one faculty member, will be established to consider unforeseen situations not covered in this policy. The committee will determine the most appropriate course of action to resolve the situation.

- B.** Beginning with the class of 2021, two different GPA calculations will be made for students.
1. A weighted GPA will be calculated for all courses which receive high-school credit.
 2. A separate "VAL/SAL GPA" will be calculated for students to be used in determining valedictorian and salutatorian. No courses taken in junior high, on-line, or during summer school will be used to calculate the VAL/SAL GPA. Grades and credits earned in courses taken at Carroll High School in a regular classroom setting during the regular school day in grades 9-12 will be used in the calculation of the VAL/SAL GPA. In addition, college courses taken during the student's senior year which are sequential with Carroll courses will be weighted and will be included in the VAL/SAL GPA if the Grade Rank Committee grants prior approval for the course and the course format.

Selection of valedictorian and salutatorian will be based on RANK POINTS, defined by this formula:

$$\text{RANK POINTS} = \text{VAL/SAL GPA} + \text{TOTAL CREDITS}/100 + \text{WEIGHTED CREDITS}/50$$

Rank Points will be rounded to the hundredths place (e.g. 4.13) using traditional rounding practice (5 and greater rounds up).

The student with the highest number of Rank Points will be named Valedictorian. The student with the next highest number of Rank Points will be named Salutatorian. In case of a tie for Valedictorian, multiple Valedictorians will be named, and the student with the next highest number of Rank Points will be named Salutatorian. In the case of a tie for Salutatorian, multiple Salutatorians will be named.

If a student transfers to Carroll High School for at least his/her junior and senior years, the Grade Rank Committee will determine how to consider transferred credits in the Rank Points formula.

NATIONAL HONOR SOCIETY

NHS is a national honorary society recognizing Scholarship, Leadership, Service, and Character.. Membership is an **honor** bestowed upon a student. A council of five faculty members appointed annually by the school principal will elect students to the Carroll chapter. No administrator may be included on the Faculty Council. The term is for one year only. The chapter advisor shall be a member of the faculty and will serve as a non-voting member of the Faculty Council.

Students are first eligible for membership as juniors (after 4 semesters) if they have earned a GPA of 3.25. They must maintain a GPA of 3.25 to remain eligible. Students will receive forms on which to document service and leadership. These forms must be returned before the deadlines stated on the forms. Three service requirements are necessary for consideration for membership (one must be for community while the others can be school-related). Leadership must be documented in two separate organizations. All faculty members are asked to rate students on the basis of moral character, scholarship, leadership, and service. The Faculty Council shall elect members to the NHS by a majority vote.

After induction into the NHS, students must maintain high standards of character, scholarship, and leadership. All continuing members must document a minimum of 4 hours of individual service each month of the school year. Members who fail to maintain these requirements may be removed from NHS. A copy of the Carroll High School NHS constitution contains local rules for the operation of NHS. Copies may be obtained at the Main Office of the high school.

STUDENT CONDUCT/BEHAVIOR

{See Board Policy #5600}

RESTRICTED ITEMS

Certain items may disrupt the educational process or create a safety threat to students and should not be brought into the building. Examples: lighters, glass bottles, lasers, tasers, electronic cigarettes, etc. Students shall not possess or transmit material that is threatening, obscene, disruptive or sexually explicit or that can be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is grounds for suspension or expulsion or other disciplinary action as defined in this Handbook. Students who involuntarily receive such messages or pictures should immediately report them to Administration.

Any student taking, disseminating or sharing obscene, pornographic, lewd or illegal images or photographs may be disciplined under the student discipline code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution, and inclusion on sex offender registries as determined by the justice system. In addition to taking any disciplinary action, the device(s) will be confiscated and parents notified.

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 the following Indiana Criminal Statutes: I.C. 35-42-

4-4(a)(b)(c), I.e. 11-8-8-7, and 35-42-4-11.

ELECTRONIC COMMUNICATION DEVICES

1. Students in **grades 9-12** may possess certain electronic communication devices (ECD) before and after school, during their passing periods and lunch break, during after-school functions and extra-curricular activities, and at school-related functions (cell phone, pager, PDA, electronic notebook, Fitbit, Apple Watch, etc.). **Students in grades 7th- 8th are prohibited from using or being in possession of ECDs during the school day, and will be expected to securely store their ECDs in their school-issued locker during school hours.** Use of ECDs, except those approved by a teacher or administrator, at any other time (This includes detention, Friday School, and ISS) is prohibited in grades 7-8 and they must be powered completely off and stored out of sight. **Students in grades 9-12 may use their electronic devices in classrooms for academic purposes only in accordance to the classroom teacher's rules and policies. Use of the cell phone for non-academic purposes in classrooms during the school day will be considered a violation of the cell phone policy.** Any acceptable use during the lunch period or in individual classrooms is still subject to the acceptable use policy for school corporation networks.

2. Use of ECDs by spectators at extra-curricular activities is allowed; use of ECDs by participants in extra-curricular activities is at the discretion of the coach/sponsor. Use of all picture-taking ECDs is forbidden in student dressing rooms, locker rooms, or restrooms (this includes during the lunch period).

3. Students are advised that possession or use of any ECD during any school activities or while on school property is a privilege, not a right, and appropriate, considerate use of any ECD is required. The day that the phone or ECD is confiscated does not count, regardless of what time of day the phone is confiscated. The counting of days begins the school day after the phone was confiscated.

Carroll Jr/Sr High School will not be responsible for broken, damaged, or stolen electronic devices. If a student brings such a device to school, they are accepting full responsibility for its proper use and care.

If a student is under investigation or has been sent to ISS, they will surrender all electronic devices. Phones will be returned to student after the investigation or ISS is completed or at the discretion of the administration.

BOOK BAGS/BACKPACKS/ATHLETIC BAGS

Students are allowed to carry backpacks in the school building and to classes. The teacher may request that the bag be placed under the desk, or in a designated area of the classroom during class time, and will be student-accessible at the discretion of the classroom teacher. Backpacks must not be excessive in size, and they must be able to fit under the student's desk if necessary.

PUBLIC DISPLAY OF AFFECTION

Only handholding is acceptable. Violators are subject to disciplinary actions.

BOOK BAGS/BACKPACKS/ATHLETIC BAGS

Students are allowed to carry backpacks in the school building and to classes. The teacher may request that the bag be placed under the desk or out of the aisle. Backpacks must not be excessive in size, and they must be able to fit under the student's desk if necessary.

GUIDELINES FOR DRESS

At Carroll Jr/Sr High School, our students should dress in seasonally appropriate, workplace-style clothing that is well made so as not to distract from the educational purpose and function. Each student is expected to be clean and wear clean clothes to school in order to abide by the principles for the preservation of health, safety, and prevention of disease. We believe that a decent coverage of the body is necessary to maintain and promote a safe and positive learning atmosphere.

Proper footwear is required at all times (no house or bath slippers) unless specifically approved by the administration for a special event. Head coverings are not appropriate in a building unless specifically approved by the administration for a special event. Social convention in our country and community still promotes removal of hats as one enters a building.

The administration reserves the right to make exceptions to these rules for school-sponsored activities (i.e. spirit days) or fundraising/charity events. Any school sponsored team or group wishing to suspend the dress code for a special event must get administration approval prior to the event date.

The following limitations are intended to help students make choices in regard to dress for school. Clothing that disrupts education or endangers their own safety or that of others is considered inappropriate and will not be permitted to be worn in school. IC 20-33-8-12. All clothing must meet the dress code.

Any clothing not specifically identified in this section is not necessarily acceptable. Student dress must not be a distraction to the learning environment. The administration will determine what constitutes appropriate attire and appearance on a case-by-case basis, and is non-negotiable. The following are examples of wear which will not be allowed:

1. Hats, hoods, caps, and bandanas should be removed upon entering the building – except on approved fund-raiser days (Hats that are disruptive to learning are never allowed.). Customarily-worn and recognized religious headwear is the exception to this rule.
2. Sunglasses and hoods worn up on the head should be removed upon entering the building.
3. Students should be modestly attired from the shoulder to mid-thigh (below fingertip level). Any shirt, top, or blouse should fit closely enough to the armpit to assure coverage of the torso. Shirts/tops/dresses should provide an appropriate coverage of the body while standing or sitting and should cover all undergarments as well as the midriff, cleavage, and back. This includes student activities and dress up days.
4. Pants are to be worn at the waist, with no exposed undergarments.

