CULVER COMMUNITY MIDDLE/HIGH SCHOOL

2026-2027 HANDBOOK

701 School St. Culver, IN 46511

PLEASE READ, SIGN AND RETURN

Indiana State law requires that we request a student's parent or legal guardian, and any student in grades 6-12, to acknowledge in writing that they have received a copy of the school handbook containing the disciplinary policy.

Please complete the form provided to you, and return it to the school in person or with the student. Your cooperation is appreciated.

We have received the 2026-2027`Culver Community Middle/High School Student Handbook and have reviewed the disciplinary policy.

STUDENT:.....

PARENT/LEGAL GUARDIAN:.....

DATE: .....

CULVER COMMUNITY SCHOOLS CORPORATION

SCHOOL BOARD

JD Uebler	President	Kevin Falk	Secretary
Matthew McCuen	Vice President	Amy Pugh	Member
Jack Jones	Member	Mark Maes	Member
Theresa Thompson	Member		

ADMINISTRATION

Karen Shuman	Superintendent of Schools	kshuman@culver.k12.in.us
Brett Berndt	Principal	berndt@culver.k12.in.us

Josh Pugh	Assistant Principal	jpugh@culver.k12.in.us
Mike Zehner	Athletic Director	mzehner@culver.k12.in.us

GUIDANCE

Missy Trent	Guidance Director	trent@culver.k12.in.us
Brandy Zehner	MS Guidance	bzehner@culver.k12.in.us

TEACHING STAFF

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OFFICE STAFF

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CURRICULUM

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TECHNOLOGY

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Maes, Mitch	Technology	mimaes@culver.k12.in.us

SCHOOL RESOURCE OFFICERS

Carr, Ryleigh	Chief of Police	rcarr@culver.k12.in.us
Martin, Brian	Officer	bmartin@culver.k12.in.us

NURSE

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CAFETERIA

Johnson, Gretchen	Food Service Supervisor	gjohnson@culver.k12.in.us

TEACHERS AIDE

Andrzejewski, Misty	Special Education
Bailey, Vicky	Library Aide
Eby, Sandy	Special Education
Howard, Marissa	Special Education
Parker, Kim	Special Education
Singleton, Priscilla	Special Education

SCHOOL PHONE NUMBERS

842-3391

Visit our website or e-mail us at - www.culver.k12.in.us

CULVER COMMUNITY MIDDLE/HIGH SCHOOL

Welcome to Culver Community Middle/High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their school-age children. Students will be expected to sign and return a form indicating that they have read and understood the provisions in the handbook.

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please contact:

Brett Berndt, Principal

Josh Pugh, Assistant Principal

Mike Zehner, Athletic Director

Missy Trent, Guidance Counselor

Brandy Zehner, Guidance Counselor

Adopted by the Board of School Trustees on July 20, 2026.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to Mr. Berndt or Mr. Pugh. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of July 20, 2026. If any of the policies or administrative guidelines referenced herein are revised after July 20, 2026, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the corporation's web site.

VISION

Every CCMHS stakeholder is committed to:

Learning

Respect

Responsibility

Excellence

MISSION OF THE SCHOOL

The educators of Culver Community Middle/High School pledge:

> To provide students with opportunities to acquire academic knowledge, technical skills, universal awareness, and emotional growth in a safe and nurturing environment.
>
> To provide students with opportunities to become contributing members of society and lifelong learners.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the school corporation's compliance officer listed below:

> Mrs. Karen Shuman
>
> Superintendent of Schools
>
> 574-842-3364

The complaint procedure is described policy 2260.

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten days. The compliance officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

SECTION I

GENERAL INFORMATION

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

A. a birth certificate or similar document,

B. court papers allocating parental rights and responsibilities,

C. or custody (if appropriate),

D. proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)

E. proof of immunizations.

In some cases, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Guidance personnel will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the corporation liaison for homeless children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

APPLICATION FOR FINANCIAL ASSISTANCE

Certain families in the school corporation may be eligible for free school books, supplies, and clothing. For further information, please contact the high school office or your township trustee.

Notice in regard to this matter is published annually in the local newspapers. All necessary forms and information are available during student registration and in the high school bookstore.

Virtual Education

A student may request to be educated virtually for the 2025-26 school year. This request must be turned into and approved by the building principal. This request must be verified by a doctor's signature/note. The platform for virtual education is through Edgenuity (E 20/20). This program will not contain a synchronous instructor. A student must have a strong wifi connection in order to pursue this program. If a student doesn't maintain a level 4 or 5 standing (green or blue), the school will request that the student returns to school.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules.

Any variation should be approved with a pass or schedule change.

SCHOOL DAY

Monday – Thursday (CCHS) Grades 9-12

Period #1	8:00 – 8:50
Period #2	8:54 - 9:44
Period #3	9:48 - 10:38
Period #4	10:42 - 11:32
CAVALIER TIME	11:36 - 11:56
LUNCH	12:00 – 12:30
PERIOD #5	12:34 - 1:24
Period #6	1:28 - 2:18
Period #7	2:22-3:12

Monday – Thursday (CCMS) Grades 6-8

Period #1	8:00 – 8:50
Period #2	8:54 - 9:36
Period #3	9:40 - 10:25
Period #4	10:29 - 11:14
LUNCH	11:18 – 11:48
CAVALIER TIME	11:52 - 12:02
Period #5	12:06 – 12:49
Period #6	12:53 – 1:36
Period #7	1:40 - 2:24
Period #8	2:28 - 3:12

FRIDAY SCHEDULE (CCHS) Grades 9-12

Period #1	8:00 - 8:45
Period #2	8:49 - 9:34
Period #3	9:38 - 10:23
Period #4	10:27 – 11:12
LUNCH	11:16 - 11:46
Period #5	11:50 - 12:35
Period #6	12:39 - 1:24
Period #7	1:28 - 2:12

** students will be dismissed at 2:12 PM**

FRIDAY SCHEDULE (CCMS) Grades 6-8

Period #1	8:00 - 8:45
Period #2	8:49 - 9:27
Period #3	9:31 - 10:09
LUNCH	10:13 - 10:43
Period #4	10:47 - 11:25
Period #5	11:29 - 12:06
Period #6	12:10 - 12:48
Period #7	12:52 - 1:30
Period #8	1:34 - 2:12

** students will be dismissed at 2:12 PM**

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the appropriate staff member.

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the principal or to the student government.

If the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student may file a grievance with the principal. That grievance will be promptly investigated and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

Students with specific health care needs should submit those needs in writing, and with proper

documentation by a physician, to the school office.

Culver Community Schools Wellness Policy can be found on the Culver Community Schools Website Home Page.

FIRE, TORNADO, AND SAFETY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system.

Safety drills will be conducted in compliance with state requirements. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local television and radio stations. The message will also be posted on the school alert notification system.

Parents and students are responsible for knowing about emergency closings and delays.

SAFETY AND SECURITY

A. All visitors must report to the office when they arrive at school.

B. All visitors are given and required to wear a building pass while they are in the building.

C. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.

D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

E. Outside doors are locked during the school day.

F. Portions of the building that will not be needed after the regular school days are closed off.

G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience.

