

**2020-2021**  
**CC PLANNER**  
**CLINTON CENTRAL JR.-SR. HIGH SCHOOL**  
**HOME OF THE BULLDOGS**

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SUPERINTENDENT	Mr. Allen Remaly	
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	Roger Cline	Mark Rule
	Gina Crenshaw	Katie Cohee
	Bryce Eaton	
ATHLETIC DIRECTOR	Nate Burkle	
SCHOOL NURSE	Pam Ostler	

**MISSION STATEMENT**

Developing respectful, responsible, and resourceful citizens

**VISION**

Clinton Central Jr./Sr. High School students are unique individuals who will successfully earn diplomas that enhance their career pathways and allow them to flourish in an ever-changing global society. Clinton Central graduates will be productive citizens who benefit their communities, value life-long learning, and practice civic and social responsibility.

The school song is to the tune of "Go U Northwestern," and the words are:

*Go, Clinton Central! Fight to win this game. Ever forward fighting Bulldogs surging on to fame. Rah! Rah! Rah! Onward to victory, for the green and white. Forward and onward, Clinton Central, Go, you Bulldogs, Fight, Fight, Fight!*

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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# I) ATTENDANCE

A student's attendance is essential to learning. Learning includes not only factual subject matter, but also attendance habits, work habits, and attitudes. Poor attendance interrupts the educational process by impeding the continuity of the lessons presented and the students' ability to establish proper work habits. Whether the goal is the workforce or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. IC 20-33-2 Compulsory School Attendance

Sec. 27 (a) It is unlawful for a parent to fail to ensure that the parent's child attends school.

Sec. 11 (b) (1) A definition of a child who is designated as a habitual truant which must, at a minimum, define the term as a student is chronically absent, by having unexcused absences from school for more than (10) days of school in one (1) year.

Clinton Central Jr/Sr High School defines chronically absent as having six or more non-exempt absences in a semester.

The responsibility for a student to be present in school rests with the student and his/her parent(s)/legal guardian(s). The school will assist the parent(s)/legal guardian(s) and student in this responsibility. The cooperation of the student, the parent(s)/legal guardian(s) and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

Absences should be reported to the school by the student's parent/guardian before 9:30 a.m. on the day of the absence by calling 249-2255.

Parent/legal guardian or doctor's notes should be turned into the front office within two days in order for a non-exempt absence to be converted into an exempt absence.

Each student will be granted an opportunity to earn credit for any course as long as his/her total number of absences does not exceed six (6) per class per semester. **NOTE TO PARENT & STUDENT: EACH NON-EXMPT ABSENCE COUNTS TOWARD THE SIX (6) DAY LIMIT.** Students absent for more than five (5) minutes in a class period will be considered absent (see tardy policy). There are two categories of absences: **EXEMPT** and **NON-EXEMPT**.

## 1. EXEMPT:

- a. Participation in school sponsored trips.
- b. Serving as a page in the State Legislature.
- c. Funerals for immediate family (parents, siblings, aunts, uncles, grandparents) approved by administration.
- d. Medical/dental appointments. A statement from a doctor is required WITHIN TWO SCHOOL DAYS of student's return to have exempt status.
- e. In/Out of school suspension.
- f. Court and legal appointment. A statement from court, attorney, or probation officer is required WITHIN TWO SCHOOL DAYS of student's return to have exempt status.
- g. Election worker. A statement from a political supervisor is required WITHIN TWO SCHOOL DAYS of student's return to have exempt status.
- h. Religious holiday pre-approved by administration.
- i. College day, pre-approved by guidance counselor and administration. (Juniors: 1 day/Seniors: 2 days)
- j. Participation in 4-H activities at the Indiana State Fair (maximum of 5 days).
- k. The principal may give exempt status to any case not specifically covered above, this will be coded as Admin Excused.

## 2. **NON-EXEMPT:**

- a. Personal illness without proper medical documentation.
- b. Vacations (even if pre-arranged).
- c. Babysitting, helping at home, farm work, etc.
- d. Driving test at Bureau of Motor Vehicles.
- e. Truancy defined as the following:
  - Absence from school, class or assigned activity without permission of parents/guardians and/or school official.
  - Leaving class, school activity, or school without permission of school officials.
  - Any absence not verified by phone, by parent/guardian, **WITHIN TWO SCHOOL DAYS** of student returning from absence(s) will be considered truancy.

### **Disciplinary Procedures for Excessive Absenteeism:**

1. A letter outlining the attendance policy and the number of days their student has missed will be sent to parents/guardians on the student's whose attendance is concerning. ALL absences after the sixth day **MUST** be documented by a licensed Indiana medical professional or approved by the school administration for extreme emergencies.
2. Absence # 7 - without proper medical documentation - will result in a meeting with the student and administration. An appropriate course of action will be determined.
3. Absence # 8 - without proper medical documentation - will result in the student being placed on an attendance contract and school disciplinary action (one Friday School).
4. Absence # 9 - without proper medical documentation - will result in a conference with the student, communication with parents and an additional assignment of Friday School.
5. Absence # 10 - without proper medical documentation - will result in a meeting to be held between the parent/guardian, the student, and a member of the administrative team to determine an appropriate course of action. The student will be declared ineligible for extra-curricular activities, including athletics, until this meeting occurs. Appropriate course(s) of action may include:
  - a. An extension of allowable absences based on extenuating circumstances.
  - b. Further disciplinary measures up to recommendation for expulsion.
6. Absence # 11 - without proper medical documentation - will result in Classification as a Habitual Truant under IC 20-33-2-11 and subject to recommendation for expulsion, revocation of the student's work permit, a request through the Indiana Bureau of Motor Vehicles of invalidation of the student's learner's permit or driver's license, and the Clinton County Court System/local law enforcement may become involved.
7. A student who violates the attendance policy in any given class will meet with the administrator to discuss options, which may include removal from the class with a W/F for the semester.
8. If a student is removed in one or more classes and falls below being enrolled in 4 classes for a semester, the student will be withdrawn from school for the remainder of the semester, and lose credit in all course.
9. Those students who are at or over the allowable 6-day limit on absences may not be allowed to miss school for field trips (or other similar type of trips).

### **Make-up Work**

Make-up work is required for both exempt and non-exempt absences with the exception of lab work. It is the student's responsibility to obtain the work from their teachers. Students will have the same number of days to make up work as were missed. If a student has been informed of a test or project prior to being absent, the student may be required to take the test the day he returns or submit the project on the day due. If an absence is for more than two consecutive days, homework requests may be made to the office. This does not apply to students who are serving ISS. Those students are to complete the work while they are serving their suspension.

### **Disciplinary Procedures for Tardiness to Class:**

Being on time to class enhances the educational process for the students involved as well as for the teacher and the students of a class. The following is to be noted regarding tardies:

1. A student shall be in the proper classroom when the tone sounds to begin class.
2. Students having proper authorization from a staff person shall not be considered tardy.

### **Disciplinary measures will be assessed according to the following plan on a per period basis.**

- 1st tardy-warning by teacher
  - 2nd tardy-warning by administration
  - 3rd tardy-one hour detention
  - 4th tardy-two hour Friday School
  - 5th tardy-1/2 day in-school suspension
  - 6th tardy-one day in-school suspension and possible loss of driving privileges for the semester
  - 7th tardy-meeting with an administrator to determine appropriate discipline
2. First period tardy: If a student arrives late to school, he/she must report to the office, sign in, and acquire a pass from the office personnel. If the arrival is after 8:15 am, it will be counted as an absence and a phone call is needed to verify the absence. Otherwise, the student will be counted tardy.

## **II) DISCIPLINE PHILOSOPHY**

The entire foundation and success of public school education depends on the basic concept of self-discipline - a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the school corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching/learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, principal, assistant principal, designee, any administrative personnel, or any teacher of the school corporation is authorized to take certain actions reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

Some behavior is more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, probation, referral to special personnel in the school (counselor, assistant principal, principal) parent conferences, detention, suspension, referral to special central office personnel (pupil personnel or psychological) and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

# CODE OF CONDUCT

Students at Clinton Central are held to an academic, social, and behavioral standard in such a way that the image of Clinton Central Jr/Sr High School would not be tarnished in any manner. Any students whose conduct is judged to reflect a discredit upon themselves or Clinton Central Js/Sr High School, whether or not such activity takes place during or outside school hours, may be subject to disciplinary action as determined by the principal, assistant principal, or designee.

## STUDENT CONDUCT RULES

In general, the rules of conduct may be summed up as follows: Students are to be in attendance at school and on time; students are expected to treat our staff, school property and their peers with respect; students should observe the accepted forms of good behavior. These rules of conduct apply from "door to door", that is, from the student's home, to school and back. This general philosophy should be observed at all times in the building and on CCSC property. Rules of conduct will also apply, but are not limited to, the following situations: participation involving in-school centers, homebound instruction, tutoring attendance in other school corporations, working in community agencies, and other alternative educational programs. The entire school staff - teachers, administrators, paraprofessionals, counselors, secretaries, security staff, custodians, cafeteria personnel, and bus drivers - share the responsibility for maintaining an atmosphere of student respect and behavior conducive to optimum student learning

DETENTION hours will be assigned by the principal, assistant principal, or designee in advance of serving the time. Detention hours (usually 3:15-4:15 PM) must be served on assigned dates or the student will be given additional penalties including restrictions of extracurricular participation and/or suspension. Students who have not served detention, whether it is due or not, may not be allowed to attend selected special programs during the school day until that detention has been served.

FRIDAY SCHOOL hours will be assigned by the principal, assistant principal, or designee in advance of serving the time. Friday School hours (usually 3:15-5:15 PM) must be served on assigned dates or the student will be given additional penalties including restrictions of extracurricular participation and/or suspension.

SUSPENSION means disciplinary action where a student is suspended from school attendance for a period not longer than 10 days.

EXPULSION means disciplinary action whereby a student is suspended from school attendance in excess of 10 days or for the balance of the current semester or half of any school year or up to a full calendar year which prevents his completing within the normal time his course of study in any school in the school corporation.



# VIOLATIONS— DISCIPLINE CODE—PENALTIES

VIOLATION	FIRST REPORT	SECOND REPORT	THIRD REPORT
**Alcohol	<ul style="list-style-type: none"> <li>• Suspension of at least 5 days to Expulsion</li> <li>• Must complete appropriate counseling and/or rehabilitation program.</li> <li>• May sign a behavior contract</li> </ul>		
**Drug* use, Possession or under the influence; or possession of drug paraphernalia	<ul style="list-style-type: none"> <li>• Expulsion rest of at least one semester up to a full school year.</li> <li>• Must complete appropriate counseling and/or rehabilitation program.</li> <li>• May sign a behavior contract</li> </ul>		
**Arson	Expulsion rest of at least one semester up to a full school year.		
Bullying/harassing threats	Warning to Expulsion	Detention to Expulsion	Suspension to Expulsion
Bus Violation	Warning to bus probation	3 days denied riding privileges	Riding privileges denied for semester
+Cheating/Plagiarism	"0" on assignment	"0" on assignment. Meeting with administration and parents.	Automatic "F" (50%) for semester
Code Conduct	Warning to Expulsion	Detention to Expulsion	Suspension to Expulsion
Dress Code	Warning—change clothes	1 hour Detention—change clothes	1-3 day In School Suspension to Expulsion
**Explosives (includes firecrackers and lighters)	Warning to Expulsion	Suspension to Expulsion	Expulsion
**Fighting	1-3 day Suspension	5 day Suspension	Expulsion
Criminal Activity	Detention to Expulsion	Detention to Expulsion	Detention to Expulsion
**Inappropriate touching	1-3 day suspension to Expulsion	3-5 day suspension to Expulsion	Suspension to Expulsion
Intimate Behavior/Public Display of Affection	Detention	Friday School	Suspension
Inappropriate Language	Detention	Friday School	Suspension
Insubordinate/rude behavior	1-3 day suspension	3-5 day Suspension	Expulsion
Indecent Exposure	Suspension to Expulsion	Expulsion	
Physical attack on staff member	Expulsion		

Technology Violation Please refer to 6.7-7.0 in Appendix B for more detail.	Warning to Expulsion	Detention to Expulsion	Suspension to Expulsion
Theft	Detention to Suspension and Restitution	Suspension to Expulsion and Restitution	Expulsion and Restitution
**Tobacco****—Smoking, chewing, possession, or any use of tobacco-see note 5 or nicotine products.	3 day Suspension	5 day Suspension	Expulsion
***Truancy or leaving building/class without permission or not reporting to class	1 day In School Suspension	3 day In School Suspension	5 day In School Suspension to expulsion
**Vandalism	Restitution to Expulsion	Restitution to Expulsion	Restitution to Expulsion
**WeaponsPossession, threat or use of	Suspension to Expulsion	Expulsion	

**\*Drugs** - All natural and synthetic mind altering substances not prescribed by a doctor.

**\*\*Law enforcement Officials** may be contacted for violations in these categories and will be contacted on any other instances deemed necessary

**\*\*\*Truancy** - Those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct may be reported to the Bureau of Motor Vehicles.

