



2020-21 STUDENT HANDBOOK

Center Grove High School

CGHS Switchboard Information

CGHS Main: 317-881-0581 | Attendance Line: 317-885-4603 | Athletic Fax: 317-885-4536 | Guidance Fax: 317-885-4537
Main Office Fax: 317-885-4509 | Music Department Fax: 317-885-4539

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Board of School Trustees

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Central Office Administration

Dr. Rich Arkanoff
Nora Hoover
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Jason Taylor
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Katie Brennan
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Superintendent
Assistant Superintendent of Teaching and Learning
Assistant Superintendent of Operations
Assistant Superintendent of HR and Technology
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Executive Director of Communications
Director of Special Education
Coordinator of Special Education
Coordinator of Connected Learning
Director of Mental Health Services
Health Services Coordinator
Special Programs Coordinator
Chief of Police
Director of Technology
Director of Food and Nutrition Services
Director of Transportation
Director of Facilities

Center Grove High School Administration

Dr. Jeffrey Henderson
Tricia Ferguson
Tracy McMahan
Jennifer Perkins
Jacob Short
Jeffrey Harkin
Theresa Owen
John Zwitter
Scott Knapp

Principal
Assistant Principal
Assistant Principal
Assistant Principal
Assistant Principal
Dean of Students
Dean of Students
Athletic Director
Assistant Athletic Director

Center Grove High School Guidance Department

Meaghan Krukemeier (Early College Freshman, ENL, FEX, A's)
Scott Stenzinger (B-Do)
Amanda Buck (Dr-Hos)
Stephanie Paul (Hou-Moo)
Kelly McCarry (Mor-She)
Lindsay Miller (Shi-Z)
Angela Chaplin (Early College Grades 10-12)
Dr. Lindsey O'Haver
Daniel Weems

Department Chair
Guidance Counselor
Guidance Counselor
Guidance Counselor
Guidance Counselor
Guidance Counselor
Guidance Counselor
School Psychologist
Student Services Coordinator

CGHS Office Hours

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

Need Help?

Book Fee Assistance: Mrs. Christle Beam (ext. 4401)
Book Rental Information: Mrs. Christle Beam (ext. 4401)
Early College: Mrs. Nanette Henry (ext. 4446)
Home Requests: Mrs. Jenny Fisher (ext. 4430)
Parking Permits: Mrs. Nancy Stuckey (ext. 4400)
Scheduling Questions/Tutors: Mrs. Jenny Fisher (ext. 4430)
School IDs: Mrs. Jenny Fisher (ext. 4430)
Theft/Vandalism Reports: Mrs. Debbie Bellian (ext. 4441)
Transcripts: Mrs. Karen Cornett (ext. 4426)
Work Permits: Mrs. Nancy Stuckey (ext. 4400)

CENTER GROVE COMMUNITY SCHOOL CORPORATION

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

Vision: All students receive an exceptional educational experience.

CENTER GROVE HIGH SCHOOL

Mission: It is the mission of Center Grove High School to provide meaningful learning experiences that will prepare students for post-secondary opportunities and empower them to thrive in the 21st century.

Vision: Center Grove High School strives to be a safe and challenging institution that values the use of innovative and diverse teaching strategies, the immersion of technology, and strong community involvement.

Value Statements

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

21st Century Skills/Proficiencies

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

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

Center Grove High School Expectations

Equal Education Opportunity

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

Center Grove Community School Corporation Educational Services Building 4800 West Stones Crossing Road
Greenwood, IN 46143

The complaint will be investigated and a response in writing will be given to the concerned person in a timely manner.

STUDENTS ARE TO EXPECT

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

STUDENTS ARE EXPECTED

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

STAFF MEMBERS ARE TO EXPECT

- Responsible behavior of students
- To be treated with respect

STAFF MEMBERS ARE EXPECTED

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

PARENTS AND GUARDIANS ARE TO EXPECT

- That classes are conducted in an orderly manner
- That the students are provided with a worthwhile program and competent instruction
- To receive communications from the school
- To confer with the staff and administration of the school
- To be treated with respect

PARENTS AND GUARDIANS ARE EXPECTED

- To respond to communications from the school in a respectful manner
- To encourage and support the use of technology to enrich the learning experience
- To assist the student in accepting responsibilities
- To work with the school to enhance the academic and social growth of the student

PRINCIPAL'S MESSAGE

Dear Trojans,

On behalf of the faculty and staff, I'd like to welcome you to Center Grove High School. This electronic handbook is being provided to you so that you can familiarize yourself with your responsibilities as a student, as well as the policies, procedures and guidelines that are designed to help us run the school in a safe and efficient manner.

I truly believe that high school is a time when you should fall in love with your future. The variety of course offerings available to you at CGHS provides the opportunity for you to pursue a wide variety of interests and expand your personal knowledge. You will be surrounded by caring staff members who have dedicated their professional lives to helping students find success as you equip yourself for the next steps in your life.

As you return to the hallways, classrooms, athletic fields and performance venues at CGHS, I would like to challenge you to make this your best academic year yet, and encourage you to immerse yourself in the many activities available to you as a student. Research is clear that the most successful students get involved in aspects of the school outside of the classroom. There are many opportunities to get involved in extra-curricular or co-curricular activities, clubs and service organizations that will enrich your high school experience and provide you with additional leadership opportunities.

I wish you all the best.

Your partner in Education,

Jeffry M. Henderson, EdD
Principal

2020-2021 BELL SCHEDULES

Block Schedule

| Time | Red Day | White Day |
|---|---|-----------|
| 7:35 - 9:15 | Period 1 | Period 6 |
| 9:20 - 10:55 | Period 2 | Period 7 |
| 11:00 - 1:10 A Lunch Lunch 10:55 - 11:25 Class 11:30 - 1:10 C Lunch Class 11:00 - 12:05 Lunch 12:05 - 12:35 Class 12:40 - 1:10 | Period 4 B Lunch Class 11:00 - 11:30 Lunch 11:30 - 12:00 Class 12:05 - 1:10 D Lunch Class 11:00 - 12:40 Lunch 12:40 - 1:10 | Period 9 |
| 1:15 - 2:50 | Period 5 | Period 10 |

Early Release

| Time | Red Day | White Day |
|--|---|-----------|
| 7:35 - 9:00 | Period 1 | Period 6 |
| 9:05 - 10:25 | Period 2 | Period 7 |
| 10:30 - 12:40 A Lunch Lunch 10:25 - 10:55 Class 11:00 - 12:40 C Lunch Class 10:30 - 11:35 Lunch 11:35 - 12:05 Class 12:10 - 12:40 | Period 4 B Lunch Class 10:30 - 11:00 Lunch 11:00 - 11:30 Class 11:35 - 12:40 D Lunch Class 10:30 - 12:10 Lunch 12:10 - 12:40 | Period 9 |
| 12:45 - 2:05 | Period 5 | Period 10 |

2-Hour Delay

| Time | Red Day | White Day |
|---|---|-----------|
| 9:35 - 10:35 | Period 1 | Period 6 |
| 10:40 - 11:35 | Period 2 | Period 7 |
| 11:40 - 1:50 A Lunch Lunch 11:35 - 12:05 Class 12:10 - 1:50 C Lunch Class 11:40 - 12:45 Lunch 12:45 - 1:15 Class 1:20 - 1:50 | Period 4 B Lunch Class 11:40 - 12:10 Lunch 12:10 - 12:40 Class 12:45 - 1:50 D Lunch Class 11:40 - 1:20 Lunch 1:50 - 1:50 | Period 9 |
| 1:55 - 2:50 | Period 5 | Period 10 |

SCHOOL SERVICES

ADMINISTRATION

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

STUDENT COURSE FEES

Students at Center Grove High School pay an annual book rental fee that will be based on the actual cost of the textbooks and course materials, according to a formula required by the Indiana State Board of Accounts. Since textbooks have a wide range of costs, some book fees will be high for particular courses. Course fees and rental charges will be on Skyward in early October. Some courses also require supplementary fees for materials, especially in Art and Engineering and Technology Education. Students should consider the expense of those elective courses before enrolling in them. These courses requiring additional fees are generally noted in the course descriptions.

Students enrolling in courses at Central Nine Career Center will have additional course fees, and these fees will not be shown on fee statements issued by Center Grove High School.

Students enrolling in courses for Dual Credit will have additional course fees, and these fees will not be shown on fee statements issued by Center Grove High School.

- Center Grove High School students in grades 9-12 will be billed course fees for the entire academic school year in early October.
- Indiana Textbook Rental Statements will be mailed to each family in early October. Statements will not change throughout the year as a result of schedule changes.
- Course fee account information will also be viewable in Skyward Family Access in early October.
- Course fee payments can be made in the form of cash, check, or credit card through the CGHS Treasurer's Office.
- Students who enroll at/withdraw from CGHS after the early October billing date will be charged a prorated amount for their course fees.
- At least two unpaid balance reminders will be sent via email and Skyward Family Access. Families without a valid email address on file will be notified via mail.
- Course fees that are not paid in full by February 1 will be sent to the Center Grove Community School Corporation's Business Office and if necessary, a collection agency.

BUILDING SERVICE PERSONNEL

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

CAFETERIA SERVICES

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

Food Sanitation Program

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

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

- The Cafeteria is not financially responsible for student misuse or unauthorized charges to ID cards.
- Stolen or lost cards must be reported to the cafeteria office immediately.
- When making deposits for your lunch account, all deposits need to be dropped off in the cafeteria box by 10:45 am. Deposit slips will be available in the cafeteria daily. Students must list their first and last name, student ID#, amount of deposit and/or check number on the deposit slip. Checks and cash will not be accepted during lunch service. Online payments can also be made using a credit card or checking account by using the e-funds payment system found in Skyward Family Access.
- All students must have their ID card to purchase breakfast or lunch. Students who do not have their current ID card will receive an alternate lunch consisting of a sandwich, vegetable and milk.
- It is a student’s responsibility to monitor their lunch account balance throughout the school year. Students with negative lunch account balances will not be able to purchase and will receive an alternate lunch until the balance is paid.

All students are responsible to report to the cafeteria during their assigned lunch period. The following are student expectations for cafeteria use:

1. Students are not allowed to leave the cafeteria area without permission from a lunch supervisor.
2. Students are expected to sit in a chair at a table to enjoy their lunch. Sitting or gathering in the commons during lunch will not be permitted.
3. Students must have their own student ID to purchase food items in the cafeteria. Students are required to make deposits to their lunch account before school in the cafeteria. Cash or checks will not be accepted as students go through the lunch line.
4. Students are required to throw away all trash and return their tray to the counter in the southeast corner of the cafeteria. Tables should be clean and clear of trash and food in order for the next group of students to enjoy a pleasant lunch experience.
5. Any school employee in the cafeteria has the same authority as a teacher. Defiance or disrespect will result in disciplinary consequences.

Lunch Account Refund Policy

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

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

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

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

CENTER GROVE POLICE DEPARTMENT

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

Center Grove Police Department duties include the following:

1. Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
2. Work to prevent juvenile delinquency through close contact and positive relationships with students. In addition, the SRO may monitor crime statistics and work with local patrol officers to design crime prevention strategies and develop crime prevention programs.
3. Conduct security inspections to deter criminal or delinquent activities. These may include assisting in random searches.
4. Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board of Education policies and procedures. It is important to note that SROs are not school disciplinarians and should not be involved in investigating school rule violations. However, if a violation of a school rule is also a criminal offense, the SRO may conduct a concurrent investigation and take the appropriate action under the policies and procedures set forth by the department.
5. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that the student's emotional state may present a risk to the administrator.
6. Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school.