H. Students may not bring visitors to school without first obtaining written permission from the principal.

I. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

VISITORS

Parent visitors are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a request from the parent. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Culver Community Middle/High School, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact guidance personnel for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the principal who must agree to the withdrawal. The principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

IMMUNIZATIONS

IC 20-34-4-2 Required immunizations; immunization calendar; rules

(a) Every child residing in Indiana who is enrolled in an accredited elementary school or high

school shall be immunized as determined by the state department of health against: diphtheria; pertussis (whooping cough); tetanus; measles; rubella; poliomyelitis; mumps; varicella; hepatitis A; hepatitis B; and meningitis.

(b) The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of public health.

IC 20-34-4-3 – HPV Information

Indiana Code requires the Indiana Department of Health to provide information on the link between cancer and the human papillomavirus (HPV) and the vaccination that can protect your child from HPV cancers later in life.

More information from the Indiana State Department of Health regarding HPV and the immunization can be found on our school website under Popular/Health Services/HPV Educational Letter to Parents/HPV Fact Sheet

IC 20-34-4-5 Statement of immunization history; waiver; rules

(a) Each school shall require the parent of a student who has enrolled in the school to furnish, not later than the 1st day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry.

(b) The statement must show, except for a student to whom IC 20-34-3-2 or IC 20-34-3-3 applies, that the student has been immunized as required under section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.

(c) A student may not be permitted to attend school beyond the 1st day of school without furnishing the documentation described in subsections (a) and (b) unless:

(1) the school gives the parent of the student a waiver; or

(2) the local health department or a health care provider determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the 1st day of school.

The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) school days. If subdivision (2) applies, the parent of the student shall furnish the written statement and a schedule, approved by a health care provider who is authorized to administer the immunizations or the local health department, for the completion of the remainder of the immunizations.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization must be filed with the principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the principal's office.

D. Medication that is brought to the office will be properly secured.

E. Students who may require administration of an emergency medication may have such medication stored in the principal's office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.

F. A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student, if the student's parent provides written permission for the student to receive the medication.

G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

SELF-ADMINISTERED MEDICATION

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

A. An acute or chronic disease or medical condition exists for which the medication is prescribed.

B. The student has been given instruction on how to self-administer the medication.

C. The nature of the disease or medical condition requires emergency administration of

the medication.

The school or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

NON-PRESCRIBED (OVER-THE COUNTER) MEDICATIONS

Parents may authorize the school to administer a non-prescribed medication using a form, which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted. The medication will be confiscated.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with the drug use provisions of the code.

CARE OF STUDENTS WITH DIABETES IC 20-34-5

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The treatment plan shall be developed by a licensed health care practitioner responsible for the student's diabetes treatment, and the student's parent/legal guardian.

A. An individualized health plan must be developed for each student with diabetes while the student is at school or participating in a school activity. The school's nurse shall develop a students individualized health plan in collaboration with:

1. to the extent practicable, the licensed health care practitioner responsible for the student's diabetes treatment;

2. the school principal

3. the student's parent or legal guardian; and

4. one (1) or more of the student's teachers.

B. A student's individualized health plan must incorporate the components of the student's diabetes management and treatment plan.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

The Corporation has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health issues will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

SPECIAL EDUCATION

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

A. has a mental or physical impairment that substantially limits one or more major life activities;

B. has a record of such an impairment; or

C. is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "least restrictive environment." The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent

should contact school personnel.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact school personnel

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the high school office.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The corporation maintains many student records including both directory information and confidential information.

NOTE: The corporation will comply with all FERPA requirements as found in Policy 8330.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required,

as a part of the school program or the corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if a non-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or the student's parents;

B. mental or psychological problems of the student or the student's family;

C. sex behavior or attitudes;

D. illegal, antisocial, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information a parent may access includes:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and

B. the administration of any survey by a third party that contains one or more of the items described in A though H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW 20202-4605

Washington, D.C.

www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov .

STUDENT FEES AND CHARGES

Culver Community Schools charges specific fees for certain activities and school courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

COLLECTION AND FORGIVENESS OF DEBT

The Board understands it is required to collect all monies owed to it by patrons, employees, parents, and students, including money owed through student lunch accounts, book fee accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts **must** be documented by school administration before the debt is forgiven, waived, or written-off of the school corporation accounts **and considered an uncollectible account.**

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents or guardian would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. **If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.**

The superintendent may develop regulations addressing specific situations relating to the above conditions.

The school corporation will utilize the collection services of Jeffery Houin, LLP on behalf of Easterday-Houin Attorneys at Law.

Refunds and transfers of lunch accounts, book fee accounts and other extracurricular accounts with positive balances remaining on a student or employee account will automatically follow the student or employee regardless of the Culver Community School they attend or work the next school year. No cash refunds are available at any of the school cafeterias or bookstores. All refunds will be processed by the Corporation Treasurer. Due to the high cost to process and mail checks, refunds are not available for balances on student or employee accounts that are less than three dollars ($3.00), students and employees are encouraged to spend down their accounts to a

zero ($0) balance. A refund for amounts three dollars ($3.00) and over may be made up to ninety (90) days after a student or employee leaves or graduates by filling out a Student/Employee Account Refund Form, available at a school bookstore or front office or on our school webpage. Transfers of remaining balances of any amount may be made to other student or employee accounts up to ninety (90) days after student or employee leaves or graduates. Positive balances remaining on a student or employee account after ninety (90) days will automatically be transferred to our General Fund.

Procedure for Student/Employee Lunch/Meal Accounts

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

- All cafeteria purchases are to be prepaid before meal service begins. All payments may be made within school offices via cash, check and efunds (located on our school website).
- A student may charge up to two (2) meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to five dollars ($5.00) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student or employee who has charged a meal may not charge or purchase “a la carte” item(s), including extra main entrees or make purchases in any other purchasing areas.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- The building principal or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, they will notify the building principal and a written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

OR

  - If food services staff suspects that a student may be abusing this policy, they will notify the building principal and a written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.

- The building principal or other school personnel will also send home notifications each week to parents/guardians of students who carry negative balances of five dollars ($5.00) and above.
- All accounts must be settled at the end of the current school year. Notifications will be sent home approximately fourteen (14) days before the end of the current school year to students who have any negative balances. Negative balances of more than five dollars ($5.00) not paid in full fourteen (14) days prior to the end of the current school year will force the Corporation to take action to collect unpaid funds by means of collection

agencies, small claims court, or any other legal method deemed necessary by the Corporation.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fundraising activity for a group in which she/he is not a member without the approval of the student's counselor.

No student may participate in fundraising activities off school property without the consent of his/her parents.

Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. A' la carte or individual items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No outside vendors are allowed to deliver meals to the students. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

If a student account is over a $5.00 negative balance, a student will be offered a homemade peanut butter sandwich, fruit, and milk. The student will be charged a fee for this meal. If a student has a negative balance, no meal charging is allowed and students will not be able to purchase extra items. Students must have money in their account to make purchases.

Applications for the school's free and reduced-priced meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, s/he should contact

the school treasurer.

PREPAID FOOD ACCOUNT POLICY

Middle and High School – Students turn money into the bookstore and it is logged onto a form and posted to the student's lunch account by the Middle/High Extra-Curricular Activities (ECA) Treasurer. Payments are deposited and receipted daily by the ECA Treasurer.