**\*\*\*\*Weapons** - If a student brings a deadly weapon as defined by statute onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he may be expelled for a period of not more than one (1) calendar year. The Superintendent or Principal or designee shall notify the law enforcement agency designated by the prosecuting Attorney when a student possesses a firearm or deadly weapon on school property or at a school-related activity.

**\*\*\*\*\*Possessing, using distributing, purchasing, or selling tobacco or nicotine-containing products, paraphernalia, smokeless tobacco, or vape devices and products in all forms of any kind or in any form (example: electric cigarette or substances for an electric cigarette) will result in suspension from school.**

**Purposely lying during an investigation of misconduct or failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law will result in a penalty ranging from detention to suspension.**

**Expulsion may be for one semester and up to one school year. All expulsions after the 15th week of a semester may be enforced during the following semester.**

+Plagiarism is using someone else's words or ideas without giving him proper credit. Paraphrasing, summarizing, and quoting another person are appropriate methods of recording his words or ideas, but these three methods also require proper documentation as prescribed by the Modern Language Association (MLA). In general, a report or research paper requires documentation to support facts and statements. However, information that is common knowledge in a particular area of study does NOT need documentation unless the student quotes the original writer or speaker, or unless the student changes only a few words here and there.

## Important Notice to Students and Parents Regarding Cell Phone Content Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- Child exploitation: It is a Level 5 felony under I.C. 35-42-4-4(b) for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18. Sexual conduct is defined at I.C. 35-42-4-4(a).
- Child Pornography. It is a Level 6 felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16. Sexual conduct is defined at I.C. 35-42-4-4(a).
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## SUSPENSION/EXPULSION

The Board of School Trustees of Clinton Central School Corporation declares as school board policy that certain student misconduct will be grounds for the suspension or expulsion of students from school. The grounds for expulsion or suspension apply when a student is on school grounds at a school activity, function, or event, or traveling to or from school or a school activity, function, or event.

Such misconduct is defined to include, but not limited to the following acts:

1. Using violence, force, 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. The following enumeration is illustrative of the type of conduct prohibited by the subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. 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 school, or use of the building, corridors, or rooms.
  - c. Setting fire to or substantially damaging any school building or property.
  - d. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose. (The Superintendent is authorized to prohibit dangerous weapons, including a requirement for students to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.)
  - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - f. 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 educational function under his supervision. This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.



4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.
7. Knowingly possessing, transmitting to another person, selling or being under the influence of any substance (natural or synthetic) which is or contains tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, or any mind altering substance whether prescription or sold over the counter (without a prescription) or to be any substance represented by the provider to be any of the listed substances including diet aids, stimulants and sleep aids or other look-alike or street drugs. Use of medication by a student prescribed by a medical doctor, a dentist, or other health care providers authorized by law to prescribe medication for that student, does not violate this rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the principal, assistant principal, or the school nurse before possessing, using or providing the medication or substance.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Using lewd, vulgar, indecent or offensive speech or displays such actions and/or pornographic materials during the school day or a school activity.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under these actions.
13. Failing to comply with the no smoking, no chewing, nor use of snuff, other tobacco/nicotine products, or smokeless tobacco restriction as established by the Clinton Central School Board.
14. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law, or habitual tardiness to school.
15. Violating the rules by engaging in direct and explicit sexual behavior on school property.
16. If the student's legal settlement is not the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the commission on general education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation.
17. Engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes, or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
18. Students may be expelled for lack of progress if the student does not earn at least 2 credits per semester.

## **SUSPENSIONS (IC 20-33-8-18)**

The following procedures will apply for suspensions:

Sec. 18.

- (a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.
- (b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:
  - (1) A written or an oral statement of the charges against the student.
  - (2) If the student denies the charges, a summary of the evidence against the student.
  - (3) An opportunity for the student to explain the student's conduct.
- (c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.
- (d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:
  - (1) The student's misconduct.
  - (2) The action taken by the principal.

[Pre-2005 Elementary and Secondary Education Recodification Citation: 20-8.1-5.1-12.]

As added by P.L.1-2005, SEC.17.

## **EXPULSION/EXCLUSION (IC 20-33-8-19) DUE PROCESS**

The basic premise of this policy is fairness.

Sec. 19.

- (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:
  - (1) Legal counsel.
  - (2) A member of the administrative staff if the member:
    - (A) has not expelled the student during the current school year; and
    - (B) was not involved in the events giving rise to the expulsion.The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.
- (b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must:
  - (1) be made by certified mail or by personal delivery;
  - (2) contain the reasons for the expulsion; and
  - (3) contain the procedure for requesting an expulsion meeting.
- (c) The individual conducting an expulsion meeting:
  - (1) shall make a written summary of the evidence heard at the expulsion meeting;
  - (2) may take action that the individual finds appropriate; and
  - (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.
- (d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:
  - (1) shall hold a meeting to consider:
    - (A) the written summary of evidence prepared under subsection (c)(1); and

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

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

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

- (e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.
- (f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.

[Pre-2005 Elementary and Secondary Education Recodification Citation: 20-8.1-5.1-13.]

*As added by P.L. 1-2005, SEC. 17.*

### **EXCLUSIONS-DUE PROCESS**

The Board of School Trustees of the Clinton Central School Corporation has provided a procedure for the handling of student suspension and exclusions from school. The basic premise of this policy is fairness. A full text of the procedure is available at each school's administration office upon request. The following is a summary of that procedure:

Any student may be excluded from school under the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal contacts that poses a substantial threat to the health or safety of the school community.
2. If the student's immediate removal is necessary to restore order to protect persons on school corporation property. This shall include conduct off school property where the student's presence in school would constitute an interference with an educational function or school purpose.
3. If the student's legal settlement is not the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the commission on general education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation.

## **III) POLICIES, PROCEDURES, AND MISCELLANEOUS INFORMATION**

### **BUS TRANSPORTATION**

The Clinton Central School Corporation operates buses to and from all schools every school day. Though buses do not pass each student's home, bus routes include all neighborhood areas within the Clinton Central boundaries. The privilege of riding a school bus is subject to a rider maintaining acceptable behavior while boarding, riding, and getting off the bus. Students who violate bus rules or fail to follow directives issued by the driver will face disciplinary actions by the school.

The following items are non-transportable objects: any item that is too large to be held on a student's lap or placed on the floor between student's legs or between the side wall of the bus and student's leg, live animals, glass objects, guns, ammunition, explosives, or dangerous materials.

The following guidelines will be used in determining band instruments that students will be allowed to carry on school buses: Instruments must be able to be carried on the student's lap or rest on the floor between the student's legs or between the side wall of the bus and student's leg. Students with instruments should be assigned a seat next to the window and probably near the front for ease of boarding and exiting. Instruments will not hinder a student's ability to evacuate the bus quickly. Students and drivers need to cooperate to make this work effectively

The following is an explanation of Clinton Central School Corporation policy regarding alternatives to regular transportation routes.

There will be no transfers for students who want to go home with friends or an alternate location. In the event of an emergency, a transfer can be approved in writing, signed and dated by a school principal or the head of the Clinton Central Transportation. The emergency must be in the interest of the safety of the student and limited to a time period considered "necessary". If a student wants to go home with a friend or to a place other than to home, a note must be signed and dated by a parent or guardian and then presented to the bus driver.

Parents of students needing permanent bus transportation to an alternate address, such as to a place of employment, must present a letter of request to the transportation department for their child to ride a bus to the alternate location. Bus transportation to an alternate destination is **not the responsibility of the school corporation. Bus routes are established for students living in a specific area. Approval will depend upon seating availability.** A request letter will be processed for possible transportation. A written reply will be sent from the transportation office before transportation is to begin.

## **BULLYING**

### **IC 20-33-8-0.2 "BULLYING"**

Bullying is prohibited by Clinton Central School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

Sec. 0.2.

(a) As used in this chapter, «bullying» means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

(b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in a religious event.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student's parent.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

*As added by P.L.106-2005, SEC.6. Amended by P.L.285-2013, SEC.5.*

### **IC 20-33-8-13.5 Discipline Rules Prohibiting Bullying**

Sec. 13.5.

(a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

- (1) prohibit bullying; and
- (2) include:
  - (A) provisions concerning education, parental involvement, and intervention;

- (B) a detailed procedure for the expedited investigation of incidents of bullying that includes:
  - (i) appropriate responses to bullying behaviors, wherever the behaviors occur;
  - (ii) provisions for anonymous and personal reporting of bullying to a teacher or other school staff;
  - (iii) timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner;
  - (iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
  - (v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and
  - (vi) discipline provisions for false reporting of bullying; and
- (C) a detailed procedure outlining the use of follow-up services that includes:
  - (i) support services for the victim; and
  - (ii) bullying education for the bully.
- (b) The discipline rules described in subsection (a) may be applied regardless of the physical location in which the bullying behavior occurred, whenever:
  - (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
  - (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
- (c) The discipline rules described in subsection (a) must prohibit bullying through the use of data or computer software that is accessed through a:
  - (1) computer;
  - (2) computer system;
  - (3) computer network; or
  - (4) cellular telephone or other wireless or cellular communications device.
- (d) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.
- (e) A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under IC 5-14-3.
- (f) The department shall periodically review each policy adopted under this section to ensure the policy's compliance with this section.

*As added by P.L.106-2005, SEC.7. Amended by P.L.180-2011, SEC.2; P.L.285-2013, SEC.6; P.L.211-2018(ss), SEC.9.*

## **CAFETERIA AND TEXTBOOK(IPAD) RENTAL PAYMENT/REFUND POLICY**

The Board of School Trustees authorizes a rental and fee program for providing textbooks (iPAD) and related materials. Fees will be assessed at the beginning of each semester, and the administration will be empowered to collect all fees by methods that may include a collection agency, income tax lien, or legal action in court.

Parents/guardians will also be responsible for all reasonable costs of the collection of this account, which may include, but not be limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance. Costs are programmed for a textbook(iPAD) life, processing of the textbooks(iPAD), and the maintenance for normal wear and tear any additional repairs and/or replacement will be the responsibility of parent or guardian.

A receipt will be issued to every student indicating what payment has been made. Students requiring state assistance to pay book fees (and/or school lunches) should obtain assistance application forms during registration.

