

“The” Cascade High School

Mill Creek Community School Corporation

2017-2018 Student/Parent Handbook

Information

Administrative Staff

Mr. Jim Diagostino -- Superintendent 539-9200

Ms. Stacey Monnett -- Assistant Superintendent 539-9200

Mr. Jon Acton -- Principal ext. 711

Mr. Brant Donovan -- Assistant Principal ext. 712

Mr. Scott Stevens -- Athletic Director ext. 707

Administrative Support Staff

Mrs. Amber Creek -- Administrative Assistant ext. 700

Mrs. Jennifer Richardson -- Treasurer ext. 701

Mrs. Dawn Smyth -- Guidance Secretary ext. 702

Guidance Staff

Mrs. Marcia Bright -- Counselor class of 2019 & 2021 ext. 703

Mr. Chris DuBois -- Counselor class of 2018 & 2020 ext. 704

WHO TO CONTACT FOR ASSISTANCE

Address Changes -- Amber Creek ext. 700

Attendance -- Amber Creek ext. 700

Book Rental/Fees -- Jennifer Richardson ext. 701

Bus Pass -- Amber Creek ext. 700

Cafeteria Office – Sherry Bell ext. 206

Class Rank/GPA – Guidance ext. 702

College Information – Guidance ext. 702

Driver Education -- Dawn Smyth ext. 702

Early Dismissal -- Amber Creek ext. 700

Enrollment -- Dawn Smyth ext.702

Free/Reduced Lunch – Sherry Bell ext. 206

Graduation Requirements – Guidance ext. 702

Locker problems -- Amber Creek ext. 700

Newspaper/Yearbook -- Chase Bauer ext. 732

Nurses Office – Natalee Hessler ext. 801

Parking Permits -- Brant Donovan ext. 712

Scholarships – Guidance ext. 702

School Bus Problems -- Transportation ext. 241

Senior Activities/ Graduation – Guidance ext. 702

Transcripts -- Dawn Smyth ext.702

Work Permit -- Dawn Smyth ext. 702

Expectation of Excellence
Achievement
Attitude
Actions

Our community, including learners, educators, and families, is a team committed to providing an excellent education for all students. With this commitment comes an expectation of excellence in achievement, attitude, and actions of all students, employees, and the entire school community. We believe that this expectation will pave the way for our students to attain a level of competence to meet and exceed the challenges they will face now and in the future as they become our community's leaders of tomorrow.

Cascade High School Mission Statement

Opening minds to growth, Opening doors to success, Opening futures to possibilities

Cascade High School Vision Statement

It is the vision of 'The' Cascade High School to prepare students for college and workforce readiness in the 21st Century

Cascade High School Belief Statements

- Cascade High School is a safe, nurturing learning environment.
- Cascade High School provides access to highly qualified student-centered staff.
- Cascade High School provides curriculum and instruction aimed at allowing students to reach their academic potential.
- At Cascade High School, decisions are based on what is best for all students.
- Cascade High School provides a variety of curricular and extracurricular opportunities.
- At Cascade High School, parents are partners in the educational process.
- Cascade High School is an important part of the Mill Creek community.
- The staff and students at Cascade High School work toward continual improvement.

Traditions

School Newspaper: Collaborator

School Yearbook: Colossus

School Colors: Columbia Blue and Black

School Nickname: CADETS

School Conference: Western Indiana Conference. Members include: Brown County, Cascade, Cloverdale, Edgewood, Greencastle, Northview, North Putnam, Owen Valley, South Putnam, South Vermillion, Sullivan and West Vigo.

School Song: **We're here to sing and cheer 'neath our Hoosier sky**

For the team that's from Cascade High

We'll fight tonight; we'll win tonight, for victory is our cry,

Throughout the north, the south, the east and the west

We'll protect our fame,

No matter where we go

The folks that see us know

That Cascade is our name!

Board of School Trustees

Mr. Tim Whicker, President

Dr. Gina Boatright, Vice-President

Mrs. Melisa Branscum, Secretary

Mr. Jim Bryant, Member

Mr. Robert Kehrein, Member

Corporation Goals and Objectives

The Board of School Trustees is responsible to the people, and therefore, our overall goal is to develop a community education program that shall be a dynamic approach to individual and community improvement.

Objectives:

- Stress greater use of sharing human talents and resources.
- Stress lifelong learning and enrichment opportunity for all ages.
- Stress improved community-school relationships.
- Stress each individual's worth in society.

Visitors

Mill Creek Community School Corporation welcomes the active interest of parents and citizens in its public schools; however, since schools are a place of work and learning, parents and citizens are asked to make arrangements with the teacher prior to a visit. Parents are asked to reschedule a visit if the teacher is absent.

In an effort to promote and maintain school safety, all parents and other visitors must use the front doors of the school and report to the school office to register and to receive a visitor pass. This pass must be worn so that it is visible. All visitors must again report to the school office when leaving the building to sign out and return the pass. Student visitors are not allowed unless granted permission by the principal in advance. Anyone who is not a staff member or student of the school will be termed a "visitor."

Handbook Changes

Administrators reserve the right to make changes to the Cascade High School Student/Parent Handbook throughout the year as necessary.

Section I. General Information

Students enrolled at Cascade High School have the right to a basic education regardless of color, race, creed, sex, national origin, handicapping condition, marital status, or condition of pregnancy. This right may be taken away only for violation of established procedures.

Students have the right to freedom of speech and expression as established by the First Amendment to the Constitution of the United States, provided that speech and expression do not slander, nor create a clear and present danger, violate the rights of others, or interfere with the learning environment in the school.

Students have the right to freedom of religion as established by the First Amendment to the Constitution of the United States and defined by decisions of the United States Supreme Court.

Students have the right to freedom of assembly and petition as established by the First Amendment to the Constitution of the United States, provided that the assembly or the petition does not interfere with the learning environment in the school.

Accreditation

Cascade High School is accredited by the Indiana Department of Education. As students must meet certain requirements, so must the school maintain its standing year after year to be accredited by the above organization.

Rights of the Handicapped Student

Under the Education for all Handicapped Children Act, PL94-142, a handicapped student between the ages of 3 and 21 has the right to an appropriate education. Before a student is placed in a special or separate class, the school must insure that, to the greatest extent possible, the handicapped person is being educated in the least restrictive environment. Handicapped students may not be expelled from school until it is determined that there is no causal relationship between the student's misconduct and his/her handicap.

1. Notification of Rights under FERPA

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

- The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that

identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Mill Creek Community School Corporation to amend a record that is believed to be inaccurate or misleading. Parents should write the school principal, clearly identify the part of the record for which an amendment is requested, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll. [NOTE: FERPA requires a school corporation to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.] Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, S.W.