At the end of each month, each ECA Treasurer will issue a check for the total payments received from students and submit it to the Corporation Treasurer. Along with the check, the ECA Treasurer's will also submit the Monthly Deposit Report, Monthly Meals Served Report and Summary Report of Monthly Activity.

At the end of each month the Corporation Treasurer will receive a monthly check from ECA Treasurer's along with reports and will receipt into a prepaid clearing account. Corporation Treasurer will transfer from the prepaid clearing account to the different lunch accounts based on ECA Treasurer's monthly reports.

The Corporation Treasurer will balance the prepaid clearing account monthly. Once the account is balanced, the Corporation Treasurer will submit a prepaid clearing account report to ECA Treasurer's.
Refunds and transfers of meal funds positive balances remaining on a student meal account will automatically follow the student regardless of the Culver Community School they attend the next school year. No cash refunds are available at any of the school cafeterias or bookstores. All refunds will be processed by the Corporation Treasurer. Due to the high cost to process and mail checks, refunds are not available for balances on student meal accounts that are less than $3.00, students are encouraged to spend down their accounts to a $0 balance. A refund for amounts $3.00 and over may be made up to 90 days after a student leaves or graduates by filling out a Student Meal Account Refund Form, available at the end of this document, school bookstore or front office or on our school webpage. Transfers of remaining balances of any amount may be made to other student accounts up to 90 days after a student leaves or graduates. Positive balances remaining on a student meal account after 90 days will automatically be transferred to our General Fund, no account write-offs will be approved.

USE OF THE MEDIA CENTER

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the media specialist. Books on the shelves may be checked out. To check out any other materials, contact the media specialist.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

PESTICIDE APPLICATION REGISTRY NOTICE

Culver Community Schools Corporation practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest after trying other means to control the problem. The team "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.

We are establishing a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please contact Karen Shuman, Superintendent, at 574-842-3364, or your building principal. We will need the following information from you in order to be added to the notification registry:

Parent/Guardian/Staff member name,
Student(s) name,
Email address,
Phone number.

This information must be provided to the school by August 20, or within 2 weeks of enrollment, if the school year has already started.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this policy may lead to disciplinary action.

USE OF OFFICE/CLASSROOM TELEPHONES

Office/classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

SECTION II

ACADEMICS

COURSE OFFERINGS

A complete course offerings list can be found on the high school website, under academics, on the guidance web page.

FIELD TRIPS

Field trips are academic/extracurricular activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules apply to all field trips. If a student has more than five absences in a semester, they may be excluded from the trip.

Students who violate school rules may lose the privilege to go on field trips.

SIXTH/SEVENTH GRADE CRITERIA TO PARTICIPATE ON FIELD TRIPS

Throughout the school year students will have many opportunities to attend educational field trips that extend the knowledge they receive in each of our classrooms. Though we would like for all of our students to have the opportunity to attend these trips, there are some guidelines that we, as teachers, would like for your students to follow.

Students must follow 6th/7th grade expectations:

a. Be on time.
b. Be prepared.
c. Contribute to a learning environment.
d. Follow CCM/HS policy.

C. Students must not have more than seven (7) tardies per nine week grading period.

D. Students must not have five (5) unexcused absences per nine week grading period.

E. Students must be passing at least four (4) classes during the prior nine weeks grading period. (Grades will be reviewed prior to each trip.) See school grading scale.

F. Students must not have any OSS (out of school suspensions) per nine week grading period.

G. Students must not have an accumulation of two (2) days or fourteen (14) class periods in ISS per nine week grading period.

* Parents/guardians will be notified if your student is in jeopardy of not being able to attend the scheduled trip. If you have any questions/concerns, please contact the 6th /7th grade team.

EIGHTH GRADE TRIP

The eighth grade students may take a field trip in May. The class members raise money for the trip through fundraisers. Students who do not participate in the fundraiser will have to pay their own expenses, including transportation and admission. Students must pay all school fees and turn in all fundraiser money in order to be eligible for the trip. Each person will need to furnish his/her own spending money for food and souvenirs. Students who have been placed in in-school suspension for four or more days or out-of-school suspension for three or more days are not permitted to go on the trip. Students with excessive absences (7 or more unexcused absences) and/or an excessive number of tardies to school (5 or more) or classes (10 or more) accumulated throughout the school year, may be denied the privilege of going on the eighth grade trip (see Field Trips). Students attending field trips will be responsible for ALL missed work.

GRADES

Culver Community Middle/High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

90 to100= A = Excellent achievement	(4 points)
80 to 89 = B = Good achievement	(3 points)
70 to 79 = C = Satisfactory achievement	(2 points)
60 to 69 = D = Minimum-Acceptable achievement	(1 point)
F = Failure	(0 points)
I = Incomplete	
P = Acceptable achievement	

Honors or Advanced Placement courses are given additional weight.

INCOMPLETE GRADE

An incomplete grade must be removed by ten days of the last grading period, or as per conference with the principal. After this time period, the grade will be recorded as whatever grade the student has earned including zeros for work not finished.

GRADE POINT AVERAGE

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. This total is then divided by the total credits earned to determine the G.P.A. This can be done by semester, a year, or for a series of school years.

GRADING PERIODS

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Additional information is available on the guidance webpage.

PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and diploma is determined by completing required coursework, earning the necessary credits, and meeting the End-of-Course Assessment requirement. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office and a counselor will be pleased to answer any questions.

GRADUATION REQUIREMENTS

(511 IAC 5-3-1 TO 2, 6-7-1 TO 15)

DIPLOMA /GRADUATION REQUIREMENTS

Culver Community High School offers four different diplomas:

1. Indiana General Diploma
2. Indiana Core 40
3. Indiana Core 40 with Academic Honors
4. Indiana Core 40 with Technical Honors
5. New Diploma: Enrollment, Employment, Enlistment and Service: Honors Seal, Honors Plus Seal

INDIANA CORE 40

English: 8 Credits

English 9

English 10

English 11

English 12

Math: 6 Credits

2 Credits: Algebra I

2 Credits: Geometry

2 Credits: Algebra II

*All students are required to take a C40 math or quantitative reasoning course during each year of high school

Social Studies: 6 Credits

2 Credits: Geography/History of the World

2 Credits: U.S. History

2 Credits: U.S. Government/Economics

Science: 6 Credits

2 Credits: Biology I

2 Credits: Chemistry I, Integrated Chem.-Physics

2 Credits: Any Core 40 Science Class: Anatomy/Physiology, Earth and Space, Biology AP or Chemistry AP

Physical Education: 2 Credits

Health and Wellness: 1 Credit

Speech: 1 credit (Academic Honors)

Preparing for College/Careers: 1 credit

Directed Electives: 4 Credits

Financial Literacy: 1 credit (Class of 2029)

Introduction to Computer Science: 1 credit (Class of 2029)

World Languages/Fine Arts/ Career & Technical

Elective: 6 Credits

(Career Academic Sequence Recommended)

INDIANA CORE 40 WITH ACADEMIC HONORS

MINIMUM 47 CREDITS

Complete all requirements for Core 40

Earn 2 additional Core 40 math credits

Earn 6-8 Core 40 world language credits

6 credits in one language or 4 credits each in two languages.

Earn 2 Core 40 fine arts credits

Earn **a grade of "C" or above** in courses that **will** count toward the diploma.

Have **a grade point average of "B"** or above

Complete **one** of the following:

Two Advanced Placement courses and corresponding AP Exams.