# WELLNESS POLICY

Updated and revised January 2020

The student wellness committee believes that good nutrition, healthy eating patterns, and physical activity are important for academic achievement and lifelong health. Clinton Central School Corporation (CCSC) supports participation in the National School Lunch and Breakfast Program and, in accordance with federal law, establishes the Student Wellness Policy. To promote student wellness, the district supports goals in the following seven areas.

## I. Advisory Council

1. In accordance with Indiana Code 20-26-9-18, and the Healthy, Hunger Free Kids Act of 2010 (HHFKA), the school corporation will maintain a School Healthy Advisory Council to include the following individuals: Food Service Director (s), administrator, nurse, student, parent, physical education teacher (s), and representatives of interested community organizations.
2. The Advisory Council shall meet to review the Student Wellness Policy at least once annually.
3. The Advisory Council shall report annually to the board if changes are made to the Student Wellness Policy.

## II. Nutrition Education and Promotion Goals

1. Students in grades K-12 will receive nutrition education to support adoption of healthy eating behaviors. Cafeteria will display posters encouraging and educating healthy eating habits.
2. Nutrition education will be included with health education curriculum standards and guidelines.
3. CCSC will support activities that promote nutrition awareness in conjunction with the school health program. This will be accomplished through monthly nutrition and /or physical activity facts delivered through emails, posters, or announcements over the public address system.
4. Food and beverages that meet the Smart Snack and USDA nutritional requirements are allowed to be marketed & advertised during the school day. A school day is recognized by the USDA is from midnight to 30 minutes after school is dismissed.
5. Foods of minimal nutritional value, including brands and illustrations, shall not be advertised or marketed in educational materials.
6. The CCSC will ensure that yearly nutrition education and food safety training take place by the Cafeteria staff. CCSC Cafeteria staff will meet and document their USDA professional standards in Nutrition Education. Their requirements will be met through sources such as Safe schools, e-in team, and USDA training sessions.
7. CCSC Cafeteria and the High School Foods and Nutrition class will work together each year to help further the students understanding of what is involved in preparing a nutritional meal. This will be done by helping prepare a meal, serve a meal, food taste testing, and help make a menu.

## III. School Meal Content Standards

1. Meals served through the National School Lunch Program and School Breakfast Program will:
  - Be appealing and appetizing to students;
  - Meet, at a minimum, the nutrition requirements established by the USDA;
  - Contain 0 percent trans fat;
  - Offer a variety of fresh fruit and vegetables daily;
  - Provide whole grain products that meet the USDA requirements;
  - Offer only low fat and no fat dairy products;
  - All ala-carte items sold to students meet healthy snack requirements
2. Proper procurement procedures and preparation methods will be used to prepare food.
3. Special dietary needs of students will be considered when planning meals, according to the document "Accommodating Children with Special Dietary Needs in the School Nutrition Programs."
4. Kitchen personnel will meet the "Professional Standards" requirements set by the USDA. All hours required are in Food Nutrition and Food Safety.

#### IV. Foods and Beverages on School Campuses

1. Clinton Central School Corporation will inform parents/ guardians of the classroom celebration guidelines.
2. Classroom celebrations should focus on activities rather than focus only on food.
3. Parents and Guardians are **not** allowed to bring in outside food to dine with their students in the Cafeteria dining halls. If Parents or Guardians want to have a special lunch with their student arrangements must be made in advance with the office so a room could be set up for them to dine privately.
4. Classroom celebrations that include food should be limited to once a month other than School wide celebrations.
5. To the extent possible, schools will utilize methods to serve breakfast that encourage participation.
6. Drinking water will be available at all times.
7. All food available for sale to students including vending machines, student stores, and fund raisers, MUST offer food choices that provide the opportunity for students to select products that reflect healthy and nutritional principles and lifestyles and follow USDA guidelines and the Department of Education.
8. Vending machines in the JR. / SR. High School will contain only items that meet the Smart Snacks Beverage Guidelines:
  - a. Water
  - b. 100 % fruit juice and or vegetable juice

#### V. Physical Activity

1. All students at Clinton Central will be provided with physical education instruction. Students in grades 11 and 12 will have the opportunity to enroll in additional physical education classes.
2. Elementary school students will have supervised recess, preferably outdoors, during which they should be encouraged to participate in moderate to vigorous physical activity.
3. Schools will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family activities.
4. Schools will promote good nutrition and lifelong physical activity. Both Elementary and JR/SR High School Physical Education teachers are encouraging lifelong fitness through daily teaching to their students. Students are taught activities that they will be able to participate in for the rest of their lives.
5. Both schools have bicycles in both buildings that encourage "reading and riding".
6. In the Elementary, students are encouraged to join fitness clubs such as: yoga club, track and field club, and running club.

#### VI. Fundraisers

1. Fundraising activities that involve food must follow USDA guidelines for Smart Snacks in Schools. Foods that do not meet Smart Snacks guidelines cannot be sold anywhere on school grounds from midnight until 30 minutes after school is dismissed.

#### VII. Other Activities

1. Clinton Central High School sponsors a blood drive two times each year and educates the students on the importance of supporting the blood bank.
2. Clinton Central High School will have a tasting party with the culinary students to see if there are any new choices they would like add to the menu. This will happen in the spring of each year.
3. Clinton Central promotes fall football leagues, winter wrestling leagues, spring softball and baseball leagues and summer swim programs.

#### VIII. Evaluation

1. Clinton Central School Corporation is committed to enforcing the policies and guidelines included in this document. Through implementation of the School Wellness Policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate the implementation efforts and their impact of students and staff.

2. The Coordinated School Health Advisory Council will evaluate the school corporation Wellness Policy and implementation utilizing the Indiana Department of Education Wellness Policy Evaluation Tool six months after implementation and then annually. The results will be provided to the Principals of each school, the Superintendent, and the school board.
3. The policy language will be assessed annually utilizing the evaluation results and revised as needed.

The Wellness policy will be posted on the Clinton Central Website. **iPad/Computer Use** See Appendix B for the 1:1 Guide

## **DANCE RULES**

### **APPLIES TO ON OR OFF SITE DANCES**

Dances which are held by Clinton Central are for the benefit of CC students only. Announcement of an upcoming dance will not be made to the other county schools either privately or by the radio, newspaper, or social media but simply announced to CC students via the school intercom or email. The following rules will be enforced:

1. Non-Clinton Central guests are permitted at formal and semi-formal dances only. Such guests are permitted if they are dates of Clinton Central students and must remain with their date at all times. All formal and semi-formal dances require purchase of advance tickets and advance registration of attending couples no later than 48 hours preceding the dance.
2. Only Clinton Central students will be admitted to informal dances.
3. The chaperones are responsible for maintaining discipline at the dance. If in the opinion of a chaperone a student's behavior does not meet school standards, the student will be asked to leave the dance or will be denied entrance to the dance. Inappropriate conduct (touching, grinding, etc) while dancing will not be allowed.
4. Appropriate dress is expected and must be consistent with the nature and/or theme of the dance.
5. All school rules apply at any dance. Violation of the rules will result in disciplinary action.

\*\*\* Prom – Prom attendance is limited to juniors and seniors and their guests. (Unless approved by the high school principal, guests are limited to those under the age of 21 and should be no younger than freshmen.) A form must be completed for guests attending from another school and signed by the visiting school's administrator. If the guest is no longer attending school or has graduated, a copy of their driver's license must be presented.

## **DRUG TESTING**

### **DRUG TESTING—PROBABLE CAUSE -STATEMENT OF PHILOSOPHY**

The Board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time in the schools, on school grounds, in school vehicles or at any school-related event. The Board further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes. The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. Drug usage affects the education of the individual user as well as those around him/her. The drug user often is belligerent, non-compliant to school rules, or falls asleep which disrupts the desired learning environment. For the purpose of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. tobacco and tobacco products;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. anabolic steroids;
- G. any "look-alike" substances
- H. any other illegal substances so designated and prohibited by law



When there is reasonable suspicion of student possession, concealment, sale, distribution or use of any illicit drug or drug paraphernalia, school principals or assistant principals are authorized by the Board to conduct searches and to require the student to take a drug test. Student admission will be considered as definite proof of misconduct.

If a student is reasonably suspected of possession, concealment, sale or distribution of any drug or drug paraphernalia, the following actions are authorized:

- A. Searches shall be made if considered necessary by a school principal, assistant principal, or designee.
  1. The student shall be searched with at least one school administrator and one other school employee present.
  2. The student's locker(s) and personal possessions shall be searched.
  3. If the student has driven to school, the student's vehicle shall be searched.
- B. If drugs or drug paraphernalia are found in the student's possession, either on the student, in the student's possessions, in the student's locker(s), in the student's vehicle or placed in another place by the student, or sale or distribution of drugs or drug paraphernalia is confirmed, the student will be immediately processed with penalties as found in the Drug Violation Chart.

If a student is reasonably suspected of consuming, injecting, breathing, or using other drugs, the following actions are authorized:

- A. The student shall be suspended out-of-school pending expulsion. For expulsion not to occur, the parent(s) shall report to the school on the same school day and agree to drug testing of their child within 24 hours at a school approved testing center.
- B. If the results of the test show no drug use, the expense of the test will be paid by the school. The student will be readmitted to school with an excused absence, and extra-curricular and driving a vehicle privileges will be restored.
- C. If the drug test shows the student has used or is using an illegal drug, the student will be processed with penalties as found in the Drug Violation Chart. The tests will be paid for by the parents.
- D. The parents and/or the student may refuse permission for the student to submit to the drug test. However, refusal to comply with the requirement for testing is a violation of this school policy which will result in suspending the student out-of-school and processing the student for expulsion.

Student penalties for possession, concealment, sale, distribution or use of drugs or drug paraphernalia are found in the Drug Violation Chart with additional explanation as the following:

**A. When expulsion is the penalty:**

1. The expulsion will be for the rest of the current semester and possibly expulsion for one additional semester.
2. The student may appeal the expulsion for the additional semester, but for waiver of the additional semester to be approved, the student must do the following:
  - a. Prior to readmission, the student must complete rehabilitation classes in a school approved rehabilitation program.
  - b. The student must provide the school with a negative drug screen test taken within one week of the appeal hearing. This drug test must be administered by a testing agency and the results sent directly to the school from this agency.
  - c. The student must appear before the Drug-Free School Committee and convince the committee he/she will promise to stay drug free and comply with all school rules.

**B. When in-school suspension is the penalty:**

1. The student is not eligible to participate in any extracurricular activities for the number of days found in the Drug Violation Chart. The Athletic Code of Conduct penalties may exceed the penalties in the Drug Violation Chart.

## **DRUG TESTING POLICY--RANDOM DRUG TESTING** **(DISTRIBUTED AND SIGNED FOR AT BOOK REGISTRATION)**

Any student who wishes to participate in extracurricular/co-curricular activities or drive to or from school or any school related events must participate in the Clinton Central Junior-Senior High School Drug, Alcohol and Tobacco Random Testing Program. Any student who refuses to subject himself to the random drug testing program will not be permitted to participate in such activities. Students enrolled in the Clinton Central Junior-Senior High School Drug, Alcohol and Tobacco Random Testing Program will be subjected to random chemical tests to determine if the student has consumed or is under the influence of drugs, alcohol or tobacco.

Clinton Central School Corporation will pay for all initial random drug tests. Follow-up tests will be the financial responsibility of the parent/student.

Initial enrollment in the drug testing pool for each student will be completed within one week of the beginning of the activity that makes him/her eligible for drug testing. Once a student has enrolled he/she will remain in the testing pool until, if the student is no longer in a group for which testing is required, he or she is withdrawn in writing.

