



2019-2020

STUDENT

HANDBOOK

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Clarksville High School

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<http://www.clarksvilleschools.org/schools/high-school/>

School Information

Clarksville High School has an enrollment of nearly 450 students. It serves most of the town of Clarksville. The school opened its doors in 1955 - 1956 and the first class was graduated in 1957.

Clarksville High School is fully accredited by the State of Indiana. Indiana law mandates that every year all schools undergo a rigorous self-evaluation resulting in a School Improvement Plan. To meet the State and federal mandates under P.L.221 and No Child Left Behind, Clarksville is accredited by the Indiana Department of Education.

Clarksville's school colors are black and white with gold accent, and the school mascot is the General. The school song is sung to the tune of Navy Blue and Gold. Clarksville High School is a member of the Mid-Southern Athletic Conference along with Austin, Brownstown, Charlestown, Corydon, Eastern, North Harrison, Salem, Scottsburg and Silver Creek.

Vision Statement

All graduates of Clarksville High School will have all necessary skills to live full and productive lives.

Mission Statement

Clarksville High School, in partnership with parents, is committed to providing a quality education in a positive learning environment that promotes both academic and personal growth to ensure that all students can reach their full potential.

Song

Our spirit's high,
our faith so true,
we're out to win this fray.
Dear Clarksville High,
we're backing you
to victory this day.
We'll fight and back our colors true,
that proud old black and white.
Fight on you mighty Generals and
bring home victory tonight.

Policy Notification Statement

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age, or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (Indiana Code 22- 9.1), title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Grievance forms regarding Title IX and Section 504 compliance may be obtained from the high school main office.

School Calendar

August 8, 2019	First Student Day of School
September 2, 2019	Labor Day - No School
October 7 - 11, 2019	Fall Break
November 5, 2019	No School Students - Teacher Only Day
November 27 - 29, 2019	Thanksgiving Break
December 23, 2019 – January 3, 2020	Holiday Break
January 20, 2020	MLK Jr. Day – No School
February 17, 2020	Presidents' Day –No School/Snow Makeup Day
March 23 - 27, 2020	Spring Break
May 1, 2020	Oaks Day – No School/Snow Makeup Day
May 5, 2020	Election Day – No School/Snow Makeup Day
May 25, 2020	Memorial Day - No School
May 27, 2020	Last Student Day

Mid-term Dates

- 1st Progress Report = Friday, September 6, 2019
 - 2nd Progress Report = Friday, November 8, 2019
 - 3rd Progress Report = Friday, January 31, 2020
 - 4th Progress Report = Friday, April 17, 2020
-

End of Quarter Dates

- 1st Nine Weeks – October 4, 2019
- 2nd Nine Weeks – December 20, 2019
- 3rd Nine Weeks – March 13, 2020
- 4th Nine Weeks – May 27, 2020

CHS SCHOOL WIDE EXPECTATIONS

EVERYWHERE	CLASSROOM	HALLWAY
RESPONSIBILITY		
<ul style="list-style-type: none"> -Keep areas undamaged and free of trash -Accept the differences of others -Meet deadlines 	<ul style="list-style-type: none"> -Arrive to class with all required materials before the bell rings -Complete and turn in assignments on time -Be prepared to learn 	<ul style="list-style-type: none"> -Walk to your destination -Use your assigned locker -Always use a hall pass -Keep hallways and lockers clean
RESPECT		
<ul style="list-style-type: none"> -Use kind and profanity free language -Treat others with kindness, consideration, and politeness -Maintain a conversational volume -Keep hands to self -Use titles, such as Mr. and Mrs., when greeting adults -Greet and interact with others using kindness 	<ul style="list-style-type: none"> -Value the opinions of others -Ask for permission politely -Follow individual classroom expectations -Maintain conversational volume, when talking is appropriate 	<ul style="list-style-type: none"> -Keep hands to self -Maintain a conversational volume -Keep all hallways and doorways passable -Leave hallway decorations, information and posters in place and undamaged -Take care of lockers and keep them in working condition
INTEGRITY		
<ul style="list-style-type: none"> -Demonstrate sportsmanship and school pride -Follow the dress code -Follow public display of affection guidelines -Stay free from alcohol, drugs, tobacco and possession of weapons -Be honest and trustworthy 	<ul style="list-style-type: none"> -Give your best effort at all times -Always do your own work -Positively encourage others -Be actively engaged in class 	<ul style="list-style-type: none"> -Use positive, supportive, and appropriate language -Follow public display of affection guidelines -Show school spirit and pride

CHS SCHOOL WIDE EXPECTATIONS

CAFETERIA

CELL PHONES

TECHNOLOGY

RESPONSIBILITY

- Arrive to the cafeteria at the appropriate time (after the bell rings, not before)
- Know your lunch number
- Form an orderly line and wait your turn
- Keep food and drinks in cafeteria
- Stay in cafeteria, unless using restroom in D-Lobby

- Send texts and make phone calls at appropriate times (before school, lunch, after school)
- Know when to put your cell phone away

- Use assigned Chromebook
- Promptly make teacher aware of any problems with or damages to the Chromebook
- fill out a tech support form when problems arise
- Put Chromebooks back in assigned spot AND plug in when class is over

RESPECT

- Use good manners
- Maintain a conversational volume
- Keep your food on your plate
- Only touch and eat your food
- Follow adult directions

- Only use cell phones and headphones during allowed times: before or after school and during lunch
- If requested by staff member, place cell phones/headphones in designated area

- Maintain technology in good working condition
- Use devices as specified by faculty/staff

INTEGRITY

- Say please and thank you
- Pick up trash around you before leaving cafeteria (even if it is not yours)
- Stay in the cafeteria (D-lobby is not part of the cafeteria) for the duration of lunch given permission

- Use cell phones and social media in ways that are not harmful to other people
- Be courteous to those you are with; turn off or silence your phone if it will be interrupting an activity or conversation

- Use technology in an educational manner
- View and share only images or texts that you would share with faculty/staff
- Search only sites and materials used for school lessons

Bell Schedules

Daily Schedule		
Period	TIME	MINUTES
1	8:00 -8:50	50
2	8:54 - 9:44	50
3	9:48 - 10:38	50
CCR	Class of 2020 and 2021	
	10:40 - 11:10 (lunch)	30
	11:14 -11:44 (CCR)	30
	Class of 2022 and 2023	
	10:42 - 11:12 (CCR)	30
	11:14 - 11:44 (lunch)	30
4	11:48 - 12:38	50
5	12:42 - 1:32	50
6	1:36 - 2:26	50
7	2:30 - 3:20	50

Two-Hour Delay		
Period	TIME	MINUTES
1	10:00-10:38	38
2	10:42 -11:19	37
3	11:23 - 12:00	37
4	12:04 - 12:34 (A -lunch)	30
	12:38 - 1:16 (Class)	38
	12:04 - 12:42 (Class)	38
	12:46 - 1:16 (B-Lunch)	30
5	1:20 - 1:57	37
6	2:01 - 2:38	37
7	2:42 - 3:20	38

Activity/Assembly		
Period	TIME	MINUTES
1	8:00 - 8:47	47
2	8:51 - 9:38	47
3	9:42 - 10:29	47
4	10:31 - 11:01 (A -lunch)	30
	11:05 - 11:52 (Class)	47
	10:33 - 11:20 (Class)	47
	11:22 - 11:52 (B-Lunch)	30
5	11:56 - 12:43	47
6	12:47 - 1:34	47
7	1:38 - 2:26	48
Assembly	2:30 - 3:20	50

----- DAILY ROUTINES -----

Before School

Students may enter the building beginning at 7:30 am. Students must enter through D-lobby or the main cafeteria doors prior to 7:50 am. Students will report to and remain in the cafeteria until the 7:50 am bell. At 7:50 am students are allowed to go to their lockers and first period class. School ground sidewalks, drives, parking lots, etc. will be under video surveillance. Adults will be strategically assigned locations on the school grounds starting at 7:30 AM to ensure that students are supervised as they transition from the school grounds into the building and to their assigned area in an orderly manner. Students must get a pass to go to their locker or to see a teacher, prior to 7:50 am. All students must keep moving in the hallway-no loitering.

Morning Routine

The bell will sound at 7:50 am dismissing students from the cafeteria area. Students are to transition to their classrooms in an orderly manner from their morning area. Students are to move quickly to their lockers and then proceed directly to their classes. A warning bell tone will be sounded at 7:58 am. This bell is to alert staff and students that there is two minutes left to proceed to class as quickly as possible. The expectations and goal is that all students should be in their seats and instruction should begin when the final bell sounds at 8:00 am.

Arrival Times/Places

Students riding the bus will be dropped off at the D-lobby entrance and should make their way directly to the cafeteria. Students who are car riders should be dropped off at the cafeteria entrance. Student drivers who arrive prior to 7:50 am and would like breakfast should enter through D-lobby. Students arriving after 7:50 am may enter through A-lobby, D-lobby, or the cafeteria entrance.

Hallway Routine

Students will have four minutes between classes to: use the restroom, get a drink of water, get in and out of lockers, and travel directly to class. Students should not loiter in the hallways at anytime. The expectations and goal is that all students should be in their seats and instruction should begin when the late bell sounds. Any student in the hallway during a class is expected to have a pass from their assigned teacher. Students not having a pass will be sent back to class upon the first offense; the second offense may lead to disciplinary action.

Lunch/Cafeteria Routine

Students will enter the cafeteria and get in line to pick up their lunches. Students will exit the serving line and immediately go to their table. Students not eating school lunch will go immediately to their table. Students will stack trays neatly in the wash window. Students are not to cut in front of others in the food line. Students will clean area around their table before exiting the cafeteria. Students must go to the cafeteria and remain there until dismissed. Permission is required to leave the cafeteria for any reason.

Dismissal Routine

At 3:20 pm all students will exit the classroom as directed by their classroom teacher. Students will be required to exit the classroom in an orderly manner. Students who are not riding a bus must be with a coach, teacher, or sit in the front lobby and wait for a ride. No students are allowed to roam the building after school hours.

After School Hours

All students are encouraged to become involved in extracurricular school activities. Unless students are involved in a supervised activity after school, they are expected to leave the building immediately after the last bell. The building is closed to students at 3:30pm.

Residency Requirements

All students attending Clarksville High School must live within the legal school boundaries or complete a Non-Resident Student Admission form to receive permission from the Board of Education to be accepted as a non-resident student. If a change of address to an area outside the school district occurs during a school year, the student may complete the semester at Clarksville High School on a tuition-free basis. Students are required to report any change of address to the counseling office within one week after the move. The parent or guardian must make a request in writing to the school asking permission for the student to continue attending Clarksville High School.

Any change in guardianship must be reported to the school and usually requires court action. State law prohibits the establishment of guardianship for the sole purpose of attending school in a given district. Any student not living with a natural parent or legal guardian must establish custodial rights with legal settlement in the Clarksville Community School District in order to attend on a tuition-free basis. Any student who fails to comply with the residency requirements or is dishonest about their residency will be expelled from school under Indiana Code 20-33-8-17.

Late Enrollment

Clarksville High School recognizes that under certain circumstances students will be transferring into school after the official start of a semester session. Such circumstances are generally limited to a change in the legal settlement of the student as defined under Indiana Law. Due to the compulsory attendance laws of the state, Clarksville High School will accept such transferring students at any time during the semester period if they have (a) previously been enrolled in an accredited school since the start of the particular semester in which the transfer is made; (b) not been expelled or excluded from said school for any reason provided by law; (c) tendered to the high school principal all documentation required under the legal settlement statute.