Be visible and accessible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups. Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model.

Develop and implement classes in law related education to support the educational efforts of the faculty. Work closely with teachers in designing and presenting law-related topics and the role of police in our society.

Work with guidance counselors and other student support staff. Assist students and staff involved in situations where referrals to social services or outside law enforcement agencies are necessary. Assist in conflict resolution efforts.

Handle and care for police dogs specialized in duties such as narcotic detection, building searches, and other related law enforcement activities.

FOOD AND DRINK IN THE CLASSROOM

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

GRADING SCALES

Our school wide grading scale used by teachers in computing the progress report, grading period, semester

exam and final semester grade for each student. High school credits are awarded for passing grades earned at the end of each semester. Listed below are the ranges for each grade category:

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

For additional academic information, refer to the [CGHS Academic Guide](#).

LOCKERS

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

LOCKER MAINTENANCE

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

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

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

LOST AND FOUND

Articles found should be turned into the secretary in the Dean's office. Unclaimed articles are recycled at the end of each semester.

MEDIA CENTER

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

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

Students may check out up to 5 books or magazines if they do not have a fine for lost material or late fees that are over \$5.00. Student's have a 5 day grace period before they will be charged ten center per day late fee for materials. Students are expected to maintain respectful and orderly behavior while using the Media Center. Students may only bring snacks and drinks to the Media Center.

AIM/STaR

AIM - ALWAYS IMPROVING MYSELF

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

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

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

AIM PROCEDURES AND STUDENT RESPONSIBILITIES

1. AIM days are assigned by priority.
 - a. Monday - English, World Language
 - b. Tuesday - Math
 - c. Thursday - Science, Social Studies
2. Teachers have the first priority when selecting a student. If a teacher requests a student to come to their AIM, that student is required to be in attendance.
3. If a student is not selected by a teacher, they may select a desired location. Locations can be from any subject area, media center, or silent reading.
4. Once a student is assigned to a location, they must stay in that location for the entire AIM period so that proper attendance can be maintained.
5. Students are responsible for checking PLUSTIME to ensure they are in the proper location. They must report to the location that is shown in PLUSTIME.
6. Failure to report to the proper location can result in disciplinary consequences.

STaR - STUDENT TEACHERS AND RELATIONSHIPS

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

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

STAR PROCEDURES AND STUDENT RESPONSIBILITIES

1. All students are to report to their assigned STAR room with study materials. Students are not permitted to leave during STAR without permission from the teacher they are visiting and their STAR teacher.
2. Students who need to leave their assigned STAR room to use the media center, computer lab, or see a teacher must pick up a STAR pass and schedule their own appointments with the teachers or

supervisors involved *prior* to the STAR.

3. The teachers and/or supervisors will keep track of students that are supposed to report to his or her room or area. It is the student's responsibility to make all appointments. The students and teachers need to use a pass to travel to these rooms. This pass is the student's responsibility.
4. "Frozen" STARS mean that students may not leave their designated STAR classroom. During these times their STAR teacher will work on lessons with the students or give standardized tests.
5. At the beginning of the STAR, teachers will take attendance. After announcements, if the STAR is not "frozen", any students leaving the STAR room will show their completed pass to the teacher and sign out, indicating their destination on the sign out sheet. Students will then report directly to their appointments.
6. Students will sign in with the teacher upon arrival. Students are not permitted to leave early from any of the areas they travel

GENERAL STUDENT INFORMATION

ADVERTISING AND DISPLAYS

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

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

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

ELEVATORS

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

EMANCIPATED STUDENTS

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

EMERGENCY DRILLS

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

FIRE DRILLS

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

TORNADO DRILLS

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

LOCKDOWN DRILLS

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

FALSE FIRE ALARMS OR 911 CALLS

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

EMERGENCY SCHOOL CLOSING INFORMATION

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

FUNDRAISERS

All fundraisers must be approved through the administrative office. Failure to do so may result in discipline. Any items being sold or donations collected without the approval of CGHS Administration or principal's designee will be confiscated.

FIELD TRIP

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

IDENTIFICATION CARDS

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

FACE COVERINGS

The health and safety of our students and staff is our top priority. As a result, the following guidelines shall be used:

- A. All students and staff are expected to wear a face covering
 - a. Two (2) cloth, washable face coverings will be provided by the school, free of charge for all students.
 - b. Families are also encouraged to provide their student(s) with their own face covering.

- c. Face coverings may be in any color or design.
 - d. May not display any word, symbol, or picture that is indecent, vulgar, profane, or presents a message that is inconsistent with the educational mission of the school district, or results in the disruption of an educational function.
 - e. Parents are responsible for washing the covering after use.
- B. Face coverings must cover the nose and mouth at all times and must be worn at the following times:
- a. On the bus at all times, including Extra-Curricular Activity trips
 - b. During passing periods
 - c. In restrooms
 - d. In classrooms, except when exempted by the teacher
 - e. Entering and exiting the building
 - f. On the way to and from the health clinic and while in the health clinic
 - g. On the way to and from the cafeteria and while in line, but are not required while eating breakfast or lunch
- C. If students are unable to wear a face covering due to a medical condition, a physician's note must be supplied. Student exemptions or waiver of applicability of the policy shall be addressed in a student's Individualized Education Plan ("IEP") or Section 504 Plan or through written documentation of a legitimate health reason by the student's physician.
- D. Students (or their parents or legal guardians) unable to afford the expense of purchasing their own daily face coverings or to buy and launder face coverings on a daily basis, if eligible for free or reduced school lunch, be provided face coverings as provided by their school in accordance with the administrative guidelines

Consequences

Failure to wear a face covering when required or directed may result in disciplinary action as determined by a building administrative team and as outlined in the student handbook. Discipline options include:

- A. Counseling and education as to the importance of wearing a face covering
- B. Conference call with parents
- C. Meeting with parents
- D. Detention/lunch detention
- E. 1 period of In School Suspension
- F. In School Suspension
- G. Out of School Suspension
- H. Expulsion

PERSONAL PROPERTY

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

TELEPHONES

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

VENDING MACHINES

The vending machines are for student use before school, after school, and during lunch periods **only**. Students

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

VISITORS

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

WORK PERMITS

A student of high school age is required to have a work permit in order to hold a job. Work permits are available in the Main Office of the high school.

HEALTH SERVICES

The school clinic is staffed by two registered nurses to provide first aid care for students who become ill or injured during the school day. The RN is not allowed to diagnose any injury or illness, per the Indiana Nurse Practice Act, but can make an educated recommendation to the parent if it is determined that further care is needed.

In the event of student illness or significant injury while at school, the nurse/designee will make every effort to contact the parent/guardian. If a parent is unavailable, the school will contact the emergency contact(s) as listed in Skyward. It is absolutely necessary to update Skyward with any phone number or emergency contact changes during the year to enable school staff to contact parent/guardian in the event of a medical emergency. Parents are responsible for providing timely transportation from school in case of an illness or injury during school hours. If the student's condition requires immediate emergency care, EMS will be activated and parents notified.

ILLNESS GUIDELINES

In an effort to ensure an optimal learning environment, students that have a fever (100° F or above), active vomiting and/or diarrhea, eye drainage or rash should not be sent to school. Students presenting to a school clinic with any of the above symptoms will be sent home for further care. They can return when they have been fever-free for 24 hours without medication, or when the condition has been treated by a physician or is no longer present. A student that is vomiting due to illness should not return to school until they have not vomited for 24 hours. A student must be on antibiotics for 24 hours before returning to school after diagnosis of strep throat or pink eye. A doctor's note may be requested upon return. Students that have symptoms that prevent him or her from actively participating in school activities (e.g., excessive coughing, sore throat, emotional distress) may also be sent home at the discretion of the nurse.

STUDENTS WITH CHRONIC OR ACUTE MEDICAL CONDITIONS

In order to provide for the health and safety of students, it is important for parents to make the Clinic staff aware of any new or ongoing health issues concerning their child. This includes but is not limited to past medical history, current medications, treatments, and allergies. Parents of students with chronic medical conditions (i.e. Diabetes, Seizures, Life Threatening Food Allergies...) should make contact with the School Nurse prior to the beginning of school to set up a time to meet regarding their student and current medical treatment plans.

GUIDELINES FOR MEDICATION ADMINISTRATION

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

- ALL medications (non-prescription and prescription) must be brought to the school clinic upon arrival to school where they will be stored and administered accordingly
- The school nurse, clinic assistant, or designee can dispense **NON-PRESCRIPTION MEDICATION** with written parent/guardian permission.
- ALL medication must be sent in the original, unexpired container and labeled with the student's name.
- No medication can be given to a student unless it is brought from home with written parent permission. This includes cough drops, throat sprays, most eye drops, and most sprays, creams and ointments for burning or itching.
- Any dosage amount requested in excess of the manufacturer's recommended dosage will not be given without a physician's written approval.
- **Herbal remedies or supplements** will not be administered during the school day unless accompanied by a physician's order.
- The school nurse, clinic assistant, or designee can dispense **PRESCRIPTION MEDICATION** with written parent/guardian permission.
- Prescription medication must be sent in the original container bearing the current pharmacy label that shows the child's name, prescription number, date filled, physician's name, and directions for use.
- All prescription medication changes and/or dosage changes must be accompanied by a physician's statement or new prescription bottle reflecting changes.
- If a medication is to be terminated before the date on the prescription, the written and dated consent of the parent/guardian is required.
- Students in grades 9-12 need a parent's written permission to take any medication home from the school clinic.
- All medication permits and physician statements must be filed with the school at the beginning of each school year or, at the start of medication administration, whichever comes first.
- Written parent consent is valid only for the period specified on the consent form and never longer than the current school year.

EMERGENCY MEDICATION (e.g., INHALERS, EPI-PENS)

Students in grades 9-12 who require such emergency medications only need written parent/guardian permission. Parents/guardians of students carrying such medications assume responsibility for assuring that a back-up medication is provided to be available in the clinic, and that the carried medication is neither outdated nor empty.

CONTROLLED DRUGS

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

IMMUNIZATION POLICIES

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

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

1. **K-5th Grade:**

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

2. **6th-7th Grade:**

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

3. **9th – 11th grade** shall have the following immunizations:

- 3 Hepatitis B
- 5 DTaP (Diphtheria, Tetanus & Pertussis)
- 4 Polio
- 2 MMR (Measles, Mumps & Rubella)
- 2 Varicella (Chicken Pox)
- 1 Tdap (Tetanus & Pertussis)
- 1 MCV4 (Meningococcal conjugate)
- **2 Hepatitis A (new for 2020-2021)**

4. Per Indiana law, every child enrolled in **12th grade** shall have the following immunizations:

- 3 Hepatitis B
- 5 DTaP (Diphtheria, Tetanus & Pertussis)
- 4 Polio
- 2 MMR (Measles, Mumps & Rubella)
- 2 Varicella (Chicken Pox)
- 1 Tdap (Tetanus & Pertussis)
- **2 MCV4** (Meningococcal conjugate)

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

All students must have the required immunizations unless either of the following applies:

MEDICAL EXEMPTION

A medical exemption is a physician's certification that a particular immunization is **detrimental** to the child's health. It must state in writing that the child has a medical contraindication to receiving a vaccine and must be resubmitted to the school at the beginning of each school year. As true medical contraindications to immunization are vaccine-specific, medical exemptions must be written for each vaccine that is contraindicated. Use of the State Vaccine Medical Exemption form is the preferred method of documenting a

medical exemption.