Washington, D.C. 20202-4605

2. Financial Responsibility

Parents/Guardians are financially responsible for technology/book rental fees and any charges the school may assess for, but not limited to, lost books, cafeteria fees, library books, extracurricular activities, fund raising and tuition. Parents/Guardians may also be responsible for all reasonable costs of the collection of this account, which may include, but not limited to, late fees, collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

3. Legal Settlement Determination IC 20-26-11-2

The legal settlement of a student is governed by the following provisions:

- (a) If the student: is less than eighteen (18) years of age; or
- (b) If the student is at least eighteen (18) years of age but is not emancipated; the legal settlement of the student is in the attendance area of the school corporation where the student's parents reside
- (c) If the student's mother and father are divorced or separated, the legal settlement of the student is the school corporation whose attendance area contains the residence of the parent with whom the student is living.
- (d) If the legal settlement of a student cannot reasonably be determined and the student is being supported by, cared for by, and living with some other individual, the legal settlement of the student is in the attendance area of that individual's residence, except where the parents of the student are able to support the student but have placed the student in the home of another individual, or allowed the student to live with another individual, primarily for the purpose of attending school in the attendance area where the other individual resides. The school may, if the facts are in dispute, condition acceptance of the student's legal settlement on the appointment of that individual as legal guardian or custodian of the student, and the date of legal settlement will be fixed to coincide with the commencement of the proceedings for the appointment of a guardian or custodian. However, if a student does not reside with the student's parents because the student's parents are unable to support the child and the child is not residing with an individual other than a parent primarily to attend a particular school, the student's legal settlement is where the student resides, and the establishment of a legal guardianship may not be required by the school. In addition, a legal guardianship or custodianship established solely to attend school in a particular school corporation does not affect the determination of the legal settlement of the student under this chapter.
- (e) If a student is married and living with a spouse, the legal settlement of that student is in the attendance area of the school corporation where the student and the student's spouse reside.
- (f) If the student's parents: are living outside the United States due to educational pursuits or a job assignment; do not maintain a permanent home in any school corporation in the United

States; and have placed the student in the home of another individual; the legal settlement of the student is in the attendance area where the other individual resides.

(g) If the student is emancipated, the legal settlement is the attendance area of the school corporation of the student's residence.

(h) If a student's legal settlement is changed after the student has begun attending school in a school corporation in any school year, the effective date of change may: at the election of: the parent; the student, if the student is at least eighteen (18) years of age; be extended until the end of that semester; or at the discretion of the school, until the end of that school year. However, that election, where a student has completed grade 11 in any school year, shall extend to the end of the following school year in grade 12.

(i) If a juvenile court has: made findings of fact concerning the legal settlement of a student and jurisdiction over the student; the legal settlement of the student is the attendance area specified as the legal settlement in the latest findings of fact issued by the juvenile court.

4. Parent and Student Responsibilities

Responsibilities of the parent include:

- a. Working with school personnel and community agencies to enforce appropriate student behavior.
- b. Caring for student's health and well being.
- c. Seeing that student attends school regularly, on time and with lessons prepared.
- d. Understanding each section in the Cascade High School Student Handbook and assure that their child knows the established standards.

Responsibilities of students include:

- a. Understanding the established standards as outlined in the Cascade High School Student Handbook and Student Code of Conduct.
- b. Demonstrating established discipline standards in the classroom, on school property, on the school bus and at school activities.
- c. Attending school regularly, attend classes on time and prepare for lessons.
- d. Demonstrating respect for the rights and feelings of other students, school personnel, and visitors or guests of the school.

Child services

The law requires all persons to report to the proper authorities in Hendricks County all cases of suspected child negligence, abuse, or sexual abuse.

Notification AHERA

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Mill Creek Community School Corporation is required to annually notify all school building employees, building occupants or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

The only AHERA related activities conducted have been the routine maintenance of building materials and the six (6) month surveillance of all building materials. In the coming years, the only planned activity is the periodic surveillance of all building materials.

Anyone having questions or wishing to see a copy of the Management Plan for all facilities should contact the Director of Transportation and Facilities.

Pest Control Policy

The Mill Creek School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The Mill Creek School Corporation will:

Provide an annual notice to parents and staff members of the corporation's pest control policy at the time of student registration (beginning of the school year), in the School Corporation newsletter and/or in the student handbook. Provide the name or position of the person to contact for information regarding pest control. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. Provide notice of planned pesticide applications to parents and employees who have requested (in writing) advance notice. Provide notice of all pesticide applications to the school nurses. Maintain written record for at least ninety days of any pesticide applications.

The Mill Creek School Corporation will provide notice at least two school days prior to the date the pesticide application is to occur to those who have made a request in writing. (This does not

include the occasional use of household type alcohol application.) The notice will include the date of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information. In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Superintendent /designee shall prepare and disseminate regulations for the implementation of this policy. Reference School Board Policy #6700.

Student Submission to Surveys/Personal Analysis

a. A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

b. Political affiliations;

c. Religious beliefs or practices;

d. Mental or psychological conditions that may embarrass the student or the student's family;

e. Sexual behavior or attitudes;

f. Illegal, antisocial, self-incriminating, or demeaning behavior;

g. Critical appraisals of other individuals with whom the student has a close family relationship;

h. Legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or

i. Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program) without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation or survey. Reference School Board Policy #5242.

It is the policy of the Mill Creek Community School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the Mill Creek Community School Corporation to harass another employee or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students or employees through conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to any employee, or when made by any student to another student when;

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student; Such conduct is engaged in by volunteers and/or non-employees over whom the School Corporation has some degree of control of their behavior while on school property.

Title IX Notification

It is the policy of the Mill Creek Community School Corporation not to discriminate on the basis of sex in its educational program, activities or employment policies as required by Title IX of the 1973 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington DC

Student Directory Information

The School Corporation has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the building principal/guidance department in writing within 20 days from the date of this notification that he or she will not permit distribution of any such information: name and address; telephone number; electronic mail address; date and place of birth; photograph; videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; honors and awards received; enrollment status (e.g., full or part-time); the most recent educational agency attended; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Student List Disclosure

The Board of School Trustees of the Mill Creek Community School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. “Student list” is defined as a list containing the names, addresses and/or e-mail addresses of any or all students currently or formerly enrolled in the School Corporation. “Commercial organization” is defined as any entity which is a for-profit organization. “Commercial organization” does not include any of the “armed forces of the United States” as defined by state law. “Commercial purpose” is defined as any activity that is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all School Corporation employees when a request for a student list is made by a commercial organization.

The Board also prohibits the disclosure of student lists to any individual or entity for political purposes. “Political purposes” is defined as influencing the election of a candidate for federal, state, legislative, local or school board office or the outcome of a public question or attempting to solicit a contribution to influence the election of a candidate for federal, state, legislative, local or school board office or the outcome of public question.

The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization or by an individual or entity for political purposes.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student’s name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student’s sophomore year in high school.

Section II. Attendance Policy

All students are expected to attend school regularly and to be on time to classes in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Regular attendance is important if students are to experience success in school. It is also important in helping students develop habits necessary for work after they leave school. A day lost in the classroom can never be retrieved. The dialogue between a teacher and the students in a classroom environment can never be effectively duplicated. Regular daily attendance is the responsibility of the parent and the student. Students are expected to comply with the Indiana State Law (IC 20-33-2-4 and IC 20-33-2-6) regarding attendance. The Indiana Code governs attendance at Cascade High School and the local policy adopted by the Board of School Trustees. The State of Indiana and Mill Creek Community Schools place

education at the top of their priorities. Accordingly, it is incumbent upon Cascade High School to use every reasonable measure to instill dutiful attendance habits in every student.