Visitors

Clarksville High School has a NO VISITOR policy. Anyone entering the building who is not a student or employee of the school system should report directly to the main office. Students will not be called out of class for messages or visits. Messages or materials needed by students should be brought to the main office. Every attempt possible will be made to cooperate with parents who have special needs. Students will NOT be released from school to anyone other than a parent, legal guardian, or other adult listed in the student data system

Student Withdrawal

According to state law, a student must be enrolled in school until age 18. Any student who is under 18 years of age must have an exit interview before withdrawing from school. The principal or his/her designee must be present and must sign off on the decision along with the student and his/her parent. If any one of the three parties disagrees to the withdrawal, the student must remain in school.

A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless: (1) the student, the student's parent, and the principal agree to the withdrawal; and (2) at the exit interview, the student provides written acknowledgment of the withdrawal and the: (A) student's parent; and (B) school principal; each provide written consent for the student to withdraw from school. According to I.C. 20-33-2-9 Compulsory Attendance, withdrawal must be due to: A) Financial Hardship B) Illness C) Court Order.

Immunization

The authority for requiring children to be immunized against certain diseases is found in I.C. 20-34-4 as amended by Public Law 103, Acts of 1976; again amended in 1980 and 1985. Standards and reporting procedures have been set by the Indiana State Board of Health. Immunization records MUST be presented at the time of enrollment along with a birth certificate.

Listed below are the minimum requirements set by the Indiana State Department of Health for all children enrolled in grades 6-12.

- ☐ 5 doses of DTaP, DPT or DT (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- ☐ 4 doses any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- ☐ 3 doses of hepatitis B vaccine (3rd dose must be given on or after 24 weeks of age).
- ☐ 2 doses of measles (rubella) vaccine, on or after the first birthday.
- ☐ 2 dose of mumps vaccine, on or after the first birthday.
- ☐ 1 dose of rubella (German measles) vaccine, on or after the first birthday.
- ☐ 2 doses of Varicella (Chickenpox) on or after the first birthday or parent written

documentation of history of chickenpox, including month and year of disease.

- ☐ 1 dose of Tdap given on or after 10th birthday.
- ☐ 1 dose of meningococcal conjugate vaccine (MCV4).

Seniors only:

- ☐ 2nd dose of meningococcal conjugate vaccine (MCV4) given on or after 16th birthday.

Notice of Student Screenings

All students in grade 10, (and 9, 11, or 12th grade students who are new to the Clarksville Schools), are screened for hearing loss. Parents will be contacted only if their child fails the screening.

School Health & Medication

1. The school nurse will be available at the high school each day from 12:00 to 3:10 p.m.
2. Unless an emergency exists, no student will be admitted without a hall pass signed by a teacher. If the nurse is not on duty at that time, the student should report to the secretary in the attendance office.
3. Students will be registered in the daily record book. A student helper is not authorized to sign a pass to return to class. The attendance secretary will sign the pass if the nurse is unavailable.
4. All medication brought to school must be in its original container and taken to the main office so that it can be kept and administered under adult supervision. Parents must send written permission with all medications. This includes both prescription drugs and over-the-counter medication. Only students with doctor's permission to self-medicate (for example, asthma) may be in possession of medications. Unless student has written permission by a parent to take home, all medications left in the office will be disposed of at the end of a school year.
5. No social visiting is allowed in the nurse's office. Students who develop a pattern of visiting the nurse, therefore missing class, will be counseled and contact will be made with the home.
6. No student will be sent home without approval from the principal or his/her designee. Parents will be notified before a student is to be sent home. It is up to the parent to arrange transportation home for the ill student. Friends or relatives at school will NOT be excused to take another student home.
7. In most cases, students will not be allowed to spend more than 20 -30 minutes in the nurse's office. After that time, the student must go back to class or arrange to go home. If he/she needs to go home, arrangements should be made by the parent to have the student picked up within 30 minutes of notification. A decision will be made on these cases on an individual basis.

Media Center Guidelines

The library is open from 7:30 a.m. until 3:30 p.m. All students are encouraged to make use of the library for research, class work, and leisure reading. Books may be checked out for 15 school days. Overdue items must be returned before additional items may be checked out. Students are financially responsible for items checked out in their name. Items returned damaged will be evaluated as to whether the book can be repaired or a replacement copy is needed. The cost of the repair or replacement is the responsibility of the student. Items that have not been turned in by the last day of school will be declared lost and the cost of replacing that item will be charged to the student's account.

Cafeteria Guidelines & Procedures

Please refer to our website <http://www.clarksvilleschools.org> for information concerning our meal/charging and cafeteria policies and procedures.

Contact information is provided below:

CCSC Food services - Melissa Pixley, (812) 704-5525 or mpixley@clarksvilleschools.org

CES - Katie LaHue, (812) 282-1447, press 8 or at klahue@clarksvilleschools.org

CMS – Cathy Hart, (812) 282-8235, press 8 or at chart@clarksvilleschools.org

CHS - Ashley Stephens, (812) 282-8231, press 8 or at astephens@clarksvilleschools.org

RA - Willie Estes, (812) 258-9040, press 3 or at westes@clarksvilleschools.org

Lunch - Closed Campus

Clarksville High School has a closed campus lunch policy and no student is allowed to bring fast food into the building for lunch. Students must stay in the cafeteria or other designated area. However, students may use the library, if a library pass is obtained. Prosser students must eat lunch at Clarksville High School and must travel directly between Prosser and Clarksville.

Textbook Rental Assistance

Applications are available in the main office and online for students who may qualify for textbook rental assistance. Approval is based upon family size and income according to state and local guidelines. Parents are encouraged to apply within two weeks after the official date of student enrollment. *Students must reapply annually.* Only one application is required per family, per school district. Transfer students who received free or reduced lunches at the sending school *MUST* reapply upon enrollment at Clarksville High School. Parents will be responsible for the balance of fees after state assistance is applied.

Payment of Fees and Book Rental

Students will receive a schedule of classes at the beginning of the new school year. Each class has its own fees assessed to cover the cost of textbook rental, class fees, and consumables. The total amount due for the entire school year will vary from student to student based on his/her individual class schedule.

A billing statement itemizing these fees is available through the Infinite Campus Parent Portal three weeks after the first day of school. The total balance due must be paid to the high school treasurer in the principal's office or by debit or credit through the Infinite Campus Parent Portal no later than the Friday of the second week of February. Failure to pay the balance in full by May 1 shall result in legal action being taken to collect outstanding fees.

Student Insurance

An inexpensive student insurance plan is available to all students of Clarksville High School. While students are not required to purchase this insurance, those participating in activities of the school are encouraged to do so, or to have a comparable family insurance plan that will cover any accidents while at school. Both health and personal property insurance are the responsibility of the student and his/her parent or guardian.

Care of the Building and School Grounds

During the school day, as well as at co-curricular activities before or after school, students are expected to treat the building and its contents with care and respect. At after-school practices, meetings, and other events, students are to remain in the specific area of supervision with the sponsor or coach.

Students should never litter the building or grounds, should not cut through grassy areas, but use concrete or asphalt walkways and students should not cut through the tennis court and football areas on the way to and from school.

Any poster or pictures to be hung in the hallways must be approved by the administration. These should not be attached to painted surfaces. The sponsoring organization is responsible for the complete and immediate removal of all posters and tape after the event.

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

Areas of Student Use

Students should not go behind the counter in the principal's office or into the nurse's office without permission. The faculty workroom and restroom are off limits to students at all times.

Students should not be in the building or on the grounds of either Clarksville Middle School or Clarksville Elementary School at any time before, during, or immediately after school.

Restroom Usage

Teachers have been advised NOT to send students to the restroom during class time unless there is an emergency since this constitutes a disruption to the class routine. Students should plan to use restrooms during the passing period between classes. Students with unique medical problems supported by a physician's note and requiring more frequent use of the restroom should inform the school nurse or a member of the administrative staff so that special arrangements can be made. Student restroom passes will be tracked using their agenda books. Students who exceed the number of passes allowed in the agenda book may still use the restroom if it is an emergency, but will be required to use the restroom in the main office. The student will also have to make up the class time lost when exceeding the allowable number of passes by serving a 30-minute after school detention. **In order to ensure the schools cell phone policy is being followed, students will be required to leave their phones and other electronic devices in the classroom when using the restroom.**

Sales and Fundraising

No sales or fundraising of any type are to be conducted by any individual, group, or organization involving the school unless specifically approved by the principal. Most fund raising projects require school board approval in order to control the amount of solicitation throughout the community. Furthermore, groups may not use the name "Clarksville High School" or the names of the schools clubs or organizations without the express permission of the school administration. Students may NOT be involved in roadblocks under the auspices of Clarksville High School. The organization sponsor MUST receipt ALL financial dealings by individuals or groups involving school activities with the school treasurer in the principal's office.

Lost and Found

Students who find articles in and around school property should take them to the assistant principal's office at their earliest convenience. This includes textbooks and media center materials. A student who furnishes satisfactory proof of ownership may claim the article.

Work Permits

The state legislature has made it clear through legislation that school should remain the main priority for students who work while attending school. Legislation has been passed to give schools the authority to deny or revoke a work permit if academics suffer as a result of working. Clarksville High School may deny or revoke the work permit of any student demonstrating the following: failing grades, poor attendance, excessive tardiness to school or class, or excessive disciplinary infractions. In order to obtain a work permit, proper documentation must be submitted including a birth certificate for age verification.

Fire Drill

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

Students should be aware of the following:

- 1.) All windows and doors are to be shut.
- 2.) Walk quickly. Do not run along the evacuation route.
- 3.) There should be no talking.
- 4.) Leave books and personal items in the classroom.
- 5.) Remain outside until the "all clear" is given.
- 6.) Do not use your cell phone/electronic device as this may jeopardize the airwaves for emergency personnel.

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

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

Tornado Warning and Drill Procedures

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

- tables, and should avoid areas where there is danger of shattering glass.
8. Students and staff are instructed to not use their cell phone/electronic device as this may jeopardize the airwaves for emergency personnel.

Emergency School Closing

The decision to close school because of inclement weather or other emergencies will be made as early as possible by the superintendent or his/her designee. When conditions dictate closing school, announcement of the closing will be given to the local media and posted on the school website www.clarksvilleschools.org. Community members may also sign up on the district's website for text and/or email alerts regarding closures. Announcements affecting our school will refer specifically to "Clarksville Community School Corporation", or possibly "all schools in Clark County". State law requires that emergency days be made up before the end of the school year.

Please do not call teachers or administrators regarding the closing of school. If appropriate, coaches will contact athletes regarding the status of practices or games. If conditions improve throughout the day, athletic contests may be played even though school was not in session. These decisions will be made on an individual basis.

----- RULES and REGULATIONS -----

School Lockers

All lockers used by students, including hallway lockers, physical education lockers, and athletic lockers are the property of the School Corporation. Students may use assigned lockers to store school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purpose or an educational function, or which are forbidden by state law or school policy.

Though students are assigned individual lockers for personal use, the School Corporation retains the rights of ownership, and students have no expectation of privacy in the locker or its contents. The School Corporation may search a locker and its contents at any time.

Locker Rules

1.) USE OF LOCKERS

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

2.) CARE OF LOCKERS

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

3.) INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

Administrators may request the assistance of law enforcement authorities to inspect lockers or their contents. The reason for involving law enforcement officers may be to identify substances that may be found in lockers or to protect the health and safety of persons or property.

If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant. Otherwise, the request will be denied and request that the principal make an inspection of a locker or its contents on behalf of, or in place of, a law enforcement official will also be denied. However, the principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker contains contraband.