RELIGIOUS OBJECTION

A religious objection must state that the objection to immunization is based on religious grounds. Each objected immunization must be specified. The objection must be in writing, signed by the child's parent, and delivered to the school. There is no requirement of proof. The written religious objection must be resubmitted to the school at the beginning of each school year.

Parents are allowed twenty (20) days after enrollment to provide updated immunization records to the school. If records are not turned in or are not up to date, the student may be excluded from attending school until updated records are turned in to the clinic.

HEARING AND VISION SCREENINGS

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

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

HEAD LICE GUIDELINES

Parents have the primary responsibility in the detection, prevention and treatment of head lice through routine checks of their child's hair and proper treatment if live lice are found. While head lice are a nuisance, they do not spread disease and are not a public health issue. Parents are encouraged to notify the nurse/clinic assistant if their child is found to have head lice. The primary goal of identification and notification of a lice infestation in the school setting is to ensure that the child receives safe and effective treatment. Should a student present at school with a possible case of head lice, the school nurse/clinic assistant will maintain confidentiality, verify the presence of an active infestation, and bring it to the attention of the student's parent/guardian. Presence of nits alone is not a reason to exclude a child from school. Students with live, crawling lice and nits closer than 1cm from scalp will be considered an active infestation and would require treatment or manual removal of nits. Exclusion for an active infestation will be determined on a case by case basis.

Parents will be instructed on appropriate treatment and prevention methods and asked to return to the clinic with their child after treatment for a recheck. Head lice checks are done individually and on an as-needed basis for detection and for follow up after treatment. Siblings and close contacts of students with head lice may be checked at the discretion of the nurse or clinic assistant.

CLINIC RULES

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

1. All students must have a hall pass before coming to the clinic.

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

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|---------------------------------------|
| <u>COUNSELING AND GUIDANCE</u> |
|---------------------------------------|

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

ACADEMIC GUIDE

The Guidance Department annually prepares a handbook called the Academic Guide. It contains information on graduation requirements, the classes that are available and recommended curricula for vocational and educational experiences. (See Guidance Department or website for more information)
www.centergrove.k12.in.us/cghs/guidance/index.htm

SAT AND ACT TESTING INFORMATION

All testing information is available on the school website under the guidance department and located in the calendar portion of this handbook.

GRADE LEVEL CLASSIFICATIONS

Throughout high school, students are classified as Freshmen, Sophomores, Juniors and Seniors. These classifications are based on the individual student’s academic progress toward fulfillment of graduation requirements.

| <u>GRADE LEVEL</u> | <u>MINIMUM CREDITS REQUIREI</u> | <u>2nd Semester</u> |
|---------------------------|--|----------------------------|
| Sophomore | 10 Credits | 15 Credits |
| Junior | 22 Credits | 26 Credits |
| Senior | 32 Credits | 37 Credits |

GRADUATION REQUIREMENTS

Students should refer to page 7 of the Center Grove High School Academic Guide for specific graduation requirements and diploma information (Academic Honors, Core 40, Technical Honors, Traditional Diploma etc....)

GRADUATION PARTICIPATION

To participate in the graduation ceremony, a student must be a student in good standing at CGHS and must have

completed all necessary credits and must have passed the ECA. Any seven-semester graduate must have met all graduation requirements by the end of the seventh semester. Remember participation in graduation is a privilege, not a right.

SCHEDULE CHANGE POLICY

In late January and early February, student scheduling will be done on an individual basis. The scheduling form must be turned in with parental approval to the guidance office.

After students register for classes, teachers will be hired and teacher schedules established based upon selections made by students. **Year-long course requests are year-long commitments and students will not be allowed to drop the second semester of year-long courses unless the request meets the criteria listed below.** *Student schedules will not be changed after spring break unless the following exists:*

- need to meet high school graduation requirements
- need to meet college entrance requirements
- need to balance over-crowded classes
- an error in computer entry
- late staff changes

Requested changes related to teacher assignments, lunch assignments, class periods, etc. will not be considered.

GUIDELINES FOR DUAL CREDIT ENROLLMENT

- Students approved for dual credit enrollment will be given release time from classes at CGHS. The release time from CGHS is attached to the period of time the college class meets. During the school day (7:30a.m.-2:50p.m.), the time of the college course must coordinate with the CGHS block schedule.
- If a student takes one college class during the school day, the student will be dismissed from 2 class blocks here (one per day). If a student takes two classes, the student will be dismissed for 4 periods (two per day). These blocks correspond to the time the college class meets.
- Night college classes are handled as follows:
 - a. Night Class = Period 5 & 10 off or Period 1 & 6 off
 - b. Night Classes = Period 1,2,6,7 off or Period 4,5,9,10 off
- If the student drops the college class at any time during the semester, the student must return to CGHS. If the drop happens within the 1st three weeks of the CGHS semester, the student will take a credit course; otherwise, they must attend a class for non-credit. Students must notify the guidance counselor immediately if they drop a college class.
- Students must provide their guidance counselor with a copy of the mid-term grade.
- Saturday classes will not result in release time from weekday CGHS classes.
- Students in athletics and other extra-curricular activities must check with their coach/adviser to determine if eligibility requirements are being met.
- CGHS weighted credit will only be given to college courses corresponding to existing CGHS weighted courses
- For more information see page 4 of the Academic Guide

CREDIT TRANSFER

For students in good standing, Center Grove High School will accept no more than six transfer credits from night school, correspondence schools, or other school programs, toward a diploma granted by Center Grove High

School.

TRANSCRIPTS

Transcripts are processed electronically through Family Connection/Naviance for all presently enrolled students. Students should contact their counselor with any questions they may have about requesting/processing an electronic transcript. Students who have graduated from CGHS should contact the Registrar, Karen Cornett at 881-0581 ext. 4426 in order to request a transcript. Please allow three to five business days for processing.

SERVICES FROM OUTSIDE AGENCIES

Students receiving services from outside agencies will be accommodated by school administrators. The administration reserves the right to protect students' best interest in determining the times to meet that will be least disruptive to the student's school day.

HATCH AMENDMENT

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

Notification on rights concerning Student Surveys

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

1. A school corporation shall make available for inspection by the parents or guardians of a student any instructional materials, including:
 - a. teachers' manuals;
 - b. student texts;
 - c. films or other video materials;
 - d. tapes; and
 - e. other materials used in connection with a personal analysis, an evaluation, or a survey described in subsection (b).
2. A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:
 - a. political affiliations;
 - b. religious beliefs or practices;
 - c. mental or psychological conditions that may embarrass the student or the student's family;
 - d. sexual behavior or attitudes;
 - e. illegal, antisocial, self-incriminating, or demeaning behavior;
 - f. critical appraisals of other individuals with whom the student has a close family relationship;
 - g. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
 - h. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program); without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal

analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.

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

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

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

STUDENT RECORD POLICY

Center Grove Community School Corporation Student Records Policy Definitions

A. Education Records

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

B. Exclusions

Education records shall not include the following:

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

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

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

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

CUSTODY AND PROTECTION OF STUDENT RECORDS

1. **Place records are kept.** Student records will generally be maintained in the cumulative record folders either in the administrative offices of the School Corporation or in the school in which the student is currently enrolled. With the consent of the superintendent or his designee, a portion of student records may be kept in other places for reasons of effective school administration.
2. **Control of the records.** Student records in each place where they are maintained shall be under the immediate control of the person in charge of the building who shall be responsible for carrying out this policy.
3. **Record of access to student records.** Each individual student cumulative folder, and each student record maintained separate from the folder, shall contain as a part thereof a written form upon which any person examining such records shall indicate the following:
 - a. The identity of such person.
 - b. The specific record examined.
 - c. Purpose of the examination.
4. The date on which, or in the case of a person whose job within the school corporation system requires

repeated examination, the period of time over which such examinations were made.

5. No such record need be kept when the disclosure was to a parent or student, school staff members, a party with a written consent from the parent or student who is at least 18 years of age, or a party seeking directory information.

ACCESS TO STUDENT'S RECORDS

1. **Right of access.** A parent of a student who (1) is less than 18 years of age and not enrolled in a post-secondary institution, or (2) is a dependent student as defined by Section 152 of the Internal Revenue Code of 1954, has a right to inspect and review such student's records or any part thereof. A student has a right to inspect or review his or her records or any part thereof.
2. **Manner of exercising such rights.** Such rights shall be exercised by presenting a written request to the office of the superintendent or the building principal. The request shall specify the specific records which the parent or student wishes to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee shall immediately contact the parents or student by letter or otherwise, to determine the desired scope of records to be inspected. Such inspections shall be made during reasonable business hours determined by mutual agreement between the school employee and the parents or student. A school official shall be present during any such inspection to assist in the interpretation of the records.
3. **Records involving more than one student.** Where the records requested include information concerning more than one student, the parents shall either receive for examination that part of the record pertaining to their child, or where this cannot be reasonably done, be informed of the contents of the part of the record pertaining to their child.

ACCESS TO STUDENT'S RECORDS BY THIRD PARTIES

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

Accrediting organizations in order to carry out their accrediting functions.

- A. Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other

individuals.

- B. Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, upon the condition however, that parents are notified of all such orders or subpoenas as soon as reasonably possible after they are received, and in any event, no less than 24 hours before disclosure.
- C. **Access to records with consent.** Education records may be furnished to any other person with the written consent of:

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

The student who is at least 18 years of age or is attending an institution of post-secondary education.

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

CORRECTION OF STUDENT'S RECORDS

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

COPIES OF STUDENT'S RECORDS

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

RELEASE OF DIRECTORY INFORMATION

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

Parents of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or certain of the categories of directory information should request form DP-1 (Denial; of Permission to Release Certain Directory Information Without Prior Written Consent) from the superintendent's office. An objecting parent or student may use form DP-1 to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish

released.

Building principals shall ensure that parents are informed of their right to object to the release of directory information and that they have 14 calendar days from the beginning of the school year in which to file an objection.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

1. The right to inspect and review the student's education records within 45 days after the day the "School" receives a request for access.
2. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

EXTRA/CO-CURRICULAR ACTIVITIES

GENERAL EXTRA/CO-CURRICULAR GUIDELINES

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

DEFINITIONS

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

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

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

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

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

question, and the student's counselor.

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

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

ACTIVITIES CONFLICT

Co-Curricular (class related – i.e.: newspaper and yearbook) and Extra-Curricular (athletics and clubs) Cooperative Agreement.

This agreement is for students participating in both co-curricular and extra-curricular programs at Center Grove High School. The administrators of these programs understand that scheduling conflicts will occur. In order to deal with each participant fairly, a consistent policy is necessary. The participant must understand that the ultimate responsibility is for the student to communicate any scheduling conflicts to his/her coach and director.