The purpose of the random drug testing program is to:

- identify a student with drug, alcohol, or tobacco residue in his/her body
- provide notification to the custodial parent/guardian
- educate, help, and direct students away from drug, alcohol and tobacco use and toward a healthy, safe and drug-free participation in activities

It is not the intent of this policy to automatically bar students from all further participation in extracurricular/co-curricular activities or permanently bar students from driving to school who exhibit a "positive" drug test.

### **POSITIVE TEST RESULT PROCEDURE**

No individual shall be expelled or suspended from school as a result of a positive test from the Clinton Central Jr.-Sr. High School Drug and Alcohol Random Testing Program. No policy enforcement shall occur until the Principal or its designee has had a conference with the parent(s)/guardian(s) of the student.

## **DRUGS AND ALCOHOL**

### **FIRST POSITIVE TEST RESULT**

1. Students with a positive result will be suspended from participation in extracurricular/co-curricular activities according to the Extra-Curricular Violation Penalty Chart.
2. Students with a positive result will enter a drug treatment/counseling program at the parent/student expense.
3. Students who have tested positive may return to participation in extracurricular/co-curricular and/or athletic upon:
  - a. Successful completion of an accredited counseling/treatment program sessions within thirty (30) calendar days of the positive drug test.
  - b. Testing negative for alcohol and/or other drugs. Tests to confirm the absence of substances in the student's body will be at the expense of the parent/guardian/student.

The above is providing that the student has completed the term of any suspension of participation and/or driving privilege.

### **SECOND POSITIVE TEST RESULT**

1. Students with a second positive result will be suspended from participation in extracurricular or co-curricular activities according to the Extra-Curricular and Co-Curricular Violation Penalty Chart.
2. Students with a positive result will enter a school approved program at the parent/student expense.

3. Students who have tested positive for a second time may return to participation in extracurricular/co-curricular and/or athletic activities, upon:
  - a. Successful completion of a school approved program within thirty calendar days of the positive drug test.
  - b. Testing negative for alcohol and/or other drugs. Tests to confirm the absence of substances in the student's body will be at the expense of the parent/guardian/student.

The above is providing that the student has completed the term of any suspension of participation and/or driving privilege.

### SUBSEQUENT POSITIVE TEST RESULTS

Consequences for third or subsequent test results will result in the re-imposition of the consequences for the second positive test; however, driving and extra/co-curricular privileges will be permanently forfeited.

## **EQUAL OPPORTUNITY POLICY**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form. (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **FIELD TRIPS**

There are two types of field trips students may be eligible to attend while at Clinton Central Jr/Sr High School:

**Educational trips:** These are trips that teachers or grade-level sponsors arrange in order to create an atmosphere of learning and culture with their students on current topics being covered in class. Educational trips will be open to all students as long as they do not have in-school suspension or out of school suspension during the time of the field trip.

**Reward trips:** These trips are not educationally based trips that are meant to improve student understanding of a subject area. Reward trips may have different requirements that include, but not limited to: grades, behavior, attendance, missing assignment(s). These requirements are subject to change for each reward trip.

The principal or designee have final approval regarding a student attending either a reward field trip or an educational field trip. The administration has the right to grant or deny attendance to these events based on the circumstances. Students with more than two failing grades will not be allowed to participate in any field trip.

# GRADES, VALEDICTORIAN/SALUTATORIAN

## Grading Scale

A+=100-99%	B+=89-88%	C+=79-78%	D+=69-68%
A =98-92%	B=87-82%	C =77-72%	D =67-62%
A-=91-90%	B- =81-80%	C-=71-70%	D-=61-60%

## Figuring Semester Grades

The following is to be used in figuring grades for the current semester. When a final exam is given, the system for determining the semester averages is 40-40-20. Each nine weeks' grade is 40% or 2/5, and the semester exam is 20% or 1/5. If final exams are waived, a 50% - 50% system should be used to average the grades. A decimal of .5 or higher is rounded to the next highest grade for each quarter, not the semester.

## Valedictorian/Salutatorian

To be named the valedictorian or salutatorian of the graduating class, the student must have earned an Academic Honors with Distinction Diploma.

# PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building/grounds. If you wish to be given notice of such pesticide applications, please notify the principal or the principal's designee of the building. You will be given a form to fill out and will be notified of any pesticide application within at least a 48-hour advance notice. Pesticide applications will not be done when children, staff members or any other people are present in the area that is to be sprayed.

# HEALTH SERVICES AND MEDICATION

The office of the school nurse is open during the school day to provide assistance to faculty and students who experience an accident or illness at school

1. Students must first obtain a pass from their classroom teacher for that period before being admitted to the nurse's office. A record will be kept by signing in and out. Students are not to call a parent to go home as a result of an accident or illness unless authorized by the nurse, or the main office, if the nurse is unavailable. If a parent is unavailable, the emergency contact will be notified. Students who leave school due to illness or injury without consent will be subject to discipline by the office.
2. Students with minor injuries will be treated and sent back to class.
3. Students with minor complaints will be allowed to lie down for no more than one class period. After one class period, a decision will be made by the nurse to send the student home or back to class.
4. All medication, prescription and over the counter, to be used during the school day, must be turned in to the nurse's office at the start of the school day. All medications must be delivered to school by a parent unless prior arrangements have been made with the school nurse.
5. Any students found to be carrying medication (prescription or non-prescription) on their person, without authorization on file with the school nurse from their parent and health care provider, will be subject to the school's discipline policy.

Medications are kept under lock and key and are administered by the nurse or her designee. All prescription medication for a student must be in the original pharmacy container with the pharmacy label and the student's name written on the container. Over the counter medication must be kept in the original container with the student's name on the container.

# PARKING AND DRIVING REGULATIONS

During school hours students are allowed to park in the north parking lot only, but not in the areas reserved for student loading and unloading and areas reserved for visitors or staff. At certain times it may be necessary to restrict parking privileges, e.g., construction or activities at school.

### Student use of Clinton Central Jr./Sr. High School Parking Lot

Having a safe school site is of the utmost importance to the Clinton Central School Corporation. Towards that end the administration reserves the right to examine contents of any vehicles while parked on school premises. **All vehicles are to be registered to CCHS students or their families**. Unregistered vehicles raise a reasonable suspicion that the driver is attempting to use the lot undetected. Additionally, specific or random searches may be conducted if there is a reasonable suspicion that the content may include items or elements which are illegal to possess, have been lost or stolen, or present a threat to the health, safety, or welfare of students or staff. Technology and/or sniff canines may be used to aide searches.

1. All student automobiles must be registered and the student parking permit placed inside the vehicle so that it is clearly visible from the outside of the vehicle no later than the 10th school day of each school year. After the ten day period, **NO VEHICLE MAY BE PARKED IN THE LOT UNLESS PROPERLY REGISTERED**.
  - a. Motorbikes, etc. must also be registered.
  - b. To register a vehicle, a student must supply the following:
    - Name of student
    - Parking permit number
    - License plate number
    - Year in school
    - Appropriate fee (may vary from year to year)
2. All vehicles are to be parked within designated parking lines.
3. The maximum speed in the parking lot is 10 m.p.h.
4. Drivers of passenger vehicles and front seat passengers are required to use seat belts.
5. In all cases, pedestrians have the right-of-way.
6. Upon entering the parking lot, vehicles are to be parked immediately; students are to leave them and proceed to building.

## **SEARCH AND SEIZURE PROCEDURE- USE OF EVIDENCE**

IC 20-33-8-32 provides basic school regulations for search and seizure in public schools and school regulations governing student used lockers and other storage areas. Clinton Central policies have been developed to conform to this law which mandates a copy of these rules be provided each student and his parents as soon as practical after the student's enrollment in the school.

### **IC 20-33-8-32 Locker searches**

Sec. 32.

- (a) A school corporation must provide each:
  - (1) student; and
  - (2) student's parent;
    - (a) copy of the rules of the governing body on searches of students' lockers and locker contents.
- (b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in:
  - (1) that locker; or
  - (2) the locker's contents.
- (c) In accordance with the rules of the governing body, a principal may search:
  - (1) a student's locker; and
  - (2) the locker's contents; at any time.

- (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
- (1) at the request of the school principal; and
  - (2) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

[Pre-2005 Elementary and Secondary Education Recodification Citation: 20-8.1-5.1-25.]

As added by P.L.1-2005, SEC.17.

I. Definition: Reasonable Cause for a Search

As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

- A. Evidence of a violation of the student conduct standards.
- B. Anything which because of its presence presents an immediate danger of physical harm or illness to any person.

II. Locker and Other Storage Area Regulations and Searches

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

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

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

- A. Use of Lockers - Each student is to use his/her own locker. Use of another student's locker is not allowed. Lockers may be decorated for special school events with permission of the coach or sponsor. Locker signs should have the locker number written on the back of the sign and should be displayed using magnets or magnetic tape. No tape or stickers of any kind will be allowed on the metal surface of the lockers. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any flammable substances, bombs or explosive devices, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products. Students will be expected to keep their lockers clean and orderly. Students are responsible for all contents in his/her assigned locker.
- B. Authority to Inspect - The school corporation retains the right to inspect student lockers to insure they are being maintained in accordance with the conditions of Rule B. All inspections of student lockers shall be conducted by the principal, assistant principal, or designee.
- C. Inspection of Individual Student's Lockers
  1. The inspection of a particular student's locker or other storage area will not be conducted unless the principal, assistant principal, or designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. "Reasonable suspicion" as used in these rules may be based on a number of factors including:

- a. Information received by the principal, assistant principal, or designee from teachers, or students, law enforcement officers, or detection devices including trained dogs.
  - b. The past records of the student whose locker is to be inspected.
  - c. The seriousness of the problem to which the search is directed, such as violence or drug use in the school.
  - d. The behavior of the student, for example: indications that the student is intoxicated.
2. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A principal, assistant principal, or designee may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time without the student present.
- D. Inspection of All Student Lockers
1. An inspection of all student lockers or storage areas in the school, or in a particular area of the school, may be conducted if the principal, assistant principal, or designee reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
    - a. When the school corporation receives a bomb threat.
    - b. When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use.
    - c. At the end of a semester or grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment.
    - d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.
    - e. When the principal, assistant principal, or designee believes a general inspection is in order to preserve the cleanliness and proper maintenance of lockers or storage areas in the school.
  2. If a general inspection of a number of student lockers is necessary, then all lockers or storage areas in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
- E. Student Material - When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the student's locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself concealing, or being used to conceal contraband.
- F. Locker Cleanout - Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) locker from time to time in accordance with a general housekeeping schedule or (b) the locker of a student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling or mildewing items such as food, wet clothes, etc.
- G. Other Needs to Open Student Lockers - Many times during a school year the guidance counselors, secretaries, teachers, or principals receive requests during a student's illness to have items such as textbooks, notebooks, etc. sent home for study. Many other student assistance examples could be cited as legitimate reasons to open a student's locker. None of these actions to aid a student shall be construed to be a locker search or inspection.
- H. Other Student Storage Areas - The principal, assistant principal, designee or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.

### III. Searches of Student's Person, Billfold, Purse, etc.

The principal, assistant principal, or designee may search the person of a student during school or a school activity if the principal or designee has reasonable suspicion for a search of that student. Searches of the person of a student may include:

- a. Searches of the pockets, shoes, jackets, etc. of the student.
- b. Any object in the possession of the student such as a purse or bookbag, and/or billfold.
- c. A "pat down" of the exterior of the student's clothing.

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with Section VI. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

### IV. Student-Operated Motor Vehicle Searches

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on the registration with the office of said vehicles by the student driver. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal, assistant principal, or designee may request a law enforcement officer to search a motor vehicle on school premises, subject to Section VI.

### V. Evidence Found in a Search or Inspection

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards may be:

- a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
- b. Returned to the parent or guardian of the student from whom it was seized.
- c. Destroyed if it has no significant value.
- d. Turned over to any law enforcement officer in accordance with Section VI. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
  1. Returned to the parent or guardian of the student from whom it was seized.
  2. Destroyed.
  3. Turned over to any law enforcement officer in accordance with Section VI.