As a deterrent to serious drug problems, the superintendent or principal may secure the services of dogs trained in the detection of narcotics, drugs, or alcohol on school property.

School Bus Regulations

Clarksville Community Schools is providing you with the safest equipment and professional bus drivers, but understanding and following the rules also depends on you, the students and parents. SAFETY is our first consideration in the operation of a school vehicle.

WHILE WAITING FOR THE SCHOOL BUS:

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

WHILE RIDING THE BUS:

1. The driver is in complete charge of the vehicle. Please obey the driver. Driver may assign seats.
2. Please be seated immediately and remain seated while the vehicle is in motion.
3. Students will enter and exit the bus only when it comes to a complete stop.
4. Students must not extend arms, legs, or head out of the bus.
5. Students enter/exit at their bus stop only, unless written permission is given to the BUS DRIVER from parent /school office.
6. Students must not litter the bus. A trash can is located at the front of the bus.
7. Do not mar, deface or cut seats. Parent/Guardian will be responsible for the cost of any damage.
8. For safety reasons, no objects will be placed in the aisle, emergency exit, or doorway. No animals (dead or alive) or large objects (including band instruments, jam boxes) that will interfere with the seating of others will be allowed.
9. No fireworks or weapons of any kind are allowed on the bus.
10. Loud, boisterous or profane language, indecent conduct, fighting, eating, teasing, or

smoking WILL NOT BE TOLERATED. Driver must be able to hear TRAINS, EMERGENCY VEHICLES, and CAR HORNS.

11. Respect pedestrians and occupants of other vehicles. Do not shout, make obscene gestures, use profanity, or throw objects from the bus.
12. Students must not tamper with the emergency door or fire extinguisher.
13. Upon recommendation of the bus driver, school authorities can deny the privilege of riding the bus to any student who violates the rules or cannot conduct himself or herself in a courteous or responsible manner while on the bus. If the student loses his/her riding privilege, he/she will be permitted to ride the bus home that day only.
14. Violations will be reported to the principal or designee, who will determine appropriate disciplinary action and notify parents.
15. Bus drivers will not be able to conduct parents meetings during the course of driving their route. If you need to speak with a driver, call the transportation office at 812-280-5015 for arrangements. For disciplinary matters, contact the principal or assistant principal at the school.

WHILE EXITING THE BUS:

1. Students will exit the bus only when it comes to a complete stop.
2. Students are to immediately enter the school. Students are not allowed to walk around campus or the surrounding area beyond campus. Students are also not allowed to walk to nearby stores.

Use of Hall Passes

Without exception, students who are in the hallway while class is in session MUST have a current signed hall pass.

Food & Drink in the Classroom

Students may have a water bottle in class under the following conditions:

- Bottles must have a lid. This means no cups, not even cups with screw top lids.
- Bottles must be see-thru. This means clear or light in color to distinguish that the liquid is clear.
- Administration reserves the right to approve/deny water bottle types and to check contents of bottles.

Students are not allowed to any other have food and drink in the classroom. All other food and drink must be consumed in the cafeteria.

Backpacks/Bags

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

Student Driving and Parking

Driving to and from school is a privilege and not a right. Students who are licensed drivers will be allowed this privilege as long as the following guidelines are observed.

1. Students must receive a parking permit in order to drive to school.
2. Student drivers must submit a copy of their driver's license and be included in the Clarksville Random Drug Testing program.

3. Students must appropriately park cars between markings and headed in. Students should not park in the faculty parking lot behind the auditorium, in the middle school parking lot across the street, or in the parking lot at Clarksville Elementary School.
4. There should be no cruising around before or after school. Students should not loiter in or around cars at any time.
5. The parking lots should be kept free of litter.
6. The speed limit on school grounds and the street in front of the school is 10 mph. Reckless stunts or fast starts may result in a suspension of driving privileges.
7. Each student is responsible for his/her own driving as well as his/her automobile, regardless of who is driving.

Failure to comply with the above can result in loss of driving privileges and/or the cost of towing.

----- ATTENDANCE -----

Philosophy

Success in school can be directly related to regular attendance and punctuality. The responsibility for a student being present at school rests upon the student and his/her parent or guardian. Students miss important experiences when they are not in school. Absence from school is often the single greatest cause of poor academic performance and achievement.

While it is true students have the opportunity to make up the academic work missed, it is impossible to make up the total educational experience that can only be gained by being in attendance. Since the learning process is progressive in nature, each day's lesson is oftentimes built upon those class activities that took place on previous days.

The primary purpose of this attendance policy is to develop a sense of responsibility, to promote punctuality, to develop traits of good citizenship, to enhance academic achievement, and to meet state guidelines for attendance. State guidelines require that schools maintain a minimum of 95% attendance. In order to achieve this rate of attendance, students must not miss more than nine (9) days of school per semester, during the year. While the staff and administration urge regular and prompt attendance, students should not come to school when they are legitimately ill and possibly contagious.

Procedure for Reporting Absences

We encourage students' parents/legal guardians to call the attendance office at 282-8231 to report an absence on the day the student is not in school. If the absence is not reported by noon on the day the student returns to school, the absence(s) will be recorded as unexcused and the student will not be allowed to earn make up credit for schoolwork missed. Notes signed by parents will be accepted if arrangements are made with the attendance office, however, telephone calls are preferred.

Student Sign In / Sign Out

Any student wishing to leave the school building for an approved reason, such as a medical or dental appointment, **MUST SIGN OUT** in the main office before leaving. Upon returning to school, the student **MUST SIGN BACK IN**. Any student not following this procedure will be considered truant. Once a student has arrived at school and enters the building, he/she may not then once again leave the building without signing back out.

Reasons for leaving the building which are NOT approved include:

- a. running an errand for a teacher, unless specifically approved by the principal or designee;
- b. going home to pick up an assignment, project, uniform, etc.;
- c. taking a sick friend or relative home;
- d. going out to an automobile; or
- e. going home to obtain medicine. Parents and students should make every effort to schedule medical or dental appointments outside school time.

Exempt Absences

Indiana Code 20-33-2-14 et. seq. notes the following circumstances for exempt absences:

1. College visits: For a college visit absence to be considered exempt, verification, in writing, by an official at the institution must accompany the student's return to school. Students may exempt no more than three college visits their senior year and one visit, second semester only, their junior year. When visiting a college or university within the metropolitan Louisville area, only one-half day may be used.
2. Legislative page or similar honor. Verification required.
3. Service in the National Guard for no more than 10 days or serving with the Civil Air Patrol for up to 5 days. Verification required.
4. Service on a precinct election board or as a worker for a candidate or political party. Must have parental permission and student must furnish proof of performance of duties.
5. Field trips or other out-of-class school sanctioned activities. Prior approval required.
6. Required religious observances when verified in writing by the primary church official.

All other absences during a semester will count toward the chronic absenteeism limit. Any student exceeding the limit in an individual class will receive a failing grade and loss of credit for that class. Clarksville High School also retains the option of removing a student from class by schedule change or expulsion in chronic cases of absenteeism.

T.P.E.C. Program (Truancy Prevention Education Class)

Clarksville Community Schools are partnering with Clark Circuit Court No. 4, Clark County Juvenile Probation, and Clark County Juvenile Detention Alternatives in a county-wide effort to improve student attendance. Students that reach six unexcused absences, a combination of ten excused and/or unexcused absences, or eight tardies will be required to attend a Truancy Prevention Education Class (T.P.E.C). T.P.E.C. is the preliminary step to participation in the Clark County S.M.A.R.T. Program (S.M.A.R.T.—School Matriculation Assistance Review Team).

T.P.E.C. is 30 minute class that will take place on the Clarksville Community Schools campus. T.P.E.C is to be attended by both the student and guardian because both are responsible for a student's attendance. If the student is over 18 only the student needs to attend. The class will be run by a Clark County Probation Officer and will focus on why attendance is important, the CHS attendance policy, and next steps if attendance does not improve.

S.M.A.R.T. Program (School Matriculation Assistance Review Team)

The S.M.A.R.T. Program is being utilized to improve attendance of students who are not legally meeting Indiana attendance guidelines. The S.M.A.R.T. Program is a six month program that

encompasses services provided by Clark Circuit Court No. 4, Clark County Juvenile Probation, and Clark County Juvenile Detention Alternatives.

Students will be placed in the S.M.A.R.T. Program if the student and/or guardian do not attend the mandatory T.P.E.C. or if the student continues to have absences after the student and/or guardian attend T.P.E.C.

Students 18 and Over

Students 18 and over may still be required to participate in T.P.E.C., but are not eligible for the S.M.A.R.T. Program. If a student does not attend the mandatory T.P.E.C. or if the student continues to have absences after the student attends T.P.E.C., credit may be revoked and/or disciplinary action taken by the school.

Absence and Extra-Curricular Events

Students must be in attendance at school by the beginning of second period to be eligible to participate in any extracurricular activity or practice. If a student arrives later than the beginning of second period or leaves school early, the student **MUST** provide a doctor's note to the main office (via fax - if applicable to situation) prior to attending, participating, or practicing in any extra-curricular activity. This applies to attendance on a school day preceding any weekend event(s). Exceptions to this rule are:

1. College visit;
2. Death in the immediate family, as previously defined in the Student Handbook;
3. Field trip or other out-of-class school sanctioned activity.

Makeup Work Policy

Students who need to complete makeup work, due to absence, will be given *no more than* two days for every day they missed to make up the missing work. After that time, the work will be counted as late. Students must make up all tests within one week of last day of absence. Tests can be made up before, during, or after school at the teacher's discretion.

Categories of Absences

1. **EXCUSED** - Absence due to illness or medical appointment, verified by note from parent/guardian or physician. Parent phone call or note must be received before noon on the day the student returns to school; a death in the immediate family; military connected family absence related to deployment or return; or other acceptable reason that is verified by a telephone call or note from parent or guardian. Once a student reaches nine absences for the semester, absences will be unexcused without documentation from a professional office such as a doctor.
2. **UNEXCUSED** – An unexcused absence is any absence not covered under the definition of excused or exempt.

Unexcused absences 3: Documented Warning

Unexcused absences 4 - 6: Thirty (30) minutes of after school detention

Unexcused absences 7 - 9: Sixty (60) minutes of after school detention

Unexcused absences 10+: In-school suspension (ISS)

NOTE: Failure to report to assigned detention will result in additional disciplinary action.

3. **TRUANCY** – The Indiana Department of Education recommends that truancy be defined as “when a student is absent from school without the permission of parent/guardian”. Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as “a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one school year. The penalty for truancy is as follows:

1st OFFENSE

Notify parent(s) by telephone and/or mail. Student will be assigned to one day of in-school suspension.

2nd OFFENSE

Notify parent(s) and arrange conference, if needed. The student will be assigned two days of in-school suspension and he/she will be referred to the Clark County Juvenile Probation Office for excessive truancy.

3rd OFFENSE

Notify parent(s) and the probation office. The student will receive three days of in-school suspension.

4th OFFENSE

May result in out-of-school suspension and/or expulsion.

NOTE: A student may NOT make up work missed due to an absence that is considered unexcused or truant, with the exception of major exams or projects that would seriously impact a semester grade. In addition, Indiana law requires school principals to notify the BMV to invalidate the driver's license of a person under the age of 18 who has been determined to be a habitual truant. The license shall remain invalid until the individual turns 18 or the student has re-enrolled in school and is in good standing.

Absences Before / After Breaks

Any absence occurring two days prior to or after fall, holiday, or spring break will be unexcused unless properly verified with documentation from a professional office, such as a doctor.