An absence will be recorded when a student is not in class. A student who misses 5 or more minutes of a class shall be considered absent for that period. Attendance will be taken **period by period**, and the teacher record book will be the official documentation of absences. All students must sign in when arriving and must sign out when departing.

Verified Absence

A verified absence is one that permits a student to make up work and receive credit; however, verified absences, even medically verified absences, are counted in the total number of absences allowed in a semester. In order to qualify for a “verified absence,” a parent or guardian must call on the day of the absence or follow the procedure as it is explained in the section entitled “Clearing an Absence.” The following are (not limited to) considered verified absences:

1. Illness: mental and/or physical illnesses of child, medical and/or dental appointments, and/or other professional appointments.
2. Maternity.
3. Military connected families (e.g. absences related to deployment and return).
4. Death in the family
5. Required religious observances and church attendance for religious instruction up to 120 minutes per week.
6. Parent accompanied higher education days determined valid by the administration
7. Emergency circumstances totally beyond the control of the student and/or the parent/guardian may be determined, at the discretion of the principal or designee, to be cause for an excused absence.

The final determination of a valid verified absence for grades 9-12 rests with the administration of Cascade High School. In accordance with Indiana Code, students providing proper pre-arranged notification to the high school office and participating in the following events are deemed attendance exceptions and students are not counted absent:

1. Service as a page or honoree in the Indiana General Assembly (IC 20-33-2-14)
2. Service on precinct election board or for political candidate or parties (IC 20-33-2-15)

3. Witness in judicial proceeding (IC 20-33-2-16)
4. Duty with Indiana National Guard or Indiana Wing of Civil Air Patrol (IC 20-33-2-17)
5. Educationally related non-classroom activity; non-classroom activity (i.e. School Sponsored Field Trips) (IC 20-33-2-17.5)

Clearing Absences

Parents or guardians of a student are to report the absence of their student by telephone no later than 10:00 a.m. on the first school day after the absence. If this deadline is not met, the absence may be permanently recorded as an unverified absence. Students whose parents have reported their absence, and then decide to come to school for part of the day, must report to the office for a pass to class.

1. It is the responsibility of the student to initiate all make-up work. Make-up work should be completed during supervised study time or at home. The timeline for make-up work will start the day the student returns to school for day-to-day assignments. Long-term assignments and projects must be submitted on the due date regardless whether the student is present or not.
2. Students must document an illness, injury, or doctor or dental appointment with a physician's statement within 48 hours of returning to school. Documentation must include time of appointment and time the appointment concluded and should be given to the main office.
3. When absent, students may access homework assignments through Canvas.
4. Parents must contact the main office for early dismissals. The administration reserves the right to ask parents to come to the office to request an early dismissal for personal reasons as it relates to their child.

Early Dismissal

When a student must leave school early for a special appointment, an "Early Dismissal" slip must be obtained from the main office. A student may only receive an "Early Dismissal" slip with proper notification from the parent by note, phone, or in person before the student is allowed to leave school grounds. All students must sign in and/or out the main office when leaving and/or arriving. If time permits, a student should attend classes before and after an appointment. To be considered a verified absence a student must bring written documentation from the appointment to the main office when returning to school.

Late Arrival

Anytime a student comes to school after 8:05 a.m. (10 minutes after the start of the school day) the student must register with the main office by signing the attendance log. When a student registers into school he/she should have either a parent's or physician's excuse note or previous parent call in. If a student has no note or prior parent phone call the student will be admitted but must provide the appropriate excuse note within 48 hours (2 school days) of the student's return to school. If a student is ill and has not seen a physician it is the responsibility of the parent to contact the school with regard to reason for absence even if the student is 18 years of age or older.

Unverified Absences

Parents of a student are to report the absence of their student by telephone to the main office no later than 10:00 a.m. on the first day after the absence. If this deadline is not met, the absence may be permanently recorded as an unverified absence. Other absences not meeting the conditions outlined under the section titled "Verified Absence" may be considered unverified. Students may not receive credit for assignments and exams for an absence that is a confirmed class cut, truancy, or unverified absence from class.

Excessive Absences Guidelines

The accumulation of eight absences of any kind in any one class per semester is considered excessive for high school students. Cooperation between school and home will be needed to correct attendance issues. The administration will contact students and parents in the event of excessive absences to determine the cause of the absences and develop a plan for improved school attendance. The administration may deem it necessary to take the following steps: Referral to the Project Attend representative, removal from class and loss of credit, suspension, expulsion.

Compulsory Attendance for Full Term; Duty of Parent

IC 20-33-2-28

It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given a child in the public schools.

Tardy Policy

Excessive tardiness is a serious matter. The school accepts the responsibility of helping develop good character habits in its students. Students who are tardy multiple times to a class during the semester will receive the following consequences: Tardies 3 and 4 – Detention, Tardies 5 and 6 – Friday School, Tardies 7 and 8 – In-School Suspension, Tardy 9 – Out-of-School Suspension.

Any further tardies would be considered habitual insubordination and more serious consequences could occur, including expulsion.

Students who are tardy to school (within 10 minutes of start time) should report directly to their assigned first period class. Students arriving 10 minutes or more into the start of the first period (or later in the day) must report to the main office to obtain an admit slip to class. This time out of class will be recorded as an absence.

Hendricks County Project Attend

Goal: Project ATTEND (Aiming Toward Truancy Elimination and Non-Attendance Decrease) is a cooperative effort between the Schools, Probation, Prosecutor, and Child And Family Services in Hendricks County, Indiana. This project will provide a partnership between the above agencies and families and other community resources to assist in increasing attendance in our schools.

GENERAL PROCEDURES:

1. When a child has accumulated two (2) unexcused absences, the school will have the parent or guardian of that child sign a Parent Attendance Contract. The school is to determine what constitutes an unexcused absence. If the school is unable to get the parent to sign the contract within 5 school days, they should contact the Hendricks County Probation Department.
2. When a child has accumulated five (5) unexcused absences, the school representative will send a letter to the parents/guardian of the child. He/She will then contact the Hendricks County Probation Department by phone or e-mail, followed by written notification, including copies of the letter sent to the parents and the Parent Attendance Contract.
3. The designated probation officer will contact the parents of the truant child, and notify them that there has been a referral made to the Probation Department. They will be informed that this is the first referral and the next one will result in their case being referred to Project ATTEND.
4. If two more unexcused absences occur, the school will send a second letter to the parents informing them that they have been referred to Project ATTEND. A second written referral is then made to the Probation Department. This referral will include: dates of all absences, copies of all written correspondence with the parents, documentation of all phone calls to parents, and copies of all doctor's notes.
5. A screening team will then meet to determine if this case should be brought before the full Project ATTEND working group. The screening team will consist of at least one authorized representative from the appropriate school, and the designated probation officer. This team may also include other interested parties from the school, child and family services, health department, etc. The purpose of this initial meeting will be to determine if this family should be

brought before the entire working group or if other action should be taken. If it is determined that it will be brought before the full working group, the screening session will then be used to develop suggestions for appropriate provisions to be included in a contract to be made with the child and his/her parents.