5. Tops that are too short or too revealing are not allowed. (Tops cut too low or that show midriff or cleavage). Undergarments, the lower back, and buttocks should not be visible at any time.
6. Reasonable latitude will be given, but pictures or wording involving references to sex, pregnancy, violence, alcohol, drugs, tobacco, obscenities, or vulgarities seemingly harmless but "double meaning" verbiage will not be allowed.
7. Jewelry, patches, painting, pictures or writing which can be construed as obscene, contains sexual innuendoes, is suggestive, degrading, or promotes the use of alcohol, drugs, or tobacco must not be visible. Clothing advertising taverns, lounges, bars, etc. is not allowed.
8. Footwear must be worn at all times; slippers are not allowed.
9. Coats intended for outdoor wear are not allowed once students have entered the building and dropped books off at their lockers. Sweatshirts can be worn in the classroom. Insulated coveralls and insulated bib overalls are not allowed in the classroom. Approved sports or club- issued jackets are allowed.
10. Ear piercings are acceptable. Nose piercings are limited to a **post stud only** – no hoop or other type of nose piercing is allowed for the purpose of student safety. Any jewelry or other items are prohibited when worn in any (exposed) pierced body part other than as described above. Band-aids may not be worn to cover up jewelry or other items that violate this policy. Gauge piercings (those that stretch out the ear lobe) must contain a flesh colored or neutral filler.
11. Sharp or spiked accessories or any item that could be considered a safety risk is not allowed.
12. Items perceived to be gang-related are not allowed.
13. Clothing must not contain holes, slashing, or cuttings above the mid-thigh, and ALL patches above the mid-thigh must be applied OVER OR UNDER the hole, slashing, or cut (if skin is visible through the frayed style of jeans, it is considered a hole). Clothing with holes above mid-thigh is not allowed.
14. Athletic/Extra-curricular wear that does not meet the dress code is not allowed during the school day.
15. Pajamas or other forms of sleepwear are not allowed.
16. Blankets cannot be worn or carried.
17. Alterations to clothing must meet the requirements of being modest and in good taste. The wording and decorations on all wearing apparel must also be appropriate and in good taste.
18. See-through clothing may be worn only if layered with other garments, but not by itself.

Teachers and staff will complete a student referral for a dress code violation and send a notice to the Guidance/Main Office. Students whose attire does not fit within the bounds of the dress code will be given school provided clothing to wear and have a parent or guardian bring them appropriate clothes. The item in violation will be kept in the office and returned at the end of the day. Failure to change clothing or failure to remove items that violate the dress code will result in In-School Suspension for the remainder of the day. Continued violation of the dress code will be considered insubordination or a failure to follow faculty or staff member directives and will result in specific administrative disciplinary action including, but not limited to restriction from extracurricular activities, in-school suspension, and suspension and/or expulsion.

JUNIOR HIGH PASSING PERIODS

Throughout the day, Junior High students are not to stand or loiter in the High School hallways.

HALL PASSES

Students must have a hall pass to be in the hallway during class time. It is the student's responsibility to ensure a pass has been obtained. Students should also sign the sign-out sheet in the classroom to be in the hall during class. A student in the hall without a pass will be sent back to the classroom.

A student must have a Media Center pass to go to the Media Center at any time. Students attending meetings for Student Resource Time (SRT) must sign out of their classroom and attend the meeting. Failure to attend will be treated as skipping class. Students needing to go anywhere else

during SRT need a pass from a staff member.

All students will be given four “free” passes per nine weeks. These passes cannot be used to erase a tardy to class.

STUDY HALL

Students are expected to take at least six (6) classes per day.

Students may have only one study hall per semester unless they are reassigned from a class by the administration. Students seeking a study hall need to understand that this is a WORK PERIOD.

Thus, students are expected to:

1. Be in their seat when the bell rings prepare with necessary books and supplies.
2. Bring enough daily work to keep them busy all period.
3. Use time wisely; refrain from visiting.
4. Follow all study hall guidelines, which will be handed out the first few days of the semester.

STUDENT RESOURCE TIME (SRT)

During Student Resource Time (SRT), students can take advantage of academic support opportunities and school activities. Students learn valuable time management skills as they are held accountable to use the time productively. SRT is a time for students to use as a study hall, to make up tests/quizzes, to attend club and activity meetings, to meet with a counselor, to complete career planning or scheduling assignments, to meet with a teacher for assistance, or to read a book for pleasure. SRT is designed as time for students to use responsibly. Students who are not showing academic progress may be required to attend a study table or study session with an individual teacher.

HARASSMENT/BULLYING

Harassment/bullying of a student(s) by other students or any member of the staff is contrary to our school's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal and State Law.

In addition to sexual harassment/bullying, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

Uncivil conduct toward students, staff members, and other persons is not acceptable and will be subject to disciplinary review. A reasonably clear definition of what constitutes uncivil conduct, includes name-calling, racial or other epithets, threats, harassment based on race or sex, “fighting words” that are an expression intended to arouse anger or hostility at the person to whom they are directed, and lewd, vulgar, and indecent expression of any kind.

Any type of harassment/bullying is strictly forbidden and (depending upon the seriousness) will receive disciplinary consequences. Students who believe they are the victims of such harassment should report it immediately to school officials. IC 20-33-8-0.2

Carroll Jr.-Sr. High School strives to be proactive in regards to bullying. Carroll has in place a Safe School Committee comprised of the principal, assistant principal, guidance counselors, and School Resource Officer to ensure the safety of all students. Carroll Consolidated School Corporation has a bullying link on the school website so students can anonymously report any bullying observed at school. <http://www.carroll.k12.in.us/parents/bullying-report-form>

Bullying is defined as “overt, repeated acts or gestures including verbal or written communications transmitted, physical acts committed, or any other behavior by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”

Bullying will not be tolerated at Carroll Jr.-Sr. High School. All students and faculty are to report such incidents to school administrators immediately. After an investigation of reported incidents, consequences for violations of bullying will be fair, firm, and consistent ranging up to expulsion and/or referral to law enforcement. Educational outreach and training will be provided to school personnel and students concerning the identification, prevention and intervention of bullying. This applies when a student is:

- On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event;

HAZING POLICY

{See Board Policy #5516}

Hazing activities of any type are inconsistent with the educational process. All such activities at any time in school facilities, on school property, and at any Corporation-sponsored event are prohibited. Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. All hazing incidents shall be reported to the building principal.

STUDENT CONDUCT ON CARROLL SCHOOL BUSES

Carroll School Corporation considers all school buses as an extension of the school itself. Students are expected to follow all school bus procedures just as they are to follow all school procedures. A student’s actions before boarding or after leaving the school bus (within a reasonable time/distance) are still within the school rules. Riding the bus is a privilege. Bus drivers have the option to assign students to sit in the front of the bus and to suspend a student from riding the bus when any of the bus rules have been violated. Administrators and parents will be notified when a student’s conduct has resulted in bus riding restrictions. In the event of a bus suspension, students are still required to attend school. Failure to attend school will result in an unexcused absence.

1. **FOLLOW DIRECTIONS:** The bus driver is in charge of the bus. The bus driver will give directions. You are responsible to listen and follow all directions the first time they are given.
2. **SIT PROPERLY:** You must remain seated in the same seat for the entire ride, keeping your body out of the aisle, and inside the bus at all times. Keep your things on your lap.
3. **BE RESPECTFUL:** Be respectful of all people and property through your words and actions.
4. **KEEP IT CLEAN:** Leave the bus cleaner than you found it. Do not eat or drink on the bus. Do not litter. If you notice vandalism, please let the bus driver know.
5. **BE QUIET:** You must be silent at railroad crossings and any time the bus driver asks for silence. At all other times, you may speak quietly to those sitting next to you.

Bus Conduct Violation Consequences

1st Offense	Warning
2nd Offense	1-3 days off the bus
3rd Offense	3-5 days off the bus
4th Offense	Remainder of semester.

Any student who plans to ride as a guest on a bus MUST bring a note from his/her parent or guardian to the office for approval upon arrival at school. The note should indicate which bus to ride and the destination of the student. If there is no note, the student will be denied a ride on that bus. Notification of bus changes must be called into the office prior to 2:00 pm. Busses will load and unload on the South side of the High School.

DRIVING POLICY FOR STUDENTS

{See Board Policy #5514}

Only high school students may drive to school; junior high students are not allowed to drive to school (this includes after-school events in which he/she is participating). Any student who drives a motorized vehicle (licensed with the Bureau of Motor Vehicles) to school must first register the vehicle in the school office. Only registered vehicles are allowed to park on school property during the school day, except in designated visitor parking areas. All other vehicles may be towed at the owner's expense. Registration is not complete until the student and the parent both sign a completed vehicle registration form which is available in the office, and pay the associated registration fee. Also, students and parents must sign a drug testing consent form. The parent's signature gives the student permission to drive to school and park in designated areas as well as assures school authorities of their cooperation in maintaining safe driving habits to and from school and school activities. During the school day students need to park in designated parking areas. Parking spaces east of the building to the white line are reserved for staff. Parking spaces east of the white line to the driveway are reserved for seniors. Parking spaces east of the driveway are for general parking; freshmen, sophomores, and juniors should park in this area. Students should not park in any other areas.

Students are to exit the parking lot through the East exit. Student employment should not require students to leave before 3:09. Students are not to go to their car during the school day unless they are given special permission from the main office.