Tardies

Students are expected to be in class on time with books and other necessary materials. A student arriving after school begins is to report to the main office for an admission slip. Students arriving more than twenty-five (25) minutes late to school will be counted unexcused for that period. It is the responsibility of the student to be on time to all classes. Students not in the classroom when the bell rings, will be counted tardy.

Students will be allowed two (2) tardies to each class per semester without penalty. When a student has accumulated two tardies to a class, the third and each subsequent tardy will be handled in the following manner:

- | | |
|----------------|---|
| Tardies 3- 5: | Thirty (30) minutes of after school detention |
| Tardies 6 - 7: | Sixty (60) minutes of after school |
| Tardies 8+ | In-school suspension (ISS) |

NOTE: Failure to report to assigned detention will result in additional disciplinary action. Additional disciplinary action may be taken by administrators, if excessive tardies are accumulated beyond what is listed above.

Chronic Absenteeism

In order to improve attendance, Clarksville limits the number of days a student may be absent during each semester to nine (9) days. Any student who exceeds the nine-day-per-semester limit could receive no credit for each class affected by the chronic absenteeism. According to I.C. 20-20-8-8 chronic absenteeism is defined as a student who has been absent for ten percent of the school year or more for any reason.

All excused absences, unexcused absences, and trancies WILL count toward the nine-day limit. Suspension absences, whether in school or out-of-school, however, WILL NOT count toward the chronic absenteeism limit.

If a student accumulates a total of five (5) absences in a semester, his/her parent/guardian will be notified by email. If no email address is on file, a letter will be sent home. On the seventh (7) and eighth (8) absence in a given semester, another email will be sent home. If no email address is on file, a letter will be mailed as a reminder of the potential loss of credit for chronic absenteeism. In addition, students reaching 8 absences in a semester (other than exempt) will lose the privilege of attending school field trips. After the ninth (9) absence in a semester, one last letter and attendance contract will be sent as a final reminder that loss of credit for chronic absenteeism may occur. A mandatory parent/guardian conference with school officials may be held or the student will be required to attend TPEC. This conference will outline the attendance policy and serve as a final reminder of loss of credit due to chronic absenteeism.

If requested by the student or the student's parent/guardian, an attendance committee can be convened to appeal the decision to revoke the student's credit. This committee will meet to listen to the appeal and render a decision based on the circumstances involved.

Transfer Students

When a student transfers to Clarksville High School after the beginning of the school year, his/her absences at the previous school will follow the student to CHS. Serious disciplinary problems will be viewed in a similar manner in transfer situations.

Perfect / Exemplary Attendance

PERFECT ATTENDANCE: The student must have attended school ALL PERIODS, EVERY DAY for the entire school year. In addition, he/she must not have been tardy more than five (5) times during the school year.

EXEMPLARY ATTENDANCE: The student may miss no more than seven periods during the school year. In addition, he/she must not have been tardy to class more than a total of ten times during the school year.

Philosophy

The foundation and success of public school education depends on the fundamental concept of self-discipline. It is self-discipline that allows individuals to function with the individual rights afforded them by our federal and state constitutions and legal codes. Certain standards of student conduct are necessary to ensure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of the students, parents, teachers, administrators, and the community.

An environment that provides equal opportunity for all and permits the teaching/learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort to help each student attain acceptable self-discipline standards.

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

Student Discipline - Due Process Law

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of Indiana Code 20-33-8, administrators and staff members may take the following actions:

1. **SUSPENSION FROM SCHOOL BY PRINCIPAL:**

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to (10) school days.

2. **EXPULSION:**

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FORS FOR SUSPENSION OR EXPULSION, I.C. 20-33-8-14(a):

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- A. on school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group (including summer school);
- B. off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function or event.

A. Student Misconduct and/or Substantial Disobedience, I.C. 20-33-8-14

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. 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 illustrative and not limited to the type of conduct prohibited by this rule:

Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

- A. 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 thereof.
- B. Setting fire to or damaging any school building or property.
- C. Prevention of, or attempting to prevent by physical act, the convening or continued functioning of
- D. any school or educational 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
- F. or any other person to conduct or participate in an educational function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of 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 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 from the student.

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 teaching 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, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

11. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug,

amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

- (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 filed annually. The written authorization must be completed 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 medicine.
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 medicine.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

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 of any kind or in any form, including e-cigarettes, and/or paraphernalia.

15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.

16. Failing to comply with directions of teacher 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 violating 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 or videos (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. Use 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, 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 hairstyle, 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. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.

27. Violating any student conduct rule the school building principal establishes and gives publication of to all students and parents in the principal's school building.

28. Violating or repeatedly violating any of the rules or standards adopted by the School Board.

B. Bullying, I.C. 20-33-8-13.5

1. This rule applies when a student is:

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

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention of bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. Possessing A Firearm or a Destructive Device, I.C. 20-33-8-16

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. any firearm muffler or firearm silencer
 - c. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - d. the frame or receiver of any weapon described above
 - e. any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - g. an antique firearm
 - h. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is
 - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore

- diameter of more than one-half inch, or
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm: suspension up to (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of expulsion, if circumstances warrant such a reduction.
 5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing a Deadly Weapon, I.C. 20-33-8-16

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a. a weapon, 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.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon; up to (10) days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity, I.C. 20-33-8-15

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

F. Legal Settlement, I.C. 20-33-8-17

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

Suspension Procedures

When a principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to (a) a written or oral statement of the charges; (b) if the student denies the charges, a summary of the evidence against the student will be presented; (c) the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situation, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent/guardian of a suspended student will be notified in writing. The notification will include dates of the suspension, description of the student's misconduct, and the action taken by the principal. Indiana law requires school principals to notify the BMV to invalidate the driver's license of a person under the age of 18 who is under expulsion, exclusion or second suspension from school for the current school year. The license shall remain invalid until the individual turns 18 or the student has re-enrolled in school and is in good standing.

Expulsion Procedures

Rules and Procedures Governing Expulsion are on file at the superintendent's office.

Detention

For less serious behavioral problems, students may be assigned to serve time in lunch or after-school detention. Reasons for a student being required to serve detention may be tardiness to class, unexcused absences, failing to serve previously assigned detentions, problems during passing time, disruptive classroom behavior, etc. Teachers may assign a student a 30-minute detention for lesser offenses, but will refer students to the administration for more severe offenses. Only the administration has the authority to assign a student to a 60-minute detention. All after-school detentions will be held in either the ISS room or cafeteria immediately following the dismissal bell. Once assigned, detentions will not be changed unless an emergency exists and administration has been notified in advance.

General guidelines for after-school detention are:

1. Be on time with books and/or other materials to read or study.
2. No eating or drinking.
3. Detention will be served in either the ISS room or cafeteria. Students are to report to the location immediately following the dismissal bell. Detention lasts for a period of 30 to 60 minutes.
4. Students are responsible for arranging their own ride home or may choose to ride the late bus.
5. If a student is late to detention, talks or sleeps during detention, does not stay for the entire time, or uses his/her electronic devices he/she will be required to serve the detention period again and the incident will be reported to administration.
6. If a student refuses or fails to serve his/her detention, he/she will receive additional disciplinary action by the administration. Habitually failing to serve will result in further consequences up to and including out-of-school suspension.

In-School Suspension – (ISS)

In-school suspension (ISS) is a method of handling serious behavioral problems. The student serving suspension will report to an assigned area for all or part of the school day. He/She will attend no classes during that period of time. Restroom and eating privileges will be regulated.

The student must take necessary books to the ISS room. He/She should request assignments from teachers before entering the suspension room. All homework, tests, or other assignments DO COUNT toward the student's grade while serving in-school suspension.

One student will not necessarily receive in-school suspension for the same offense as another if (a) he/she is a repeat offender; (b) the ISS room is already crowded; or (c) he/she is, or becomes, a supervision problem in the ISS room. Generally, in-school suspension will be used as an alternative to out-of-school suspension whenever feasible.

Out-of-School Suspension – (OSS)

Out-of-school suspension (OSS) may be used for more serious behavioral problems, for students who are repeat offenders, and for students who pose a threat to safety or to the education process. According to state law, a student may be suspended for a maximum of ten days at a time.

Students on OSS may request missed work during OSS. However, students on OSS will not receive credit for work due or missed in classes, with the exception of major tests, projects, reports, etc., which would profoundly affect semester grades. Students who are suspended out-of-school may NOT attend or participate in any school activity from the time of the inappropriate behavior resulting in suspension until the day he/she returns to school following suspension. This includes suspensions that occur before fall break, winter break, and spring break.

Students suspended from Prosser School of Technology will be suspended from the home school (Clarksville High School) as well. The same applies to Prosser when a student is suspended from Clarksville High School.

According to state law, a student's driver's license or learner's permit will be invalidated by the Indiana Bureau of Motor Vehicles for a period of 120 days on the second out-of-school suspension in a given year. The length of time the student loses his/her driver's license rights for an expulsion is 120 days, or the end of the semester during which the student returns to school, whichever is longer.

Suspension of Driving Privileges

Under I.C. 9-24-2-1 a driver's license or a learner's permit may not be issued and existing licenses may be invalidated to an individual less than eighteen years of age who meets any of the following conditions:

1. Is a habitual truant under I.C. 20-33-2-11.
 2. Is under at least a second suspension from school under I.C. 20-33-8-14 or I.C. 20-33-8-15.
 3. Is under an expulsion from school under I.C. 20-33-8-14, I.C. 20-33-8-15, or I.C. 20-33-8-16.
 4. Is considered a dropout under I.C. 20-2-28.5.
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Student Use of Cell Phones and / or Electronic Devices

Cell phones/electronic devices are not permitted during class time without the expressed permission of school faculty for the purpose of an educational activity. In order to ensure the schools cell phone policy is being followed, students will not be permitted to use their phones or other electronic devices in the hallway or other school areas during class time. *Cell phones, earbuds, and other electronic devices must be turned off and out of sight during the school day.* The exception is that students are able to use their cell phones in the cafeteria during lunch. If there is a violation of the policy the following action will occur:

1st Offense

Cell phone/electronic device will be confiscated by the staff member. The student will receive the phone at the end of the class period.

2nd offense

Cell phone/electronic device will be confiscated by the staff member and turned in to the office. The student will be able to pick the phone up at the end of the day.

3rd offense

Cell phone/electronic device will be confiscated by the staff member and turned in to the office. The phone must be picked up in the main office by a parent/guardian between the hours 7:30 AM and 3:30 PM.

School faculty may assign detentions for repeated violations. Students who refuse to give their cell phone/electronic device to a staff member when asked will automatically be referred to the office. Students who are referred to the office for refusal to comply with the directive to give a requested cell phone/electronic device to a staff member will lose cell phone/electronic device privileges for the rest of the day and a parent/guardian will need to pick up the confiscated device between 7:30 AM and 3:30 PM. Additionally, appropriate disciplinary action will be taken, including detentions and up to out-of-school suspension. The student is responsible for a cell phone/electronic device that are in their possession.

The use of camera or video options is strictly prohibited while on school property due to privacy and confidentiality legal protections. Students who are found using their camera or video options while on school property will have their cell phone/electronic device confiscated by the office and parent/guardian will need to pick up the confiscated device between 7:30 AM and 3:30 PM.

Students are responsible for their cell phones/electronic devices while on school grounds. CHS will not be held responsible for any lost or stolen cell phones/electronic devices.

SEXTING:

"Sexting" is defined as sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device. Violation of any of the information contained in this section may be considered as a ground for suspension or expulsion from school. Student cell phones have been found in a number of Indiana school districts to contain evidence of "sexual conduct" as defined above. As a result, it is important for parents and students to be aware of some of the potential legal consequences should this occur in our school system.

1. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

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

The internet and other resources available through Clarksville High School are intended for educational purposes only. Misuse will result in disciplinary action and loss of computer/internet privileges. Students must present a signed parental permission form before they will be granted access to the internet. The permission forms will be distributed to students' homes at the beginning of the school year

Student Display of Affection

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

Use of Profanity

The use of profanity, or language which is lewd, indecent, or vulgar, is prohibited. Students using unacceptable language will automatically receive detention. This includes the "general" use of this form of communication, even in the hallways. A student who repeatedly uses profanity at school will be subject to suspension and parental notification. Profanity directed toward a teacher or staff member will result in automatic suspension from classes.

Falsifying School Records or Otherwise

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

Academic Dishonesty / Plagiarism

It is against school rules to cheat on school assignments or tests or to plagiarize. Plagiarism is taking or copying the writing or ideas of another person and turning his/her work in as your own. This includes copying information from the internet. On the first offense of Academic Dishonesty/Plagiarism, the student will receive a failing grade on the assignment and/or test and will be referred to the administration for disciplinary action. Further infractions will result in a failing

grade for the semester and further disciplinary action.

Dress Requirements

At Clarksville High School, school climate is an important part of education. Student appearance is an important part of school climate. The student attire policy is intended to create a positive environment for education, help students concentrate on schoolwork, reduce discipline problems and improve school safety. To this end, the following policy has been adopted and approved by the Clarksville Board of Education.

STANDARDS:

- Selection of dress is a parental responsibility and modesty should prevail in styles of dress.
- Students shall dress appropriately for educational activities so as not to endanger their health, safety or welfare, or that of others, or cause a disruption to the educational process. The following standards will be enforced.

Pants, Skirts, Shorts, Dresses:

1. NO "short" shorts, short dresses, or mini-skirts.
2. No backless, sleeveless or strapless tops.
3. No low cut dresses.
4. No shorts, skirts, or pants that fail to conceal undergarments. No shorts, skirts or dresses that are
5. shorter than fingers length when arms are at your side (should be worn mid-thigh).
6. No pants which are baggy, torn, frayed or full of holes. Pants must be worn at the waist.
7. Pajama pants are not permitted.

Shirts, Blouses:

1. No low-cut or bare-midriff tops. No halter tops, spaghetti straps, tank tops or sleeveless shirts. No undergarments, or t-shirts meant to be undershirts, may be worn as a primary garment. Hoods on hooded shirts must be kept down at all times.
2. Clothing and accessories shall be free of writing, pictures, symbols or other insignia which are crude, vulgar, profane, obscene, libelous or sexually suggestive. Clothing and accessories that degrade any culture, religious or ethnic values, that advocate racial, ethnic or religious prejudice or discrimination or clothing that promotes sex, the use of tobacco, drugs or alcohol is prohibited.
3. Hats, caps, headgear, and bandanas are not to be worn at school and should be placed in the locker. Footwear must be worn at all times. House slippers are not allowed.
4. Any clothing, jewelry or accessories (wallet chains, spiked jewelry, hair combs) which create a safety or health concern or cause or threaten a disruption to the educational process is prohibited. Hair color, spikes and/or hoop facial piercings that are distracting to the educational learning environment are not allowed.
5. Heavy coats, sunglasses and jackets are not to be worn in the building during the day.
6. Blankets are not permitted.

Final determination of what constitutes appropriate dress shall be determined by the school administration. Exceptions may be made by the administration for special days, events or activities.

Use / Possession of Tobacco

All buildings and grounds within the Clarksville Community School Corporation are smoke-free. This policy applies to students, faculty, staff, and visitors. Therefore, possession and use of all

forms of tobacco, including e-cigarettes and paraphernalia, are prohibited before school, during lunch, after school, and at all school functions. This includes areas adjacent to school grounds. Violations of the student possession or use of tobacco policy as described above will result in the following disciplinary action:

1st OFFENSE

Student will receive two days of in-school suspension.

2nd OFFENSE:

Student will receive four days of out-of-school suspension. He/she may be required to seek permission from administration to use a restroom for the same period of time.

3rd OFFENSE:

Recommend expulsion.

NOTE: The numbers of violations or offenses are accumulated during any one given school year. All disciplinary action described above will be extended into the next school year if the violation occurs at the end of the current year.

Fighting

Fighting at Clarksville High School will NOT be tolerated and can result in up to ten days of out-of-school suspension, pending expulsion, depending on the seriousness of the altercation and the students overall discipline record. This includes areas adjacent to or close by school, and immediately before or after school, when such activity causes a disruption to the school climate. Assault and Battery cases will result in the police being called and all parties involved being transported to the Clark County Juvenile Detention Center. Out-of-school suspension will also result, as well as possible expulsion.

Drugs and Alcohol Policy

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

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

ANY STUDENT VIOLATING THIS POLICY IS SUBJECT TO THE FOLLOWING:

1. Parent will be notified and a conference will be arranged for the earliest possible time. Student could receive ten days of out-of-school suspension pending the right of the student to attend an expulsion meeting according to due process.
2. Student is barred from participation or attendance of all school-related activities until a decision is made by the expulsion examiner, should a meeting be held.
3. Expulsion charges will be initiated and an expulsion meeting will be scheduled to determine the length of the expulsion period. At the expulsion meeting a recommendation will be made by the high school principal to the expulsion examiner based on the student's overall disciplinary record and the student's willingness to seek counseling from an approved agency. Based on these factors, the penalty could be a forfeiture of rights according to Form 16A that would allow the student to remain in school on a probationary status, or expulsion from school for a period of time up to one year.
4. A report could be made to proper law enforcement authorities and to the Bureau of Motor Vehicles.

Random Drug and Alcohol Testing

The Board of School Trustees of the Clarksville Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and alcohol. Drug and alcohol abuse are a threat to the safety and health of our students, faculty, and staff. It jeopardizes the efficiency and quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of body organs, conditions that substantially inhibit a person from performing to his/her fullest natural ability, serious injuries, and death.

The Board of School Trustees encourages all students to participate in extra-curricular and co-curricular activities. The board believes the opportunity for such participation is a privilege and not a right. "Driving to School" is also a privilege and not a right. These privileges are offered to students who meet all conditions of eligibility set forth by the school or a governing body (I.H.S.A.A.). One such condition for eligibility shall be an agreement by the student and his/her parent(s) or guardian(s) to submit to testing for the use of drugs and alcohol in accordance with the Clarksville Community School Corporation Drug Testing Program.

Philosophy

This testing program is an integral component of the overall education process of Clarksville High School and Clarksville Middle School. Its purpose is not punitive in nature, but rather intended as a medical diagnostic aid in discovering possible drug and alcohol related problems.

The 'safety factor' will be the primary reason for testing students who participate in extra-curricular activities or who drive a motor vehicle to school. This group of students is taking advantage of privileges offered to them by the school. Any person from this group who is under the influence of alcohol or illegal drugs presents a real and substantial danger to his/her own health and safety as well as the health and safety of other students.

Program Goals

1. Identify a student with drugs or alcohol in their body system.
2. Provide notification to the parent/guardian of any drug or alcohol problem.
3. Educate, help, and direct students away from drug and alcohol use.

Substances being tested

1. Ethyl Alcohol
2. Amphetamines (Amphetamine & Methamphetamine)
3. Barbiturates
4. Benzodiazepines
5. Cocaine Metabolite
6. Opiates
7. Phencyclidine
8. Marijuana Metabolite (THC)
9. Propoxyphene
10. Nicotine

Testing Company

Indiana Testing, Inc.
8291 Indy Court Indianapolis, IN 46214
1-800-295-2587

Participants

1. Any student who drives a motor vehicle to school or participates in extra-curricular activities (ex: athletics, band, choir, student council) must enroll in the Clarksville Community School Corporation Random Drug Testing Program. Any student who refuses to enroll in the program will not be permitted to drive a vehicle to school or participate in extra-curricular activities.
2. Students who do not drive to school or participate in extra-curricular activities may voluntarily enroll in the Clarksville Community School Corporation Random Drug Testing Program.
3. Staff members and coaches may voluntarily enroll in the Clarksville School Corporation Random Drug Testing Program.
4. Parents/Guardians of students who do not drive or participate in extra-curricular activities may enroll their son/daughter in the random drug-testing program. The parent/guardian will determine who receives the results of the test.

Enrollment

1. Students who enroll in the random drug-testing program must read and sign the 'Consent for Random Drug Testing' form along with his/her parent/guardian. This form will be signed each school year and will be kept on file in the office of the principal.
2. All eligible students must enroll in this program by the Friday after Labor Day each school year. This includes those students who only participate in an activity in the spring or those who anticipate receiving their driver's license sometime during the school year. He/She must enroll in the drug-testing program before the deadline and be part of the testing pool for the entire year.

Selection & Notification

1. The dates of testing will be determined by the administration of Clarksville High School and Clarksville Middle School. To reduce costs, the schools will test on the same day. The dates selected will be kept confidential. The schools reserve the right to test as frequently as they like.
2. Each enrollee will be given a unique identification number assigned by the school principal or his/her designee. This person will maintain a cross listing of the

- individual and his/her identification number. These numbers will be given to the outside testing company.
3. When the administration determines a testing time, the principal or designee will inform the company to select random numbers from their pool. (The amount of numbers to select (test) will be determined by school administration). One alternate number will also be selected. This number will only be used if a problem exists with the original numbers (ex. student absence).
 4. The company will inform the principal or designee which numbers were selected. This person will then cross check the numbers with the names and identify the students who will be tested. The principal/designee will locate each individual and escort him/her to the appropriate testing site located within the school. If a student is absent, then the alternate number/name will be used.
 5. After a specimen has been received, students will be given a pass to return to class.
 6. Persons selected to be tested will have their numbers put back into the pool. A single individual could be tested each and every testing period if his/her number keeps coming up.

Testing Procedures

1. An agent from the testing company, principal, or designee will administer the test. This person will be referred to as the collection site person. The collection site person will be responsible for overseeing the collection of the urine specimens. No unauthorized personnel shall be permitted in any part of the collection site.
2. Upon arrival at the collection site, the collection site person shall request the individual to present some type of identification. If the individual does not have the proper identification, this shall be noted. If the individual refuses to take the test, they will forfeit their eligibility for athletics, extra-curricular activities, and driving to school.
3. The collection site person shall ask the individual to remove any unnecessary outer garments (coat, jacket) that might conceal items or substances that could be used to tamper with his/her urine specimen. Also, all personal belongings (purse, book, bag, etc.) must remain with outer garments. The collection site person shall note any unusual behavior or appearance.
4. The student shall be instructed to wash and dry his/her hands prior to testing. After washing/drying hands, the student shall remain in the presence of the collection site person and not have any access to water fountains, faucets, soap dispensers, or cleaning agents.
5. The student may provide his/her specimen in the privacy of a stall, or otherwise partitioned area that allows for privacy. The collection site person shall note any unusual behavior by the individual.
6. Upon receiving the specimen, the collection site person will determine that it contains 45 milliliters of urine. If there is not sufficient urine in the container, the sample is disposed and a second specimen will be collected. The student may be given reasonable amounts of water to consume.
7. If a urine sample is not provided after 60 minutes, an oral test will be administered in its place.
8. Immediately after collection, the collection site person shall measure the temperature of the specimen and conduct an inspection to determine the specimen's color and signs of contaminants. Any unusual findings from the inspection must be included in the 'Chain of Custody' form. The time from urination

to delivery of the sample for temperature measurement is critical and in no case should exceed four (4) minutes. Samples must register 91 to 99 degrees Fahrenheit or they will not be accepted. If this is the case, another specimen should be collected.