Earn 6 verifiable transcript credits (from the priority class list)

One Advanced Placement course and AP exam and also 3 college credits (as above)

Score 1250 or higher combined SAT Math and critical reading. Minimum 550 each test. (Starting with the class of 2016 scores of 1750 including writing. Minimum 530 each test.)

Score a 26 composite ACT and complete written section.

INDIANA CORE 40 WITH TECHNICAL HONORS

MINIMUM 47 CREDITS

Complete all requirements for Core 40

Earn a grade of "C" or above in courses that will count toward the diploma

Have a grade point average of "B" or above.

Complete 6 credits in the College/Career courses of a state approved College/Career Pathway.

Complete **one** of the following:

Pathway designated industry-based certification or credential.

Pathway or dual credits from priority courses for 6 transcript college credits.

Complete one of the options below:

anyone of the options of the Core 40 with Academic Honors. b.

Score at or above the following levels on work keys:

Reading for information – Level 6

Applied Mathematics – Level 6

Locating Information – Level 5

Earn the following minimum score(s) on Accuplacer: writing 80, reading 90, math 75

Earn the following minimum score(s) on Compass: algebra 66, writing 70, reading 80

INDIANA GENERAL DIPLOMA (40 CREDITS)

To graduate with less than Core 40, the following formal opt-out process must be completed:

The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.

The student's career and course plan is reviewed.

The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.

If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

English: 8 Credits (4 years)

English 9

English 10

English 11

English12

Math: 4 Credits (2 years)

2 Credits: Algebra I (2 semesters)

2 Credits: Another year of math (2 semesters)

General diploma students are required to earn 2 credits in a math or Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credit. (Class of 2016 and beyond.)

Social Studies: 4 Credits

2 Credits: U.S. History (2 semesters)

1 Credit: Government (1 semester)

1 Credit: Any social studies course (1 semester)

Science: 4 Credits (2 years)

2 Credits: Biology I (2 semesters)

2 Credits: Any physical science (2 semesters)

Physical Ed: 2 Credits (2 semesters)

Health and Wellness: 1 Credit (1 semester)

Preparing for College/Careers: 1 credit

Career College Pathway Courses*: 6 Credits

Flex Credits: 5 Credits**

Additional elective courses in a College/Career Pathway.

Courses involving workplace learning such as cooperative education or internship courses.

High school/college dual credit.

Additional courses in Language Arts, Social Studies, Mathematics, Science, World Language or Fine Arts.

It is the student's responsibility to maintain contact with his/her counselor to ensure that his/her graduation requirements are being met.

INDIANA NEW DIPLOMA (42 Credits)

English: 8 credits

Math: 7 credits

STEM: 7 credits

Social Studies: 5 credits

PE/Health: 2 credits

Personal Electives: 12 credits

PCC: 1 credit

Graduation Pathway Requirements – must have all three met

1. **High School Diploma**
2. **Learn and Demonstrate Employability Skills (Project-Based Learning, Service-Based Learning OR Work-Based Learning)**
3. **Postsecondary-Ready Competencies (Honors Diploma, ACT, SAT, ASVAB, Dual Credit, State Certifications)**

**** See Guidance Page on school website for more information****

COLLEGE VISITATION (Pre-Arranged)

Students interested in attending college after high school are encouraged to visit the college of their interest.

Information on college visits can be obtained on the school website or by visiting the guidance office. Forms must be turned into the guidance office 48 hours before the college visit.

EARLY GRADUATION

To be eligible to graduate early a student must complete an application in the guidance office. All applications for early graduation must be approved by the principal.

COMMENCEMENT

Students must be eligible to receive a diploma, a certificate of course completion, or a certificate of achievement to participate in commencement.

The Certificate of Course Completion will be given to students who have completed the requirements for graduation as set forth by the School Board but have not received qualifying scores on the End-Of-Course Assessment. (ECA)

The Certificate of Achievement will be given to students who have completed all requirements in accordance with their Individual Education Program. (IEP)

ENROLLMENT IN COLLEGE AND UNIVERSITY PROGRAMS

Any student in 11th or 12th grade may enroll in a postsecondary program (dual credit) providing s/he meets the requirements established by law and by the corporation. Any interested student should contact the guidance office to obtain the necessary information.

Any student planning to enroll at any post-secondary institution after graduation is advised to complete a Free Application for Federal Student Aid (FAFSA) before March 10th. Assistance is available in the Guidance office.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.

Recognition for such activities is initiated by the staff and coordinated by the guidance office and/or athletic department.

HONOR ROLL

To be eligible for the honor roll, a student must have grades of A and/or B, only. An honor roll will be computed for each grading period and semester. To be eligible, a student must be enrolled in at least five courses. An incomplete will disqualify a student from the honor roll, if the incomplete is not removed by the time the honor roll is completed and released.

ACADEMIC AWARDS

To be eligible for an academic letter, a student must have been on the A and/or B honor roll five of six opportunities during the school year. Second, third, and fourth year recipients will receive an academic bar.

In order to be honored at the **Top Ten Banquet,** a student must qualify by acquiring different point levels. Students will receive 1 point for completing a required course (see below). A student must earn at least 1 point from CCMHS.

Courses that earn 1 point:

AP Biology

AP Chemistry

AP Calculus

AP Psychology

AP Computer Science

Honors English 11

Honors Algebra II

PreCalculus

Lit/Comp

Computer Science I

Anatomy/Physiology

Health Science I or II

Athletic Training

Aviation

Automation/Robotics

Point System:

Need at least 4 points.

ATHLETIC AWARDS

Requirements for athletic awards are developed by each head coach with the approval of the athletic director.

HOMEWORK

Homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

CCMHS students in grades 6-9 will interact with the ICU program during the 2025-26 school year. The ICU program is designed to make sure each and every student learns the material presented in every class. The goal is to create accountability with students and have them complete every assignment to a satisfactory level. We will utilize several times during the school day for a student to get the extra help they need. These times will include before school, lunch, incentive days, and after school.

ICU provides a time for students that may require more individualized instruction to work with teachers in specific content areas requiring attention. ICU is not optional for students; they are assigned to ICU by teachers on an "as-needed "basis. That being said, ICU is not a disciplinary tool, rather it is a time for students to have the guidance they may require to be more successful in the classroom. Students will also be allowed to assign themselves ICU if they would like extra time.

One of the main issues the middle school is facing is incomplete and/or poorly completed assignments by students. One way to try to fix this issue is to have a method for holding students accountable for their work. We feel that ICU is that method. Students that have a missing assignment or unsatisfactorily completed assignment will be assigned to the ICU by the teacher of the class in which that issue occurred. The student will then report to the ICU room during the assigned period. We plan to utilize the middle school lunch period for ICU with most students. Students with 5 or more missing assignments will be required to stay after school for extra assistance.

All students will be advised of the process for ICU and we encourage your input in this direction to better manage student production, organization, and learning. Every student is expected to turn in 100% of their assignments. If an assignment is completed to a poor quality the assignment is seen as missing. All staff members will have access to the students missing work
"The List" is the backbone of the ICU program. If a student appears on the list, he/she will be required to work on his/her assignments during ICU. If a student fails to show up or leaves school without reporting to their ICU class, he/she will receive disciplinary consequences.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and corporation policy.