6. If the case is referred to the full Project ATTEND working group, the group will consist of at least the following: authorized school representative, designated probation officer, a prosecuting attorney, the parents and child involved. Other representatives may participate from child and family services, health department and any other agency that may be necessary. The Probation Officer will be responsible for organizing and running the meeting. A subpoena may be issued if it is believed that the parents and child will not attend voluntarily.

7. The Juvenile Prosecuting Attorney will address the legal consequences of failing to comply with the compulsory school attendance law to the parents and child. The school representative will again provide the conference information sheet which will include: written documentation of the days missed, letters sent to parents, phone calls made, and doctor's excuses. They will also provide other necessary school records such as academic progress, behavior reports and any other pertinent information. The Probation Officer will run the meeting and keep and disseminate the records of the meeting. This meeting will be held in the Hendricks County Courthouse.

8. The disposition possibilities include: A) an attendance agreement contract with specific actions to be taken by the parents, child, and school will be entered into by all parties. B) Referral to the Hendricks County Prosecutor for a delinquency petition to be filed against the juvenile. C) Charges filed against the parents for educational neglect.

9. If an attendance contract is made, the school, parents and child will work together to ensure compliance to the contract. The Probation Officer will help those parties in finding appropriate services if necessary and will assist the school in monitoring child and parent compliance with the contract.

10. If there is a violation of the contract the school will provide written notification to the Probation Officer. The Probation Department (along with a recommendation from the school) will then decide what action will be taken. Probable action being the filing of an informal delinquency petition against the child, or, with child and family services approval, educational neglect charges filed against the parents.

Section III. Transportation

Bus Transportation

Every student eligible for bus transportation shall have a single/regular way of traveling to and from school. In addition, every student may have an emergency way with building administrator approval. It is the policy of Mill Creek Community School Corporation not to allow transfers, changes, or alternative routes/stops.

Bus Rules and Regulations for Student Safety

Transportation by school bus is provided by the Mill Creek Community School Corporation as a privilege for students who are willing to abide by the rules as set forth by the School Corporation. School bus drivers shall have control of all school children conveyed between the homes of the children and the school, and the return trip. The school bus driver shall be responsible for discipline on the school bus, just as the teacher is in the classroom.

The following list of rules for student safety is not all-inclusive, but will serve as a general guide.

1. Students shall not stand or move from place to place while the bus is in motion.
2. Each student will be seated immediately upon entering the bus in a place that may be assigned by the driver.
3. Loud, boisterous and/or profane language or indecent conduct shall not be tolerated.
4. Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. No windows or doors will be opened or closed without the permission of the driver.
6. Students shall not enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
7. Students shall be waiting at their designated bus stops when the bus is scheduled to arrive.
8. Glass, balloons, sharp objects, reptiles or rodents shall not be allowed on school buses.

Riding a school bus to and from school is a privilege. Any student who chooses to disobey follow the rules and regulations of the Mill Creek Community School Corporation may be denied the privilege of riding the bus. Parents will be notified if this becomes necessary.

Driver's Registration and Procedures

Driving an automobile to and from school is a privilege extended to students. Students intending to drive to/from school must be in the random drug testing pool. Drivers need to be fully aware that many students are in the parking lot each day. Therefore, all safety and defensive driving practices should be practiced including yielding the right of way to students who are walking and to and from the buses as they are arriving and departing the properties. If reliable reports are received that student is practicing dangerous driving habits, the privilege of driving to school may be revoked or suspended. Student drivers should adhere to the following guidelines:

1. Be safety conscientious at all times. Drive defensively and courteously.

2. Each driver must possess a valid Indiana Operators License.
3. Student drivers must complete an auto registration form each year.
4. If it is necessary to go from the high school building to any of the other schools during the day, students must have permission.
5. **During the school day, students may not return to their cars without permission.**
6. Students are not to loiter in the parking lot.
7. Please assist in keeping the parking lot free of litter.
8. School authorities have the right to search vehicles parked on school property.
9. The school is not responsible for accidents, damage, theft or vandalism of vehicles parked on school property.
10. Be respectful of our neighbors and their property near the school.
11. Students are to have all vehicles in which they drive to school registered during the first week of school. Registration tags must be in clear view on the front windshield. Vehicles not registered or not parked in designated areas may be towed away at the owner's expense.
12. Students who violate parking restrictions are subject to disciplinary action. Driving privileges may be suspended or revoked.

Section IV. Student Activities

Bulletins, Notices, Posters and Electronic Displays

Special notices or bulletins are posted on the bulletin boards in the main hallways and other related areas of the schools. All posters placed on the bulletin boards or in any of the halls should be school related and have the approval of the administration.

Access to Electronic Media

The Board of School Trustees of the Mill Creek Community School Corporation recognizes the importance of computer education as well as access to electronic media.

Not all information accessed from the Internet is appropriate to the education of our students. All staff members, students, and students' parents/guardians are expected to sign the Access to Electronic Media Guidelines and Agreement before using the Internet. Staff members shall be responsible for supervision of student use of the Internet. From time-to-time the opportunity arises in which students have the opportunity to publish their work and/or photographs on the MCCSC Web Site or may be granted e-mail access. In order to protect the privacy of students, both students and their parents/guardians are expected to sign a permission form prior to publishing student work or photographs on the MCCSC web site or being granted e-mail access.

Guidelines and Agreement

1. All use of the corporation provided network/corporation owned hardware must be in support of education and research and consistent with the purposes of the Mill Creek Community School Corporation.
2. Any use of the network/corporation owned hardware for commercial or for-profit purposes is prohibited.
3. Downloading files from the Internet should be limited to educational programs.
4. Any use of the network/corporation owned hardware for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall protect the security of their account by not giving out usernames or passwords or allowing anyone other than the owner to use the account.
6. Users shall not intentionally seek information on, obtain copies of, or modify files or other data or passwords belonging to other users on the network/corporation owned hardware.
7. All communications and information accessible via the network/corporation owned hardware should not be assumed to be private.
8. No use of the network/corporation owned hardware shall serve to disrupt the use of the network/corporation owned hardware by others.
9. Hardware or software configurations shall not be destroyed, modified, or abused in any way.
10. Malicious use of the network/Corporation owned hardware to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
11. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network/corporation owned hardware.

12. The installation of copyrighted software for use on School Corporation computers is at the discretion of the technology director.

13. Use of the network/corporation owned hardware to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network/Corporation owned hardware is prohibited.

14. Internet access and usage shall be in accordance with the Internet Acceptable Use Policy. Reference Policy #5281.

15. From time to time, the Mill Creek Community School Corporation will make determinations on whether specific uses of the network/Corporation owned hardware are consistent with the acceptable use practice.