9. If it is determined by the Test Administrator that a test was tampered with or a false specimen was provided, the student will forfeit their eligibility for athletics, extra-curricular activities, and driving to school.
10. After the specimen has been provided and submitted to the collection site person, the student shall be permitted to wash his/her hands. Both the individual being tested and the collection site person should keep the specimen in view at all times prior to it being sealed and labeled. A tamper-proof seal with the initials of both the collector and donor is placed over the cap and down the sides of the bottle. The identification label on each specimen bottle should contain the date and the identification number of the student.
11. A copy of the 'Chain of Custody' form signed and dated by the collector and donor will be provided to the principal or designee. A temperature of the sample will be recorded on this form, as well as a recording of the split vials.
12. After placement of the specimen into the transport bag, the transport pouch is sealed by the collector. The urine specimen and Chain of Custody form are now ready for shipment.

Test Result Reporting Procedure

1. The testing laboratory will notify the principal or designee of a positive test result.
2. The principal will notify the student and his/her parent(s)/guardian(s) of the positive test result. The principal will inform them of the consequences as stated in the drug testing policy. The principal will also provide a list of agencies that can assist the student. If a challenge of the result is requested, then a split test may be ordered upon bottle B. The challenged test will be done at the student/parent expense.
3. The principal will also notify the head coach of the athletic team or the supervisor of the extra-curricular group of which the student belongs. The principal will inform this person of the consequences that have come about because of the positive result.
4. The parent(s)/guardian(s) of a student who was tested will be notified of the test result.

Hazing Policy

In accordance with Indiana Code 35-42-2-2, Section 2, no student shall be subjected to any form of hazing. Hazing occurs when an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletics team, grade level, activity, or organization.

Hazing includes but is not limited to:

1. Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
2. Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to unreasonable risk of physical harm.
3. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.

4. Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, and intimidating environment for the student.
5. Any activity involving any violation of federal, state, or local law or any violation of school district policies and regulations.

Health and Wellness Policy

The Clarksville Community School Corporation is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Clarksville Community School Corporation that:

1. The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
2. All students in grades PreK–12 will have opportunities, support, and encouragement to be physically active on a regular basis.
3. Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
4. Students will be provided with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. An effort will be made to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning. Schools will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. All schools in our district will participate in federal school meal programs including the School Breakfast Program and the National School Lunch Program.
6. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish links between health education and school meal programs, and with related community services.

Anti-Harassment

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex (including sexual orientation and/or transgender identity), race, color, national origin, religion, disability, or genetic information that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment) and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or

expulsion from school. Corporation employees who fail to report any incident of alleged harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

1. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
2. Filing a malicious or knowingly false report or complaint of unlawful harassment.
3. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Racial Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;
2. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
3. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not

limited to:

1. unwelcome sexual propositions, invitations, solicitations, and flirtations;
2. physical and/or sexual assault;
3. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
4. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
5. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
6. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
7. 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;
8. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
9. inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life;
10. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;
11. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Grievance Procedures for Discriminatory Violations, Interpretations, and Applications

1. For whom is the grievance procedure available?
Anyone whose civil (protected) rights may have been violated by acts or omissions within the school environment. Possible discrimination based upon age, race, color, national origin, religion, sex, and handicapping conditions including limited English proficiency may be addressed through this procedure.
2. What laws are involved?
 - a. Title VI (race, color, national origin)
 - b. Title IX (sex, discrimination)
 - c. Section 504 of the Rehabilitation Act of 1973 (handicapping condition)
 - d. Advisory Committee requirements of the State Vocational Technical Education Plan
3. Who may file a grievance of potential violation?
 - a. School corporation officers
 - b. School employees
 - c. Students
 - d. Patrons of the school
4. Who is responsible for seeing that compliance exists with all laws (compliance coordinator)?

- a. The superintendent or designee for allegations and violations of a corporate level, such as policy or practice.
5. Who is the final authority in making decisions on grievances that are properly filed (compliance officer)?

The Superintendent, Title IX and Section 504 Officer
200 Ettel Lane, Clarksville, Indiana 47129 (812) 282-7753
6. What procedures must be followed in filing a grievance?

LEVEL ONE

- a. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 on the previous page. The complaint shall stipulate the specific act or omission, the date of same, and the parties involved.
- b. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven calendar days of the receipt of the written complaint.
- c. The compliance coordinator shall render a decision within fourteen calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
- d. The complainant shall have seven calendar days to react to the decision before it becomes final.

LEVEL TWO

- a. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three calendar days of receipt.
- b. The superintendent shall review all materials and schedule a meeting within seven calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator and the superintendent. Other witnesses may be called with mutual prior notice of three calendar days.
- c. The superintendent shall make a decision within seven calendar days of final meeting of parties. The decision shall be final.

NOTES:

- a. By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowance if a request is made in writing by either party and so agreed to by both parties.
- b. If the alleged violation, interpretation, or application is of a corporate nature such as written rule, regulation, or policy the LEVEL TWO is initiated immediately.

Civility

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the School Corporation's programs.

Behavior Standards of Public Visitors

Persons coming onto school property and/or school transportation vehicles, as well as at school functions shall be under the jurisdiction of the appropriate administrator (Superintendent, assistant superintendent, Director of Transportation, Director of Curriculum and Instruction, principal, assistant principal) or his/her designee.

School employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto school property or contact employees on school business are expected to behave accordingly. Persons causing any disturbances to school programs, school activities, school meetings, and/or school Board meetings shall be requested to leave the property at once. Persons who fail to leave the premises when requested to do so by proper school authorities shall be considered to be trespassing and the police will be called. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

- 1. Cursing and use of obscenities;
- 2. Disrupting or threatening to disrupt school or office operations;
- 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 4. Verbal or written statements or gestures indicating intent to harm an individual property;
- 5. Physical attacks intended to harm an individual or substantially damage property.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the School Corporation. Individual employees are free to pursue other legal courses of action.

Search and Seizure

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student's Person and Possessions

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and

witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty- four (24) hours if possible.

Searches, pursuant to this policy, also shall be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath- test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

D. Metal Detectors

To address the School Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance the requirements of this policy's provisions for searching a Student's Person or Possessions (B. above) and administrative guideline 7440B.

E. Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

Police Questioning and Apprehension

Law enforcement officers may not remove a student from a school building for questioning while the student is properly in attendance without permission from the parent of the student, regardless of the student's age. However, the situation differs when an enforcement officer has a warrant for the student's arrest, or an order signed by the judge of the juvenile court, or the officer has informed the school official that he/she has probable cause to make an arrest. Also, when a crime has been committed on school premises, students may be questioned in the school without parent consent.

----- THE SCHOOL PROGRAM -----

Program of Studies

Students have the option of earning an Indiana Diploma with the following designations:

General, Core 40, Core 40 with Academic Honors (AHD), or Core 40 with Technical Honors (THD). 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. In addition, the Clarksville High School offers a wide selection of courses so students can choose subjects that best fit their individual needs, interests and abilities. A Curriculum Guide is available to each student during the scheduling process in an effort to assist students in planning their classes for the coming year.

Although the counseling department works hard to make students aware of the requirements for graduation, it is the responsibility of each student to be aware of his/her individual needs. This includes knowledge of courses that must be repeated due to failing grades.

Careful and accurate planning on the part of the student is very important. Students must realize that course selection is for the entire year.

Classes may not be dropped unless errors have been made. Any changes must have approval from the counselor or administrator. Adjustments can be made through the counseling office during the designated drop/add dates prior to the start of school. Any student dropping a class after the deadline may receive a W/F (withdraw/fail) for the semester grade.

College-bound students must become familiar with the requirements needed for college admission. Information regarding the diploma tracks are listed below and are available online on the CHS Counseling Office web page under diploma requirements.

Students who plan to attend college and play college sports must have their eligibility determined

before they can play either through the NCAA or NAIA Eligibility Center.. It is advised that each student talk directly with his or her high school coach or athletic director about this process. The application should be completed no later than the first semester of the senior year in high school.

Guidelines for Graduation

- **DIPLOMA:** A Clarksville High School Diploma will be awarded to a student who meets ALL of the following:
 1. state minimum graduation course requirements found in 511 IAC 6-7-6;
 2. local requirements of the Clarksville Board of School Trustees; and
 3. the Graduation Qualifying Exam requirements.
- **CERTIFICATE OF COMPLETION:** A Clarksville Certificate of Completion will be awarded to a student who meets the criteria outlined in I.C. 20-35-4-11.

INDIANA CORE40	
Effective beginning with students who enter high school in 2012-13 school year (class of 2016).	
Course and Credit Requirements	
English/ Language Arts	9 credits Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>(Courses: Integrated Math I, II, and III for 6 credits; or any Core 40 science course each year in high school.)</small>
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: Any Core 40 science courses
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness Electives*	1 credit
	6 credits <small>(College and Career Pathways credits recommended)</small>
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students (not required for students with an IEP).
* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (extending electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.
** SAT scores updated September, 2017
*** WorkKeys assessment files updated, 2018

CORE40 with Academic Honors (minimum 47 credits)

- For the **Core 40 with Academic Honors** designation, students must:
- Complete all requirements for Core 40.
 - Earn 2 additional Core 40 math credits.
 - Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
 - Earn 2 Core 40 fine arts credits.
 - Earn a grade of a "C" or better in courses that will count toward the diploma.
 - Have a grade point average of a "B" or better.
 - Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcripted college credits in dual credit courses from the approved dual credit list
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcripted college credits from the approved dual credit list.
 2. 2 credits in AP courses and corresponding AP exams.
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 560 on the evidence based reading and writing section **
 - E. Earn an ACT composite score of 26 or higher and complete writing section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors (minimum 47 credits)

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

Graduation Qualifying Exam (GQE) or Graduation Pathways

Class of 2019-2022

Students in the 2019 – 2022 graduating cohorts may satisfy this requirement for graduation in one of three ways:

- Pass the GQE (ISTEP+ grade 10 in English/Language Arts and Math)
- Qualify for a GQE waiver if unable to pass the GQE by the senior year
- Successfully complete the graduation pathways

To earn a standard high school diploma from an accredited Indiana high school, a student must satisfy all requirements established by the State Board of Education and by the local school corporation and must also satisfy the End-of-Course Assessment (ECA) criteria for students in the Class of 2017 and 2018 and the ISTEP+ 10 for students in the Class of 2019 and beyond established by the State Board of Education listed below.

- Passing both the Algebra I and English 10 End-of-Course Assessments or ISTEP+10 Mathematics and English; or
- Fulfilling the requirements for an “Evidence-Based” Waiver; or
- Fulfilling the requirement for a “Work-Readiness” Waiver

Evidence-based Waiver:

1. Take the graduation examination in each subject area in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the examination.
2. Complete remediation opportunities provided to the student by the school.
3. Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against a student's attendance rate).
4. Maintain a grade point average of “C” or better in the courses required for graduation (a total of 34 credits).
5. Satisfy local graduation requirements. Note that students with IEPs are not required to meet requirements beyond state requirements (effective 2016).
6. Obtain a written recommendation from a teacher of the student in the subject area(s) not passed. The recommendation must provide documentation that the academic standards have been met, either through other tests or classroom work, be aligned with the governing body's relevant policy and must be agreed upon by the principal.