Unless exempted, each student will be expected to pass the SAT (End-of-course Exam). Makeup dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These surveys are administered by the guidance personnel.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the guidance office, or on the guidance webpage. (SAT & ACT)

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Culver Community High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Culver Community Schools Corporation eLearning Policy

2371 - **eLEARNING**

The School Board recognizes the need to provide students with an opportunity to participate in continuous eLearning means of instruction when the traditional school day is compromised due to inclement weather or an unforeseen circumstance. eLearning is an educational continuous learning experience that is designed to extend, enhance, supplement and serve as an alternative to classroom instruction.

Explanation of E-Learning Days:

eLearning Planned: for days when the school or School Corporation has pre-planned eLearning on the adopted school calendar, including planned eLearning days to allow for deep cleaning in response to COVID-19.

eLearning in lieu of cancellation: for days when the school or School Corporation intends to provide onsite instruction, but must transition to eLearning due to utility or weather conditions.

COVID-19 eLearning: for days when the school or School Corporation intends to provide onsite instruction, but must transition to eLearning due to COVID-19.

Culver Community School Corporation Mission

Culver Community Schools Corporation (CCSC) is committed to providing all of our students with an enriching, rigorous, differentiated and meaningful education. In doing so, we are committed to not only the children earning proficiency on assessments today, but also empowering the students to do well as members of the future workforce by engaging them with the tools of today and tomorrow.

eLearning Policies

A. **Academic work completion/submission and Attendance:** All work should be completed and turned into teachers the day of eLearning or as directed by the teacher. Teachers will need to keep track of students synchronous participation for attendance on the day of eLearning based on the following guidelines for minimum student commitment (do not have to be completed consecutively):

1. PreK 30 minutes
2. Grades K-1 45 minutes
3. Grades 2-3 60 minutes
4. Grades 4-5 90 minutes
5. Grades 6-12 30 minutes per teacher

B. **Duration of eLearning:** Three (3) days will be the maximum consecutive eLearning days in lieu of cancellation allowed by the School Corporation. After the third day, class shall be in session before another eLearning day in lieu of cancellation will be utilized. A traditional cancellation may also be imposed in the event of extended inclement weather or unforeseen circumstance.

C. **Platforms:** Teachers must utilize the following online platforms to facilitate eLearning: Google Classroom. Online assignments should be submitted through the Google Classroom. Teachers should communicate with parents/students about daily assignments, discipline, grades, schedule, and attendance. Mass Emailing can be done through Google Classroom or through the student information system.

D. **Format:** Teachers should utilize a standardized eLearning format. For example, in an efficient lesson plan, teachers will do the following (unless otherwise instructed in an IEP, an ILP or a 504):

As part of the eLearning experience, we should strive to do the same with a thirty to forty (30-40) minute lesson plan in mind. Teachers should provide students with the following for an effective eLearning experience:

1. model/demonstrate
2. guided practice
3. independent Practice
4. assessment
5. provide students with modeling/demonstration material (i.e. video, podcast, presentation, reading assignment, web site module)

6. ask students to recall what they have learned

   This portion should prove that the student has actively participated in the previous step. A recall quiz or worksheet would be a good example.

7. ask students to apply what they have learned with a higher- level thinking activity

   This should not simply be a worksheet. This task should apply knowledge to a problem-solving activity that incorporates critical thinking and independent thought.

E. **Procedure for extra-curricular activities, including athletic practices:** On eLearning days there will be no athletic practices between 8:00 AM and 3:30 PM Practices and events after 3:30 P.M. will be determined at the discretion of the Superintendent or administrator and attendance for athletes/patrons will not be mandatory.

SECTION III

STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Culver Community Middle/High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the School. It is the corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Eligibility requirements will be provided to students in one of several ways. Written, oral, websites and/or class wiki.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

No non-corporation sponsored organization may use the name of the School or School mascot.

ATHLETICS

For daily information about athletic events and contests, please see the school website.

Culver Community Middle/High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the athletic director.

FALL	WINTER	SPRING
Cheerleading	Basketball Boys	Baseball - boys
Cross Country B & G	Basketball Girls	Golf - boys
Football	Cheerleading	
Soccer Boys	Wrestling	Softball - girls
Volleyball	Swimming B & G	Track B & G
Girls Golf		

****E-Sports ****

ATHLETIC AWARDS

Athletic awards will be presented at the awards banquet to each team member who completes the sport season. All participants will receive certificates stating what sport and whether it is a varsity or reserve award. In addition, these awards will be given:

1st varsity award - 6" block "C" letter.

Varsity award - chevron (limit one per year).

All varsity award winners will receive a chevron with sport insignia.

Individual trophy awards in each sport - determined by coaches.

Numerals will be awarded to freshmen/JV participants.

3rd varsity award - eligible for letter jacket at a reduced cost. (See athletic director for details.)

Athletes must be present at awards programs to receive awards, unless other arrangements have been made with the athletic director or coach prior to the program.

EXTRACURRICULAR CODE OF CONDUCT

The Culver Community Schools Corporation has written and adopted the following rules so that students in extracurricular activities from grade 5 through grade 12 will know what is expected of them and what steps will be taken if violations of these rules occur.

Self-discipline, commitment, and dedication are traits that are expected of prospective extracurricular participants. This includes following some simple rules governing the misuse of alcohol, drugs, and tobacco.

Participation by students in extracurricular activities is voluntary, and is provided as a privilege. In accepting that privilege, the student and his/her parent or guardian accept the responsibility that accompanies such participation as representative of the student body and school community. That responsibility places the student in a model citizenship role concerning his/her behavior, during, and after school. These requirements extend throughout the summer and penalties carryover from middle school to high school.

Penalties will be invoked after proper due process is followed and the charged person is found to be in violation. The charges against the student will be presented to the student by the principal or designee. The student will be given a chance to answer the charges at this time. If the student wishes to appeal the decision, he/she may do so to the superintendent and the school board.

EXTRACURRICULAR RULES

Anyone using, possessing, or transporting alcoholic beverages, any form of tobacco (e-cigarettes, juul, vape), or drugs not prescribed for that student's use, will be suspended from participation in their respective activity or activities for 25% of the scheduled contests (Season) on the first offense. A second offense would mean a 50% of the scheduled contests (Season). A third offense would be a suspension from all activities for one calendar year. A fourth offense would mean suspension from activities for the remainder of their school career. In addition to the suspension, a completion of a drug/alcohol/vape educational course will be required for each offense and an athlete must finish the completed season in good standing.

No student/athlete shall attend or remain at parties or other functions where alcohol, drugs, or tobacco are being used. When a student/athlete discovers that the alcohol and/or drugs are being used illegally, he/she shall promptly remove him/herself from the premises. The observation of a coach, teacher, or administrator, investigative evidence, the report of a police officer, and/or admission of a violation by the student/athlete is sufficient evidence for disciplinary action.

Students that participate in band and choir will be suspended from performances only.

ATHLETIC CONTEST BEHAVIOR

Culver Community Schools expect all students, parents, and spectators to behave in an appropriate manner at all school activities. Any student, parent, or spectator not behaving in an appropriate manner, may be removed from the contest. Once a person is removed from a contest for disruptive conduct, he/she cannot attend an event or be present on school grounds until expressly permitted by the appropriate administrator. Every person has the right to due process. He/she must contact the Superintendent or School Board to start the process (See Due Process Rights).