The Mill Creek Community School Corporation reserves the right to log Internet use and to monitor fileserver space utilization by users. The Mill Creek Community School Corporation reserves the right to temporarily/permanently remove a user account on the network to prevent further unauthorized activity. Reference Source: Mill Creek Community School Board Policy #5280

Mill Creek Community School Corporation

Responsible Use Policy

Revised 2015

The following document outlines Staff, Student and Guest responsible use agreement for use of Internet, Computer Equipment and other Technology at Mill Creek Community Schools.

Introduction

Mill Creek Community School Corporation (MCCSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for life beyond K-12 education. We are committed to helping staff and students develop progressive technology skills that will allow them to thrive.

Further, MCCSC values and is committed to providing all students, no matter their background, with access to technology. MCCSC is in the process of implementing a technology plan that will provide readily available access to technology devices for all staff and students grades K-12. We also understand that learning does not simply occur while school is in session. We strive to prepare students for environments both on and off the MCCSC campus.

This Responsible Use Policy outlines the expectations and guidelines that all users are expected to adhere to when using school technologies or when using personal devices on the school campus.

Sections

- I. Access to Electronic Media**
- II. Technologies Covered**
- III. MCCSC Google Accounts**
- IV. Digital Citizenship & 21st Century Skills**
- V. Social Media & Web 2.0 Tools**
- VI. Google Chromebooks**
- VII. Violations/Consequences**

Vision

Our vision is to make learning irresistible for students in the Mill Creek Community School Corporation. We believe that when students have a personal device in hand that the learning experience will be enhanced as students become more active participants in their learning as opposed to passive recipients of their education.

Access to Electronic Media

1. All use of the Corporation provided network/Corporation owned hardware must be in support of education and research and consistent with the purposes of the Mill Creek Community School Corporation.
2. Any use of the network/Corporation owned hardware for commercial or for-profit purposes is prohibited.
3. Downloading files from the Internet should be limited to educational programs.
4. Any use of the network/Corporation owned hardware for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall protect the security of their account by not giving out usernames or passwords or allowing anyone other than the owner to use the account.
6. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
7. Users shall not intentionally seek information on, obtain copies of, or modify files or other data or passwords belonging to other users on the network/Corporation owned hardware.
8. All communications and information accessible via the network/Corporation owned hardware should not be assumed to be private.
9. No use of the network/Corporation owned hardware shall serve to disrupt the use of the network/Corporation owned hardware by others.
10. Using an Internet filter and other technologies, Mill Creek Community Schools makes a reasonable effort to ensure students' safety and security. However, the Corporation will not be held accountable for any harm or damages that result from the use of school technologies.

11. Hardware or software configurations shall not be destroyed, modified, or abused in any way.
12. Malicious use of the network/Corporation owned hardware to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
13. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network/Corporation owned hardware.
14. The installation of copyrighted software for use on School Corporation computers is at the discretion of the Superintendent
15. Use of the network/Corporation owned hardware to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network/Corporation owned hardware is prohibited.
16. Internet access and usage shall be in accordance with the Internet Acceptable Use Policy. Reference Policy #5281.
17. From time to time, the Mill Creek Community School Corporation will make determinations on whether specific uses of the network/Corporation owned hardware are consistent with the acceptable use practice.
 - The Mill Creek Community School Corporation reserves the right to log Internet use and to monitor fileserver space utilization by users.

Technologies Covered

MCCSC may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, message boards, e-mail and more. This policy applies to privately-owned devices accessing the MCCSC network, Internet connection, and/or private networks/Internet connections while on school property. MCCSC will not be liable for communication sent via personal devices. As relevant new technologies emerge, MCCSC will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future.

MCCSC Google Accounts

All MCCSC students are provided access to Google Apps for Education (GAFE) accounts. This allows access to Google Mail, Google Drive, Google Calendar and other web related apps. The accounts are maintained and monitored by MCCSC technology staff. Access to these tools can be restricted or removed from students by staff.

Google Mail service will only be provided for students grades 5-12. Students should not send personal information; should not attempt to open files or follow links from union or untrusted origins; should use appropriate language; and should only communicate with other people as

allowed by the district policy. Parents can obtain more information regarding management of e-mail accounts by clicking [HERE](#).

Digital Citizenship & 21st Century Skills

MCCSC students should always use the Internet, network resources, and on-line sites in a courteous and respectful manner.

Students should recognize that among the valuable content on-line there is also information that is erroneous and inappropriate to use in an educational setting. Students should only use trusted sources when conducting research and other on-line activities.

MCCSC values these statements and is committed to providing students with opportunities to learn and be engaged on-line. Therefore, MCCSC teachers and staff will provide students with resources to help them make sound decisions regarding appropriate behavior and conduct on-line.

Social Media/Web 2.0 Tools

Recognizing the benefits collaboration brings to education, MCCSC may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users.

Users are expected to conduct themselves in an exemplary manner, using appropriate, safe and mindful language. Posts, chats, sharing and messaging may be monitored by staff. Users should be careful to never share personal information in on-line forum.

Please refer to the statements above regarding additional information on behavior that may result in loss of privilege.

Google Chromebooks

MCCSC provides students grades 5-12 with a Lenovo 11e Chromebook. This is the cornerstone to the two part goal of the Corporation leadership to “Make Learning Irresistible” and grant access to “24/7 Anytime Learning”. These devices are provided to students for educational purposes only. Policies and procedures have been adopted for responsibility and handling of these devices. Each building has its own version of these policies and can be accessed via the following links:

- [Mill Creek Elementary Schools](#)
- [Cascade Middle School](#)
- [Cascade High School](#)

Violations of This Policy

I, the undersigned, have read, understand, and agree to abide by the Acceptable Use Practices for the Mill Creek Community School Corporation and the Internet. Further I understand that failure to adhere to these policies could result in disciplinary issues, including;

- Suspension of network, technology or computer privileges;
- Notification to parents of behavior and/or actions;
- Detention or suspension for school-related activities;
- Employment disciplinary action; up to and including termination of employment;
- Legal action and/or prosecution

School Attending: East Elem. _____ West
Elem. _____ CMS _____ CHS _____ Grade _____

Student/Staff Name PRINTED _____

Student/Staff Signature _____ Date _____

Parent Signature (of Student) _____ Date _____

Cafeteria and Lunch

Food is served in the cafeteria in two mainlines; a la carte or plate lunch. Students may bring their own lunch. When finished eating, students are asked to carry their trays to the designated areas. Students are not allowed to leave designated areas for lunch without permission. Cascade High School does NOT have an open lunch. Failure to comply will result in truancy violations. Visitors are welcome to eat with the students in the office conference room with approval of administration. **Any visitor for lunch must complete a permission form prior to the lunch visit. Students are not allowed to leave school grounds during their lunch hour.**

Distribution of Materials

According to policies set forth by the Board of School Trustees, the distribution of materials on school property, other than those officially affiliated with the school, must be submitted to the principal for approval prior to their distribution on school premises.