Students may lose their driving privileges in the following circumstances:

1. Students are never to park in handicapped parking spaces or fire lanes even after school dismissal.
2. **MOVING AND PARKING VIOLATIONS:** A student's actions driving to school or after leaving school (within a reasonable time/distance) are still within the school rules. Contingent on the seriousness of the violation, the penalty will range from warnings to having parking privileges suspended. Underclassmen who park in the senior parking spaces will be assigned a detention the first time. After that, parking privileges will be suspended.
3. **STUDENTS WHO HAVE BEEN SUSPENDED:** Students may lose parking privileges upon returning to school.
4. Eight (8) or more disciplinary reports in a semester may result in a loss of parking privileges for the remainder of the semester.
5. Passing a stopped school bus that has its stop arm in the "out" position will result in the loss of parking privileges for 45 school days. The violation will be reported to the police.
6. Students that accumulate 9 tardies per nine weeks will receive an In-School Suspension and will lose their parking privileges for the remainder of the nine-week grading period.
7. Students who have been identified as a Habitual Truant, or who violate the Substance Abuse Policy, Extra-Curricular Substance Abuse Policy, or Drug Testing Policy will lose parking privileges.

If a student's parking privileges are suspended, students may not drive to and from school for any reason during the school day (8:00-3:09). A third party who is not a sibling cannot drive the student's car.

ISOLATED TIME OUT AND PHYSICAL RESTRAINT

Isolated time out and physical restraint as defined by Carroll Consolidated School Board policy shall be used only as a last means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others.

Physical Restraint

“Physical restraint” means holding a student or otherwise restricting his or her movements.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself, or others;
2. There is no medical contraindication to its use; and
3. The employee using the restraint has been trained in its safe application.

Any school employee using restraint and/or isolated time out shall report such to the building principal, his/her supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator the same day of the incident.

The parent or guardian must be notified of the use of the physical restraint and/or isolated time out with the student within two hours of the incident.

SEARCH AND SEIZURE

{See Board Policy #5771}

- A. As used in this section, “reasonable cause for a search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of:
 1. Evidence of a violation of the student conduct standards contained in the student handbook;
 2. Anything which because of its presence presents an immediate danger of physical harm or illness to any person.
- B. All lockers, other storage areas and other electronic devices provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is locked. Unapproved locks shall be removed and destroyed. IC 20-33-8-32
 1. The principal, or his/her designee, may search a locker and its contents when the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker.
 2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- C. The principal, or another member of the administrative staff acting at the direction of the principal, may search the person of a student during a school activity if the administrative staff has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
 1. The pockets of the student
 2. Any object in the possession of the student such as a purse, athletic or book bag, backpack, etc.
 3. A “pat down” of the exterior of the student’s clothing. Searches of a student which require removal of clothing other than a coat, jacket, shoes and socks shall be referred to a law enforcement officer in accordance with subsection G of this section. The personal search of a student other than what is mentioned above shall be conducted in a private room by a person of the same sex as the student being searched. In addition, at least one witness of the same sex as the student being searched is in the room. At the request of the student to be searched, an additional person of the same sex as the student, designated by the student, and then reasonably available on the school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- D. The privilege of bringing a student-operated motor vehicle onto school property is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable

cause for a search of that motor vehicle.

Refusal by a student, parent or guardian, or the motor owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing any motor vehicle onto school premises as well as the motor vehicle to be searched. The principal or a member of the administrative staff may request a law enforcement officer search a motor vehicle on school premises, subject to subsection G of this section.

- E. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:
 - 1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
 - 2. returned to the parent or guardian of the student from whom it was seized.
 - 3. destroyed if it has no significant value, or
 - 4. turned over to any law enforcement officer in accordance with subsection G.
- F. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be:
 - 1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
 - 2. returned to the parent or guardian of the student from whom it was seized, destroyed, or turned over to any law enforcement officer in accordance with subsection G.
- G. The principal, or the Principal's designee may request the assistance of a law enforcement officer to:
 - 1. search any area of the school premises, any student, or any motor vehicle on school premises;
 - 2. identify or dispose of anything found during the search. Where law enforcement officers respond to such a request, school employees may assist or otherwise participate in any search conducted.

RIGHTS-RESPONSIBILITIES-REGULATIONS CONCERNING SCHOOL BEHAVIOR FOR STUDENTS

One of the goals of education is to help students learn self-discipline. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The Carroll Consolidated School Corporation has this legal responsibility for the school in which you are enrolled.

STUDENT MISCONDUCT and/or SUBSTANTIAL DISOBEDIENCE

{See Board Policy #5610}

In addition to the infractions/consequences listed in the Summary Chart for Violation and Progression of Consequences, grounds for suspension and expulsion may also include:

- 1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- 2. Engaging in or aiding, assisting, or conspiring with another person to engage in any activity, on or off school property, that is forbidden by the laws of Indiana or federal law that constitutes an interference with school purposes or an educational function.
- 3. Acting or threatening to act in any way to verbally or physically assault or abuse any individual on school property or at a school-related function.
- 4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self defense or reasonable action undertaken on the reason-

able belief that it was necessary to protect some other person does not constitute a violation of this rule.

5. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
6. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, dangerous condition, or uncommon disease-producing organism, as well as triggering a false fire alarm, making written statements on walls, or delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
7. Setting fire to or damaging any school building or property, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, "Molotov cocktails," or other explosive or incendiary devices.
8. Making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
9. Through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's property could be damaged.
10. Threatening, intimidating or harassing any student, school employee or group for any purpose. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age and/or disability.
11. Causing or attempting to cause damage to school or private property.
12. Stealing or attempting to steal school or private property.
13. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
14. Violating or aiding, assisting, or conspiring with another person to violate any student conduct rule that the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
15. Use or possession of gunpowder, ammunition, matches, lighters or an inflammable substance.
16. Possessing, consuming, transmitting, being affected by or selling/offering to sell any substance which is or is represented to be or looks like tobacco/tobacco products including "e-cigarettes", a narcotic drug, legend drug (A legend drug is any drug that requires a physician's written prescription for purchase or distribution.), hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, caffeine-based substance, substance containing phenylpropanolamine (PPA), or stimulant of any kind, be it available with or without a prescription. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
17. Possessing, distributing or transmitting drug paraphernalia.
18. Disobedience of administrative authority, including:
 - a. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 - b. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules, state or federal law, or any matter under investigation by school personnel.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Gambling or any outcome-based games of chance for money or anything of value (e.g. lottery

tickets)

21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Engaging in pranks that could result in harm to another person and/or school property.
23. Engaging in sexual behavior on school property
24. Willful absence or tardiness
25. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes
26. Violation of the school corporation's acceptable use of technology policy or rules
27. Possessing or using on school grounds during school hours a laser pointer or electronic paging device, in a situation not related to a school purpose or educational function.
28. Failure to demonstrate an effort to do homework, assignments, etc. for class. Consistently not doing work or not taking materials to class.
29. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
30. 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 is prohibited.
31. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior.
32. Possessing, handling or transmitting a firearm on school property or at a school sponsored event. (The superintendent shall notify the county prosecuting attorney's office immediately when a student is in possession of a firearm on school property or at a school related activity.) (Firearm: any item/device, including a frame or receiver, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.)
33. Possessing, handling or transmitting an antique firearm
34. Possessing, handling or transmitting a rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
35. Possessing, handling or transmitting any firearm muffler or silencer
36. Possessing, handling or transmitting any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
37. Possessing, handling or transmitting a destructive device on school property or at a school sponsored event. (Destructive device: any item which is or contains an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, Molotov cocktail or any similar device)
38. Possessing, handling or transmitting any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
39. Possessing, handling, or transmitting a knife (sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds) or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon including a bomb or other explosive.
40. Possessing, handling or transmitting a deadly weapon*. The following devices and look-alike items are considered to be deadly weapons as defined in IC 35-41-1-8:
 - a. a loaded or unloaded firearm
 - b. a destructive device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

- c. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- d. a biological disease, virus, or organism that is capable of causing serious bodily injury.
- e. devices, instruments, materials, or substances animate or inanimate, that are used for or are readily capable of causing death or serious bodily injury.

(The superintendent shall notify the county prosecuting attorney's office immediately when a student is in possession of a deadly weapon on school property or at a school related activity.)

THE INDIANA STUDENT DUE PROCESS CODE

{See Board Policy #5612}

IC 20-33-8

Definition, "Expulsion." As used in this article "expulsion" means disciplinary action whereby a student:

- a. is separated from school attendance for a period in excess of ten (10) days;
- b. is separated for the balance of the then current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year, or
- c. is separated from school attendance for the period prescribed under IC 20-33-8-16 (firearms) or
- d. suffers some other penalty which automatically prevents them from completing within the normal time their overall course of study in any school in the school corporation.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes, or given home-bound instruction as authorized or required by law.