ATHLETIC/CHEERLEADER ELIGIBILITY

To be eligible for high school interscholastic athletics or cheerleading a student will be full time and must have passed five full-credit subjects in the previous grading period. Semester grades take precedence.

All rules, regulations, and their enforcement not listed are under IHSAA guidelines. Any questions should be referred to the Athletic Director.

SCHOOL CONFLICT POLICY

Culver Community Middle/High School believes that it is important that students participate in a wide range of school-sponsored activities. Expanding extracurricular and co-curricular programs has created the possibility for scheduling conflicts to occur.

By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency. The following guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

Scheduled State Athletic Association Tournaments and State Association Division of Student Activities Contests, including travel time, shall have preference. If a conflict exists between two of these types of activities, the student shall make the choice without penalty.

Regularly scheduled games and major performances beyond those above shall be second priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.

The importance of the student's participation in the success of the total group's performance is the third priority. This determination shall be made by the sponsors.

A previously scheduled event on the office school calendar will take precedence over a calendar addition or a rescheduled event.

Regularly scheduled games, performances and activities will take precedence over practices.

No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any student penalty assessed must be done with the approval of the principal. All decisions will be adhered to; however, if unusual circumstances do occur at a later date, the student may request a change by filing his or her request in writing to the sponsors and athletic director prior to the activity and/or athletic event.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

The school may deny a work permit to a student whose academic performance does not meet the school's standards or whose attendance is not in good standing. It also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins to work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remains the primary focus.

Should the work permit be revoked at the end of the school year, the student may be allowed to work during the summer while school is not in session. However, such students will lose the work permit at the start of the new school year until s/he meets the attendance and grade standards established by the school for receiving the work permit.

SECTION IV

STUDENT CONDUCT/ATTENDANCE

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many learning opportunities result from active participation in the classroom and other school activities that cannot be replaced by individual study.

The School is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers. The school's attendance policy will be in accordance with I.C. 20-33-2.

5 Absences Unexcused

- A certified letter will be mailed to the home.
- Email/Phone Call to families.

7 Absences Unexcused

- A certified letter will be delivered to the home by SRO/Assistant Principal
- A personal phone call will be made home to offer levels of support to parents to get their child to school.

10 Absences Unexcused

- Attendance Contract
- At this time parents/guardians will be notified that if the child reaches 15 absences they will be scheduled to attend “CAVS Attend”
- DCS/Probation involvement

15 Absences Excused/Unexcused/Certified

- **For Certified absences request for Certificate of Incapacitation (6 days to respond)**
- Home visit by SRO and Assistant Principal
- Date scheduled for CAVS Attend with Prosecution
    - Excused/Unexcused/Certified

Parents may also appeal this decision to the superintendent of schools, and then, the school board.

Students that are expelled from school for attendance reasons and are under 18 years old will have their driver's license revoked until their 18th birthday.

Categories of absences:

1. Certified Excused Absence - A certified excused absence will be granted for the following reasons: medical illness (must have note from doctor), death in immediate family, court appointment (must have documentation), approved religious holiday, approved college visitation days, (seniors 2 days, juniors 1 day) and school authorized activities. All work should be made up with full credit.
2. Excused Absence - Excused absences will be granted for the following reason: personal illness. **To be an excused absence, the school must receive either a note or a phone call from the student's parent.** Class work should be made up, and the student will receive full credit.
3. Unexcused Absence – An unexcused absence is any absence not covered under the definition of excused. An absence will also be unexcused if the school does not receive a call or note from a parent on the day of or the day following the absence. If a phone call or note is not received within two school days following the absence, the unexcused absence will then be considered truancy. Class work should be made up for no credit.

Habitual Absence –

Under I.C. 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 30-40."

If the absence of a student appears to be questionable or excessive, Culver Community Middle/High School staff will work with the parents to improve their child's attendance. In the case of excessive absences, other agencies may be contacted.

4. Truancy - Truancy is defined as an absence from school, and it is determined that the parents had no knowledge of the absence. A student that leaves school without permission will be considered truant. Class work should be made up for no credit. On the first offense, the student will be required to make up any class time that is missed. On the second offense, the student will make up time missed and serve an in-school suspension. Third offense may result in out of school suspension.
   ****Vocational Students**** - Not reporting to morning/afternoon vocational classes will result in a truancy absence (unless excused/certified). After the third offense, the student could be removed from the vocational program.

Habitual truant - A habitual truant is defined as a student that is truant three or more times in one school year. If a student is classified as an habitual truant, he/she may be expelled from school. Also, the student's driver's license may be revoked until the student's eighteenth birthday.

5. Suspension and exclusions - In school and out-of-school suspension will not count

against a student's 10-day limit. A one-day exclusion from a class will not count against a student's attendance.

TARDIES

TARDIES TO SCHOOL (EARLY MORNING TARDIES) –

8:00–8:05 Tardy, report directly to class

8:06-8:30 Tardy, report to office to receive a pass to class

8:31-8:50 Report to office absent from class.

TARDIES TO CLASS - When a student is tardy to class during the course of the school day, he/she should report directly to class. STUDENTS WILL BE IN THEIR SEATS WHEN THE BELL RINGS, OR THEY WILL BE COUNTED TARDY TO CLASS.

The following are consequences for excessive tardies, (TARDIES ARE ACCUMULATIVE/PER SEMESTER).

Tardies to school and tardies to class are counted in this total.

Four Tardies - One-hour detention.

Eight Tardies - Three-hour detention.

Twelve Tardies - Three-hour detention and a conference with parents.

Fifteen Tardies – In-School suspension and a conference with parents.

Sixteen Tardies – May lead to Out-of-School suspension.

*** When a student reaches seven tardies in any one class, he/she will be classified as a habitual offender and be sent to the office. The student will receive a zero in that class for the day.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Make up of missed tests may be scheduled when the student returns to school.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements (Pre-Arranged Form). Absent days will go against a student's 10-day absence total.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student should contact their teachers as soon as possible to obtain assignments.

Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a standardized test, the student should consult with the test coordinator to see if it is possible to make up the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

ACTIVITY PARTICIPATION ON DAY OF ABSENCE

A student shall not attend a school activity (including any practices) on the day of an absence, unless permission is granted by the principal in advance of the activity. Permission must be obtained before 3:00 p.m. on the day of the activity.

Students must be in school before 11:30 a.m. to attend that day's activity, unless permission is given by the principal prior to the absence.

STUDENT BEHAVIOR STANDARDS

A major component of the educational program at Culver Community Middle/High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Students are expected to:

Be on Time

Be Prepared

Do Your Best

Do What Is Right

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

A. A teacher to communicate effectively with all students in the class; and

B. All students in the class to have the opportunity to learn.

CHEATING

Students are encouraged to develop trustworthy, independent, and honorable habits regarding their work. Cheating violations include plagiarism, copying, cheating, and misrepresentation of work or allowing others to copy one's own work.

Prohibited Actions:

The following actions are strictly prohibited and considered forms of cheating:

1. Copying or plagiarizing someone else's work, including essays, assignments, or projects, without proper attribution.
2. Using a language model or any other automated tool to generate or complete assignments, essays, or other academic work without proper authorization.
3. Sharing answers, solutions, or completed assignments with other students, including through electronic means.
4. Taking or receiving unauthorized assistance during exams, quizzes, or assessments, such as using notes, textbooks, electronic devices, or communicating with others.
5. Altering or falsifying grades, scores, or any other academic records.