Fundraising Projects

Fundraising projects must be approved by the sponsor, athletic director (for an athletic project), principal, and if necessary, the Board of School Trustees. The sale of tickets and/or merchandise for any organization/activity other than those sponsored by the school is prohibited on school property or at school sponsored events. Sponsors must turn in complete financial statements to the office one week after completion of the fundraiser.

Prom

The Junior-Senior Prom is traditionally the biggest social event of the school year for junior and senior students. Cascade High School policy states that guests may include a freshman, sophomore, junior or senior or someone who is under 21 years of age. Middle School Students are excluded from attending prom. Guests of students not attending Cascade High School must complete a visitor form and have that request approved by the high school administration in order to attend prom.

Social Probation

Students may be prohibited from attending social or extra-curricular events if social probation is deemed necessary by the administration due to poor academic performance or violation of school rules. IC 20-33-8-25

CASCADE HIGH SCHOOL

Student Athlete/Parent Athletic Handbook



2015-2016

**ALWAYS COMPETE • EXPECT VICTORY • WIN
CHAMPIONSHIPS**

ATHLETIC HANDBOOK FOR STUDENT-ATHLETES

ATHLETIC STATEMENT

This athletic handbook is designed to inform athletes and their parents or guardians of the rules, regulations and information that helped develop the tradition of competition at Cascade High School.

Participation in Cascade athletics is a privilege which carries with it varying degrees of honor, responsibility and sacrifice. Since athletic competition of Cascade teams is a privilege and not a right, those who choose to participate will be expected to follow the ***Code of Conduct*** established by the administration, and other specific coach's rules for their sport. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is becoming to their family, Mill Creek Schools and the community.

ATHLETIC PHILOSOPHY / MISSION

The philosophy of the Cascade Athletic Department is to provide the best opportunities for its student-athletes to excel in teamwork, sportsmanship, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive, memorable, and helpful to them to develop the capacity for commitment to a cause, acceptance of responsibility, and loyalty toward any chosen endeavor.

ATHLETE DEFINED

The Cascade athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, trainers and statisticians affiliated with a team. Students will be considered athletes from the time they try out for their first team until they graduate or are no longer a student at Cascade High School.

ATHLETIC PROGRAM PROFILE

Cascade supports 17 sports and cheerleading to students in grades 9-12. Cascade is a member of the Western Indiana Conference (WIC). Members of the WIC are Brown County, Cascade, Cloverdale, Edgewood, Greencastle, North Putnam, Northview, Owen Valley, South Putnam, South Vermillion, Sullivan, and West Vigo.

ATHLETIC DEPARTMENT STAFF & ADMINISTRATION

Scott Stevens
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317-539-9315 Ext. 707
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Anastasia Berkley
Athletic Trainer (Hendricks Regional Health)
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aberkley@mccsc.k12.in.us

Jon Acton
Principal
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Brant Donovan
Assistant Principal
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bdonovan@mccsc.k12.in.us

ELIGIBILITY

ACADEMIC/ATHLETIC ELIGIBILITY AT CASCADE

Student-athletes must be enrolled at Cascade and pass five full credits (IHSAA standard) with no more than 1 F each 9 week grading period in order to continue to participate as a team member. Semester-ending grades take precedence. Coaches and sponsors can check progress of students by talking with teachers, issuing periodic grade checks and checking grade cards at the end of grading periods. It is the policy of the athletic department to work closely with the academic progress of each participant. Students with failing grades will attend practices or study at the coaches' discretion during periods of academic difficulty. The ineligibility will be in effect until the next 9 week report card. At that time, eligibility will be determined.

RANDOM DRUG TESTING PROGRAM

To be eligible to participate in athletics at Cascade a student athlete must enroll in the random drug testing pool. The random drug testing policy is outlined in our student handbook. The athletic code of conduct, specifically the consequences for substance abuse violations of the code, is aligned with the random drug testing policy.

PHYSICAL EXAMINATIONS

Every student-athlete is required by Cascade and the IHSAA to have a **yearly physical examination completed and on file with the athletic office before practicing in any sport.**

Physical exams are the responsibility of the athlete and his/her parents. Exams are in effect for the next school year if taken after April 1st. Physical exams will be offered at school one evening in the month of May, date to be determined by Hendricks Regional Health.

CONCUSSION AND SUDDEN CARDIAC ARREST

In compliance with Indiana State Laws (IC-20-34-7 and IC-20-34-8) Mill Creek Community School Corporation will ask all student athletes and parents/guardians to follow the following guidelines

- All student athletes will be provided and expected/encouraged to read *Heads Up Concussion: A Fact Sheet Athletes* and *Sudden Cardiac Arrest: A Fact Sheet for Athletes*.
- All parents/guardians will be provided and expected/encouraged to read *Heads Up Concussion: A Fact Sheet for Parents* and *Sudden Cardiac Arrest: A Fact Sheet for Parents*.
- All student athletes and their parents/guardians must sign an acknowledgement form of receiving and reading the documentation mentioned above. This form must be on file with the athletic trainer.

Return to Play after Injury

- Concussion – A student athlete returning from a concussion will be expected to provide to the athletic trainer a written release from a licensed physician who has been trained in

concussion evaluation and management. The release must be on an official document from the physician's office.

- Sudden Cardiac Arrest – A student athlete who has been removed from play due to sudden cardiac arrest symptoms may not return to play until the student athlete has been evaluated and cleared by a licensed physician. The release must be on an official document from the physician's office and provided to the athletic trainer.

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

The following items are to be completed by the athlete and parent/guardian before the first practice with any team:

- Take and pass physical examination and have supporting student, parent and doctor signatures
- Meet academic eligibility requirements
- Have Hendricks Regional Health Information form signed and on file
- Have athletic transfer filed (Transfer students new to Cascade High School cannot compete in interscholastic contests until an athletic transfer is completed)
- Have handbook acknowledgment signed and on file
- Have concussion & sudden cardiac arrest acknowledgements signed and on file
- Have all other supporting documentation completed and on file

CODE OF CONDUCT

STATEMENT

The following Cascade High School rules are in accordance with the Indiana High School Athletic Association Constitution. An athlete is defined as a participant on an athletic team, cheerleaders, managers, trainers, and athletic assistants.

The Mill Creek Community School Corporation is committed to fair play, ethical behavior, and integrity - all critical elements of good sportsmanship. The values of good citizenship and high behavioral standards apply equally to all school activities, participants, and fans.

ENFORCEMENT OF THE CODE OF CONDUCT

The Principal or his/her designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. Parents/guardians and athletes are required to sign the acknowledgment, consent, injury awareness and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

Any alleged violation of the Code shall be reported first to the Principal or his/her designee and then is to be followed by an investigation by any or all of the following people...coach, sponsor, athletic director, principal or his/her designee.

THE CODE IS IN FORCE TWELVE (12) MONTHS A YEAR

EXPECTED STANDARDS OF CONDUCT FOR ATHLETES.

- No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being a true sportsman.