EXPULSION PROCEDURES: IC 20-33-8-19

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
2. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and will contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
3. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
4. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

SECTION 2 – Definition: "Suspension". As used in this article, the term "suspension" means any disciplinary action whereby a student is separated from school for a period of ten (10) days or less and which does not constitute an expulsion under Section 1 of this chapter. The term does not include situations in which a student is assigned a special course of study, enrolled in special clas-

ses or given home-bound instruction as authorized or required by law.

SUSPENSION PROCEDURES:

A teacher or supervisory staff member may remove a student from a class or educational function for no more than one (1) day. If a suspension is warranted, the teacher or staff member may make a recommendation to the principal or his/her designee. 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. a written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and, the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where 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. Following the suspension, the parents or guardians of suspended students will be notified in writing the action taken by the principal.

HABITUAL OFFENDERS

The Carroll School Corporation is working with other county agencies to help students in our community who have been identified as serious habitual offenders. The Carroll School System will be sharing information with other county agencies when necessary.

STATE DENIAL OF DRIVER'S LICENSE

IC 9-24-2-1

Suspended and expelled students and dropouts

Sec. 1.

- (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
 - (1) Is a habitual truant under IC 20-33-2-11.
 - (2) 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.
 - (3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
 - (4) 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 will result in the revocation or denial of the student's
 - (1) driver's license or learner's permit; and
 - (2) employment certificate.

POSSESSION OF A DEADLY WEAPON:

{See Board Policy #5772}

IC 20-33-8-16. Firearm. – "Firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

No student shall knowingly possess, handle or transmit a firearm. For the purposes of this section, a firearm is defined:

any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device. Such term does not include an antique firearm (Title 18 USC, Section 921).

PENALTY FOR POSSESSION OF A FIREARM

Suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

POSSESSION OF A "DEADLY WEAPON" OR DESTRUCTIVE DEVICE OTHER THAN A FIREARM:

No student shall knowingly possess, handle, or transmit a weapon or destructive device other than a firearm defined above.

For purposes of this section, a "deadly weapon" includes but is not limited to the definition found in Indiana Code 35-41-1, *et seq.*, and as follows:

- (1) A loaded or unloaded firearm.
- (2) A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- (3) An animal (as defined in IC 35-46-3-3) that is:
 - (A) Readily capable of causing serious bodily injury; and
 - (B) Used in the commission or attempted commission of a crime.

** Federal firearm laws may also apply in determining disciplinary consequences.

** "Look-a-like" firearms/deadly weapons possession will result in a 5-10 day suspension from school and possible recommendation for expulsion.

POSSESSION OF A KNIFE

No student shall knowingly possess, handle, or transmit a knife as defined by Indiana Code 35-47-5-2.5

IC 35-47-5-2.5

Possession of a knife on school property

Sec. 2.5.

- (a) As used in this section, "knife" means an instrument that:
 - (1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and
 - (2) is intended to be used as a weapon.
- (b) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.
- (c) A person who recklessly, knowingly, or intentionally possesses a knife on:
 - (1) school property (as defined in IC 35-41-1-24.7);
 - (2) a school bus (as defined in IC 20-27-2-8); or
 - (3) a special purpose bus (as defined in IC 20-27-2-10); commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.
- (d) This section does not apply to a person who possesses a knife:
 - (1) if:
 - (A) the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and
 - (B) the person uses the knife for a purpose authorized by the school corporation;

Law enforcement will be notified of any incidents involving a weapon or other destructive device as described above.

Adopted 7/8/03

SUBSTANCE ABUSE POLICY - CARROLL JR./SR.HIGH SCHOOL

Carroll Jr./Sr. High School has an obligation to help students live a drug-free life. The use of alcohol and/or other drugs invariably leads to more serious problems. Continued use that becomes substance abuse leads to impaired decision-making, disruption of daily life and perhaps self-destruction. Students need support for their decision to remain drug-free. The school wishes to provide education and/or assistance to any student displaying signs of harmful involvement. The school further wishes to work with parents and other segments of the community to help students remain drug-free. Our main goal is not to punish but to help students avoid drug and alcohol use/abuse.

PROCEDURES

SUBSTANCE USE: The following policy applies to all students (grades 7-12) attending school or school related events. Statutory due process will be followed. The disposition of each offense may be decided at the discretion of the building principal in conformance with this policy. Proper legal authorities will be notified pursuant to IC 20-33-9.

SELF-REFERRAL: A student who seeks help from a school official and who follows the recommendations of a school counselor and administrator will not be subject to suspension, extra-curricular ineligibility, or other disciplinary actions for violations which occurred prior to the self-referral. A self-referral will have no effect if school personnel learn of a violation beforehand or if law enforcement was involved in the incident.

SCOPE

This policy and associated penalties will be cumulative from grades 7-12.

CONTROLLED SUBSTANCES/MEDICATIONS

- I. A student shall not use, consume, possess, transport or be under the influence of any alcoholic beverage, stimulant, intoxicant, hallucinogen, illegal depressant, narcotic drug, inhalant, prescription medication that is not prescribed for the student, controlled substance (including marijuana, synthetic drugs, cocaine, or "crack", methamphetamine), excessive doses of over-the-counter medication, paraphernalia, or items that look like or items represented to be any of the foregoing substances.

This policy shall not knowingly apply to any student who properly possesses or uses a legal prescription written for that student or over-the-counter medication when following the recommended dosage. These medications must be kept in the Health and First Aid room. See Medication policy.

PENALTIES

A. FIRST VIOLATION

1. Up to (10) day Out-of-School suspension and a recommendation of expulsion to the superintendent.
2. School administrators and a school counselor may recommend to the superintendent the waiving of the expulsion process only if the following criteria are agreed to and successfully completed by the student and the parents/guardians:
 - a. The student will meet with a school counselor for a preliminary assessment of chemical use.
 - b. The student cannot return to school until he/she is in compliance with recommendations of a school counselor and administrator. Possible recommendations*
 - (1) Return to school after the suspension (up to 10 days)
 - (2) Chemical use assessment administered by a certified outpatient drug/alcohol counselor
 - (3) Participate in an outpatient counseling program
 - (4) Participate in an inpatient program
 - (5) Participate in an education program

- c. Parents/Guardians must have communication with school officials before the student will be admitted back into school.
- 3. Proper legal authorities will be notified.
- 4. Student must pass school-approved drug test before resuming extra-curricular activities and/or driving to school. Cost of drug test must be paid by student, parent, or legal guardian of student. The student is responsible for reporting to the front office for a drug test at the end of his/her suspension.

*Parents are responsible for any costs associated with the above services.

B. SECOND VIOLATIONS

- 1. Up to (10) day out-of-school suspension and a recommendation for expulsion.
- 2. Proper legal authorities will be notified.
- 3. Student must pass school-approved drug test before resuming extra-curricular activities or driving to school. Cost of drug test must be paid by student, parent, or legal guardian of student.

II. DEALING: Dealing is defined to mean selling or sharing any of the unauthorized substances listed in Section I, above.

A. FIRST VIOLATION

- 1. Up to (10) day Out-of-School suspension and recommendation of expulsion.
- 2. School administrators and a school counselor will recommend to the superintendent the waiving of the expulsion process only if the criteria outlined in Section I. A are agreed to and successfully completed by the student and parents/guardians.
- 3. Proper legal authorities will be notified.

Note: Any student who violated Section I or II of this policy will receive a nine-week suspension of parking privileges.

III. {See Board Policy #5512} The use and/or possession of tobacco or tobacco products at school or on school grounds is prohibited. Violators possessing, chewing, or smoking any tobacco product will be disciplined. In addition to the consequences below, if students under the age of 18 violate this rule, since it is a Class C Infraction, the police department will be notified.

POSSESSION

- A. First Violation: One Day In-School Suspension
- B. Second Violation: 3-5 Day Suspension
- C. Third Violation: 5-10 Day Suspension

USE

- A. First Violation: 3-5 Day Suspension
- B. Second Violation: 5-10 Day Suspension
- C. Third Violation: 5-10 Day Suspension, Expulsion recommended.

Note: Any senior who violated Section I, II, or III of this policy must fully complete his/her suspension and recommendations before that student will be allowed to participate in commencement.