1. Under this agreement, coaches, directors and sponsors must communicate between departments ASAP. The participant **MUST COMMUNICATE** the conflict at least one (1) week in advance to the coach, director or sponsor.
2. This agreement upholds the common practice that competitions or performances take precedence over practice with no penalty to the participant.
3. LEVELS OF PRIORITY FOR CONFLICTS
 - a. If two competitions occur simultaneously and one is for advancement to a higher level, the participant will attend the competition for advancement.
 - b. If simultaneous competitions are of equal priority and the student has informed director, coach or sponsor with at least one week's notice, a meeting of the coach, director, and athletic director should be requested by the student and/or parent. At that time the importance of the student's participation to the success of the group's performance will be considered, and any possibility for the participant to get to both competitions will be investigated.
4. If simultaneous competitions are of equal priority and the student has not informed the director, coach or sponsor with at least one week's notice, the participant will accept the consequences.
5. If the student met requirements of notifications:
 - a. In the case of an activities conflict, students may receive an alternative assignment in a co-curricular event. Graded activities such as performances may be assessed as non-applicable or the student will be graded on their alternative assignment.
 - b. If absent from a performance, athletic event or non-athletic event due to simultaneous competitions, no penalty will be enforced (i.e.: no benching, no reduction of playing or performance time, or reduction of participation).
 - c. If there is a simultaneous competition conflict and time allows the participant to do both, the participant may not sit and watch other levels of competition in which he/she is not personally participating. The participant is to go to his/her other competition. Parents are responsible for providing transportation from one event to another with a note from a parent explaining the mode of transportation. This note must be approved 24 hours prior to the competition.
6. If there is a practice and competition conflict:
 - a. An effort to get to practice after or prior to competition is required.
 - b. If competition is a home event, the participant is to immediately report to practice as soon as his/her portion of the competition is over. The participant is to be excused from any portion of competition in which he/she is not personally participating as determined by IHSAA team and individual sports guidelines (Team Sports: football, volleyball, soccer, basketball, baseball,

softball) (Individual Sports: cross country, golf, tennis, swimming and diving, wrestling, track).

ATHLETICS

[Center Grove High School Athletic Website](#)

[Center Grove High School Athletic Handbook](#)

IHSAA ELIGIBILITY RULES

Participation in athletics is a privilege earned by meeting the standards set by your school, conference, and the IHSAA. If you have any questions regarding your eligibility, contact the athletic director or principal BEFORE you endanger your athletic eligibility, rather than AFTER it is too late.

Age

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

Amateurism

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

Awards, Gifts, and Trips

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

Change of School

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

Enrollment

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

Grades

If you did not pass 5 regular, full credit subjects in the previous grading period, or if you are not currently passing in 5 regular, full credit subjects, you are ineligible for further interscholastic athletic competition. (Semester grades will take precedence at the end of the semester. Audits DO NOT count as subjects. Required Physical Education is considered a solid subject. Athletic Conditioning is a full credit, regular class.)

Illness and Injury

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

Conduct and Character

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

Physical Examination Certificate

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

Participation in Practices, Games, Contests, or Scrimmages

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

Undue Influence

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

NCAA Eligibility Guidelines

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

CLUBS AND ORGANIZATIONS

ACADEMIC ORGANIZATIONS

Academic Super Bowl is a bowl-style competition with a yearly theme involving six individual squads: Math, Science, English, Fine Arts, Social Studies, and Interdisciplinary. Individual teams compete at the invitational and regional levels to qualify for state finals sponsored by Purdue University.

Brain Game is a select four-member team (with alternates) that participates in Channel 13's televised academic contest. Cindy Cullom and Jerry Maguire, coaches

Business Professionals of America: Students interested in business are encouraged to join this association which promotes professional practices for future business leaders. Students compete at a district competition and may qualify for the state competition. Students may choose from 40 competitions that are based on academic subjects taught in the business department such as; computer programming, web design, accounting, and business law. Students must be enrolled in or completed a high school business class to be eligible for competition participation.

Spell Bowl is a 10-member competitive spelling team participating at the district and state contest levels. Adam Gaff, Coach.

Quiz Bowl is a “buzz-out” contest of academic knowledge consisting of varsity and JV players from all grades. The teams participate in regular meets, as well as league, state, and national tournaments. Cindy Cullom and Jerry Maguire, coaches

CLUBS

Best Buddies: Best Buddies is a non-profit organization dedicated to enhancing the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships. The organization pairs students with their peers in special education in mutually enriching one-to-one friendships. The mission of Best Buddies is to educate high school students about the emotional, functional and natural needs and abilities of people with intellectual disabilities.

Book Forum: Students choose, read, and discuss novels and non-fiction in an informal, student- led setting. Meetings are held in the library once a month. There is a yearly fee of \$5 to help pay for refreshments.

Boy’s Club Volleyball: The main purpose of the Boy’s Volleyball Club is to provide an opportunity for males to participate in this organized sport. It is open to all grades with tryouts in March and the season ends at the end of May. The club plays other schools and participates in a State Tournament. There is a minimal fee for uniforms, officials’ salaries and tournament entry fees. A physical examination is required for participation.

Center Grove Ultimate Frisbee League (CGUL): Ultimate Frisbee is a fun, fast paced game for everyone. Imagine a cross between basketball and soccer wrapped up in one game played with a Frisbee instead of a ball. We begin play in May and the league runs through the summer months with the championship game and celebration taking place in front of the cheering fans on the turf of the CG football field. The league is coed and everyone who signs up gets to play.

Chess Club: Chess Club provides an informal interaction among students who have a common interest in chess. The Club is open to any interested students and meets every Friday after school in room 324.

Creative Writing Club: Creative writers (as well as aspiring creative writers) should consider joining Creative Writing Club. Creative Writing Club is comprised of creative people interested in each other’s thoughts and works. After-school “meeting” time is devoted to sharing writing and receiving feedback, participating in creative writing exercises, being introduced to some philosophies and practices of creative writers, and potentially much more.

Drama Club: The purpose of the Drama Club is to give students an opportunity to participate in plays, skits and variety shows. Students can also learn how to run the lights, sound and the major components of a production.

FCCLA: Family, career, and community leaders of America. Focuses on developing leadership skills and community service. We work on projects such as Riley Hospital Blankets, Community South Hospital Puppy pillows, and turbans for cancer patients.

Fellowship of Christian Athletes: The purpose of the FCA group is to provide an opportunity for Christians to share their faith, encourage others, and provide a growth environment for new believers.

French Club: The purpose of the club is to familiarize members with French and Francophone culture activities.

Membership is open to anyone taking French or students who have completed two years of French.

French Honor Society: “Société Honoraire de Français” Membership is available to students enrolled in a 3rd-year French class who have maintained at least an A- in all previous French classes and students who are enrolled in a 4th or 5th year-French class with a B+ average in French classes. Continued membership is contingent upon the student’s continued study of French.

German National Honor Society: The purpose of the German National Honor Society is to recognize high scholastic achievement in the study of German and to promote interest in the study of German language, literature, and civilization. Center Grove High School’s chapter is a member of Indiana Beta Theta of the national Delta Epsilon Phi National Honor Society for High School Students of German.

German Club: The purpose of the club is to provide the members with an opportunity to practice German outside the classroom; to experience German customs, traditions, and festivals; and to participate in activities with other students who share a common interest in the German language and culture. Membership is open to anyone presently enrolled in German as well as to students who have completed at least one (1) year of German at CGHS.

Glamour Gals: Glamour Gals Foundation is a national organization that inspires young teens to provide ongoing painted nails and friendly relationships with women in senior homes around Greenwood. We meet monthly at a local nursing home.

Industrial Technology Club: Membership in the Industrial Technology Club is a fun and exciting experience for both males and females with an interest in computers or other technology-related fields. This award-winning club was designed to give students a chance to meet new friends and gain leadership skills. Meeting every Wednesday after school, the club prepares for several competitions where the club is known statewide for its excellence in club management and presentation. Along with competitions, the club goes on field trips and holds several pizza parties.

Interact Club: Interact club is a service organization for high school students. This club is the Rotary International’s service club for young people.

Key Club: Key Club is a service organization for high school students. A local Kiwanis Club Sponsors Key Club. Members of Key Club learn how best to serve their school and community by developing positive leadership traits that will be needed throughout their lives.

Model United Nations: Model United Nations connects students with competitive learning experiences in which they explore the United Nations, countries, and international politics and organizations. Students attend conferences which simulate the United Nations. This group will also participate in the Indiana Capitol Forum. This opportunity links students with state and local government activities and officials.

National Honor Society: The CGHS Chapter of the National Honor Society is open to juniors and seniors who are selected by the Chapter Council on the basis of scholarship, leadership and character. Interest forms must be obtained by the end of October. This form must be submitted by the date on the form and turned into the guidance office by the specified date. New members will be notified on or around February 1. National Honor Society members must comply with and adhere to the rules, regulations, and consequences set forth in the By-Laws of the Center Grove High School Chapter of the National Honor Society.

The qualifications for induction into the Center Grove Chapter of the National Honor Society are as follows:

| | JUNIORS | SENIORS |
|--|-------------------------|-------------------------|
| Scholarship | 3.33 overall GPA | 3.33 overall GPA |
| College Prep Credits Earned | 23 | 33 |
| Leadership <ul style="list-style-type: none"> • 2 pts maximum each year - marching band, winter guard, varsity sport • 1 pt maximum per year for all other sports • 1 pt maximum per year of other sports related activities • ¼ point for member, ½ point for active member, ¾ - 1 point for very active member • Sponsor may award less than maximum points. | 10 CGHS activity points | 12 CGHS activity points |
| Service Unpaid - not for family members (i.e. free tutoring, volunteer/community organization work) | 30 hours | 40 hours |
| Character Eligibility for selection and continued membership is based on compliance with civil or school regulations. Consideration is given to the qualities of honesty, reliability, integrity, cooperation, courtesy, determination, respect and concern for others. | | |
| If you have any questions, contact Mrs. Hart or Mrs. Bedan. | | |

Photo Club: Photography Club offers its members the chance to share their interest in photography. Field trips, unique photo venues, and darkroom activities are all opportunities given to students to enhance their abilities as a photographer.

Ping Pong Club: No Paddle ... No Battle! This is a club for ping pong enthusiasts. We typically meet every Tuesday October through December. Spots are limited so sign-ups are a must. Pay attention to announcements for information regarding sign-up and participation.

Red Alert Robotics Club: Students work with engineering mentors to design, build, and test a full- size robot in

just six weeks! The students then travel to sites across the country to compete with their built robot. The Robotics club is part of FIRST, a national organization that promotes science and technology.

SADD (Students Against Destructive Decisions): SADD provides students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, risky (distracted driving) and impaired driving, and other destructive decisions.

Skateboarding Club: Our goal is to improve the reputation of skateboarders in our community, help each other to improve our skills, and have a great time doing it! The skateboard is open to anyone that skates or is interested in skating.

Sociedad Honoraria Hispanica (Spanish Honorary): Membership is available to students enrolled in a third-year Spanish class who have maintained at least an A-average in all previous Spanish classes and students enrolled in a 4th or 5th year Spanish class with a B+ average in Spanish classes. Students are required to do volunteer tutoring in Spanish. Continued membership is contingent upon the student's continued study of Spanish.