Work Readiness Waiver:

1. Take the graduation examination in each subject area in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the examination.
2. Complete remediation opportunities provided to the student by the school.
3. Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against a student's attendance rate).
4. Maintain a grade point average of “C” or better in the courses required for graduation (a total of 34 credits).
5. Satisfy local graduation requirements. Note that students with IEPs are not required to meet requirements beyond state requirements (effective 2016).
6. Complete all of the following:
 - a. Meet the course and credit requirements for a General Diploma (including the career academic sequence);
 - b. Complete a workforce readiness assessment; and
 - c. Complete at least one industry certification from the state board's approved industry certification list.

Class of 2023 and beyond

Students in the graduating class of 2023 must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options. See the diagram below:



Indiana GRADUATION PATHWAYS

The path to graduation is not one-size-fits-all. Indiana provides many pathways for students to earn a high school diploma.

OVERVIEW

Students starting with the Class of 2023 must meet all of the following:

- 1 Credits**
- 2 Learn & Demonstrate Employability Skills**
- 3 Postsecondary-Ready Competencies**

DIPLOMA REQUIREMENTS

- 1 Credits**
Earn credits toward a diploma with designation.
 - Core 40 - minimum 40 credits
 - Academic Honors - minimum 47 credits
 - Technical Honors - minimum 47 credits
 - General
- 2 Learn & Demonstrate Employability Skills**
Produce defined outcome(s) based on experience.
Defined Outcome Options
 - Videos
 - Papers
 - Resume
 - Dual Credit
 - Certifications
 - Portfolio
 - Projects
 - Slideshows
 - Presentation
 - Five Year Goal Plan
 - Reflection of Experience
 - Letters of Recommendation
 - Letter of Employment Verification
 - Postsecondary-related Experiences
 - Co-Curricular Participation
 - Extra-Curricular Participation
 - Locally Defined Outcome
- 3 Postsecondary-Ready Competencies**
Meet at least one of these competencies.
 - **Honors Diploma**
academic or technical
 - **SAT**
reading/writing = 480, math = 530
 - **ACT**
english = 18, reading = 22, math = 22, science = 23 (2 out of 4 needed with at least one in English/Reading and one in Math/Science)
 - **ASVAB**
minimum of 31
 - **Industry Certification**
certification from approved DWD list
 - **Apprenticeship**
federally recognized
 - **CTE Concentrator**
C average or higher in at least 2 advanced HS courses in a state-approved CTE Pathway
 - **AP/IB/Dual Credit/ Cambridge International/CLEP**
C average or higher in 3 courses (1 of the 3 courses must be in core content area or all three must be part of a CTE pathway)
 - **Locally Created Pathway**
approved by SBOE
 - **Waiver**
see listed web link

TRACKING

- 1 Transcript with Completed Courses**
Project-Based Experience
Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question.
- 2 Work Toward Completion of One of the Experiences Below**
 - Service-Based Experience
Integrates academic study with service experience, reflects larger social, economic, and societal issues, and collaborative efforts between students, schools, and community partners.
 - Work-Based Experience
Activities that occur in a workplace while developing the student's skills, knowledge, and readiness for work.
- 3 Course Selection, Graduation Plan, & Testing Opportunities**

Alternative School / Correspondence Courses

Students wishing to enroll in an alternative program must receive a recommendation from the Clarksville High School principal or his/her designee prior to enrollment. Students needing to take correspondence courses to complete requirements for a diploma they cannot obtain during their regular school schedule must have the course work approved, in advance, by the Director of Counseling. Students electing to utilize correspondence courses to graduate mid-term must complete the correspondence work prior to the start of the second semester.

Homebound Instruction

When students are absent from school for only a few days, make-up work can be done by sending assignments home and having them returned for grading. Thereafter, additional assignments may be requested. This process is followed on an individual basis whenever feasible.

On rare occasions, it may be necessary for students to miss school for an extended period of time, due to physical/emotional illness that is documented by a note from a physician. When twenty (20) days or more of absences are anticipated, it may be necessary to utilize homebound instruction. Before homebound instruction can be considered, the school must receive a completed Physician's Statement - Homebound Teaching form. Homebound instruction is considered a temporary solution.

Before homebound instruction can be arranged, a conference must be held. Present at the conference should be the parent/guardian, the student (if possible), the counselor, the principal, the attendance officer, the teachers involved in the student's education, and any other appropriate individual(s).

Decisions will be made on an individual basis depending on the needs of the student, the availability of qualified teachers, and the ability of the student to perform the work required.

Prosser Career Center

Prosser Career Center is an integral part of the curriculum at Clarksville High School. The two-year program for juniors and seniors prepares the students in a technical skill area and may assist in providing immediate entrance into a particular career choice. Students participating in a Prosser program have dual enrollment in both schools by attending each program for one-half of the school day.

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

Transportation

Students attending Prosser **must** use school corporation provided transportation unless they are a cosmetology student. Cosmetology students are allowed to drive since their place of attendance is not on the main Prosser Campus. Cosmetology students will only be granted driving privileges under the following conditions:

1. The parent or legal guardian must sign the Prosser permission to drive form and return it

to Clarksville High School before the student will be allowed to drive to the vocational site.

2. The student will not be allowed to transport any other student (other than members of his/her immediate family) to or from the vocational site, unless a permission form is signed by parents of all students involved.
3. The student or his/her parent must provide proof of insurance coverage in accordance with state law.
4. The student will follow all rules related to driving and parking on campus as well as classroom attendance. Excessive tardiness will result in revocation of driving privilege as stated in the *Clarksville High School Handbook*.
5. If a student violates any of the conditions set forth in the agreement, the driving privilege will be revoked and he/she must use the corporation provided transportation to Prosser.

In this form the parent/guardian agrees to the following:

I give my permission for my son/daughter to drive or ride to and from the above named vocational program. I have read and agree to the conditions listed above. **I understand that if any one of these conditions are violated, my student will forfeit his/her driving privileges and must use the corporation provided transportation. I further agree to indemnify and hold harmless the Clarksville Community School Corporation of any liability that may arise as a result of our decision to use personal transportation.**

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

Bus transportation will be provided daily to and from Prosser. Students who drive to Prosser must have proper paperwork on file, need to obey traffic laws, and must be on time when returning to CHS. Failure to follow these rules will result in loss of driving privileges.

A.M. – Prosser Student Information:

1. A.M. Prosser students will attend Prosser from 7:55 – 10:35.
2. Students will board the bus in front of CHS and leave at 7:30 A.M., arrive at Prosser at 7:50 A.M., attend classes until 10:35, arrive back at CHS at 10:55 AM, eat during B lunch, and follow the remainder of the CHS schedule.
3. If Prosser is on a 2-hour delay and CHS is in session, students still report to CHS for afternoon classes.
4. If Prosser is closed and CHS is in session, students still report to CHS for afternoon classes.
5. If CHS is on a 2-hour delay, A.M. Prosser bus will not run, but students may attend Prosser on their own.
6. If CHS is closed and Prosser is in session, the Prosser bus will not run and students are dismissed to go home from Prosser at 10:35.

P.M. – Prosser Student Information:

1. P.M. Prosser students will attend Prosser from 11:25 – 2:00.
2. Students will eat A-lunch at CHS, board the bus in front of CHS at 11:00 A.M., leave CHS at 11:02 A.M., and arrive at Prosser at 11:20 A.M.
3. Students who are driving or riding may leave at the end of 3rd period at 10:33.
Remember that students who drive to Prosser must have proper paperwork on file in

CHS main office.

4. The bus will leave Prosser at 2:00 P.M. and arrive at CHS at 2:15 P.M. Students are dismissed upon returning to CHS.
5. If Prosser is on a 2-hour delay and CHS is in session, students will still report to Prosser as scheduled.
6. If Prosser is closed and CHS is in session, students still reports to CHS for morning classes and will be dismissed at the end of 3rd period.
7. If CHS is on a 2-hour delay, P.M. Prosser students should report to CHS for 1st period and then be released for lunch before going to Prosser.
8. If CHS is closed and Prosser is in session, students are not required to attend Prosser but may do so on their own.

BOTH A.M. & P.M. Prosser Student Information:

Other important information:

1. Before a student may **drive** and/or **transport** another student to Prosser he/she **MUST** have completed the additional driving/riding parent/guardian permission slips.
2. Before a student may **drive** to Prosser he/she **MUST** have a current parking permit. The cost is \$1.00 and the application must be filled out and submitted to Mrs. Main. A copy of the student's driver license must also be submitted.
3. Before a student may **drive** to Prosser he/she **MUST** have completed and submitted a Random Drug Testing Form.
4. Before a student may **ride** with another student to Prosser he/she **MUST** have completed the additional driving/riding parent/guardian permission slip which must be signed by **BOTH** students' (driver and rider) parents.
5. Before a student may **ride** with another student to Prosser he/she **MUST** have completed and submitted a Random Drug Testing Form.
6. If a student rides the bus to Prosser, he/she **MUST** ride the bus back to CHS.
7. If a student is suspended out-of-school (OSS) from one school, he/she is suspended from **BOTH** schools.
8. Students must attend classes at **BOTH** schools when in session to be eligible for any extra-curricular activity.
9. Any Prosser program changes **MUST** be made at Prosser. This is **NOT** done through the counseling office at CHS.
10. Once a commitment to attend Prosser has been made, student **MUST** attend for the entire school year.

Report Cards

Parents/Guardians can access student grades and attendance at any time via the Infinite Campus login quick link through the Clarksville Community School website at www.clarksvilleschools.org.

There are approximately nine weeks in each grading period. Report cards and mid-term progress reports are available through the Infinite Campus login quick link on the corporation website.

Student Records

A complete record is maintained for each pupil from his/her entrance into school through the twelfth grade. Such records pertaining to the individual pupil may be used only for the benefit, promotion, or welfare of the student according to the Family Education Rights and Privacy Act (FERPA). Provisions shall be made for including at least the following: personal and family data including certification of name and date of birth; objective test date; medical reports and shot records; elementary annual grade records; secondary semester grade records and credits earned;

attendance records; and transmittal records.

All materials in each cumulative record shall be treated as confidential. Upon the request of the parents, all tests will be translated into meaningful terms for their benefit, and emphasis will be placed upon the relationship of all known factors influencing the educational development of the student.

Individual pupil responses to tests or questionnaires administered to secure statistical group, school, or school system data useful in program improvement shall be anonymous and not made a part of the pupil's record. Under no circumstances will records of students be released to a third party without specific parental approval, with the exception of directory information supplied to approved agencies.

Mid-Year Graduation / Early Graduation

It is recognized that under certain circumstances a senior student may wish to complete his/her high school program at the end of the junior year becoming an early graduate or at the end of the seventh semester in the senior year and thus become a Mid-Year Graduate. To be granted permission for this request, a student must have passed the ISTEP+ 10 and must have maintained a 2.0 GPA. In addition, students must complete an application for mid-year or early graduation. The mid-year or early graduation applications can be obtained through the counseling office and must be submitted to the principal no later than May 15th of their JUNIOR or SOPHOMORE year. Failure to submit the application form by the deadline will eliminate the option of mid-year or early graduation.

Honor Roll

An honor roll will be announced at the end of each nine-week grading period and at the end of each semester. Students must be enrolled in a minimum of five (5) classes to qualify for honor roll. They are:

- All "A" Honor Roll - No grade lower than an A-.
- A/B Honor Roll - No grade lower than a B-.

Dual Credit Courses

Students who qualify and enroll in dual credits that are taken on the Clarksville campus and/or on the Ivy Tech campus, must adhere to the following guidelines:

- Students/Parents are responsible for the cost of all class materials (textbooks, workbooks, etc.)
- Student must earn a C- or higher in the class or Student/Parent will be responsible for reimbursing the cost of tuition to CCSC.
- Students are required to attend scheduled classes during Fall and Spring breaks.
- Students/Parents are responsible for checking the My Ivy website to track student progress in each course. Clarksville High does not have access to My Ivy or student grades for the Ivy Tech courses.