DISCIPLINARY MATRIX

7th- 12TH GRADE

Violation	1st	2nd	3rd	4th
Disruptive Behavior <ul style="list-style-type: none"> • Horseplay (pushing/shoving) • Inappropriate language, gestures, or actions • Sleeping in class • Leaving classroom w/o permission • Continual talking in class • Moving w/o permission • Throwing objects • Unprepared for class (missing homework assignments)** • Actions that interfere with the educational process of other students 	30-Minute Detention OR 60-Minute Detention	60-Minute Detention X 2	Class Suspension/ Friday School	1-3 DAY ISS 3-5 DAY OSS OSS pending Expulsion
Serious Disruption of School Climate <ul style="list-style-type: none"> • Possession of a deadly weapon • Alcohol violation • Drug Violation (including paraphernalia) • Verbal threat or Physical attack on staff member/adult 	OSS pending Expulsion Referral to law enforcement and/or SRO			
Personal Threat/Bullying	Friday School	1-3 DAY ISS	3-5 DAY OSS	OSS pending Expulsion
Tobacco <ul style="list-style-type: none"> • Including paraphernalia (lighters, matches, vape pens, e-cigarettes, etc) 	3 Day OSS* - 1st offense can be converted to ISS through an option Tobacco Diversion Program at student/parent expense.			OSS pending Expulsion Referral to law enforcement and/or SRO
Cellular Phone Electronic Equipment	Confiscated Student Pick-up @ 3:10	Confiscated Parent Pick-up 60-minute detention	Confiscated Parent Pick-up Friday School	Confiscated Parent Pick-up 1-3 DAY ISS
Theft	Restitution OSS pending Expulsion			
Out of Area	60-Minute Detention	Friday School	1-3 DAY ISS	3-5 DAY ISS

Forgery/Pass Abuse	Friday School	1-3 DAY ISS	3-5 DAY ISS	OSS pending Expulsion
False Informing <ul style="list-style-type: none"> • False accusations of other students violating school rules • Failing to completely/truthfully respond to questions from staff members • Failing to tell the truth about any matter under investigation by school personnel 	Friday School	1-3 DAY ISS	3-5 DAY ISS	OSS pending Expulsion
Cheating/Plagiarism <ul style="list-style-type: none"> • Engaging in academic dishonesty, including cheating, intentionally plagiarizing • Wrongfully giving/receiving help during exam or class-work/homework • Wrongfully obtaining test copies or scores 	Automatic Zero on Assignment Parent Contacted	10% off current grading period Parent Contacted	25% off current grading period Parent Contacted	50% off current grading period Parent Contacted
Tardies to School (1st period) Tardies to Class (ALL teachers combined per 9 weeks)	1st/2nd Warning	3rd/4th 60-Min Detention 60-Minute Detention X 2	5th/6th Friday School 1-3 DAY ISS	7th/8th 3-5 DAY ISS
Food/Drink Violation	30-Minute Detention	60-Minute Detention	60-Minute Detention X 2	Friday School
Truancy	1-3 DAY ISS	3-5 DAY ISS	3-5 DAY OSS	OSS pending Expulsion
Vandalism Defacing School Property	Restitution 1-3 DAY ISS	Restitution 3-5 DAY OSS	Restitution OSS pending Expulsion	
Inappropriate Displays of Affection	Warning	30-minute detention	60-minute detention	Friday School
Failure to Serve Detention	60-minute detention X 2	Friday School	1-3 DAY ISS	3-5 ISS
Verbal Aggression/Profanity Towards Staff Member or Student	1-3 DAY OSS	1-3 DAY OSS	3-5 DAY OSS	OSS pending Expulsion

Defiance/Insubordination <ul style="list-style-type: none"> • Failing to comply with directions of teachers or other school personnel • Disrespect towards staff member • Failure constitutes an interference with school purposes or educational foundation • Disobedience of administrative authority 	1-3 DAY ISS	3-5 DAY ISS	1-3 DAY OSS	OSS pending Expulsion
Computer Use Violation	Limited Computer Privileges	1-3 DAY ISS	3-5 DAY ISS	OSS pending Expulsion
Dress Code Violation	Warning Change Clothes	30-Minute Detention Change Clothes	60-Minute Detention Change Clothes	Friday School Change Clothes

The following list of unacceptable behaviors is not intended to be all-inclusive, and the principal or his designee retains the right to take action and appropriate penalties for behaviors not specifically stated herein. The school administration reserves the right to impose appropriate consequences based upon the violation and any mitigating or aggravating circumstances.

EXPLANATION OF DISCIPLINARY MEASURES AND ACTIONS

Detention: 60-minute detentions may be assigned for minor discipline problems and/or tardies. Detentions also serve as an intermediary step prior to suspension. Students will be notified at least 24 hours prior to the assigned detention. Students who are unable to serve the assigned detention **must have their parent/guardian contact the school administrator BEFORE the detention time** in order to reschedule the assigned detention. Failure to serve the detention will result in further disciplinary action, and refusal to serve the detention will result in OSS/ISS. Transportation after detention will be the responsibility of the parent/guardian, and **lack of transportation will not be considered an acceptable excuse for not serving detentions.**

Class Suspension: Class suspensions may be assigned for moderate discipline problems and/or additional tardies that have accumulated during the semester. Class suspensions also serve as an intermediary step prior to suspension. In the event that students are sent to the office by classroom staff, their conduct will be investigated, and a class suspension will be recorded on their disciplinary record (with the possibility of additional disciplinary action in the same occurrence) should the investigation determine that a violation of the student conduct code took place.

Friday School: Friday School may be assigned for moderate discipline problems and/or additional tardies that have accumulated during the semester, with the benefit of not negatively impacting regular classroom time. **Friday School will be assigned from 3:15-5:30pm, with the expectation that students will bring in classwork/homework and have enough work with them for the designated time period.** Students will be notified at least 24 hours prior to the assigned Friday School. Students who are unable to serve the assigned Friday School **must have their parent contact the school administrator BEFORE the assigned Friday School time** in order to reschedule the assigned Friday School. Failure to serve the Friday School will result in further disciplinary action, and refusal to serve the Friday School will result in OSS/ISS. Transportation after Friday School will be the responsibility of the parent/guardian, and **lack of transportation will not be considered an acceptable excuse for not serving Friday School.**

In-School Suspension (ISS): ISS may be assigned for moderate to major discipline problems and/or additional tardies that have accumulated during the semester, and is the disciplinary measure implemented prior to out-of-school suspension (OSS). The student is restricted from contact with the general population of the school, and is prohibited from attending classes. Assignments from classroom teachers are sent to the ISS room for the student to complete, as students may be assigned multiple days of ISS. Failure to adhere to the ISS guidelines, or removal from ISS will result in an immediate out-of-school suspension.

Students assigned ISS are not eligible to participate in or attend any school function or event until the time they attend regularly scheduled classes.

Out-Of-School Suspension (OSS): When a student has been suspended from school, he/she may not attend any classes, nor attend any school-sponsored activities from the time of determination of the suspension until the end of the suspension period. A student may be suspended for a period of 1-10 days, with suspension serving as a precursor for possible expulsion from school. However, assignments missed due to OSS shall be made up and credit awarded. Assignments completed during the suspension are due upon return from the suspension period. The absence from class does not qualify for additional time to complete assignments beyond the assigned date.

Students assigned OSS are not eligible to participate in or attend any school function or event until the time they attend regularly scheduled classes.

EXTRA CURRICULAR INFORMATION

{See Board Policy #2430 and #2431}

EXTRA CURRICULAR PAYMENTS

All extra-curricular checks (athletics, clubs, etc.) are to be made out to Carroll Jr.-Sr. High School and not to the sponsor, teacher, or coach.

EXTRA-CURRICULAR ACTIVITY MEETINGS

Extra-curricular meetings will be held during Student Resource Time. Extra-curricular activities may meet at other times providing the following conditions are met:

1. Approval must be given by building principal or his designee. Sunday meetings are discouraged.
2. Inclement weather may cause a meeting or activity to be canceled. Check with the sponsor.
3. All parties, dances and other activity meetings held outside the regular school hours must have the approval of the principal BEFORE being publicized.
4. Sponsors must be present before students enter the building.
5. Meetings or activities should conclude by 11:00 p.m.

STUDENT SUPERVISION

Students should not be in the building after 3:30 p.m. unless they are supervised by a sponsor.

DANCE INFORMATION

Throughout the school year dances will be sponsored by various school organizations. For these to be successful and trouble-free we must ask that the following rules be enforced by the supervisors and members of the sponsoring groups:

1. Improper behavior will be viewed the same as if it were during the school day. Consequences will be assigned.
2. Once students leave the dance they will not be allowed to return unless special permission is given.
3. Dance attendees who are not current Carroll High School students must be guests of current Carroll High School students and have prior approval from the administration. Dance guest forms are available in the main office.
4. Student guests 21 years of age or older are not allowed to attend school dances.
5. Junior high students will not be allowed to attend high school dances nor will high school students be allowed to attend junior high dances; former students (who are still in grade 7 or 8) may be allowed by administration to attend the dance; other guests are not allowed. Junior high rules are the same as high school rules except Junior High dances are limited to two hours.

ELIGIBILITY DATES

(UPDATE DATES BASED ON IHSAA RULES)

	End Date	Eligibility Change Date
Grading Period	10/9/2019	10/18/2019
Grading Period	1/16/2020	1/10/2020
Grading Period	3/12/2020	3/20/2020
Grading Period	5/22/2020	6/01/2020

ATHLETIC ELIGIBILITY

This summary of eligibility requirements applies to all students at Carroll Jr.-Sr. High School who participate in interscholastic athletics.