### VI. Involvement of Law Enforcement Officers

The principal, assistant principal, or designee may request the assistance of a law enforcement officer to:

- a. Search any area of the school premises, any student, or any motor vehicle on school premises.
- b. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

## **SEXUAL HARASSMENT**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. This can be by an employee to a student, one employee to another, a student to an employee, or a student to another student. A student who believes he or she has been sexually harassed should file a written complaint with the principal. The confidentiality, both of the complainant and of the accused, will be respected consistent with Clinton Central School Corporation's legal obligations and the need to investigate allegations of misconduct so as to take appropriate corrective action. Any person who knowingly files false charges against an employee or individual is subject to disciplinary action.



# STUDENT RIGHTS

In the United States, government is based upon the rule of law, which, in turn, is founded upon respect for the dignity of the individual. This statement of rights and responsibilities exists in order to promote better understanding by all members of the school community, including but not limited to students, faculty, administrators and parents; to specify the mutual responsibility of these members of the school community; and to explain school corporation policy and procedures. The rights, responsibilities and procedures stated in this policy are not all inclusive but rather focus on those rights, responsibilities and procedures concerning common occurrences of student behavior. Any rules and regulations governing the conduct of individuals in the Clinton Central School Corporation shall be interpreted so as to conform to and promote the policy herein.

This is called a statement of responsibilities in addition to rights because it is only through mutual acceptance of responsibilities that these rights can exist. A right exists only to the extent that there is a responsibility on the part of others to respect that right. It is part of the educational process in Clinton Central School Corporation to seek to prepare young people for society with (1) knowledge of the rights that are accorded them as individuals and (2) the responsibility to conduct themselves so that their actions do not interfere with the rights of others.

All members of the school community shall treat each other with respect. Humiliation, personal affront or other indignities are inconsistent with appropriate human relations. Verbal harassment, disparaging names, sexual harassment, racial slurs and sarcasm will not be tolerated. The relationship between individuals of the school community should be one of cooperation, understanding and mutual respect. Since students will spend their lives in contact with others, they must learn to be self-disciplined and responsible citizens. The Clinton Central School Corporation expects reasonable and self-disciplined behavior from each student. Self-discipline cannot be dictated to or imposed upon a student. It must be developed within the individual as he/she interacts with others. It can develop best when the student has freedom of choice and action, exercising responsibility for meeting the expectations of behavior within the restraints of that freedom, achieving rewards for doing so and accepting the consequences of failing to do so.

The Clinton Central School Corporation seeks to develop the talents of every individual and to teach the importance of self-control. The Corporation will impose restraints when necessary for the education of the individual and for the welfare of the group. The student must know his/her responsibilities and must experience the consequences if he/she does not fulfill those responsibilities.

The purpose of these rights, responsibilities and procedures is to develop specific building policies that will encourage behavior that will enable staff and students to develop the most favorable learning environment; an atmosphere of open communication, self-discipline, and clearly understood rules; consistent treatment of all students; and consistent due process which is fair and reasonable. The rules set forth in the student handbook support, but do not limit, the authority of the school administrative personnel.

## **APPEARANCE**

### **Student Rights**

Public school education is considered formal education, and students should dress appropriately.

Appearance, including make-up, dress, and hairstyles, within the prevailing rules of modesty, decency, safety, and health, are the responsibility of the student and his/her parent.

### **Student Responsibilities**

Student appearance, including dress, make-up, and hairstyles, must conform to the requirements of law and must be conducive to the educational process.

### **Procedures**

It is expected that students will wear clothing that is neat and clean while attending classes and school functions. Appearance, including dress, make-up, and hairstyles, may be regulated by the school when the health or safety of a student is endangered; the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law.

Expectations include but are not limited to the following:

- a. Shoes must be worn at all times.
- b. Coats and jackets may be worn in the building. Hats and other headgear are not to be worn between 7:50 and 3:15 and should be left in lockers or backpacks. Students who wear hooded sweatshirts are not permitted to wear the hoods during school hours.
- c. Shorts and skirts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides). Tights are not considered pants and should not be able to be seen through.
- d. Shirts should be long enough and pants should be high enough that one's stomach does not show. **Shirts/blouses must have sleeves.** Pants should be worn at or above the hip bone and covering all underwear. Pants should not have tears above fingertip length.
- e. Clothing or accessories which draw negative attention to the individual are not permitted. Students should not wear items of clothing which advertise or promote actions or products which are illegal or against school rules. This includes, but is not limited to, the mention of alcohol, tobacco, and other controlled substances, obscenities, cartoons or captions of a sexual nature. Symbols or slogans which may be considered racist or ethnically derogatory are not to be worn to school or school events.
- f. Appearance, including dress, make-up, jewelry, and hairstyles, deemed disruptive to the educational process will not be permitted. This includes any accessories that may be a danger to the student or others. This includes, but is not limited to chains or spikes.
- g. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items deemed to be evidence of membership or affiliation with a criminal organization.
- h. Undergarments should be worn, and not visible.

Blankets or similar accessories should not be permitted at school.

## **ASSEMBLY AND/OR MEETINGS**

A student's right to free speech and assembly as guaranteed by the First Amendment will be honored provided that such activity does not disrupt the educational process.

### **Student Rights**

1. Students may be permitted to hold student meetings on school property within the limitation applicable to all groups under Indiana Law or with the approval of the administration.
2. Students shall have the right to gather informally, provided that such activity does not disrupt the educational process, cause disorder, or invade the rights of others.

### **Procedures**

1. Students shall have the right to formal assembly for the purpose of discussing any topic if the following conditions are met:
  - a. Students have administrative approval.
  - b. There is no violation of ordinance or law.
  - c. Students' conduct at the meeting is orderly and peaceful.
  - d. Students will assume full responsibility for their actions as individuals or group members.
  - e. All relevant school regulations and policies are met.
2. All organized group meetings shall be scheduled with the school office.

## **FREEDOM OF EXPRESSION**

One of the basic purposes of education, as stated in the Board of School Trustees Philosophy, is to prepare students for responsible self-expression. The First and Fourteenth Amendments of the United States Constitution guarantee citizens free expression. Students have the right to free expression as long as they do not substantially interrupt the educational process.

### **Student Rights**

1. Students have the right to free expression of ideas and to participate in the publication of such ideas.
2. Students have the right to express their opinions, either verbally or symbolically, as long as they do not infringe upon the rights of others through personal attacks or obscenities.

## **Student Responsibilities**

1. All members of the school community shall treat each other with respect. Humiliation, personal affront or other indignities are inconsistent with our human relations philosophy and practice. Use of racial slurs should be reported to an administrator who will respond to the charges in accordance with the Clinton Central School Corporation harassment policy.
2. Allegations of sexual harassment should be reported to an administrator who will respond to the charges according to the Clinton Central School Corporation harassment policy.
3. It is expected that students will not commit any act or use any speech, either verbal or nonverbal (hand gestures, handshakes, etc.), showing membership or affiliation with or furthering the interest of criminal organizations.
4. Public display of affection is not considered freedom of expression as defined above. Contact of a sexual nature including but not limited to groping or fondling is not permitted in school.

## **Procedures**

1. All school sponsored publications, such as the school newspaper and yearbook, are closed forums.
2. Editorial policies and procedures governing student publications shall be followed.
3. School-sponsored newspapers will prohibit obscene or libelous material and will ensure the editing of any materials that would cause a disruption of the education process.
4. Procedures for distribution of publications shall be cleared with the principal.

## **Cameras, Video and Other Visual Recording Equipment**

All photographic images on school grounds or at a school sponsored activity are not allowed without administrative approval.

## **Electronic Communication Devices**

Students may use personal electronic devices (cell phones, computers, and other communication devices) before and after school, during lunch, and during passing periods provided that such use is in a safe, respectful, and responsible manner. Such use should not create a safety issue nor should it disrupt the environment in the hallways. Under no circumstances is it appropriate for music to be played without the use of individual earphones/earbuds.

Photographic images taken of students or school personnel are forbidden without prior consent of the individuals photographed or recorded. Failure to comply with this policy may result in disciplinary penalty and the item being confiscated and returned only to the parent or guardian. Information contained on devices is subject to inspection.

## **Communication Devices/Recording Devices/Video or Photo Devices**

A parent(s)/guardian(s) allowing students to carry personal electronic devices to school implies permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes by administration.

## **Radio, CD, MP3, iPods and Other Audio Recording/Playback Equipment**

Students may listen to music before school, after school, and during lunch periods. At all other times during the school day between 8:05 and 3:15, listening devices are to be out of sight and placed in student lockers. During a student's lunch period, listening devices may be used in the lunchroom with earphones. Listening content should be appropriate for the school environment. Please be aware that the school will not be responsible for lost or stolen electronic or media equipment. Failure to comply with this policy will result in the item being confiscated and returned only to the parent or guardian.

Teachers may use the above equipment in class with prior written administrative approval.

## **Food and Drink**

Food and drinks must remain in the MPR. Teacher-sponsored classroom celebrations are allowed within the classroom. Water is allowed in the classroom in a transparent container, with teacher discretion.

# APPENDIX A

## CLINTON CENTRAL HIGH SCHOOL ATHLETICS

### PHILOSOPHY

Clinton Central Jr/Sr High School recognizes that interested students should have the opportunity to develop their potential as athletes in activities appropriate to their level of ability. In this spirit, Clinton Central Jr/Sr High School provides a program of interscholastic athletics which promotes participation for qualified students within the rules and regulations of the Indiana High School Athletic Association and Clinton Central Jr./Sr. High School Athletic Department. It is the goal of our school to provide such opportunity as a further means of developing the intellectual, emotional and social maturity of our students, while at the same time teaching the importance and worth of teamwork and sportsmanship. Clinton Central Jr/Sr High School athletics also provide a unifying influence upon our student body and between our school and community. Finally, as is true in all aspects of education at Clinton Central Jr/Sr High School, our athletic program is committed to the pursuit of excellence, acknowledging that the quest itself is the most significant aspect of achievement.

### PROFILE OF CLINTON CENTRAL JR/SR HIGH SCHOOL ATHLETIC PROGRAM

Clinton Central Jr/Sr High School has developed a rich tradition in athletics. The entire school and community takes pride in the accomplishments of the Bulldog athletic teams. Clinton Central Jr/Sr High School athletics reflect our school's philosophy and commitment to excellence.

Boys are offered a eight-sport program including cross country and football in the fall; basketball, swimming and wrestling in the winter; and baseball, golf and track in the spring. Girls are offered a seven-sport program including cross country, golf, and volleyball in the fall; basketball and swimming in the winter; and softball and track in the spring. Cheerleading is our 16th varsity sport and there are squads for football, volleyball, boys' basketball, girls' basketball, as well as competition squads made up of members of the cheerleading teams. All students with sufficient ability are eligible to participate provided they meet the scholastic standards and conduct requirements as established by the Clinton Central Jr/Sr. High School Athletic Council and IHSAA.

Clinton Central Jr/Sr High School is a proud member of the Hoosier Heartland Conference. Other member schools include Carroll, Clinton Prairie, Delphi, Eastern, Rossville, Sheridan, Taylor, and Tri-Central. Conference champions are awarded in 19 sports plus an "All-Sports" Trophy for both boys' sports and girls' sports.

### ATHLETIC DEPARTMENT POLICIES

Participation in athletics is a privilege earned by meeting the rules and standards set by schools, conferences and the IHSAA. Students who have questions concerning eligibility should contact the Athletics Director or Principal BEFORE they endanger their athletic eligibility.