Spanish Club: The purpose of the club is to familiarize members with Spanish culture activities. Members are also given the opportunity to use Spanish in other situations. Membership is open to anyone taking Spanish or students that have completed two years of Spanish.

Speech Team: The CGHS Speech Team is open to freshman through seniors. Meetings begin in October and runs through March. Students interested in drama, broadcasting, public speaking, current events, and debate are encouraged to attend meetings. The speech team competes at invitational tournaments as well as sectional and state competitions.

Student Government: Student Government, also known as student council, is a forum, which allows students the opportunity to engage in leadership activities intended to enhance all students' educational experience while at Center Grove High School. Students can choose to run and campaign for class offices and senate seats or they can apply to be a "work-on" member and earn their senator status through involvement in student government activities and endeavors.

Timmy Global Health: Timmy Global Health is an Indianapolis based non-profit that provides medical services and medication to under-served communities both in Indianapolis and the world. They have many support chapters among colleges and universities, and a few among high schools. Our chapter supports Timmy Global Health through fund-raising and education. We meet once or twice a month and sponsor 2 educational/fund-raising activities per year such as the Table Tennis for Timmy Tournament. We are open to any student willing to serve, and Timmy Global Health provides international service opportunities for High School members in the Dominican Republic during summer break.

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

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

1. **Grades:** The student must have and must maintain during the tenure of office/membership, a grade point average of 2.0 [C]. This includes the cumulative grade point average and each nine- week grade point average. National Honor Society grade point average is 3.17.

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

ACADEMIC ELIGIBILITY FOR CLUBS AND ORGANIZATIONS

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

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

RANDOM DRUG TESTING

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

| <u>Extra-Curricular Drug-Alcohol-Tobacco Policy</u> |
|---|
| <p><u>Rule #1:</u> Do not use or possess any controlled substances, drug paraphernalia, alcohol, or any tobacco products.</p> |
| <p><u>Rule #2:</u> Do not be in attendance at any gathering where there is unlawful use of alcohol, controlled substances or drug paraphernalia.</p> |

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

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

Levels and Consequences of Drug-Alcohol-Tobacco Policy Violations

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

- A. **1st Violation of Rule #1:** The student-athlete will be removed from that sport immediately. All honors and awards will be forfeited. Driving privileges will be suspended for 90 school days. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense.*

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

- B. **1st Violation of Rule #2:** The student-athlete will forfeit 10% of their next interscholastic events. Driving privileges will be suspended for 45 school days. For the student-athlete to be eligible for participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense. *

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

- A. **1st Violation of Rule #1:** Driving privileges will be suspended for 90 school days and the student-athlete will forfeit the first 25% of the interscholastic events of the next athletic season in which they participate. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense.*

- B. **1st Violation of Rule #2:** The student-athlete will forfeit 10% of the interscholastic events of the next athletic season in which they participate. Driving privileges will be suspended for 45 school days. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense. *

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

Driving privileges will be suspended for 180 school days. During this time, the student will not be allowed to practice or compete in any Athletic Department activities for one calendar year. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to another drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense.*.

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

Driving privileges will be suspended for 90 school days and the student-athlete will forfeit 25% of their next interscholastic events. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to another drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense*

MUSIC DEPARTMENT

Accents is a beginning level choir that focuses on both show and concert literature. The group performs at

ISSMA and all home choral events. Auditions are held in the spring of each year. There are minimal fees to pay for accessories. Additional information can be found on the choral website. (www.centergrovechoirs.org)

CG Singers is a competitive mixed chamber choir who performs at many competitions and events throughout the year. The group is auditioned in the spring and additional information regarding fees and schedules can be found at www.centergrovechoirs.org.

Chorale is an intermediate choir for students in all grades. The group performs on all home concerts and is auditioned in the spring of each year. Additional information can be found on the choral website. (www.centergrovechoirs.org)

Debtones is a Varsity women's show choir who competes extensively in the winter month and performs on all home choral events. This group rehearses at least 5 hours a week beginning in August and has additional fees. The group is auditioned in the spring and additional information is available at www.centergrovechoirs.org.

Descants and Gents is a non-auditioned choir for freshman or those students without choral experience. This group performs on all home choral events. Additional information can be found on the choral website. (www.centergrovechoirs.org)

Indoor Percussion is designed to offer percussion students an additional venue in which to perform. Participation in Marching Band, or recommendation of the director, is a prerequisite for membership. Auditions may be required. Rehearsals are after school beginning in December and finishing in April. Contests are on Saturdays. Additional fee is required for this activity.

Sound System is a Varsity mixed show choir who competes extensively in the winter month and performs on all home choral events. This group rehearses at least 5 hours a week beginning in August and has additional fees. The group is auditioned in the spring and additional information is available at www.centergrovechoirs.org.

Surround Sound is a JV mixed show choir who competes at several competitions through at the as well as at all home choral events. Auditions are held in the spring of each year. Additional information can be found on the choral website. (www.centergrovechoirs.org)

Symphonic Choir is a mixed intermediate chamber ensemble. The group auditions in the spring and performs at a variety of events throughout the year. Additional information can be found at www.centergrovechoirs.org.

The Jazz II Band is a volunteer ensemble that meets two times per week after school, mid- November through April. They perform at "Dinner with Jazz" and may participate at selected jazz festivals. Participation in the concert band program, or recommendation of the director, is a pre- requisite for membership.

The Marching Band is a volunteer ensemble comprised of students from the instrumental music department. The rehearsal schedule begins in late May and goes through mid-November. This ensemble performs at football games, parades, and Saturday competitions. Tryouts for Color Guard, open to all female students at CGHS, are held at the end of April and beginning of May. It is recommended that family vacations for marching band members be planned for late June to mid- July. All band personnel must be in attendance for all rehearsals from band camp through the completion of marching season.

The Pep Band is a volunteer group of students that provide music entertainment at home varsity girls' and boys' basketball games. This ensemble meets after school for approximately 5 to 8 rehearsals in mid-November through December. The pep band will play at games starting after Thanksgiving and ending in February. No audition is required. Participation in the concert band program is a prerequisite for membership.

Winter Guard is comprised of girls from the fall marching band color guard. Practices are after school and on weekends November through April. Contests occur on Saturdays, January through mid-April. Additional fee is required for this activity.

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| <u>Music/Co-Curricular Drug-Alcohol-Tobacco Policy</u> |
| Rule #1: Do not use or possess any controlled substances, drug paraphernalia, alcohol, or any tobacco products. |
| Rule #2: Do not be in attendance at any gathering where there is unlawful use of controlled substances, drug paraphernalia, alcohol, or any tobacco products. |

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

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

Levels and Consequences of Drug-Alcohol-Tobacco Policy Violations

1st Violation of Rule #1: The student-performer will be withheld from 25% of the total performances of the school year. This will carry into the following school year for all underclassmen. In addition, eligibility for membership in an ensemble and ability to travel with that ensemble will be reviewed by the director(s). Driving privileges will be suspended for 90 school days. For the student-performer to be eligible for future participation, the student-performer will be required to submit to a drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense.*. The student-performer will be required to attend all performances that take place during his/her suspension and complete a critique of the performance as stipulated by the director(s) as a concert replacement assignment.

1st Violation of Rule #2: The student-performer will be withheld from 10% of the total performances of the school year. This will carry into the following school year for all underclassmen. In addition, eligibility for membership in an ensemble and ability to travel with that ensemble will be reviewed by the director(s). Driving privileges will be suspended for 45 school days. For the student-performer to be eligible for participation, the student-performer will be required to submit to a drug screen at the school, at the student's expense, and attend

substance abuse educational sessions or counseling sessions, at the student's expense.*. The student-performer will be required to attend all performances that take place during their suspension and complete a critique of the performance as stipulated by the directors as a concert replacement assignment.

Additional Violations

Additional Violations of Rule #1: The student will not be allowed to practice, perform or compete in any Music Department activities for one calendar year from the date of the violation. Driving privileges will be suspended for 180 school days. For the student-performer to be eligible for future participation, the student-performer will be required to submit to another drug screen to the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense. * The student-performer will be required to complete assignments as stipulated by the director(s).

Additional Violations of Rule #2: The student-performer will be withheld 25% of the total performances of the school year. Driving privileges will be suspended for 90 school days. This will carry into the following school year for all underclassmen. In addition, eligibility for membership in an ensemble and ability to travel with that ensemble will be reviewed by the director(s). For the student-performer to be eligible for future participation, the student-performer will be required to submit to another drug screen at the school, at the student's expense, and attend substance abuse educational sessions or counseling sessions, at the student's expense.* The student-performer will be required to attend all performances that take place during his/her suspension and complete a critique of the performance as stipulated by the directors as a concert replacement assignment.

DANCE DECORUM AND POLICIES

Students need to be aware of certain procedures that take place before and during Center Grove High School dances. Students are required to present their student ID before gaining admittance to the dance. The sponsoring group and school administration will determine whether a dance will be open or closed. For open dances, guests must fill out a School Dance Guest Request Form ahead of time to gain approval from the school administration. These forms are available in the Guidance office. All students and guests will be required to submit to a breathalyzer test.

Students must have an RDT (Random Drug Testing) form on file in the Dean's Office.

The following rules will be enforced at all dances with regards to dance behavior. The rules apply to individual, partner, group or large circle dancing.

1. No sandwiching.
2. Both feet must remain on the floor.
3. No lifting legs above the waist.
4. No lying down or sitting on the floor.
5. No pelvic thrusting resulting in contact with another person.
6. Hands must be appropriately placed.

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

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

ATTENDANCE

ATTENDANCE PHILOSOPHY

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

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

DEPARTURE FROM CAMPUS

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

ATTENDANCE CLASSIFICATIONS AND DEFINITIONS

- **Absence** - An absence is declared when a student is not in class. A student who misses more than 30 minutes of a class, or a student found to be truant for any part of the period shall be considered absent. Attendance will be recorded each period by the classroom teacher. This record will serve as the official documentation of classroom attendance.
- **Excused Absence** – All absences verified by a parent/guardian within 48 hours of the student's return to school shall be excused. Excused absences count toward the attendance limit imposed by Center Grove High School.
- **Educationally Related Non-Classroom Activity.** The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity must meet all the following conditions: (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board. (2) Facilitates the attainment of specific educational objectives. (3) Is a part of the goals and objectives of an approved course or curriculum. (4) Represents a unique educational opportunity. (5) Cannot reasonably occur without interrupting the school day. (6) Is approved in writing by the school principal.
- **Excused Absences** – Excused absences still count toward a student's total number of allowed days missed per year.
 - Death in the Immediate Family and Funeral Attendance.
 - Suspensions.
 - Incarceration.
 - College Visits within Prescribed Limits. (See Section "College Visitation")
 - Observance of a Bona Fide Religious Holiday.
 - Physical or Mental Incapacitation. Documentation from a physician stating the student was either physically or mentally incapable of attending is required. This classification includes professional appointments.
 - Professional Appointments (Medical). Documentation from a physician stating the student was

seen/treated in their office. Only the time required for travel and the actual appointment time will be exempted.