1. To be eligible scholastically, students must have received a passing grade in all enrolled subjects and be enrolled in at least 5 credit hours. Students who do not receive passing grades will be ineligible for the entire next grading period. (9 weeks)
2. Students will be required to participate in a study table including weekly grade checks. Please

- refer to the athletic handbook for study table and grade check guidelines. Grades will be re-checked at the end of the nine week grading period.
3. Students who are ineligible will be allowed to participate in practices, but not contests. Students still have to meet all IHSAA requirements.
 4. At the end of the second and fourth grading periods, the Semester grade) will be used to determine eligibility. Students will become eligible or ineligible for extra-curricular activities on the report card distribution date.
 5. Incoming seventh graders and ninth graders will begin the school year eligible for extracurricular activities. Incoming ninth graders with one or more failing grades from the spring semester of their 8th grade year will be required to participate in the study table. Eligibility for the beginning of the fall sports season for all other students will be determined by grades from the Spring Semester of the previous school year. If a student successfully completes a course in Summer School, and that was the only course that was failed in the spring, then eligibility will be restored for the beginning of the fall sports season. If a student fails a Summer School course, he/she is not eligible to begin the fall sports season.
 6. Any player who participates in an athletic contest as a member of any other similar team the same season, shall be ineligible to compete in IHSAA competition for the remainder of that season.
 7. Before a participant's first practice (athlete or manager), he/she shall have on file in the principal's office for each school year, a Parent and Physician's certificate of physical fitness, giving the written consent of the parent/guardian for athletic participation. The physical examination shall be made prior to the student's first practice for any interscholastic athletic contest by a physician licensed to practice medicine in Indiana.
 8. Students whose nineteenth birthday occurs before August 15 are considered eligible until the end of the member school's sport season.
 9. Any student, whose conduct or character is such, in the judgment of the school principal or the Board of Control of the IHSAA, as to reflect discredit upon his/her school or upon the IHSAA, is not eligible to participate.
 10. Eligibility rules, as well as other rules, are published periodically by the athletic department. Any boy or girl desiring to participate in athletic activities should be familiar with these rules. These rules are available by request from the athletic office. At the beginning of each sports season, athletes will receive from his/her coach information concerning conduct codes, awards, and eligibility requirements.

EXTRA CURRICULAR DRESS CODE

Even though the dress code is more relaxed at extra-curricular activities, if student clothing is considered inappropriate by the event supervisor, than the student will need to change clothing or leave the activity.

EXTRA-CURRICULAR ELIGIBILITY

Non-Traditional Student Athlete Participation in IHSAA Recognized Athletics/Extra-Curricular Activities

It is the policy of the Carroll Consolidated School Corporation that non-traditional students be permitted the opportunity to participate in school recognized athletics and extra-curricular activities provided certain criteria (including but not limited to criteria set out in these guidelines) are met. (Pending anticipated policy update, 6-27-17)

Section 1: IHSAA Guidelines

This administrative guideline will be governed by IHSAA Rule 12-Section 4 (Enrollment in an Innovative School), Section 5 (Enrollment in a Non-Public, Non-Accredited School), and Section 6 (Enrollment in a Virtual Education School). Please refer to the IHSAA By-Laws and Articles of Incorporation for the full IHSAA policy.

Section 2: Effective Date

The effective date for this policy is the 2019-2020 school year or once adopted.

Section 3: Carroll Consolidated Schools Enrollment Policy

A non-traditional student desiring to participate in IHSAA recognized athletics at Carroll Consolidated School Corporation must adhere to the following:

- A. The student must reside within the Carroll Consolidated School Corporation district boundaries.
- B. The student must be enrolled in the Carroll Consolidated School Corporation for at least half (.5) of one student day throughout the entire school year or for the remainder of the school year once this policy is adopted, and not just during the athletic season. Failure to comply with this requirement will cause the student athlete to forfeit his or her right to participate in athletics for the duration of the eligibility period.
- C. The student must enroll at Carroll Elementary or Carroll Junior Senior High School for the entire school year and may not withdraw at any point during the school year or said athlete will be declared ineligible to participate in IHSAA recognized athletics through Carroll Consolidated School Corporation for 365 days following the students withdraw from CCSC.

Section 4: Student Athlete Code of Conduct and Other Rules and Eligibility Criteria

Student will be subject to meeting and following all policies of the IHSAA, and Carroll Consolidated School Corporation, including the Student Handbook, the Student Athlete Code of Conduct, drug testing requirements, and any other rules or eligibility criteria set forth by the Athletic Department or individual coaches.

Section 5: Student Academic Requirements

- A. The student must comply with the following requirements prior to participation in athletics for Carroll Consolidated School Corporation and maintain them throughout their participation:
 - I. Provide home school, innovative school, or virtual school curriculum being studied,
 - II. Provide name and ISBN numbers of text books being used,
 - III. Provide Carroll Consolidated School Corporation guidance department with grade updates as per school's grading rotation, including mid-term.

Section 6: Required Courses

- A. Students desiring to participate in recognized athletics or activities at Carroll Consolidated School Corporation are required to enroll in and attend a minimum of:
 - I. Math and English/Language Arts courses for their assigned grade level
 - II. Attend at least one half (.5) of a student instructional day
- B. In addition, the following guidelines will govern the course (or courses) in which the student enrolls:
 - I. All courses will be from the State Curriculum as outlined by each building principal.
 - II. All students will be required to take the End of Course Assessment and/or ISTEP test for their grade level.
 - III. The student may take another elective or specials class outside of the requirements as set by the Carroll Consolidated School Corporation.

Section 7: Attendance Requirements

- A. The student will be expected to follow all attendance guidelines as set forth by the Carroll Consolidated Schools Student Handbook. Excess absences will result in a loss of eligibility.

Any student who wants to participate in extracurricular activities must be passing in all subjects. Students with an incomplete grade must check with their counselor to find out about their eligibility status. Students not passing all subjects who are members of co-curricular activities (Band, Choir, FCCLA, FFA), may participate in evening and weekend activities, but will not miss class time for

activities scheduled during the school day. Grades will be checked at progress report time and at the end of the grading period.

EXTRA-CURRICULAR ACTIVITIES DISCIPLINE

Any violation during an extra-curricular activity (athletics, clubs, etc.) will be treated the same as if the violation occurred during the school day. Coaches are responsible for informing the administration.

EXTRA-CURRICULAR ACTIVITIES AND STUDENT DRIVER DRUG TESTING POLICY

DRUG TESTING POLICY

CARROLL CONSOLIDATED SCHOOL CORPORATION DRUG TESTING

BOARD OF SCHOOL TRUSTEES Policy # 5525

STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a proactive approach to a drug-free school. Through driving or participation in extra-curricular activities, students using illegal drugs pose a threat to the health and safety of themselves and other students.

The purpose of this program is four-fold:

- (1) To provide for the health and safety of students;
- (2) To undermine the effect of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
- (3) To encourage students who use drugs to participate in drug treatment programs; and
- (4) To preserve the educational environment.

Participation in extra-curricular activities and student driving is a privilege, not a right. Students involved in extra-curricular activities and students driving to and from school need to be exemplary in the eyes of the community and other students. This program is designed to:

Discourage students from driving to and from school or participating in extra-curricular activities with drug or alcohol residue in their bodies, and

Encourage safe behavior among students, protect the health and safety of students, and offer guidance to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle.

The program is academically non-punitive. It is designed to create a safe, drug-free environment for students and to assist them in getting help when needed. No student will be expelled or suspended from school as a result of any verified "positive" test under this program, except as stated herein.

NO CONFLICT WITH "REASONABLE SUSPICION" POLICIES.

This program does not affect the current policies, practices, or rights of Carroll Consolidated School Corporation with respect to tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this Policy. Carroll Consolidated School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

REASONABLE CONCERN

Carroll Consolidated School Corporation (the Corporation) has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining a safe and secure educational environment requires a clear policy and supportive program relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular activities and driving to and from school and school events.

SCOPE

This Policy applies to all Carroll Consolidated School Corporation students in grades 7-12 who wish to participate in any extra-curricular or co-curricular activities, or who wish to drive to and from

school.

This Policy also applies to students in grade 6 that participate in extra-curricular activities on junior high school teams.

For purposes of this Policy, "extra-curricular" will be used to include both extra-curricular and co-curricular activities, unless otherwise stated.

Activities include, but are not limited to, the following:

Athletics, including all IHSAA and club sports athletes, cheerleaders, managers, and student personnel

Music, including all bands, choirs, solo/ensemble contestants

All co-curricular and extra-curricular academic teams

Drama, including dramatic and musical productions, talent shows, and Drama Club

FFA (Future Farmers of America)

FCCLA (Family, Career and Community Leaders of America) National Honor Society

Junior Honor Society Student Yearbook

Language and culture clubs, such as French Club and Spanish Club

Carroll Art Club

Tabletop and Gaming Club

Key Club

SADD

Cougars for Christ

This policy also applies to students who wish to drive to or from school.