### ACADEMICS

Student athletes should manage their time in such a way as not to have to miss practices, competitions, or school in order to participate in athletics and achieve successfully in academics. If this cannot be done, students should NOT be involved in athletics. Academics must always be - and will always be - a higher priority than athletics.

### ACADEMIC ELIGIBILITY

#### Grades 9-12

To be eligible for athletics a student must:

- Must be currently enrolled and must have been enrolled in school the immediately preceding grading period.
- Must have received passing grades during that grading period in 5 full subjects, or equivalent, and currently be passing at least 5 full credit subjects or the equivalent. (Semester grades take precedence)
- Students who are ineligible scholastically at the end of a grading period or semester are ineligible for the following grading period.

All managers, trainers, and support staff members that are deemed ineligible may be allowed to practice for 4 ½ weeks pending a mid-term check of grades, with approval of the parents AND coach. If an athlete is still not passing 5 classes (IHSAA Rule 18-1) then the athlete shall NOT be allowed to practice for the remainder of that grading period. Also, the athlete may NOT participate in or dress for contests during this time. An athlete will not be considered a member of an athletic team if the IHSAA academic standards for participation are not being met at the completion of the season.

### Grades 7-8

A student enrolling in the 7th grade for the first time will be eligible for the first grading period regardless of previous academic achievement.

Thereafter, in order to be eligible:

- a student in grades 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that period in 75% of the core subjects carried the preceding grading period.

## **ABSENCE DUE TO ILLNESS OR INJURY**

An athlete who misses 5 consecutive days of school or athletic participation due to illness or injury must obtain written permission from a physician and first present this to the Athletic Trainer, who will then relay the information to the Athletic Director and/or coach before they may again become eligible for participation. Additional practices are required by the IHSAA before regaining eligibility after an extended absence due to illness or injury, but the ATC has final say on any situation resulting in the student-athlete returning to play/participation, no matter the number of days of absence from their respective sport.

## **AGE**

Grades 9-12

A student whose 20th birthday occurs on or prior to the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport. (IHSAA Rule C-4-1)

Grades 7-8

Students whose 16th birthday occurs on or prior to the scheduled date of the final competition in a sport shall be ineligible for interschool athletic competition in that sport.

## **AMATEURISM**

Students shall not play under assumed names; accept remuneration directly or indirectly for athletic participation; or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs or their representatives.

## **ATTENDANCE**

A student has an obligation to be at school and in all classes. The student who has any unexcused absence the day of a contest is ineligible for participation that day. The student must be in school for 4 periods of classes and have an excused absence for the remainder of the day or be granted an excused absence by the administration in order to participate in after-school practices and contests. The student must sign in at the office by the start of 5th Period class if he/she was absent from school due to illness in order to participate in after-school practices or contests. All students are expected to be in school the day following a contest unless injured, excused for a medical appointment, or granted an excused absence by the administration.

- Students must abide by all rules and regulations in the Student handbook
- If placed in detention, the student must fulfill the obligation as assigned
- While under school suspension (in-school or out-of-school), the student will not be allowed to participate in practices or athletic contest.
- If a student is absent on the last day of a school week, they are eligible for participation in practice or a contest if either falls on a non-school day.
- Team members are expected to be present at all in-season practices, team meetings, contests, and special occasions unless excused by the coach.

## **CONCUSSION RELEASE FORM**

A concussion is a traumatic brain injury (TBI) that may result in a bad headache, altered levels of alertness, or unconsciousness. It temporarily interferes with the way your brain works and it can affect memory, judgment, reflexes, speech, balance, coordination, and sleep patterns. Before a student can participate in interscholastic sports, parents and students must read the fact sheet on concussions and return the acknowledgement form to the athletic office. If a student has missed practices/games due to a concussion, the student-athlete must first receive clearance from an MD/DO, and that clearance must be provided in writing to the Athletic Trainer, who will then provide that information to the Athletic Director and/or coach before they may again become eligible for participation. Additional practices are required by the IHSAA before regaining eligibility after an extended absence due to illness or injury.

## **CONFLICTS IN EXTRACURRICULAR ACTIVITIES**

Clinton Central Jr/Sr High School recognizes that every student should have the opportunity for a broad range of experiences in the area of extracurricular activities. Students are also urged to use caution in attempting to "specialize" too much, thereby denying themselves a well-rounded high school career. Students, however, should be cautious about participating in too many activities. Interscholastic sports at the high school level require a substantial time commitment which usually extends Monday through Saturday from the first official day of practice until the end of the tournament series. A commitment to a high school athletic team indicates that all non-school conflicts will be resolved in favor of the high school team. This would not include such things as significant religious holidays, participating in a relative's wedding, a family member's funeral, etc.

If a conflict between activities arises, the student shall notify the coach and/or sponsors involved and attempt to resolve the conflict as equitably as possible. If the conflict persists, the student may contact the Athletic Director for assistance.

## **DOUBLE SPORT ATHLETES**

High school athletes must declare Major vs. Minor sport as a double sport athlete. The Major sport takes precedence over the Minor sport of game/match night contests when conflicts occur. A double sport athlete remains eligible for his/her major sport if he/she leaves the minor sport prior to the conclusion of the season. A student athlete who wishes to participate in more than one sport in the same season (fall, winter, spring) must have prior approval of the coaches and Athletic Director. A meeting with those coaches - as well as a schedule resolving all practice and competition conflicts - must be established prior to the start of both seasons and the student athlete will be asked to designate his/her "primary" sport at that time, if necessary.

## **ENROLLMENT**

After enrollment or attending classes in 9th grade, a student is eligible for no more than 8 consecutive semesters. For further information, please refer to the IHSAA by-laws available on-line.

## **EQUIPMENT ISSUE AND RETURN**

Clinton Central Jr/Sr High School endeavors to provide each team member with the best and safest equipment available. All equipment issued to an athlete is expected to be returned in the same condition as when issued (excepting normal wear and tear) or the athlete is expected to compensate the athletic department for the lost or damaged equipment. Failure to return equipment, including athletic locks, or to compensate the school for lost or damaged equipment will result in forfeiture of award for that season. All obligations must be completed prior to the first scheduled contest in a new sport.

## **HAZING**

Clinton Central School Corporation believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. See additional information located in this handbook under discipline code.

## **INSURANCE**

Clinton Central Jr/Sr High School administrators, coaches and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). Due to the nature of athletic activity, however, injury may occur. Parents are required to have an insurance policy to cover athletic injuries and the cost of treatment. Contact the Athletic Office for information about insurance plans which can be purchased by parents through the school to cover their student athlete to meet this requirement. The Clinton Central Athletic Department will not assume responsibility of payment for medical treatment for an injury which was incurred during a practice or athletic contest.

## **MULTIPLE SPORT PARTICIPATION**

The Clinton Central Jr/Sr High School Athletic Department supports the concept of participating in more than one high school sport. High school coaches should not establish expectations "out of season" which would prohibit or restrict a student's participation in another sport which is "in season".

## **NUTRITIONAL SUPPLEMENTS**

Clinton Central Jr/Sr High School does not encourage or endorse the use of any type of nutritional supplement. The use of products such as protein supplements, amino acid supplements, creatine, weight gain and/or loss products, etc. is a decision to be made by the student/athlete and their parents. This decision should be made in consultation with a physician.

## **PHYSICAL EXAMINATIONS**

Between April 1st and a student's first practice or workout in preparation for interschool athletic participation, the student shall have had:

- A physical examination or certification by a physician holding an unlimited license to practice medicine
- Written consent of parent or guardian for such participation unless athlete is emancipated

Evidence shall be on file in the athletic office prior to the student's first practice or workout related to any of the sports activities offered at CCHS. Such certificate may suffice for the entire school year.

## **PARENT AND STUDENT CONSENT FORM**

The Parent and Student Consent Form and Emergency Medical information can be picked up in the athletic office, as well as found on the school website. It must be completed and returned in order for a student to be eligible for athletic participation, practices and workouts. The signature of a parent and athlete indicates that each have read, understand and agree to abide by the stated policies.

## **PARTICIPATION**

Participation in an organized non-school sports competition during the authorized contest season, including IHSAA tournament series in that sport, shall cause students to become ineligible for their school team in that sport for a period not to exceed 365 days as determined by the commissioner of the IHSAA

- An athlete cannot participate in more than 2 seasons of the same sport during his/her junior high career
- A athlete cannot participate on 2 teams during the same season unless both coaches agree to this arrangement
- 5th & 6th grade students may participate on the following junior high teams with coach's approval: cross country, swimming, wrestling, track, and golf

## **QUITTING A TEAM/DISMISSED**

Athletes quitting a team or dismissed (not cut) from a team after 5 days of practice make themselves ineligible for any sport in season or out of season until the elimination of said team from the IHSAA State Tournament participation. This includes working out with a coach on school grounds.

## **TICKET INFORMATION**

Clinton Central Jr/Sr High School offers a variety of ticket plans for the convenience of students, parents and patrons. Substantial savings on admission costs to events can be realized through the purchase of annual all-sports passes, good for entry into all Clinton Central Jr/Sr High School athletic events except IHSAA-sponsored events, as well as the annual basketball Holiday Tournament. Students, parents and patrons may also purchase single session tickets at the gate for any event they wish to attend. For further information, contact the Clinton Central Jr/Sr High School Athletic Office.

## **TRANSFER STUDENTS**

Parents of students who wish to participate in athletics at Clinton Central but who did not attend Clinton Central Schools during their intended sport's season the previous school year are required to complete an Athletic Transfer Report Form. The transfer will be sent to the student's former school and to the IHSAA for approval. The student cannot become eligible for competition until approval has been granted by the IHSAA.

Clinton Central Jr/Sr High School will strictly enforce IHSAA by-laws regarding student-athlete transfers. Students who transfer without a corresponding change in residence by the parents or guardians will be recommended for "Limited Eligibility" which allows for participation at the junior varsity level only for a period of 365 days. If there is reason to believe that the change of schools involves athletics in any way, the recommendation from Clinton Central Jr/Sr High School will be "No Eligibility" in athletics for a period of 365 days. Clinton Central Jr/Sr High School will consider any hardships relevant to the transfer if necessary. Further information regarding transfers can be obtained through the athletic director.

## **TRAVEL**

Athletes must travel to and from contests away from CCHS in transportation provided by the school.

The only exceptions are:

- Injury to a participant which would require alternate transportation
- Prior arrangement and approval between the participant's parent/guardian **and** the coach for the student to ride with the parent/guardian

The noise level in transporting vehicle must remain low so the driver may be able to hear traffic danger noises.

No food or drinks are allowed on the bus other than when allowed by bus driver.

## **WEIGHT ROOM**

No student shall use the weight room facilities without adult supervision (adult(s) must be approved by the Clinton Central School Board), and students are required to have a physical on file in the Athletic Office. Students are urged to request assistance from the coaches when planning and initiating a workout regimen.

## **CLINTON CENTRAL SCHOOL CORPORATION PERSONAL CONDUCT**

Participation on an athletic team at Clinton Central Jr/Sr High School is a privilege and the participants must earn the right to represent Clinton Central by conducting themselves in such a way that the image of Clinton Central Schools would not be tarnished in any manner. Any participant whose conduct is judged to reflect a discredit upon themselves, the team, or Clinton Central Jr/Sr High School, whether or not such activity takes place during or outside school hours and sessions of sport season, may be subject to disciplinary action as determined and agreed upon by the Athletic Council, coach and/or administration. As rationale for all Clinton Central School Corporation personal conduct rules IHSAA By-Law C-8-1 states:

Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.