Proper Attribution:

Students must provide proper attribution when using external sources, including information obtained from language models or other AI tools. Proper citation should be given for all quoted, paraphrased, or summarized material used in assignments.

Authorized Use of Language Models:

Language models or other AI tools can be used for educational purposes only when explicitly authorized by the teacher. Students must follow any specific instructions provided by the teacher regarding the use of these tools.

1st Offense (per year) Student will receive F of "0" on the particular project, test, paper or assignment and will be assigned a three-hour detention. Parents will be notified.

2nd Offense (per year) Student will receive a two-letter grade deduction in the class for the current grading period and will serve an In-School Suspension. Parents will be notified.

3rd Offense (per year) Student will receive a Withdraw/Failure (W/F) from the class for the semester, and will be suspended from school for 3 days. Student will be put on a behavior contract and parents will be notified. Any further violations could result in a recommendation for expulsion.

DRESS AND GROOMING

While fashion changes, the reason for being in School does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that disrupts the educational process or presents

risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are examples of items that are prohibited:

1. Sunglasses, gloves, backpacks, bags, or purses shall not be worn or taken to classrooms.
2. Clothing with logos or printed language, which either substantially disrupts the educational process or poses a safety hazard, shall not be worn to school and or to classrooms.
3. Clothing, tattoos, and/or jewelry with print or pictures referring to obscenities, vulgarity, alcohol, tobacco, drugs, sex, or gangs, shall not be worn to school.
4. Clothing that reveals the torso, that is tight-fitting, revealing or with excessive wear shall not be worn to school.
5. The wearing or style of dress or display of any gang related symbol or clothing, any act or speech showing gang affiliation and any conduct in furtherance of gang activity, which either substantially disrupts the educational process or poses a safety hazard is prohibited.

   Violation of this standard and rule shall be grounds for expulsion or suspension.

Students who are representing C.C.M.H.S. at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the student behavior standards.

USE OF PERSONAL COMMUNICATION DEVICES (PCD)

"Personal communication devices (PCDs)" are defined as any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties,including computers, laptops, tablets, ereaders, cellular or mobile telephones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smart glasses (eyewear equipped with computer technology), gaming devices, and/or other web-enabled devices of any type.

PCD Use Prohibited During School Day Students are prohibited from using a PCD while present on School Corporation property during the school day unless an exception applies.

Exceptions Exceptions to the prohibition against the use of PCDs on school property during the school day are limited to the following:

A. a student may use a PCD as directed by a teacher for educational purposes during the school day on a Corporation-supplied PCD

B. a student may use a PCD if its use is necessary for the management of the student's documented medical condition pursuant to an order provided by a licensed health care provider;

C. a student may use a PCD if the use of a PCD is included in the student's individualized education program (IEP) or Section 504 plan;

D. a student may use a PCD if authorized by the Superintendent or the Superintendent's designee at the appropriate time during an emergency, as determined by the Superintendent or the Superintendent's designee; or

E. a student may use a PCD if necessary for language translation to ensure access for English language learners, using school-supplied PCDs or applications where available

Devices Stored During the School Day

Students may bring PCDs to school. However, unless an exception applies, during the school day all PCDs shall be powered off and stored. Students shall not access their PCDs during the school day unless an exception applies. Students shall not use PCDs on a Corporation bus or other Corporation vehicle during the school day. Students shall follow all instructions regarding proper storage. Students are responsible for ensuring that their PCDs are powered off and stored appropriately. The Corporation is not responsible for any lost, damaged, or stolen PCDs that have been brought to school. When the school day concludes, or when a student leaves the school premises for the day if prior to the conclusion of the school day, the student may retrieve their PCD from storage.

Use of a PCD on Corporation property, including a Corporation bus or other Corporation vehicle, that results in a distraction, disruption or otherwise interferes with the educational environment or that creates an unsafe environment shall not be tolerated and may result in the loss of the use of the PCD while on Corporation property.

Restrictions on PCD Possession and Use Only school sanctioned personal communication devices may be brought to school and used by students, subject to the parameters set forth above. Students are prohibited from using PCDs, including but not limited to those with cameras (i.e.,

devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to, gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area or in the circumstance where the student needs privacy to manage their health care, in which case the student should find a location where no other students are present. Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC) or Section 504 committee, students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present . If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

When the use of PCDs is permitted, all PCDs must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor. When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight. Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Corporation property, or at a school-sponsored activity. Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or other Corporation vehicles. Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law. Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner

constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Enforcement

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and kept in a designated area in the teacher's classroom until the end of the class. The PCD will be held in a secure location in the building's office until it is retrieved by the parent/guardian or turned over to local law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent.

Student Responsibility for Personal PCDs

Students are personally and solely responsible for the care and security of their PCDs. The Corporation, Board, administrators, teachers, and agents assume no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation property.

IPAD

Expectations

Students must abide by all school rules as outlined in the Student Handbook and Acceptable Use Policy.

Students agree to participate in all class activities and assignments as directed by their teachers.

Students and parents agree to be responsible for proper care of the iPad, and that any damage or loss may result in financial liability in replacing the iPad.

Students and parents agree that any inappropriate use of the iPad will result in school discipline that may include the loss of technology privileges, and other discipline outlined in the student

handbook.

Students and parents agree that all apps and content to be installed on the iPad, including music and media files, must be acceptable in a school environment. Parents agree to monitor student use on the internet while on their home network using the iPad.

Students and parents agree that Culver Community Schools personnel may search the school issued iPad Air, and at no time, should a student expect a right to privacy of materials on the iPad.

Students and parents leaving Culver Community Schools must return the iPad to the school corporation in good working condition.

Students and parents agree that iPad use will be restricted if it is determined that the student is receiving one or more failing grades at the midterm and/or grading period.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

CODE OF CONDUCT

The Board of School Trustees has adopted the following code of conduct. This code of conduct is applicable to students:

1. on school property at any time;
2. during and immediately before and after any school activity at any location;
3. traveling to and from school or to and from a school activity.

Violations of the code of conduct may be punishable by suspension or expulsion and reported to TCPD:

Grounds for suspension or expulsion are student misconduct, substantial disobedience, and or excessive unexcused absences. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
   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, or use of the building, corridor, or room.
   c. Setting fire to or damaging any school building or property.
   d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
   e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the

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

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (CBD/THC), alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function.

    a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filled annually. The written authorization must be done by a physician and must include the following information:

    1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (CBD/THC), alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
14. Possessing, using, distributing, purchasing, or selling tobacco products or nicotine, of any kind or in any form. This includes e-cigarettes, vape, and juuls.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing 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.
17. 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.

18. Falsely accusing any person of sexual harassment, or of violation of a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. The use of or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
    f. violation of the school corporation's acceptable use of technology policy or rules;
    g. violation of the school corporation's administration of medication policy or rules:
    h. possessing or using a laser pointer or similar device.
26. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
27. Violation of any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

28. Anti-Harassment

    The School prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

1. causes mental or physical harm to the other student; and
2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The school also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, or the superintendent, teachers, or counselors. Complaints about the principal should be filed with the superintendent, and complaints about the superintendent should be filed with the school board president. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of two administrators.