CONSENT FORM

Each student who participates in extra-curricular or co-curricular activities or who drives to or from school MUST sign, and that student's parent/guardian MUST sign and return the Consent Form prior to participation in any extra-curricular activity or prior to driving to and/or from school. Failure to comply with this requirement will result in non-participation in any extra-curricular or co-curricular activity, and/or non-issue of student driving permit.

At the beginning of each selection date, school year, semester, sports season, or club participation year, as determined by the athletic season (IHSAA rules) or School Board, or when a student moves into the Corporation and joins an activity, all students who wish to participate in the programs or activities governed by this Policy may be subject to testing for illegal or banned substances as often as weekly. Any student who refuses to submit to testing will not be allowed to participate in any designated activities and will have student driving privileges revoked.

Any student who fails to return the signed Consent Form prior to the stated deadline, and then decides to participate in an extra-curricular or co-curricular activity or to obtain a student driving permit at later date must submit to testing prior to admission to activity or issuance of driving permit.

The student and parent/guardian will be financially responsible for the test.

Any parent/guardian of a student in grade 7 through 12 may request that his/her child be placed in the drug testing pool. Any testing of that child will be at the parent/guardian's expense.

COLLECTION PROCEDURE

Type of Test. The Corporation will have the right to use any testing procedure that, in the opinion of the School Board, best balances issues of cost effectiveness, accuracy of results, and respect for student privacy.

Testing Pool. Names will be drawn from two (2) pools of participating students. The first pool will include students in grades 6 through 8. The second pool will include students in grades 9 through 12. Testing will occur on different days Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year.

Confidentiality. Each student will be assigned a number that will be placed in respective pool for the drawing. School officials will have no control over whose number is drawn; the list of

random numbers is provided by the testing company.

Absence on Test Date. If a student whose number is drawn is absent on the test date, the student's number will be held and included in the next regular test of that student's pool.

CHAIN OF CUSTODY

Lab Supervision. The Corporation will choose a certified laboratory which will provide training and direction to those who supervise the testing program, set-up the collection environment, guarantee specimens, and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used on all specimens.

Escorting Students. The principal or designee will be responsible for escorting the students to the collection site. Students should bring only belongings in their possession at the time they are escorted and will not be allowed to go to their lockers.

Lab Forms. Before specimens are collected and tested by the laboratory, the student will fill out, sign, and date any forms required by the testing laboratory. The student may choose to notify the principal or designee that he/she is taking prescription medication.

Sanitary Procedures. Sanitized collection tools will be used, and will remain in sight or possession of the student until sealed. The student will acknowledge the seal by signature.

Compromised Specimen. If the seal or specimen is damaged, broken, or otherwise rendered invalid after leaving the student's possession, the student will be called for a retest at the next regular testing date. The student will remain eligible for activities during the interim.

Procedure for Urine Collection. If a urine test is used, students will be asked to empty their pockets prior to entering the restroom. The door will be closed so that the student is by him/herself in the restroom to provide the specimen. The testing company representative will wait outside the restroom. The student will have two minutes to produce a specimen. The specimen must be of acceptable volume and temperature. The faucets in the restroom will be shut off during collection. If the student is unable to produce a satisfactory specimen within two (2) hours, then the student will be tested using saliva collection. The student will be considered ineligible until the saliva test results are returned with all negative results.

Transport and Testing of Specimens. After specimens have been sealed, the testing laboratory will take custody of the specimens and provide transportation to the testing laboratory. Results will be reported to the principal or designee.

Confidentiality. The specimen container will not have the name of the student. Instead, the student's random identification number will appear on the container. The results will be provided to the principal or designee.

USE OF POSITIVE TEST RESULTS.

Student Health and Welfare. This program seeks to provide needed help for students who have a verified positive test. The health, welfare and safety of the student, and of other students, will be the reason for preventing a student who has a positive test from participating in extra-curricular, co-curricular or student driving activities.

Notification. The principal or designee will be notified of a positive test through the results provided by the testing laboratory. The laboratory will certify that a positive result was verified by a second test of the sample or by the test of a second sample, depending upon the type of test used. The principal or designee will notify the student and the student's parent/guardian.

Appeal. The student or the parent/guardian may submit any prescription evidence, evidence or information which will be considered in determining whether a positive result has been satisfactorily explained. A student may also appeal a positive result within 10 days of notification of the positive result by submitting to a follow-up test at the school, which will be paid by the student or parent/guardian. Due to the residual nature of some banned or illegal substances, follow-up test results may or may not be considered conclusive.

Information and Referral. The student and parent/guardian will be given the names of counseling and assistance services that the family may want to contact for help. Drug and alcohol abuse education and counseling opportunities may be offered through the Corporation.

Consequences – When Effective. Consequences as outlined herein will be effective immediately, regardless of the student's ability to justify or appeal the positive results. The Corporation maintains that the need to protect the health and safety of the affected students and of other students outweighs the student's privilege to participate in extra-curricular activities or to drive to/from school. Upon presentation of exculpatory evidence or subsequent negative test results sufficient to satisfactorily explain or dismiss the positive result, the principal or designee may lift the disciplinary consequences and restore the student's extra-curricular activities status and driving privileges.

Consequences – Athletics/Extra-Curricular Activities. A student involved in athletics or extra-curricular activities will be subject to the disciplinary consequences outlined in the Student Handbook in the Substance Abuse Policy Regarding Extra-Curricular Activities.

Consequences – Co-Curricular Activities. A student involved in co-curricular activities will be prohibited from participating in activities scheduled outside of the classroom or outside of the school day. The student's teacher or the activity advisor will make arrangements for the student to make up the missed activity through additional classroom work or other project(s). Under no circumstances will the student receive academic penalty for failure to participate in co-curricular activities because of a positive test.

Consequences – Student Parking. Student parking permit will be revoked as provided in the Student Handbook in the Driving Policy for Students.

Testing During Suspension Period. Any student who tests positive will be retained in the testing pool during the suspension period.

Follow-up Test/Readmission to Program. After the expiration of the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body, the student may make a request for a follow-up test to the principal or designee. If the follow-up test is negative, the student will be allowed to resume extra-curricular activities and/or driving. A student is prohibited from participating in extra-curricular activities and/or receiving a student driving permit until after a follow-up test is requested and negative results are reported.

Subsequent Positive Results. If a subsequent positive result is obtained from a follow-up test, the same procedure outlined above will be followed, and the next level of consequences imposed.

Confidentiality. Information on a verified positive test will be shared only with coaches, sponsors, or personnel who "need to know" for purposes of enforcing suspension from activities. Results of negative tests will not be reported, and will be kept confidential.

Secure Storage of Results. Drug testing results will be returned to the principal or designee. Names of students will not be kept in open files or on computer, but will be locked in a secure location available only to the principal or designee and the superintendent.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The Corporation is committed to protecting the confidentiality of the students involved in this program, and maintaining an effective learning environment for all students. Publication or dissemination of results of is strictly limited as provided in this Policy, and additionally, as follows:

Statistical Reporting. The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without the express written consent of the Board. The lab will provide a quarterly report showing the number of tests performed, the rate of positive and negative results, and what substances were found in the positive specimens to the building principal.

Staff Confidentiality. Any staff, coach, or sponsor of an affected student who may have knowledge of the results of a drug test under this program will not divulge to anyone the results of the test or of the disposition of the student involved. In the case of legal subpoena made upon such staff, coach, or sponsor, disclosure will be made only as directed by Corporation legal counsel.

Disclaimer of Responsibility for Community Comment. Due to the small size of the student body, the Corporation will not be responsible for community speculation regarding the non-

participation of a particular student in extra-curricular or co-curricular activities.

FINANCIAL RESPONSIBILITY

Initial Testing. Under this Policy, the Corporation will pay for all initial random drug tests, all initial "reasonable suspicion" drug tests, and all initial "follow-up" drug tests. Any subsequent "follow-up" drug tests will be paid by the student or student's parent/guardian.

Follow-up Appeal Testing. Any follow-up test as appeal of a positive result is the financial responsibility of the student or parent/guardian.

Late Entry. Mandatory testing of students who enter the program after the determination date will be the financial responsibility of the student or parent/guardian.

Parental Request. Testing of students who are participants in the program at parent/guardian request will be the financial responsibility of the student or parent/guardian.

Counseling/Services. Counseling, services, or treatment by non-school agencies are the financial responsibility of the student or parent/guardian, though the Corporation Counselor may be able to direct the student or parent/guardian to financial aid resources.

BANNED SUBSTANCES

For the purposes of this policy, the following substances or their metabolites that can be tested are considered illegal or banned for Corporation students.

Alcohol	Barbiturates	LS
Methaqualone	Phencyclidine	Amphetamines
Benzodiazepines	Marijuana metabolites	Propoxyphene
Anabolic steroids	Cocaine metabolites	Methadone
Opiates	Tobacco	Synthetic Drugs
Other specified drugs		

SUBSTANCE ABUSE POLICY REGARDING EXTRA-CURRICULAR ACTIVITIES

PURPOSE

Carroll Jr.-Sr. High School recognizes that the use of alcohol and other drugs and the problems associated with it are becoming more commonplace among youth. The use of illicit drugs and alcohol results in negative effects on the behavior and learning of young people. The close contact between sponsors and coaches provides those individuals a unique opportunity to assist young people. Students should be given an opportunity to redirect their lives.