Exempt by Statute - In accordance with the Indiana Compulsory Attendance Law, a student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner (I.C. 20-33-2-(14- 17.5)).

- Service as a Page or as an Honoree of the General Assembly. Must be verified by a certificate from the secretary of the senate or the chief clerk of the House of Representatives.
- Service on Precinct Election Board or for Political Candidates or Parties. Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
- Witness in Judicial Proceeding. Submit the subpoena or documentation to the appropriate school authority for verification.
- Duty with Indiana National Guard. The governing body of a school corporation shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty.
- Duty with Indiana Wing of Civil Air Patrol. The governing body of a school corporation shall authorize the absence and excuse of each secondary school student who is a member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol for not more than five (5) days in a school year if the student submits to school authorities' appropriate documentation from the Indiana wing of the civil air patrol detailing the reason for the student's absence.
- Participation in the Indiana State Fair.
- **Habitual Truancy** – More than ten (10) days of unexcused absences in one (1) school year (I.C. 20-33-2-11). Students may be referred to Johnson County Juvenile Probation.
- **Perfect Attendance** – Perfect attendance is defined as no absences to any and all classes for the entire school year. Only those absences exempt by statute are permissible.
- **Tardy** – Any unexcused appearance of a student beyond the scheduled time that a class begins in that room. Students arriving more than five (5) minutes unexcused to class will be considered truant.
- **Truancy** – Students who leave the school building without prior permission from the Attendance Office or who refuse to attend school in defiance of parental authority will be considered truant. Absences attributed to truancy are unexcused and count toward the attendance limit imposed by Center Grove High School.
- **Out of Area** – Students who remain on school grounds, but purposely miss part of or a full class without permission.
- **Unexcused Absence** – Any absence not verified with proper documentation within 48 hours of the student returning to school. Unexcused absences count toward the attendance limit imposed by CGHS.

LIMITS/EXCESSIVE ABSENCES

A student may not be absent, excused or unexcused, more than six (6) periods in any class per semester. On the seventh absence, the student may lose credit in that class or classes. If a student loses credit in one-half or more of his or her classes, a recommendation for expulsion for the remainder of the semester may be made to the

Superintendent. Exempted absences are not included in this total.

ATTENDANCE REPORTING PROCEDURES

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

1. It is expected that a parent or guardian calls the Attendance Office or the attendance voicemail (317-885-4603) before 10:00 AM of the day the absence occurs to notify the school of the absence. After 10:00 AM absences may still be reported via the attendance voicemail.

The following should be included on the voice mail message:

- a. The student's name and grade
 - b. The name of the person making the call and the relationship to the student
 - c. The reason for the absence
 - d. The date(s) of the absence(s) and periods if not for the entire day.
 - e. A telephone number so the call can be verified
 - f. If a parent does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school. If the absence is due to a medical, dental or other professional appointment, a note of verification from the place of business is required. The note should include the date, time and length of the appointment on professional letterhead with phone number and address.
2. All phone calls and verification notes must be received by the Attendance Office within 48 hours of the student's return to school in order for an absence to be excused. If this deadline is not met, the absence will be permanently recorded as UNVERIFIED. The attendance voicemail is available 24 hours a day, seven days a week. It is the responsibility of the student and parents to report absences to the school promptly.

EARLY DISMISSAL/LEAVING FOR PROFESSIONAL APPOINTMENTS

Students will not be allowed to leave school grounds without the knowledge and permission of a parent or guardian. A phone call or signed note from the parent or guardian must verify this permission. Students are required to attend pep sessions, convocations, and other approved programs. When a student needs to leave school before the end of the school day, the following steps must be followed:

1. The parent or guardian should either call the Attendance Hotline or send a note to the Attendance Clerk. If appointment/leave time is within an hour, call Attendance Office directly at 881-0581 ext. 443
2. The Attendance Clerk will write the student a pass to leave at the specified time.
3. The student will show the pass to the teacher and report to the Attendance Clerk to sign-out and obtain a parking lot pass (if necessary). All students leaving the building without permission or without signing-out will be considered truant.
4. When traveling to the parking lot, the student will show the parking lot pass to security personnel. Upon returning, the student must sign-in with the Attendance Clerk. When a student leaves for an appointment, written verification from doctors, dentists, and other professionals must be presented at that time.
5. Students arriving or leaving within the first/last 30 minutes of the start/end of school with a doctor's notice will not be counted as absent.
6. Students sent home from the Nurse's Office must present their pass from the nurse to the Attendance Clerk and sign-out. Before a student who has become ill or injured is sent home, the school will notify parents or guardians to arrange for transportation. If parents are picking up an ill student from school,

they must pick them up from the main office for safety reasons. In case of an injury which requires medical attention, an attempt will be made to consult with a parent or guardian for advice. Under no circumstances will the school allow another student to transport the ill or injured student. If a parent or legal guardian cannot be reached, the student will be taken to a doctor or the hospital. The school does not assume responsibility for payment of these bills.

MAKE-UP WORK

It is the responsibility of the student to schedule make-up work and due dates with his/her teachers. All assignments should be made up regardless of the reason for the absence. The designated time limit is one day for each day of absence, beginning the day the student returns to school (that is, one red or white day is allowed for each red or white day missed). Homework and other minor assignments missed due to truancy may not receive credit. During a suspension, students will be allowed to make-up all missed assignments, tests, projects, etc. and receive appropriate credit. Daily homework assignments are due upon return from a suspension. Extended time may be granted by the teacher.

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

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

SCHOOL INTERVENTIONS

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

1. Day Four – a letter will be mailed or home to parents/guardians documenting the days missed.
2. Day Five – a letter will be mailed or emailed home to parents/guardians documenting the days missed.
3. Day Six – a letter will be mailed or emailed home to parents/guardians documenting the days missed. The student will have a meeting with an administrator.
4. Day Seven – a letter will be mailed or emailed home to parents/guardians documenting the days missed and informing that the attendance limit has been exceeded. The student will have a meeting with an administrator.
5. Students who have 10 or more absences, excused or unexcused, to any class period may be referred to Johnson County Juvenile Probation.

ACTIVITY PARTICIPATION

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

exception may be made. The Athletic Director, Assistant Athletic Director or Assistant Principal will determine eligibility for emergency issues. If a student is serving an Out of School Suspension (OSS) or an In-School Suspension (ISS) for a full day, they are not eligible to participate or attend any activity or practice. If the suspension falls on a Friday, the student is ineligible for the entire weekend.

COLLEGE VISITATION

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

TARDY POLICY

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

1. Tardy to School (Periods 1 and 6)

When a student arrives at school after the tardy bell, he/she is required to sign-in at the Attendance Office, get a pass to enter class, and report directly to class. Failure to comply will be classified as truancy. At all times, unless a student has permission, he/she must be in their designated class. A student habitually tardy to the first period of the day will lose the privilege of driving to school. Hall sweeps will be conducted throughout the year to encourage students to get to class on time. Students caught in hall sweeps will face disciplinary consequences.

2. Tardy to Class

Students arriving more than five (5) minutes late will be considered out-of-area unless the student presents an excused pass. These students will remain in class and the teacher will report them out-of-area.

PENALTIES FOR TARDIES

The Dean's Office will handle classroom tardiness according to the following procedures:

1. First four tardies – Recorded in Skyward by the teacher.
2. Fifth tardy 1– Conference with an administrator, parental contact by dean's office.
3. Sixth tardy – One (1) detention, parental contact by Dean's Office.
4. Seventh tardy – Two (2) detentions, parental contact by Dean's Office.
5. Eighth tardy – Two (2) detentions, parental contact by Dean's Office.
6. Ninth tardy – One (1) day of In-School Suspension.
7. Tenth tardy – Two (2) days of In-School Suspension.
8. Eleventh tardy - Progressive discipline as determined by the Dean's Office.

S to the 5th Program

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

1. We acknowledge that attendance is a vital part of the education process but with COVID 19 a student may not be able to miss less than 2 days. In order to qualify for S to the 5th, a senior may have no missing work in the class in which they are attempting to exempt the final and may not have any outstanding work on the day the final is to be taken.
2. Seniors will need to have earned a final semester grade that will be calculated in Skyward that is at least an "A-" using the school-wide grading scale. Should a student's grade fall below an "A-" before the final, they would be required to take the final exam.
3. Teachers will need to calculate a senior's semester grade early to determine if the student is eligible for the optional final exam.
4. A "B+" in an Honors class will NOT count as an "A" or "A-". Each senior who wishes to participate will carry a request form to their teacher during the next-to-last week of each semester. This form will stipulate that the student does or does not qualify for exemption at that point in the semester. It also states that the student understands that he/she must complete the required coursework before being given final permission by the teacher. Teachers would inform each class of deadlines for completing coursework in order to qualify.
5. If a senior receives a detention for **any reason** or a loss of driving privileges, he/she will only be able to exempt two (2) of the four (4) final exams. If a senior receives two (2) or more detentions (or equivalent and greater consequences such as extended detention, ISS, OSS, etc.) for any reason, he/she will not be able to exempt any final exams.
6. Applicants must give S to the 5th form to the teacher, who will, in turn, return it completed to the Guidance Office at the end of each semester.
7. Students who are enrolled in Dual Credit courses will follow the guidelines of the credit issuing post-secondary institution. Dual Credit courses may not be eligible for an S to the 5th exemption.
8. Students do NOT have to be present during the final exam period, but they must not have any missing work or they will lose their S to the 5th exemption(s).

HALL PASSES

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

FOOD AND DRINKS IN CLASSROOMS

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

PROCEDURES RELATED TO REASONABLE SUSPICION

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

Reasonable suspicion may arise from the following:

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

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

USE OF BREATH TESTS AT STUDENT ACTIVITIES

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

RANDOM DRUG TESTING PROGRAM-RDT

VISION STATEMENT

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

INTRODUCTION

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

- Fall sports and marching band participants by July 31.
- Students expecting to drive, park on school grounds, or participate in any extracurricular or co-curricular

activities (including prom) throughout the school year must enroll by October 30.

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

RATIONALE FOR THE PROGRAM

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

PURPOSE

The purpose of this program is two-fold:

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

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

SCOPE

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

LEGAL OBLIGATION

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

CONSENT FORM

It is **MANDATORY** that each student who participates in extracurricular or co-curricular activities, as well as those who drive to or from school activities or park on school grounds, sign and return the "Consent Form" prior to participation in any extracurricular or co-curricular activity, or driving to or from school. Failure to comply will result in non-participation. Each extracurricular and co-curricular participant as well as drivers shall be provided with a "Consent Form," a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student agrees to participate in the random drug-testing program at Center Grove High School. This form will be kept on file for the length of the student's high school career. To withdraw from the program, the parent/guardian must sign a withdrawal form and have a personal interview with an administrator or designee.

STUDENTS AGE EIGHTEEN AND OVER

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

TESTING PROCEDURES

1. A table of random numbers will be used to assign numbers to the participants. The selection of numbers chosen to be tested will be done using a random mathematical formula determined by the principal or designee, and selections will be made from time to time throughout the school year. Numbers will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Each student will be assigned a number that will be placed in the drawing.
2. A custodial parent/guardian may request testing of his/her student at the school's cost one time per year. Any other requests must be paid for by the parent/guardian.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within one hour, the student will be taken to the principal's office and told he/she is no longer eligible for any extracurricular or co-curricular activity, or be allowed to drive to or from school. The failure or refusal to provide a sample will be treated as a "positive" test result. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility as specified in the ECA guidelines.
6. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid.
7. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
8. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all extracurricular activities, co-curricular activities, or drive to and from school for the remainder of the school year. This will be reported to the parent/guardian.
9. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal or designee must time and sign the pass.

10. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol and “street drugs” (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also, “performance enhancing” drugs such as steroids may be tested.
11. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

CHAIN OF CUSTODY

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student’s number, not name, will be used.
2. The principal or designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.
3. Before the student’s urine is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle. The student will initial that the specimen has been sealed. Only the lab testing the specimen may break the seal.
5. If the seal is tampered with or broken, after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for all activities subsequent to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal or designee.
8. In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student’s random identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal or designee with no name attached; only the student’s random identification number will appear on the result sheet.

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified “positive” test.
2. The student’s health, welfare, and safety will be the reason for preventing students from participating in extracurricular and co-curricular activities.
3. The principal or designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analyses). The principal or designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained. In addition, the student or parent/guardian

may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian. Refusal by **any** student enrolled in this program to submit to a drug screen when directed will be considered a violation under the terms of this program.

4. If the test is verified “positive”, the principal or designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student **must** enroll in an approved counseling program and actively participate until successfully completing the program.
5. A “follow up” test will be requested by the principal or designee after such an interval of time that the substance previously found would normally have been eliminated from the body as determined by the Medical Review Officer of the laboratory. If this “follow up” test is negative, and the student is in compliance with the counseling requirement the student will be allowed to resume extracurricular or co-curricular activities or driving to or from school. If a second “positive” result is obtained from the “follow up” test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Center Grove Community School Corporation reserves the right to test for the next 365 days while enrolled in CGHS any participating student who tested “positive” and did not make satisfactory explanation.
6. Information on a verified “positive” test will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.
7. Drug testing result sheets will be returned to the principal or designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal or designee will have access.

FINANCIAL RESPONSIBILITY

1. Under this policy, Center Grove Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow up” drug tests.
2. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

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

| |
|--------------------------|
| <u>DISCIPLINE</u> |
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STUDENT DISCIPLINE CODE

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

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

CENTER GROVE SCHOOL BOARD COMMUNITY STANDARDS RESOLUTION

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

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

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

Article Three: Sexually harassing conduct will not be allowed. It is the responsibility of administrators, teachers, employees and parents to create a safe environment that promotes excellence in education at Center Grove Schools. This entails promoting the physical and emotional well-being of all Center Grove personnel. Administrators, teachers, coaches and adult employees must set examples for students in a mentoring environment like Center Grove Schools. It is essential that adult role models strive to maintain high standards of behavior so students may learn by example (as well as by rules) what is suitable as a community standard of conduct. It is the responsibility of students to conduct themselves within the guidelines of school policies.

ENFORCEMENT OF STANDARDS

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

- d. the interest of other students in the School and in a school environment free from behavior that violates the School's behavior standards;
- e. any other aggravating or mitigating factor or circumstance that should be considered.

DUE PROCESS RIGHTS

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

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

1. An oral statement of the charges against the student.
2. A summary of the evidence against the student.
3. An opportunity for the student to explain his/her conduct. If a decision is made to suspend the student, he/she will be assigned to either an in-school suspension or out-of-school suspension.

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

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

EXPULSION AND SUSPENSION INFORMATION

TIME & GEOGRAPHIC APPLICATION OF GROUNDS FOR SUSPENSION & EXPULSION

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

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

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

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

1. Student Misconduct.
2. Substantial Disobedience.

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

STANDARDS OF BEHAVIOR

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

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

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

A person who;

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

B. Battery

No student shall willfully attack another student or staff member while on CGHS premises or while under CGHS supervision. **(I.C. 35-42-2-1)** Battery includes knowingly or intentionally touching another person in a rude, insolent, or angry manner. This would include battery with a bodily fluid.

C. Bomb Threat

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

D. Building Security

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

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

E. Academic Dishonesty

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

Plagiarism is the presentation, as one's own ideas, wording, image, or information created by another person. According to the MLA Style Manual and Guide to Scholarly Publishing, forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly

apt phrase, paraphrasing another's argument, and presenting another's line of thinking. **NO CONSIDERATION IS GIVEN TO SIZE OR POINT VALUE OF ASSIGNMENT.**

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

2nd Offense – Fail for the nine weeks grading period -- The teacher will report the offense to the dean and parents.

3rd Offense – Fail the course for the semester -- The teacher will report the offense to the dean and parents. Habitual Offenses – The Dean may take disciplinary actions.

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

F. Conspiracy

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

G. Disrespect

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

H. Dress Code

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

- **School issued identification cards will be worn by a lanyard at all times during the school day. Lanyards are to be worn around the neck with the ID card clearly visible.**
- Shirts/tops must have sleeves with shoulders covered. Shirts/tops must be tuckable at all times.
- Clothing that exposes the midriff or cleavage is inappropriate. Any apparel that exposes undergarments is not acceptable. Pants must be worn above the hips. Lingerie or see through material is not acceptable as an outer garment.
- Jeans and pants may not have **ANY** rips or tears that appear above fingertip length.
- From the time the school day begins until dismissal, bandanas, hats, sun-glasses, and headgear are not to be worn in the building. Tops with hoods are allowed, but hoods must remain off of a student's head.
- Appropriate shoes must be worn at all times. Slippers are not permitted
- Clothing with vulgar or suggestive slogans or advertising which promote alcohol, tobacco, drugs or any illegal products are not permitted.
- Shorts and skirts may be worn if they are at least fingertip length.
- Coats should not be worn during instructional time. If a student has a coat, they may hang it on the back of their chair during class.
- Group dress associated with known gangs is prohibited.
- Chains of any kind can be a safety concern and are not permitted on student clothing or book bags.
- Blankets are not to be brought into the building at any time. They should be left at home or in a

student's vehicle.

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

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

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

I. Drugs and Alcohol

Knowingly possessing, using, transmitting, facilitating, arranging, requesting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco product, sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription is not permitted. This also includes all over-the-counter medications. Over-the-counter medication needs to be taken to the clinic along with written permission from a parent to administer the medication. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.

(I.C. 35-48-4-4.5) – Dealing

(I.C. 35-48-4-4.6) – Possession

J. Electronic Equipment

Laser pointers are not permitted at Center Grove High School. Other electronic equipment, including, but not limited to, portable TV's, DVD players, electronic toys, hand-held video games, cellular telephones, smart devices (apple watch), personal music/video devices, and cameras, are not deemed necessary learning tools at Center Grove High School unless specified in an Individual Education Plan (IEP) or Individualized Learning Plan (ILP). Students may use this electronic equipment at school until the beginning of first period, during passing periods, during lunch, and after last period. This electronic equipment must be completely powered off during class, STaR, and study hall unless an individual teacher authorizes the use of such equipment to enhance the learning environment. Videotaping, photographing or audio recording of staff or students without prior administrative authorization is strictly prohibited. Violation of this policy will result in school assigned discipline.

If students are concerned about these items being lost or stolen, they should be left at home.

Administration will not spend school time investigating stolen or lost items that fall within this category. Instead, stolen items should be reported to the Johnson County or Center Grove Police Department.

K. Failure to Comply

Failing to comply with the directions of teachers or other CGHS 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 is not permitted.

L. Fighting

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

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

M. Forgery

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

N. Gambling

Gambling or wagering on CGHS property is not permitted.

O. Gang Activity

The presence of gangs and gang activities constitutes a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity shall exhibit or participate in a manner identified to be associated with a gang, including the wearing and displaying of bandanas. Disruptive activities and/or the commission of illegal acts may be considered as gang related. Violation of this policy may lead to expulsion.

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

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech, action or electrical communication that creates a hostile,

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

a. **Bullying/Cyber-Bullying**

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

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

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

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

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

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

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

b. Threatening

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

c. Sexual Harassment

i. Verbal:

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

ii. Nonverbal:

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

iii. Physical Contact:

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

iv. False Reporting

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

Q. Hazing

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

(I.C. 35-42-2-2)

R. Illegal Activity

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

S. Insubordination

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

- a. **Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority:** Failure to follow any reasonable direction given by a staff member or adult in charge (i.e. disregarding cafeteria procedures or regulations).
- b. **Refusal to Work in Class:** Failing to do assigned work in class or complete homework.
- c. **Refusal to Serve Detention:** Failure to serve detention as directed.
- d. **Refusal to Participate in In-school Alternatives:** Failure to report to in-school alternatives as directed by a staff member or adult in charge.
- e. **Refusal to Report to Office:** Failure to report to the administrative office as directed by a staff member or adult in charge.
- f. **Refusal or Failure to Identify Oneself:** Failure to identify oneself when requested by a staff member or adult in charge.
- g. **Impersonating a staff member**
- h. **Failure to Participate in an Alternative to Suspension Program.**
- i. **Failure to respond truthfully and completely when questioned about a school matter.**
- j. **Refusing to cooperate in a vehicle search** conducted pursuant to reasonable suspicion of a teacher or administrator or pursuant to the consent to search given in the student parking agreement.
- k. **Failing to Show Student ID Cards:** Students are required to show their ID cards or identify themselves when asked to do so by a school employee or adult in charge.
- l. **False Attendance Note, Call, or Hallway Pass:** Any intentional change, alteration, or forgery of a hallway pass or attendance note will be treated as a major disciplinary infraction. The same is true for a false attendance call, professional note, or parent note.

T. Possession of Stolen Property

Possessing property, the student knows was stolen

U. Profanity/Abusive Language/Materials

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

V. School Disturbance

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

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room therein with intent to

deprive others of lawful access to or from, or use of the building, corridor, or room.

- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

W. Sexual Misconduct

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

X. Theft/Possession of Stolen Property

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

Y. Tobacco

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

- 1st Offense - Three (3) days of In-school suspension and a tobacco ticket may be issued by the Center Grove Police Department. Students may also be required to complete a tobacco educational course.
- 2nd Offense - Five (5) days of Out-of-School suspension and a tobacco ticket may be issued by the Center Grove Police Department.
- 3rd Offense - Ten (10) days of out-of-school suspension and a recommendation for expulsion. Students may also receive a tobacco ticket from the Center Grove Police Department.

Z. Vandalism

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

AA.Weapons

a. Possession of a Weapon:

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

b. Use Of An Object As A Weapon

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

c. A Deadly Or Dangerous Weapon Is Defined As:

- a loaded or unloaded firearm, including any antique firearm, which is defined as any weapon that is capable of or designed to, or that may readily be converted to, expel a projectile by means of an explosion, or,
- a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

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

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

e. Firearms Possession:

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

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

BB. Other

Any other misconduct deemed inappropriate by school officials.

UNLAWFUL ACTIVITY

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off CGHS grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on CGHS property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other CGHS functions.

INCORRIGIBLE OR HABITUAL OFFENDERS

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

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

DEFINITION OF “IN POSSESSION”

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

REASONABLE SUSPICION/STUDENT SEARCHES

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

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

LOCKERS

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the Principal, Superintendent or Assistant Superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of the following:

1. An interference with school purposes or an educational function
2. A physical injury or illness to any person
3. Damage to personal or school property
4. A violation of state law or school rules.