- All athletes will care for all equipment as though it was their own personal property. If equipment is destroyed through practice it will be replaced by the school. If equipment is lost the athlete(s) will fulfill their responsibility by paying for replacement of items(s).
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
- Athletes will not engage in negative things. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity and being disobedient are harmful to athletes and their team. Maximum effort and performance cannot be attained doing these things.
- Athletes and support students of the team must pass five credits, with no more than 1 F, each grading period to be eligible to participate in athletics. Team members should plan their time so that they devote energy to their studies to insure passing grades which represent their true abilities.
- Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Cascade and set a good example by doing what is right and good.
- Officials deserve courteous respect. All must realize that officials do not lose a game or contest. They are there for the purpose of insuring both teams a fair contest.
- Athletes should appreciate that coaches, teachers and school officials have the best interests of all athletes in mind as they equip, schedule and conduct the athletic program.
- All Cascade athletes must comply with the standards of our athletic code of conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director and or principal of Cascade High School.

ANTI-HAZING POLICY

Cascade High School is committed to providing the best learning atmosphere for our students. Hazing activities are inconsistent with our educational mission and will not be tolerated in the athletic department. The Indiana Code defines hazing as "forcing or requiring another person-(1.) With or without the consent of the other person and (2.) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury." The American Heritage Dictionary, Fourth Edition, defines hazing as: "To persecute or harass with meaningless, difficult, or humiliating tasks. To initiate by exacting humiliating performances from or playing rough practical jokes upon." The Cascade Athletic Department will not tolerate actions by athletes that recklessly or intentionally endanger the mental or physical health or safety of a student. This includes, but is not limited to, paddling, beating, branding, exposure to the elements, forced consumption of food or drink, "swirlies", forced conduct resulting in extreme embarrassment, or any other conduct which could adversely affect the mental health or dignity of another individual. Disciplinary actions will be taken against students who plan, encourage, or engage in hazing activities. Athletic department employees who permit, encourage, condone or tolerate hazing will be subject to discipline.

RULES OF CONDUCT

The following rules are specific examples of conduct that would violate the ***Code of Conduct*** set forth above. Conduct that is not covered by these specific examples but that violate the principles of the ***Code of Conduct*** is subject to disciplinary measures at the discretion of the principal or his/her designee.

RULE 1: Athletes shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, alcohol, tobacco, stimulant, depressant, anabolic steroids,

marijuana, counterfeit caffeine pills or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule). *Any of the above offenses, whether done consecutively or separately, are considered an offense.

CONSEQUENCE: First Offense

Suspension from 25% of all regular season contests for that sport he/she is able to compete. Student-athletes will be allowed to practice and attend contests in street clothes. The Carry Over Rule will be used in instances where needed.

Second Offense

Suspension from athletics for 365 calendar days from the time infraction was discovered by the administration. Student-athletes will not be allowed to practice, compete, and/or try-out for any sport that falls within the time frame that the suspension is being served.

Third Offense

Suspension from participation in athletics for the remaining time they are a student at Cascade High School.

*Carry Over Rule: The student's suspension will begin the first official day his/her practice begins. If the student commits the offense during summer break or any other time when the student is not participating in his/her sport season, the consequence will start on the first official practice day of his/her sport. Should a student be suspended from participation in the middle of the athletic season, he/she will finish out the remainder of the suspension when they participate in another sport.

RULE 2: Conduct

A student may be suspended from athletics for the use of violence, force, noise, coercion, threat, intimidation, passive resistance, or conduct constituting an interference with the athletic program. He/She may also be suspended for urging other students to engage in the above activity. Furthermore, damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possessing weapons, and failing in a substantial number of instances to comply with the directives of coaches and/or rules of the athletic program and/or school are all grounds for suspension

CONSEQUENCE: The athlete will suffer consequences at the discretion of the Athletic Department.

RULE 3: Athletes shall not be in violation of school rules such as truancy, classroom disruption, or other punishable acts.

CONSEQUENCE: The athlete will be disciplined by already-established school rules. He/she may further be dealt with within the structure of each coach's rules for their sport.

RULE 4: Specific team rules may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to the athletes by the coach of that sport. These written regulations will be on file with the Athletic Director.

ATHLETIC SEASON DEFINED

The athletic season is defined as commencing with the first practice and ending with the final event for that sport. Penalties for violations take effect immediately upon verification of any violation and will include games in succession- i.e. season schedule, tournament and state series, in order of competition.

FORFEITURE OF AWARDS

If an athlete is not in good standing at the end of the sports season that athlete will forfeit all letters and awards for that sport.

CARRY-OVER SUSPENSION

If the violation of the Code occurs in the last part of a sport and the violator cannot fulfill the terms of his/her violation in that sport the suspension does carry-over until the suspension is fulfilled. If a typically one-sport athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete that new season in good standing.

COMPLETING A SUSPENSION

When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving his/her team. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. It is the coach's discretion to excuse the athlete from attending a contest.

AWARDS

INITIAL VARSITY AWARD

Students will earn their numerals and "C" after successfully earning their first varsity letter in a sport. Students will also earn a chevron for each varsity letter they earn. Numerals, "C's", and chevrons will be purchased and provided by the athletic department.

CHAMPIONSHIP PATCHES

Individual champions or varsity team champions will be eligible to order patches for winning the conference, county, sectional, regional, semi-state or state title(s). Individuals that are awarded all-conference are eligible to order patches for this individual accomplishment as well. All championship patches will be purchased by the student-athlete.

CAPTAIN STARS

Captain stars awarded to each varsity team captain and will be provided by the athletic department.

LETTER JACKETS

Letter jackets can be purchased by the athlete or his/her family after an athlete earns his/her first varsity award. A letter jacket can be earned, and paid for by the athletic department, by an athlete accumulating 25 points or letter 4 years in a single sport. Points are earned based on level of participation.

Varsity Letter = 5 points

JV Participation = 3 points

Freshmen Participation = 1 point

CRITERIA FOR EARNING A VARSITY LETTER

Boys and Girls Basketball

- Complete the season in good standing and
- Dress in 50% of varsity games

Boys and Girls Track

- Complete the season in good standing and
- Participate in 50% of varsity meets or
- Score in the county, conference, or sectional meets

Boys and Girls Soccer

- Complete the season in good standing and
- Participate in 50% of the total varsity games played

Football

- Complete the season in good standing and
- Play in 18 varsity quarters or
- Exclusive play on special teams receives ½ quarter toward a letter award for each varsity quarter played

Boys and Girls Swimming

- Complete the season in good standing and
- Participate in county, conference, or sectional meets, or
- Score at least 1 point in 50% of all dual/tri meets

Wrestling

- Complete the season in good standing and
- Participate in 50% of the season meets/tournaments or
- Place in top three in county, conference, sectional or eight team tourney

Boys and Girls Cross Country

- Complete the season in good standing and
- Compete in 50% of all varsity meets or
- Score in the county or conference meet

Volleyball

- Complete the season in good standing and
- Participate in 50% of all varsity games played or
- Late start rule

Boys and Girls Golf

- Complete the season in good standing and
- Play in top 6 positions in at least 50% of meets or
- Score in county or conference meet.