All parties within the school community must work together to make the policy successful. Sponsors and coaches will sign a pledge that they believe in the policy and will enforce it. In order for a student to participate in extra-curricular activities, the student's parents must sign a form that they have received, read, are aware of, and will encourage their child to abide by this extra-curricular activity substance abuse policy and participation rules established by the coaches and sponsors.

DEFINITIONS

EXTRA-CURRICULAR

Activities that are conducted as a result of participating in athletic, music, drama, clubs, student government, class offices, and other programs sanctioned by the school.

CONTROLLED SUBSTANCES/MEDICATIONS

A student shall not use, consume, possess, transport, or be under the influence of any alcoholic beverage, stimulant, intoxicant, hallucinogen, illegal depressant, narcotic drug, inhalant, prescription medication that is not prescribed for the student, controlled substance (including marijuana, synthetic drugs, cocaine, or "crack", methamphetamine), excessive doses of over-the-counter medication, paraphernalia, or items that look like or items represented to be any of the foregoing substances.

This policy shall not apply to any student who properly possesses or uses a legal prescription written for that student or over-the-counter medication when following the recommended dosage.

These medications must be kept in the Health and First Aid room. See Medication Policy.

SELF-REFERRAL: A student who seeks help from a school official and who follows the recommendations of a school counselor and administrator will not be subject to suspension, extra-curricular ineligibility, or other disciplinary actions for violations which occurred prior to the self-referral. A self-referral will have no effect if school personnel learn of a violation beforehand, or if law enforcement was involved in the incident.

CONFIRMED VIOLATION

1. A voluntary admission of guilt by a student alleged to have violated this policy.
2. A direct observation by administrators, sponsors, coaches or teachers that a student violated this policy.
3. Violations that come to the attention of the administrators that through investigation are substantiated.

SCOPE

This policy applies to all students (grades 7-12) participating in extra-curricular activities. The policy is in effect year round whether the student is off or on school property. Penalties will be cumulative from grades 7-12.

GENERAL PROVISION

Any penalty imposed under this policy shall apply to any and all extra-curricular activities in which the student is participating at the time such penalty is imposed. The penalty will apply to any subsequent extra-curricular activity in which the student participates until the penalty is successfully served.

The student must successfully complete participation in an extra-curricular activity for the full term of the activity and in good standing for the penalty to be considered completed. A student must serve a penalty in an athletic as well as a non-athletic extra-curricular activity.

If a penalty is not completed in a school year, the remainder will carry over into the following school year. A penalty that is a percentage of a season is taken as a percentage of the entire season. The penalty cannot be served concurrent with a loss of participation due to academic ineligibility or other disciplinary losses.

PROCEDURE

If an administrator has reason to believe a violation has occurred the following actions will be taken:

- a. conduct an investigation to determine if a violation has occurred
- b. inform the student of the allegations
- c. provide the student with an informal opportunity to explain his/her conduct

If a violation is confirmed,

- d. notify student and parent of penalty; student may request a school hearing, and parents may be present at the student's request.
- e. appropriate sponsors/coaches will be notified

PENALTIES

1. FIRST VIOLATION

- A. A confirmed violation will result in a student being ineligible for extra-curricular activities for one year.
- B. Eligibility may be restored if the student and parents/guardians meet the following criteria:
 1. The student will be referred to a school counselor for assessment. The counselor and school administrators will make a joint recommendation* for one or more of the following:
 - a. continued sessions w/the school counselor
 - b. chemical use assessment administered by a certified outpatient drug/alcohol counselor

- c. participation in an outpatient counseling program
- d. participation in an inpatient counseling program
- e. participation in an education program

* Parents are responsible for any costs associated with the above services

2. Before the students can resume athletic and/or ECA activities, the Guidance Office, Athletic Director, and the Administration must meet to determine if the student has met the recommended procedures. If the recommendation is long-term, failure to follow through by the student will result in immediate suspension from all activities.

Athletes who initially self-report their violation and cooperate with the administration will lose eligibility for 20% of the contests in which the athlete is involved. Athletes who do not self-report their violation will lose eligibility for 50% of the contests in which the athlete is involved. Coaches may require the student's attendance at all practices for missed events. A club member will be suspended from club activities for 60 days.

3. Student must pass school-approved drug test before resuming extra-curricular activities or parking at school. Cost of drug test must be paid by student, parent, or legal guardian of student. The student is responsible for reporting to the front office for a drug test at the end of his/her suspension.

*Note: If a violation occurs during the preparation for a one-time event, the student will be ineligible for that event.

2. SECOND VIOLATION

A. A confirmed violation will result in a student being ineligible for extra-curricular activities for the remainder of his/her school career.

B. Eligibility may be restored if the students and parents/guardians meet the following criteria:

1. The student will be referred to a school counselor for assessment. The counselor and school administrator will make a joint recommendation for:
 - a. chemical use assessment administered by a certified outpatient drug/alcohol counselor
 - b. participation in an outpatient counseling program
 - c. participation in an education program
2. If the student successfully complies with the recommendation, he/she will regain eligibility after sitting out six months of participation time.
3. Student must pass a school-approved drug test before resuming extra-curricular activities or parking at school. Cost of drug test must be paid by student, parent, or legal guardian of student. The student is responsible for reporting to the front office for a drug test at the end of his/her suspension.

*Parents are responsible for any costs associated with the above services.

3. THIRD VIOLATION

The student will lose eligibility in extra-curricular activities for the remainder of the student's school career.

OTHER PARTICIPATION RULES

Athletes participating in any sport for Carroll Jr.-Sr. High School will be subject to the following participation rules. Penalties will be cumulative from grades 7-12.

The following infractions will result in a loss of 1 athletic contest during the current season in which the student is participating (this is in addition to contests missed due to the disciplinary action itself...i.e.-In-School or OSS):

1. Use of tobacco products. Police will be notified.
2. Major discipline problems related to school.
3. Unauthorized possession of athletic equipment belonging to Carroll or an opposing school.
4. Gross misconduct while representing Carroll at any type of event.
5. Knowingly staying at a social gathering where there is underage drinking of alcohol or where illegal drugs are present without seeking the assistance of a parent or guardian

Second violations of the above infractions will result in a 20% loss of eligibility. Subsequent violations will result in an additional 20% loss of eligibility for each violation. (3rd=40%, 4th=60%, etc.)

If a student is charged with a felony or serious misdemeanor, the Principal and Athletic Director will meet to determine the athlete's eligibility

SCHOOL SAFETY

FIRE AND TORNADO DRILLS

Drill instructions are posted in each room. Drill instructions will be given by the teacher before the first drill. It is extremely important, for personal safety, for each student to know the proper procedures to use during the fire and tornado drills. Students are to remain quiet during the drill and listen for further instructions.

ASBESTOS ACTIVITIES AT CJSHS

In July, 1988, we had our schools inspected and sampled all asbestos containing building materials. Asbestos containing building materials were found in the tunnel area, boiler room, and fan room above the gymnasium at the Carroll Junior-Senior High School. These materials were used in the original construction of Carroll High School. These areas are not normally accessible to faculty and students.

In December, 1989, we conducted an asbestos abatement project and removed all asbestos containing building materials in the boiler room of the high school. No students were in the building during actual removal.

In January, 2000, asbestos containing pipe insulation was discovered and removed in a non-accessible pipe chase during the east wing construction project.

In July 2013, asbestos tiles were discovered and removed during the science room construction project. Students were not in the building during the removal process.

The periodic surveillance report, which is required by law every six (6) months, shows no change in the condition of the asbestos still in the building.

The required three (3) year re-inspection shows no change in the condition of the asbestos still in the building.

A copy of the Management Plan for Asbestos is on file in the Administration Office of the corporation as well as the Administration Office of the Carroll Junior-Senior High School.

HALL PASSES

Student Name: _____

1st Nine Weeks

Date	Depart Time	Destination	Return Time	Teachers

Destination Code: R=Restroom L=Locker G=Guidance N= Nurse O=Office

2nd Nine Weeks

Date	Depart Time	Destination	Return Time	Teachers

Destination Code: R=Restroom L=Locker G=Guidance N= Nurse O=Office

3rd Nine Weeks

Date	Depart Time	Destination	Return Time	Teachers

Destination Code: R=Restroom L=Locker G=Guidance N= Nurse O=Office

FREE PASSES

1st Nine Weeks

Date	Depart Time	Destination	Return Time	Teachers

2nd Nine Weeks

Date	Depart Time	Destination	Return Time	Teachers

3rd Nine Weeks

Date	Depart Time	Destination	Return Time	Teachers

4th Nine Weeks

Date	Depart Time	Destination	Return Time	Teachers