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

Honor Graduates

At the end of the eighth semester, the ten students with the highest total quality points (ranks 1-10) will be designated "Honor Graduates". All honor graduates must also receive an Academic or Technical Honors Diploma. The Valedictorian and Salutatorian of each class will be the top two

students with the highest quality points at the end of eight semesters. If there is a tie for Valedictorian, no Salutatorian will be named.

To be eligible for Valedictorian or Salutatorian, a student must have attended Clarksville High School at least four semesters. These awards will be announced at graduation with special recognition.

Weighted Grading System

The weighted grade system is used to determine class rank. Certain classes will carry extra weight in regard to quality points as they are used to determine grade point averages. The reasons for the weighted scale are as follows:

1. To reward students for enrolling in more challenging classes
2. To increase the student's preparation for college
3. To provide incentive for students to improve their class rank
4. To provide incentive for college scholarships based upon the most rigorous high school academic program.

General Information:

1. Class Rank will be determined by GPA earned in full credit courses in grades 9-12, including summer school or high school credits earned during 8th grade.

Grading Scale for Clarksville High School:

Percentage		Dual Cr/College/A.P. Courses		Regular Courses	
A	94-100	A	5.0	A	4.0
A-	90 -93	A -	4.7	A-	3.7
B+	87-89	B+	4.3	B+	3.3
B	84-86	B	4.0	B	3.0
B-	80-83	B-	3.7	B-	2.7
C+	77-79	C+	3.3	C+	2.3
C	74-76	C	3.0	C	2.0
C-	70-73	C-	2.7	C-	1.7
D+	67-69	D+	2.3	D+	1.3
D	64-66	D	2.0	D	1.0
D-	60-63	D-	1.7	D-	0.7
F	0-59	F	0	F	0

2. The following courses are weighted:
 - a.) Dual Credit or College courses
 - b.) AP English Literature and Composition
 - c.) AP Calculus
 - d.) AP Environmental Science
 - e.) Spanish 3 & 4
 - f.) French 3 & 4
 3. Semester credit is determined by a student obtaining a passing semester average, consisting of the two nine-week grades (worth 40% each) and the semester exam (worth 20%).
-

Academic Awards / Honors

Valedictorian
Salutatorian
Honor Graduate
Academic Honors Diploma
Technical Honors Diploma
All "A" Honor Roll
Student of the Month
National Honor Society
Perfect Attendance
Departmental Awards

Participation in Commencement

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

- a. fulfill all state and local requirements for graduation;
- b. participate in rehearsal;
- c. wear acceptable/required clothing;
- d. and not have any pending disciplinary issues;
- e. have all financial debts to the school paid in full.

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

Teacher Assistants

Juniors and Seniors with a 3.0 GPA or higher may apply to be a teacher assistant during one block of their schedule. To qualify for this honor, teacher assistants are subject to the following criteria:

- a. 3.0 or higher cumulative, weighted GPA
 - b. No more than 3 total absences per semester (excluding exempt absences)
 - c. No discipline issues
 - d. Must complete application form with teacher approval
 - e. Teacher may have only one aide per period
 - f. Administration has the final authority to approve or deny assistants
-

Summer School

Clarksville High School will offer summer school credit classes through Plato. Any student failing one or more semesters of any course required for graduation will be required to attend summer school. Though these courses are taught online it is mandatory for students to attend the Clarksville High School summer session.

Student Publications

The Legatus is the student yearbook, or annual, and is published each year to record the history of Clarksville High School. The General's Delivery, the school newspaper, covers those events considered newsworthy, entertaining, informative, and educational. The staff consists of students enrolled in the newspaper class.

Extra-Curricular and Club Participation

Students who represent Clarksville High School in class, club, or other elected offices, athletics, or other school-sponsored activities are expected to act as leaders and role models. Therefore, any student who develops a poor record of discipline, attendance (including tardies), or less than

acceptable academic performance, may be asked to resign his/her position.

A leadership position will be defined as any elected position for students, including class officers, homecoming court candidates, or student council officers. In order to be eligible for an elected position, a student must not have an out-of-school suspension from the previous or current semester in which the selection takes place. Any student placed on out-of-school suspension will be removed from their current elected position. Expulsion from school warrants immediate removal from elected office and renders the student ineligible to hold an elected position for the remainder of their high school attendance.

Athletics

The interscholastic program at Clarksville High School is governed by the rules of the Indiana High School Athletic Association (IHSAA) and the Mid-Southern Conference (MSC). Each student athlete will receive a copy of the Athletic Handbook containing rules and regulations governing each individual sport. For questions, contact your coach or the athletic director.

Daily attendance to school and practice is expected. Because a sound education is of ultimate importance, students must be in attendance at school by 11:00 am to be eligible to attend or participate in any extra-curricular activity or practice. If a student arrives later than 11:00 am or leaves school early, the student MUST provide a doctor's note to be eligible for attendance, participation, or practice for an extracurricular activity. This applies to attendance on a school day preceding any weekend event(s). Only exempt absences are excluded from this policy.

Agreement to Participate in P.E. and Athletics

Certain risks are inherent in participation in physical education, intramural sports, and athletics. Every attempt will be made to ensure that facilities and equipment are safe, coaches are well informed, and that students are adequately prepared and aware of risks. Parents are asked to sign an agreement to allow their sons/daughters to participate, along with a consent form for random drug testing. Additionally, parents need to understand that in the event a child is seriously injured, it may be necessary to call an ambulance. The responsibility for payment of the ambulance charge is that of the parent and not the school.

Cheerleaders

Members of these squads are selected in the preceding spring and attend camp during the summer in preparation for fall sports. Additional members may be added during the school year at the discretion of the sponsor or coach.

The Club Program

CHS maintains a co-curricular club program that provides students with the opportunity to participate in interest-centered, service-centered, and subject-centered clubs and activities.

Philosophy of the Club Program

1. The club should be of service to the school and to the community.
2. The club should have a worthy purpose.
3. The club should have a well-defined activity program.
4. The club should benefit the social development of the student.

Basic Requirements of Clubs

1. The club must have open membership for students who qualify.
2. The club must have a faculty sponsor.
3. The club should meet regularly and conduct meaningful activities.
4. Dues collected must be approved by the school administration.
5. The club must NOT collect fines of any kind.

All projects for fund raising or spending money MUST have prior approval from the school administration. There should be no requests for money making projects unless there is a specific purpose for making the money.

A list of active clubs is as follows:

Band	Key Club
Bowling	National Honor Society (NHS)
FCA / Campus Life	Spanish Club
Chorus	Student Council
French Club	Thespian Society

New clubs may be formed if interest exists, a staff member agrees to sponsor, and as long as the basic requirements stated above are met.

Extra-Curricular Activity Guidelines

Requests for interstate/international extra-curricular contests/activities exceeding 600 miles round trip must be submitted to the school principal by the sponsor for approval at least 60 days in advance of the event. The request must include a list of anticipated expenses and a plan detailing how expenses are to be met. After submission, the request will be presented to the Board of Education by the superintendent for final disposition. The school corporation shall assume no financial support for such approved activities; however, the high school principal, at his/her discretion, may provide financial support from available high school co-curricular funds.

Junior - Senior Prom

Decisions regarding the location, form of music, eligibility for attendance, etc., in connection with the prom are the responsibility of the administration, the sponsors, the junior class officers, and the junior class. Surveys may be taken among eligible participants to help determine interests, but results are not binding. School administration shall have final authority to sanction the aforementioned decisions. Any attendee not from Clarksville High School must be at least a junior in high school, no more than 20 years old, and must be pre-approved by the administration. School identification and/or a valid driver's license will be required for admittance the night of the dance.

Student Council

The main function of the Student Council is to act as a liaison between the student body and the administration. It is composed of one class officer and 10 - 15 representatives from each class. Students wishing to represent their class must apply for membership. Membership applications are accepted in March of each school year.

The principal may seek input from the Student Council throughout the year. The Student Council exemplifies the good conduct and hard work expected of all students at Clarksville High School.

Among other qualifications, members must maintain a 2.5 GPA, have no incidents of ISS or OSS on their discipline record, and maintain a satisfactory attendance rate at CHS. In order to attend Student Council events, including Homecoming, students must adhere to the attendance policy adopted for student athletes as listed under the "Athletics" section of the student handbook.

Homecoming procedures:

The student Council is responsible for conducting elections for Homecoming court, king and queen, and prince and princess. To select the court, the council will distribute ballots, by gender and class level approximately four (4) weeks prior to Homecoming. Court members are the top vote winners for each grade in each building. One male and one female from both CHS and RA per class will be on the court for grades 9-11 and vie for prince and princess. For grade 12, two boys and 2 girls from CHS and one boy and one girl from RA will be on the court and vie for king and queen. Students in grades 9-11 are only allowed to serve on Homecoming Court one time prior to their senior year. All students nominated for the court must be in good standing. Students must not have any out of school suspensions and/or attendance issues the current or prior semester. Students who are serving a suspension during homecoming proceedings will not be allowed to attend and/or participate. The votes for Homecoming court will be counted by the advisor and co-advisor of student council.

The entire student body will vote for king and queen and prince and princess. The boy and girl receiving the highest vote totals from the senior class will be king and queen. The boy and girl receiving the highest vote totals from grades 9-11 will be prince and princess. In order to preserve the secrecy of the final vote, the advisor tallies the votes and it is verified by an administrator.

The rules and policies of extra-curricular activities apply to participation on the Homecoming Court. The student must be in attendance at school by the beginning of second period to be eligible to participate. If the student arrives later than the beginning of second period or leaves school early, the student **MUST** provide a doctor's note to be eligible for participation. This also applies to attendance on a school day preceding any weekend event.

Exceptions to the rule:

1. College visit
2. Death in immediate family as previously defined in the Student Handbook
3. Field trip or other out-of-class sanctioned activity.

Holiday Tourney Queen procedures:

Student Council is responsible for selecting the Silver Creek Holiday Tourney Queen candidate to represent Clarksville High School. Senior girls must meet the following criteria in order to be eligible for selection; 3.0+ GPA, community service, good conduct/citizenship, leadership skills and character.

A list of eligible seniors will be asked to fill out a form verifying their qualifications. Returned forms will be given to the faculty, staff and administration for evaluation. The top five candidates' names will then be placed on a ballot so that the entire student body may choose Clarksville's queen candidate. Ties are broken in the same manner as Homecoming. Students who are serving a suspension during Holiday Tourney Queen proceedings will not be allowed to attend and/or participate.

National Honor Society

The Mildred Hallman Chapter of the National Honor Society is the local affiliate of a national service organization for junior and senior students who have at least a 3.300 GPA and exhibit outstanding leadership, character, and service to others. The National Honor Society is recognized as a prestigious organization with chapters active throughout the entire nation.

Academically qualified students are screened and selected by a faculty committee during the spring of each year. A "tapping" out ceremony is conducted during the school day to honor those chosen to be included into the society.

Activities of the National Honor Society are designed to serve and benefit others. Members must participate in all activities to remain eligible. The principal of the school occasionally calls upon the services of the NHS when an organization is needed to represent the school. Senior members in good standing are honored at the end of the school year by wearing the National Honor Society collar during Commencement ceremonies.

****IN THE EVENT OF ANY CONFLICT BETWEEN LANGUAGE IN THIS HANDBOOK AND A POLICY OF THE BOARD OF SCHOOL TRUSTEES, THE BOARD POLICY SHALL GOVERN.****

SCHOOL MAP