## Violations and Penalties

Type of Violation	Level	Penalty
Felonies, Thefts, and Misdemeanors or being placed on probation by the court system	1st Offense	Minimum of 60% of the season and up to 1 year (if not enough games left in the season, the rest of the penalty will be served in the next season of participation) And 24 hours of school-approved community service (The hours must be documented properly, completed and proper paperwork provided to the Athletic Director before returning to team/individual competition)
	2nd Offense	Up to 2 year suspension from participation in athletics with a review after 1 year by the Athletic Council
Use or illegal possession of a controlled substance, tobacco or alcohol	1st Offense	Minimum of 60% of the current season or the next normal season of participation; May be reduced to 40% if the student athlete successfully completes a drug or alcohol program at a school-approved drug or alcohol center and 24 hours of school-approved community service. The hours must be documented properly, completed and proper paperwork provided to the Athletic Director before returning to team/individual competition. If needed, an athlete's suspension will carry over to the next sport in which he/she normally participates
	2nd Offense	Suspension from participation in athletics for 1 calendar year
	3rd Offense	Suspended for remainder of athlete's high school career



## SELF-REPORTING USE OR ILLEGAL POSSESSION OF ALCOHOL OR TOBACCO

(Self-reporting is accomplished when a student comes forward of his/her own accord prior to any questioning by school officials. If school officials question a student and that student has not already reported the incident, it will not be considered self-reporting.)

Violation	Level	Penalty
Self-Reporting the use or illegal possession of alcohol or tobacco, or controlled substance	1st Offense	Minimum of 25% of the current season or the next season they would normally compete in. Successfully complete an alcohol or tobacco program at an approved drug or alcohol center at the family's expense. Serve 12 hours of school-approved community service. The hours must be documented properly, completed and proper paperwork provided to the Athletic Director before returning to team/individual competition.
	2nd Offense	Penalty would move to the 2nd offense under "Use or illegal Possession of Tobacco or Alcohol."

- Failure to attend these sessions will result in the student being suspended from participation as written in the Athletic Code of Conduct. The student must meet with the high school principal or assistant principal to regain eligibility for participation in athletics.
- If the violation is discovered other than through self-reporting, the student will be suspended from participation as it is stated in the Athletic Code of Conduct. Further violations, whether voluntarily reported or not, will result in disciplinary action as written in the Athletic Code of Conduct.

## DUE PROCESS

The Board of School Trustees of Clinton Central School Corporation has provided a procedure for the handling of a student suspension from athletic competition. The basic premise of this policy is fairness.

The following is a summary of the procedures that will apply for athletic suspension:

- An athlete will be suspended for violation of team rules of the Clinton Central Jr/Sr High School Athletic Department
- Student-athletes suspended (in-school and out-of-school suspension) for a school day will not be allowed to participate in extracurricular activities (specifically competition) on the same day. The suspension will be made during a conference with the athlete, and parents/guardians will be notified of the suspension by the Athletic Department.
- A written explanation shall be filed by the coach with the athletic director, or by the athletic director with the principal, stating the misconduct and discipline as outlined in the Athletic Code of Conduct. A copy of the written explanation shall be sent to the student and parents by certified mail.
- If the parents deem it necessary, they can contact the athletic office and schedule an appointment to meet with the coach or athletic director. This appointment must be made within 48 hours of receiving the explanation from the school.
- If the parents need further verification regarding the suspension, a meeting with the coach, and athletic director, or athletic director and principal, may be scheduled within 48 hours after the first meeting. At the conclusion of this meeting, the athletic director or principal will notify the parents in writing as to his/her decision.
- The parents may appeal the athletic director's or principal's decision to the Clinton Central Athletic Council. A written request must be filed with the principal within 48 hours of receiving the athletic director's or principal's decision. After this meeting the Athletic Council's finding will be mailed to the parents and the decision of the Athletic Council is final.

## CLINTON CENTRAL JR/SR HIGH SCHOOL ATHLETIC AWARDS

### Athletic Council:

The athletic council consists of the principal, athletic director, high school varsity coaches, a school board member, and a member of the high school faculty.

### Athletic Patches:

- Academic All-State Honors – Athletic patches will be presented to athletes receiving “Academic All-State” awards from the state coaches association for that sport.
- All Conference Honors – Athletes earning Hoosier Heartland “All-Conference” honors will be awarded an athletic patch
- All-State Honors – Athletic patches will be presented to athletes recognized at “1st Team All-State by the AP or UPI wire service.
- Individual Honors – an athlete who is an individual sectional, regional, semi-state, or state champion or a state qualifier will be given an athletic patch
- Team Honors – Athletic patches will be awarded to members of a team winning a conference, sectional, regional, semi-state, or state championship.

**\*\*Any student-athlete wishing to replace a patch that has been misplaced, damaged, etc., must provide the funds for the purchase of a new patch(es) to the Athletic Department.**

### Awards Banquet:

At the conclusion of each sports season, an awards banquet will be held. Athletes must attend these banquets as part of the requirements as a participant in that sport. Any athlete not attending the awards banquet will lose lettering or participation points for the sport he/she is in that season unless excused prior to the banquet by the coach and Athletic Director. School dress code will be enforced at all banquets. Students not following school dress code will be asked to leave and receive disciplinary action the following school day per student handbook policy.

### Awards Blanket:

A blanket will be awarded to any senior athlete who has accumulated 9 or more points and has participated in 3 sports during their senior year.

### Forfeiting of Points:

After a conference with the coach, an athlete quitting a squad will lose any points accumulated for that season. The coach must notify the athletic director of the athlete’s decision.

### Injured Player:

If an athlete is ill or injured before or during the season, he/she can be awarded points based on the recommendation of the coach and the approval of the Council.

### Junior Varsity Athletes & Freshman Athletes:

Any athlete earning a junior varsity/freshman participation award will receive .5 points for successfully completing the season.

### Lettering:

#### Basketball – Boys & Girls

- Athlete must participate in 50% of all varsity quarters

#### Football

- Athlete must participate in 50% of all varsity quarters

#### Golf

- Athlete must participate in 50% of all varsity matches

#### Cross-Country

- Athlete must participate as a Varsity runner in at least 75% of all varsity team events
- Athlete must run in the top 7 on the team in at least half of those varsity team events

#### Volleyball

- Athlete must participate in 30% of all varsity team sets

## Baseball/Softball

- Athlete must participate in 30% of total innings

## Swimming

- Athlete must average at least 4.5 points per varsity meet, or qualify for the finals or consolations of the Sectional meet

## Track – Boy & Girls

- Athlete must accumulate 15 points over the course of a season, or make it to the finals of the Track & Field Sectional meet

## Cheer

### Fall Events - Varsity

1. Regular season home and away football games
2. Home county/conference volleyball games
3. Work Clinton Central Cross-Country Invitational
4. Sectionals and beyond for football
5. Cheerleading Competitions-including but not limited to
  - Indiana Cheer Championship

### Winter Events - Varsity

1. Regular season home and away boys' basketball games
2. Girls' basketball home county and conference games
3. Work a swim meet
4. Work a wrestling meet
5. Sectionals and beyond for boys basketball
6. Competition
  - a. Regional Qualifier
  - b. Nationals

A participant will receive 15 points for each game/event cheered. A Varsity letter will be earned after earning 215 points.

## Wrestling

- |                                |            |
|--------------------------------|------------|
| • Service                      | 50 points  |
| • Varsity Representation       | 10 points  |
| • Varsity Win (not each meet)  | 30/day     |
| • Pin or default               | 5 points   |
| • Varsity Total to earn letter | 205 points |

## Letter Jacket:

The letter jacket (which is purchased by the CC Booster Club) is awarded to an athlete who has earned 3 award points and at least 1 varsity letter. The jacket will be issued at an athletic award program after the athlete satisfactorily completes the season.

\*\*Any student-athlete wishing to replace a letter jacket that has been misplaced, damaged, etc., must provide the funds for the purchase of a new patch(es) to the Athletic Department.

## Loaning of Awards:

All awards are loaned to the athlete and do not become his/her property until graduation from school. An athlete winning awards may be asked by the Athletic Council to return his/her awards if the athlete conducts himself/herself in a manner unbecoming an athlete or if he does not fulfill the requirements of the awards system.

## Plaque:

A plaque will be awarded to any senior athlete who has accumulated 7 or more award points and has participated in at least 2 sports during their senior year.

### Point System:

An athlete successfully completing a season as a freshman or Junior Varsity member will be give .5 award points. An athlete successfully completing a season will be given 1 award point.

### Senior Letters:

A senior participating in a sport and does not meet the lettering requirements could receive a letter if recommended by the coach and approved by the Athletic Director.

### Student Managers:

An athlete successfully completing a season as a manager or trainer will be awarded letter points or participation points as determined by the varsity coach or athletic trainer. No high school student will receive points for managing or student training a junior high team.

## **SPECIAL AWARDS**

### A.J. Archibald Memorial Award

A.J. Archibald was a special young man who was an athlete at CC and died tragically when he was a freshman. A.J. offered a true testimonial to what athletics are about in high school. A.J. was not a big athlete nor did he possess great speed, but he had a great heart and determination.

Each year the Athletic Department at CCHS presents and award to a senior athlete that displays great citizenship skills, persistence, determination, and a positive mental attitude to constantly work to the betterment of what high school sports are all about, and that is the importance of the concept of team effort. With these statements as our guide the following criteria was established to determine the recipient of this award.

- Senior male or female athlete with participation in sports at least 2 sports during their high school athletic career.
- Promotes athletics, supports all athletics
- Gets the most out of the talent he/she possesses
- A good student that works to their potential and beyond
- Has a very special mental attitude

The CC Head Coaches will make the final selection from a list of athletes who have met the previously mentioned requirements. A personal remembrance plaque will be presented to the recipient during the Awards Day Program.

### Wilbur T. Rule Athlete of the Year Award

Each year the Athletic Department at CCHS presents an award to the outstanding male and female senior athlete. These awards are given in honor of Wilbur T. Rule who was a dedicated administrator, teacher, and coach for 43 ½ years in the CC community. For 28 years Mr. Rule was our Athletic Director. During his tenure as Athletic Director, Mr. Rule took great pride in not only team accomplishments but in individuals who received honors as outstanding athletes.

It was Mr. Rule's belief that athletes should be good students as well as model citizens. With Mr. Rule's philosophy as a guide the following criteria was established to determine the recipients of these awards.

- In academics, the student must have a GPA of 2.75 or higher at the end of the 3rd nine weeks of their senior year
- In athletics, the athlete must participate in 2 sports during his/her senior year and earned at least 3 varsity letters by the end of the winter season
- For citizenship, the recipient must be actively involved in non-athletic extra-curricular activities and non-school clubs and organizations

The CC Athletic Council will make the final selections from a list of athletes who have met the previously mentioned requirements. Plaques will be presented to the recipients during the Senior Awards Day Program.

### Wall of Fame

An athlete who has achieved any of the following will have their picture placed on the Wall of Fame:

- Sectional, Regional, Semi-State or State Champion
- 1st Team All-State
- 1st Team Academic All-State
- NCAA Division I Athletic Scholarship

# APPENDIX B

## COMPUTER USE POLICY AND IPAD GUIDE

1.....	GENERAL INFORMATION
2.....	IPAD CARE
3.....	IPAD USE AT SCHOOL
4.....	SAVING AND MANAGING WORK
5.....	MANAGING CONTENT
6.....	RESPONSIBLE USE
7.....	DISCIPLINE AND BEHAVIOR
8.....	LIABILITY
9.....	TECHNICAL, DAMAGE AND LOST

### 1:1 IPAD INITIATIVE GOALS

- Continually improve access to technology
- Guarantee an Engaging Curriculum
- Promote Collaboration
- Advance Critical Thinking

### 1.0 GENERAL INFORMATION

The procedures and information within this document apply student iPad, network/computer and student account use at Clinton Central School Corporation.