Students have no expectation of privacy for the contents of their lockers. Each student is responsible for the contents of their locker.

PERSON

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

VEHICLES

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

ASSISTANCE IN INTERPRETING SCHOOL RULES

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

CRIMINAL ACTS ON SCHOOL GROUNDS

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

DISCIPLINARY CONSEQUENCES

The assignment of specific consequences for violations of the discipline code will depend upon the severity of the offense and specific policies where applicable. Students who have failed to adhere to school rules will be subject to the following consequences:

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

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

After School Detentions (ASD)

Students may choose to serve their detention after school on Tuesday or Thursday. Students must report to the designated location by 3:00 PM. They will be dismissed at 4:00 PM if they are serving 1 hour of detention. On Tuesday, students serving 2 hours of detention will be dismissed at 5:00 PM. Please note that Tuesday is the only day that students may serve 2 hours at one time. Students must follow the rules for detention described below.

Before School Detentions (BSD)

Students may choose to serve their detention before school on Wednesday from 6:30 AM - 7:30 AM. Students must report to the designated location by 6:30 AM in order to ensure that they will have access to the building and be supervised by a staff member. Students will be dismissed from detention at 7:30 AM to go to class. Students must follow the rules for detention described below.

Rules for Detention (ASD and BSD)

1. Students who are less than 5 min. tardy to Detention will be required to stay in Detention an extra amount of time equal to the time they were tardy. If students are more than 5 min. tardy to Detention, they will not be allowed to serve the detention on that day and will serve the detention at the next available time.
2. Students are to bring their books, pencils, paper, study materials, and equipment with them. Students will not be allowed to leave the Detention room.
3. Students are expected to follow the directions of the Detention supervisor. If there is a lack of cooperation, the student may be referred to the office for additional discipline.
4. Students are not to communicate in any way with other students without permission from the supervisor.
5. Students are to work on class assignments. Students may not write notes, draw (unless assigned from a class), or scribble on anything. Defacing school property can result in further consequences.
6. Students are not to sleep or rest their heads in their arms or hands. They are expected to keep their heads off their desks.

7. No food or drinks will be allowed in Detention. (Exceptions will be made for students whose breakfast is provided by the school to eat during a BSD)
8. Students with cars in the parking lot must move their cars before reporting to ASD.

IN-SCHOOL SUSPENSION (ISS)

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

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

OUT-OF-SCHOOL SUSPENSION (OSS)

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

DRIVER'S LICENSE OR PERMIT SUSPENSION

1. Indiana law requires a student to be in good standing in school attendance and discipline to obtain or continue to hold a valid driver's license or permit. The Bureau of Motor Vehicles will be notified concerning any student who is less than eighteen (18) years of age and who:
 - Is a habitual truant.
 - Is suspended from school a second time in a school year.
 - Is under expulsion from school.
 - Has withdrawn from school for a reason other than financial hardship.
2. A student whose name is submitted to the Bureau of Motor Vehicles will not be eligible to be issued a driver's license or a learner's permit, and will have an existing driver's license or learner's permit invalidated. The license will remain invalid until one of the following occurs:
 - 120 days have passed or the end of the semester during which the student returns to school, whichever is longer.
 - The student is 18 years of age.

- The suspension or expulsion is reversed after the student has had a hearing
3. A student has a right to appeal the invalidation of a license or permit, or the prohibition from obtaining a license or permit. The appeal procedure for each of the reasons listed below varies. Contact the school principal for the procedures to follow for each reason. A student may appeal if he or she:
- believes the information provided was technically incorrect.
 - believes the Bureau of Motor Vehicles committed a technical or procedural error.
 - establishes to the satisfaction of the Principal of the school where the action occurred that he/she has enrolled in a full-time or part-time program of education, and has participated for thirty (30) or more days in a program of education after not being enrolled in school.
 - is withdrawing from school due to financial hardship.

TRANSPORTATION

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

ARRIVAL

Bus Transportation

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

Parent Drop Off

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

Other

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

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

No students shall enter the school through any entrance of the school other than those mentioned in these categories. Students with medical needs may request permission from a school administrator to enter through

Door #1. Students are not permitted to enter the building during arrival times from a door they are not assigned to.

DISMISSAL

Bus Transportation

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

Parent Pick Up

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

Other

Students parked in the student lot or who walk home from school are required to exit the building through door #9 only. Students shall not walk through the Teacher's Parking Lot enroute to the Student Lot for safety reasons. Students who walk to surrounding neighborhoods are not permitted to walk through the south lot.

CENTRAL NINE

Central Nine bus riders shall remain on the south side of the building and will not allow students into the building after the doors have been secured by an administrator. Central Nine students will load the bus outside the hall of excellence at Door #9.

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

PARKING REGULATIONS

It is a **privilege** to park on school grounds. Students must have **Sophomore level credits** in order to receive a parking permit. Students who drive to school must note the following:

1. Student vehicles are subject to a search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present.
2. Parking is strictly limited to the student parking lots. No students should park in numbered, visitor, handicap, reserved or unauthorized spots. **Students that ignore this rule will lose their parking privilege and are subject to towing at the owner's expense.** Students may also be subject to a fine and/or discipline.
3. ***Students should lock their cars.*** The school is not responsible for a vehicle or its contents.
4. Students are to get out of their cars and enter the building ***immediately*** after parking. No loitering is allowed. Once on school grounds, students are not to leave without permission.
5. Students are not to go to the parking lot at any time during the day, without permission.
6. There is no speeding (over 10 MPH) or any form of reckless driving on school grounds. Exercise caution around the school buses.
7. All vehicles must be registered with the school and display a CGHS parking permit in the windshield so that is in plain view. **Any non-registered vehicle parked on CGHS property is** subject to towing at the owner's expense. Any vehicle without a CGHS parking permit is subject to towing at the owner's

expense. Students may also be subject to a fine and/or discipline.

8. Students park in school lots at their own risk. The school takes no responsibility for damage or theft. Any damage or theft should be reported to the office immediately.
9. Student drivers must yield to buses at all times. During dismissal student drivers must not join or interfere with the line of bus traffic. Violation of the above rules will result in progressive discipline, including but not limited to, detentions, loss of driving privileges, or towing of a vehicle at the owner's expense.
10. Students who park in the band practice areas of the student parking lot must move their cars immediately after school so vehicles do not interfere with band practice. **Any vehicle left in the band practice areas of the student parking lot 15 minutes after dismissal is subject to towing at the owner's expense.** Students may also be subject to a fine and/or discipline.

Student parking tags are sold during summer registration at a cost of \$50.00. Students must present a valid driver's license, submit a copy of the registration and be enrolled in the Random Drug Testing Program. Tags are also sold in the Main Office, which records the student's license number, type of car, and expiration date of license. Parents or guardians, as well as the student must sign these student parking tag applications. The applications will be kept on file in the office. Students who fail to purchase a parking permit risk having their vehicle towed at the owner's expense.

Center Grove Community School Corporation
Student Transportation Handbook
2020-2021

Adopted by the Center Grove Board of School Trustees
Sarah Pitts, Director of Transportation – (317) 881-0555

TRANSPORTATION POLICIES & GUIDELINES

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

Keeping everyone safe and efficient requires rules and procedures to be in place. Three rules sum up this entire manual: BE KIND, BE ON TIME, AND BE SAFE!

It is important to remember that Center Grove Community School Corporation is responsible for transporting approximately 8,000 students. Bus stops are designed for safety and efficiency. Center Grove Community School Corporation cannot provide door to door service.

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

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

Have a safe school year.

Sarah Pitts
Director of Transportation
317-881-0555

Transportation Guidelines:

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

Eligibility:

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

Riding Rules:

- Students shall be seated immediately upon entering the bus. If assigned seating is used by the driver, the student must sit in his or her assigned seat.
- Students shall not stand or move from place to place while the bus is in motion.
- Loud, boisterous, or profane language shall not be tolerated. Indecent conduct, verbal abuse, use of racial/ethnic remarks, or derogatory names is also not acceptable.
- Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
- Students should stay in their seat until the bus has come to a full stop and the door is opened by the driver.
- Students need permission to open windows and doors. Windows will only be opened halfway.
- Kindergarten and Preschool students will only be released from the bus in the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop.
- The school bus driver has the same authority and responsibility as a teacher.
- Safety is the primary concern in student transportation; thus, the driver and school authorities shall maintain discipline on the school bus. Students disobeying safety rules will be denied riding privileges.
- The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flagpoles, flowers, balloons and other such items that could pose a safety problem.
- Students are not allowed to bring food, drinks, or chewing gum on school buses. Only water is allowed on the bus and must be in a spill-proof bottle.
- Use of technology is permitted at the driver's discretion. If the use of technology is allowed on the bus, the driver may withdraw that privilege if it is being abused.
- Students must keep their head, hands and feet inside the bus at all times.
- Smoking, vaping or the use of any tobacco product is not allowed at any time.
- Bus drivers will prepare and practice emergency unloading with the students at least two times per school year.

Video Surveillance:

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

Property Damage:

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

Personal Belongings:

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

- Drivers inspect their buses at the end of each route. If an item is left on the bus, they will keep those items and return them to the student the next day. The transportation office will not radio a bus driver while they are on a route to find out if an item was left on the bus.
- Bus drivers may confiscate any object that has been deemed questionable and submit the item to the principal.

Medication:

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

Discipline/Tickets:

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

Driver Consequence

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

School Consequence

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

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

April 2020

AHERA ANNUAL NOTICE CENTER GROVE COMMUNITY SCHOOL CORPORATION

This information is being published to comply with the requirements of 40 CFR 763, Subpart E, Asbestos

Containing Materials in Schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks regarding the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the initial inspection, triennial re-inspections, and 6-month periodic surveillance of asbestos containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under this act are available for review upon request. The plans can be viewed by any person during normal business hours of the school. Interested parties wishing to inquire about the plans should contact the individual school office. Digital copies of the plans for all buildings under the jurisdiction of this local education agency are available by request at the Administration Building, which is located at 4800 W. Stones Crossing Road, Greenwood, Indiana 46143; phone (317) 881-9326.

Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. Darrell Thompson at the above telephone number during regular business hours.

Center Grove Community School Corporation school facilities and buildings which contain asbestos containing materials (ACMs) and must comply with the 40 CFR 763, Subpart E (AHERA) regulations include:

Center Grove Elementary School, Center Grove High School, Bridges Academy, North Grove Elementary School, Center Grove Middle School Central, New Maintenance Building

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2020/2021 school year. Detailed reports of each activity will become a part of each school's asbestos management plan and may be reviewed online.

* The required triennial re-inspection will be conducted in April 2022.

* The required six-month periodic surveillance was performed in October 2019.

* The required six-month periodic surveillance activities are scheduled for April and October each year.

* Projects scheduled for 2020/2021 with possible asbestos abatement: Sugar Grove Elementary, Center Grove High School

School facilities and buildings that are asbestos free and require no surveillance or re-inspection are: Administration Building, Storage Building 1 & 2, Pleasant Grove Elementary, Sugar Grove Elementary, Center Grove Middle School North, Maple Grove Elementary School, Transportation and Maintenance Building

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