The administrator or board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within five workdays after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the superintendent or designee within ten days of receipt of the decision. The superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within ten days of the appeal being filed, the superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the superintendent or designee an appeal can be made to the board within ten days of receipt of the latest decision. The board will conduct a hearing within twenty days, and will issue a written decision within ten days after the close of the hearing.

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment, may include, but is not limited to:

A. verbal harassment or abuse;

B. pressure for sexual activity;

C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.;

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment

A. Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the corporation, or third parties.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation, or third parties by refusing to have any form of social interaction with the person.

B. Nonverbal:

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.

C. Physical Contact:

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and a copy forwarded to the principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

A. protect the confidentiality of the student who files a complaint;

B. encourage the reporting of any incidents of sexual or other forms of harassment;

C. protect the reputation of any party wrongfully charged with harassment.

29. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school.

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

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

31. Bullying-Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT

1. The standards and the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.

2. The objectives of the enforcement of these standards and the Code of Conduct are:

    a. to protect the physical safety of all persons and prevent damage to property;

    b. to maintain an environment in which the educational objectives of the School can be achieved;

    c. to enforce and instill the core values of the Culver Community Schools Corporation and its school community.

3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:

    a. the nature and extent of any potential or actual injury, property damage, or disruption;

    b. the student's prior disciplinary history and the relative success of any prior corrective efforts;

    c. the willingness and ability of the student and the student's parents to participate in any corrective action;

    d. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;

    e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

A. A firearm is defined as any weapon that is capable of, or designed to, or that may readily be converted to expel a projectile by means of an explosion.

B. a deadly a weapon is defined as:

    1. a loaded or unloaded firearm;

2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

All discipline actions are at Administrator's discretion

Level 1 Behaviors

- Disrespectful Behavior
- Dress Code Violations
- Attendance & Tardies
- Inappropriate Language/Gestures
- Disruptive/Disorderly Conduct
- Being in an Unauthorized Area
- Leaving an iPad unattended
- PDA (Public Display of Affection)
- Not prepared for class

Disciplinary Actions:
1st Offense: Verbal Warning
2nd Offense: Written warning & Parent Contact by Teacher
3rd Offense: After School Detention
4th Offense: 2 Hour Detention After School
5th Offense: Principal Discretion

Level 2 Behaviors:

- Improper use of internet/iPad/Computers/Cell Phones/Technology
- Prolonged Interruption of Instruction
- Failure to Serve a given consequence
- Excessive Tardiness & Absences
- Not showing respect to staff/students/guests
- Inappropriate behavior- horse-playing/roughhousing/play fighting, etc
- False Reporting of an Incident

Disciplinary Actions:
1st Offense: Written Warning & Referral to Behavior Committee for intervention
2nd Offense: After school detention (1 hour)
3rd Offense: After school detention (2 hour)
4th Offense: ISS (In-school detention)
5th Offense: Principal's Discretion

Level 3 Behaviors:

- Vandalism
- Provocation/Injury to Others
- Sexual Misconduct
- Truancy from class
- Defiance/insubordination
- Dangerous or harmful behavior
- Profanity (to include gestures, inappropriate written/spoken language)
- Tampering/Breaking iPad
- Academic Dishonesty/Plagiarism

Disciplinary Actions:
**Potential Reporting to TCPD*
1st Offense: After-school detention (2 hour)
2nd Offense: After-school detention (2 hour)
3rd Offense: ISS (In-School suspension)
4th Offense: Principal's Discretion

Level 4: Behaviors:

- Tobacco/Vaping
- Assault/Battery
- Persistent, severe, or unwanted sexual conduct
- Fighting/threatening, dangerous/hurtful behavior
- Habitual Previous Offenses
- Stealing/possession of stolen property

Disciplinary Action:
Day(s) of Out of School Suspension (OSS)/Reported to TCPD

Level 5 Behaviors:

- Bomb/False Alarm
- Possession of firearm/ weapon/knife/fireworks/razor blade
- Possession/selling/or under the influence of drugs, alcohol or other paraphernalia or devices/substances similar to.

Disciplinary Action:
1st Offense: 10 day Out of School Suspension (OSS) – pending expulsion/Reported to TCPD

SUSPENSION

The principal may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten consecutive school days.

EXPULSION

An expulsion is a removal from school attendance and any school function for a period of more than ten days.

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension. A student/parent may appeal the suspension within the first 5 days of the incident with the Superintendent of Culver Community Schools.

EXPULSION FROM SCHOOL

If, in the principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the superintendent for consideration for expulsion. The superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

NOTICE OF EXPULSION MEETING

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting

and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting.

APPEAL OF AN EXPULSION

Upon receipt of a written appeal, the Board may hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary.

The student or his/her parents may appeal the Board's decision to the appropriate court.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. If a student refuses a search, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action.

USE OF DOGS

The Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

USE OF BREATH-TEST INSTRUMENTS

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest that is to be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

DRUG TESTING

The school corporation has a strong commitment to the health, safety and welfare of its students, and the commitment of the School Corporation to maintain athletics and all other extracurricular activities, including the extracurricular performances of band and choir, as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students who participate in extracurricular activities and drive to school.

Students who participate in the following activities will be randomly tested: student drivers, band, choir, clubs, athletics, and other extracurricular activities. An extracurricular activity will be interpreted to mean any activity or club sponsored by the School Corporation, including but not limited to the extracurricular performances of band and choir.

The major goals of the program are as follows:

1. To combat the use of drugs and alcohol and tobacco products at the School Corporation and throughout the communities of the School Corporation.
2. To prevent students from participating in band and choir programs, athletics and all other extracurricular activities and to prevent a student from driving to and from school while he/she has drug residue(s) in his/her body, and to educate, help, and direct students away from drug and alcohol and tobacco use and toward a healthy and drug and alcohol and tobacco free participation.
3. To provide all students with a good and sound reason to resist the peer pressure to use drugs and alcohol and tobacco products.
4. To protect the safety of the student athletes during athletic practices and contests.
5. To protect the safety of students that participate in band, choir, and extracurricular activities.
6. To protect student drivers while operating a motorized vehicle.

As a condition for students to participate in athletics and/or other extracurricular activities and/or to participate in any band or choir performances and/or to drive a motorized vehicle to and from school, the student must abide by the terms of the program, including the consent to this program and random drug testing. It is mandatory that each student who participates in such activities sign a drug testing program consent form prior to participation.

SECTION V

TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The School provides bus transportation for the majority of the students in the district. Homeless students are eligible to receive transportation services. The bus schedule and route is available by contacting the transportation director at 574-842-3464.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Before the trip

Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- remain seated while the bus is in motion;

keep head, hands, arms, and legs inside the bus at all times;

not litter in the bus or throw anything from the bus;

keep books, packages, coats, and all other objects out of the aisle;

be courteous to the driver and to other bus riders;

not eat or play games, cards, etc.;

not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

remain seated until the bus has stopped;

cross the road, when necessary, at least ten feet in front of the bus, but only after the driver signals that it is safe;

be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

SHUTTLE BUS

If a shuttle bus is made available, time of pickup and destinations will be announced. No student will be permitted to utilize the shuttle bus unless they have authorization from a principal, teacher or coach.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

When the school provides transportation, students shall not drive to school-sponsored activities.