### 1.1 RECEIVING YOUR IPAD

iPads will be distributed during the month of August.

### 1.2 RETURNING YOUR IPAD

iPads with accessories will be returned back to Clinton Central School Corporation during the last two weeks of the school year. If a student transfers out of Clinton Central School Corporation during the school year, the iPad and ALL accessories will be returned at that time. Students who withdraw, are expelled, or terminate enrollment at Clinton Central School Corporation for any reason must return their individual school iPad with accessories on the date of termination. Failure to return the iPad will result in a theft report being filed with local law enforcement.

### 1.3 PERSONAL IPAD

Students are not allowed to use personal iPads in place of district issued iPads due to the use of a mobile device management system and mobile filtering.

## 2.0 CARE OF THE IPAD

### 2.1 GENERAL CARE

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Students are responsible for keeping their iPad battery charged for school each day using the appropriate iPad charger and cord.
- iPads should be away from food and liquids when students are eating.
- Avoid long-term exposure to temperature extremes and direct sunlight (leaving an iPad in a car for extended periods of time may result in a total loss of the device and will be considered neglect).
- Do not alter the iPad in any manner that will permanently change the iPad.
- Do not put any permanent marks on the iPad or case.
- Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads will need to be reported to the teacher or taken to a member of the IT Staff.

- Do not upgrade the iPad operating system (IOS software update) unless directed by technology staff.
- Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jail breaking” the device.
- Do not sync the iPad with a district or home computer. Student documents or files will be emailed or saved to a cloud based storage app (Google Drive or Schoology).

## **2.2 Carrying and Transporting iPads**

- iPads must always remain in their assigned cases and are NEVER to be removed by a student
- Do not leave the iPad unattended at any time during class, extra-curricular activities, lunch, locker room, etc. unless secured in your locker.
- iPads may be used on buses and fall under all of the same rules and regulations while at school and home. Bus drivers reserve the right to change this at any time.

## **2.3 SCREEN CARE**

- When cleaning the iPad screen, use a soft, dry, anti-static cloth.
- Do not place anything against the screen.
- Do not drop the iPad or the screen could break
- Do not touch the iPad screen with anything other than your finger or an appropriate stylus.

## **2.4 SECURITY**

- Students are responsible for the safety and security of their school-owned iPad.
- iPads should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- Labels, stickers, or screen protectors placed on the iPad and iPad case by the technology department shall not be removed.
- Each iPad will be registered with the district by an asset tag, along with the serial number which should never be altered or removed.
- Do not lend the iPad to friends, or family.

## **3.0 USING YOUR IPAD AT SCHOOL**

iPads are intended for use during school each day. Students MUST bring their iPad to all classes, unless specifically instructed not to do so by their teacher or an administrator.

Clinton Central School Corporation is not responsible for technical issues outside of normal school hours

### **3.1 IPADS LEFT AT HOME**

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments.

### **3.2 IPAD UNDERGOING REPAIR**

Loaner iPads may be issued to students when the assigned iPad has been sent in for repair.

### **3.3 CHARGING YOUR IPAD**

Students are responsible for ensuring that their iPads are charged and ready to go for school each day. Students are to charge the iPad at home each evening to be sure to have a full charge. Repeated occurrences of their iPad may be grounds for discipline from the office for not coming to school prepared for class.

### **3.4 SCREENSAVERS/BACKGROUND PHOTOS**

A standard screensaver or background will be preset on the iPad. Changes to the background must be school appropriate.

### **3.5 SOUND, MUSIC, GAMES, OR PROGRAMS**

Sound must be muted while in class unless permission is obtained from the teacher. All content including but not limited to games, apps, and music on the iPad must be appropriate, used in a responsible manner and at the discretion of the teacher. Streaming media such as Pandora or last.fm are not permitted.

### **3.6 USE OF CAMERA AND VIDEO**

Each student iPad is equipped with a digital camera and video recorder. The camera will allow students to create projects to enhance the learning environment.

Examples of Use:

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures.

IPADS ARE NOT TO BE USED IN LOCKER ROOMS, BATHROOMS OR AREAS WHERE THERE IS AN EXPECTATION OF PRIVACY.

### **3.7 PHOTOS AND VIDEOS**

All videos, photos, and images that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time.

### **3.8 HOME INTERNET ACCESS**

Students have the ability to set up wireless networks on their iPads for use while at home but parental supervision is expected. The iPad internet content is filtered using the Clinton Central web filter. Clinton Central School Corporation is not responsible for network issues outside of Clinton Central School Corporation network.

## **4.0 MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 SAVING DOCUMENTS**

Students may save work directly on the iPad through Google Drive or My Big Campus or another cloud-based storage or e-mail documents to their teachers or themselves as a backup. iPad malfunctions are not an excuse for not submitting school work.

### **4.2 NETWORK ACCESS AND NETWORK ACCOUNTS**

Clinton Central School Corporation cannot guarantee the school network will be up and running 100% of the time. In the case that the network is down, the district will not be responsible for lost or missing data. At no time may a student use another student's account or attempt to circumvent school filtering and network based security.

## **5.0 CONTENT MANAGEMENT**

### **5.1 ORIGINALLY INSTALLED SOFTWARE**

The Software/Apps and profiles installed by Clinton Central School Corporation must remain on the iPad and be easily accessible at all times. The district may add/remove Apps for use in a certain situations. Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required apps or added apps that are not appropriate for school use. They will also monitor whether students have made changes to their iPad.

### **5.2 APP MANAGEMENT AND RESPONSIBILITIES**

Students will be able to add/remove apps from the Filewave App portal. This is where district purchased and approved apps will be located. Removing a district purchased app from your iPad does not permanently remove the App; it is moved back to the MDM portal for future use if needed. All downloaded Apps/music must be appropriate and recommended for educational use.

### **5.3 INSPECTION**

Clinton Central School Corporation owned iPads may be inspected by district staff at any time. Clinton Central School Corporation maintains the right to delete any App, song, video, picture, book, or file that is not deemed appropriate for student use. Storage/space on the iPad and iCloud is limited. Any non-required student Apps, songs, videos, pictures, books, or files will be subject to removal and be deleted to preserve storage space.



## **5.4 RESTORING OF IPAD**

If technical difficulties occur or non authorized software/apps are discovered, the iPad may need to be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

## **5.5 PERSONAL IPAD/ITUNES ACCOUNTS**

Students are NOT to use their school issued iPad to access their personal iTunes account.

iPads are for school related content.

## **6.0 RESPONSIBLE USE**

### **6.1 STATEMENT OF RESPONSIBILITY**

The use of the Clinton Central School Corporation technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school Clinton Central School Corporation technology resources may be denied, and the appropriate disciplinary action may be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted. Disciplinary action will follow district policy and the guidelines contained within each respective school's Student Handbook.

### **6.2 PARENT/GUARDIAN RESPONSIBILITIES**

Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the iPad and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.

The parents release Clinton Central School Corporation and its personnel from any and all claims and damages of any nature arising from their child's use of, or inability to use the district technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase products or services.

The parents understand that it is impossible for Clinton Central School Corporation to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.

Parent supervision is an expectation of the iPad Initiative. The district cannot control all aspects of student use while the student is off site. Please remember that students are subject to the same guidelines while not in school

### **6.3 SCHOOL RESPONSIBILITIES**

Clinton Central School Corporation Reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize GPS Software in order to track an iPad while on our school network in order to locate an iPad if lost or stolen. The school agrees to provide:

- Internet and Email access to its students while on campus.
- Curricular Apps and content.
- Internet blocking of inappropriate materials to the best of it's' ability.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and help ensure student compliance of the guidelines contained within this document and those within the district's Student Technology Responsible Use Guidelines.

## 6.4 STUDENTS RESPONSIBILITIES

The following are the expectations for students in respect to the use of Clinton Central technology and equipment:

- Use computers/devices in a responsible and ethical manner.
- Follow the guidelines within this document.
- Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable.
- Return the iPad at the end of each school year following district procedures. Remember you will receive the same iPad during the next school year.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Clinton Central School Corporation for any reason must return the district issued iPad and all additional items (case, charger and cable) by the date of termination to their respective building Library.
- Check in your iPad for periodic IOS updates. Do not update the iPad IOS unless you are told to do so.
- Students are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

## 6.5 STUDENT ACTIVITIES THAT ARE STRICTLY PROHIBITED:

- Using the school network for illegal activities such as copyright and/or license violations.
- Using the iPad as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the iPad.
- Accessing and/or using websites or materials that is not in direct support of the curriculum and is inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately.
- Programs that are capable of hacking the network should not be possessed or used.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individuals.
- Using and/or allowing use of another person's login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Participating in cyber-bullying of any person.
- Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying, or using username/passwords of others.
- Modifying files belonging to another student.
- Attempting to access or accessing websites blocked by the school's Internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.

## 6.6 CYBER-BULLYING

The National Crime Prevention Council defines cyber-bullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."

- Cyber-Bullying will not be tolerated and is strictly forbidden.
- The user should remember that digital activities are monitored and retained.
- Report cyber-bullying immediately to school personnel.

## 6.7 STUDENT DISCIPLINE

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the district Responsible Use Policy (read 6.0), Student Handbook, and School Board Policy.

## 6.8 STUDENT TECHNOLOGY RESPONSIBLE USE GUIDELINES

Clinton Central School Corporation Student Technology Responsible Use Policy can be found in their Building Specific Student Handbook online.

## 7.0 BEHAVIORS AND DISCIPLINE RELATED TO STUDENT IPAD USE

iPad/Technology Violations	Common Classroom equivalent
Failure to Bring iPad to school	Coming to class unprepared
Not having iPad fully charged when brought to school	Coming to class unprepared
Missing Cover	Not having required supplies
Email, texting, Face Time, Internet surfing as a disruption in class	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. to iPad	Vandalism/Property damage to school owned equipment
Using account belonging to another student or staff member	Breaking into someone else's locker or classroom
Accessing inappropriate material	Bringing inappropriate material to school in print form
Cyber-Bullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as their own and/or copy	Cheating, copying assignment, plagiarism Violations
Attempts to defeat or bypass the district's internet filter and/or security settings	Violation of Computer Use Policy
Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.	Violation of Computer Use Policy
Unauthorized downloading/installing of Apps.	Violation of Computer Use Policy

## 8.0 LIABILITY

The parent/guardian/student is responsible for the cost to replace, at the date of loss, the iPad, case, or USB charging cable/charger if the property is:

- not returned.
- lost, intentionally damaged or damaged due to neglect. (normal wear is not considered neglect)
- stolen

## 9.0 DAMAGED

The following are guidelines to protect the iPad:

- Students will keep the provided case on their iPad at ALL times.
- Student/Parent must report any damaged or lost iPads to School Authorities by the end of the next school day.
- Student/Parent will bring damaged iPad to the Library for assessment.
- Technology Staff will make final determination of what needs to be done with the iPad.
- Students/Parents are responsible for the costs based on the situations listed in the table below:

### REPAIR:

Cost will be accessed by the repair company used by Clinton Central School Corporation based on the extent of the damage. The cost will then be sent to the parent by mail from the CC business office.

Full cost of replacement if necessary based on damage:

Ipad Charge Cable: \$20

iPad Charge Block: \$20

Case Gen 4: \$31

Case Ipad Mini: \$28

Case Air 2: \$34

Ipad Gen 4: \$379

iPad Air 2: \$424

iPad Mini: \$274

\*Replaced iPad will become property of Clinton Central School Corporation.

Intentional Damage, lost, stolen or destroyed iPads: Students/Parents are responsible for full payment of intentional damages or damage due to neglect to their individual iPad or to another student's iPad. Administrators will make final determinations on what costs will be passed onto the Student/Parent on a case by case basis.