Softball

- Complete the season in good standing and
- Participate in 50% (½) of all varsity games played or
- Late start rule

Baseball

- Complete the season in good standing and
- Participate in 50% (½) of all varsity games played or
- Late start rule

Cheerleading

- Complete the season in good standing and
- Required attendance at 90% of all scheduled events (games, practices, etc...)

Team Managers

- Complete the season in good standing and
- Must attend all practice and games, unless excused by the coach, and be responsible for duties outlined by the coach.

INJURED ATHLETES: An athlete who is injured during the season will receive points according to the athlete's status and involvement with the team before, during, and after injury.

SENIORS: Any senior who has been a part of the program for four years and has not met the above requirements may receive a letter at the coach's discretion.

LATE START RULE: In a team sport, an athlete may be promoted from the reserve team and become a starter on a regular basis on the varsity team. In such a case, the athlete may earn a varsity letter.

***Head coaches may award a varsity letter to an individual for reasons beyond the scope of this handbook with administrative approval.**

INFORMATION FOR ATHLETES AND PARENTS

ACCIDENTS/INJURIES

All accidents or injuries, home or away, are to be reported to the trainer and/or coach immediately.

ATTENDANCE (ABSENCE) SCHOOL & GAME DAY

Daily attendance to school and practice is very important and expected. A Student-athlete must attend the last four class periods of the school day in order to participate in his/her athletic event or practice. When the absence occurs on a Friday, the student-athlete is ineligible to participate until the following Monday. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor) must be approved through the principal's office and/or athletic office.

CHANGING A SPORT

If an athlete is cut from a team at the start of a season, he/she may join another team or program in that sport season. An athlete cannot quit one sport to join another sport until the original sport is no longer competing. Athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches and the athletic director. If an athlete is removed from a team for any reason (i.e. quitting, rule violation, grades, etc.), that athlete will not be allowed to participate in any practice, conditioning program, or weight room activity until completion of competition for that sport he/she was removed. If the athlete wishes to appeal, a written appeal must be submitted to the athletic director.

COMMUNICATION

As an athlete involved in your choice of sports at Cascade you will experience rewarding moments and times when things do not go the way you wish. At these times your best choice is to express directly to the coach your concerns. It is always appropriate for the athlete to discuss position, consideration for future play, treatment, behavior and ways to improve. Also, it is important for each athlete to inform his/her parent(s) that they are encouraged to discuss treatment,

improvement and behavior with the coach. However, it is never appropriate for athletes or parents to discuss other student-athletes with the coach.

The Cascade Athletic Department suggests that you go through the following steps when you have a concern.

1. The athlete should address the problem with the coach one on one.
2. If the problem is not resolved, the parent should contact the coach.
3. If the problem still exists, contact the athletic director and set up a meeting with him privately or with the coach present.
4. It is always the prerogative of the parent to contact the principal, if the issue is still a problem after meeting with the athletic director and the coach.

DRESS

Coaches may ask their players to dress according to team rules.

DUAL SPORTS

All students at Cascade are encouraged to participate in a wide range of school-sponsored activities. Students should examine carefully the time commitment and schedules of activities to avoid major conflicts that would result in a negative impact on others or themselves by participation.

The athlete is required to fill out a dual sport form and inform both sport coaches of his/her desire to participate in dual sports by the first day of try-outs/practice. Failure to comply with this guideline will result in not being allowed to participate in dual sports for that season. After informing both coaches, the coaches and athletic director will meet to discuss the reasonableness of the dual sport request and schedule the student athlete. The decisions of this meeting will take precedence unless at a later date both coaches agree to amend the schedule. If after reviewing the schedule, the student athlete decides to reconsider and participate in only one activity, he/she must inform both coaches within a week of the beginning of the latest season

The following priority list shall be used in determining an appropriate resolution to a schedule conflict:

1. State level competition including travel time
2. Qualifying events to state and national school-sponsored activities
3. Level of activity (Varsity, JV, Freshman)
4. Conference tournaments and events
5. County tournaments and events
6. If a direct conflict cannot be resolved through the above, then the importance a student's participation in the group's performance will be considered

No penalty shall be assessed to the student participant if he/she properly communicates the conflict to all parties. All decisions will be adhered to; however, if any unusual circumstances do occur at a later date, the student may request a change in the decision by filing his/her request in writing to the athletic director no later than 10 days prior to the scheduled conflict.

Conflicts with non-school related activities should be resolved between the student and the activity sponsor or instructor. It is understood that such conflicts are not generally excused and penalties may be assessed.

EQUIPMENT

All athletes will care for all equipment as though it were their own personal property. If equipment is destroyed through practice it will be replaced by the school. If equipment is lost or stolen, the athlete(s) will fulfill their responsibility by paying for replacement of item(s). Remember that stealing or wearing stolen equipment is a violation of the Code of Conduct and punishable by suspension from athletics. Equipment may not be worn during the school day, at home or on the streets without approval of the coach of that sport.

ALL ISSUED EQUIPMENT AND UNIFORMS REMAIN THE PROPERTY OF CASCADE AND MUST BE RETURNED AT THE CONCLUSION OF THE SEASON. ANY MISSING ITEMS WILL BE CHARGED TO THE STUDENT-ATHLETE.

IHSAA INDIVIDUAL ELIGIBILITY RULES (Grades 9 through 12)

ATTENTION ATHLETE: TO BE ELIGIBLE TO REPRESENT CASCADE IN INTERSCHOOL ATHLETICS YOU:

- 1) Must be a bona fide student in good standing; must be enrolled not later than the 15th day of the current semester.
- 2) Must have completed 10 separate days of organized practice in one sport under the direct supervision of the high school coaching staff.
- 3) Must have received passing grades in at least five full credit subjects, with no more than 1 F during your last grading period and must be currently enrolled in at least five full credit subjects.
- 4) Must not have reached your 20th birthday prior to or on the scheduled date of the IHSAA state finals in a sport.
- 5) Must have been enrolled in your present high school last semester or at Cascade Middle School.
- 6) Must not have been enrolled in more than eight consecutive semesters beginning in grade 9.
- 7) Must be an amateur (have not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract.)
- 8) Must have had physical exam between April 1st and your first practice.
- 9) Must not have transferred from one school to another for athletic reasons as a result of undue influence by any person or group.
- 10) Must not have received any award from your athletic ability not approved by your principal or IHSAA.
- 11) Must not accept awards in the form of merchandise, meals, cash, etc.
- 12) Must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than your school team.
- 13) Must not reflect discredit upon your school.
- 14) Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in that sport.
- 15) Must, if absent 5 or more days due to illness or injury, present written verification from a physician stating you may participate again.
- 16) Must not participate in camps, clinics or schools during the IHSAA authorized contest season.
- 17) Girls shall not be permitted to participate in an IHSAA tournament program for boys where an IHSAA tournament program is offered for girls in that sport.

PRACTICES (REGULAR, VACATION, SCHOOL CLOSING)

All team members are expected to attend all practices. Practice scheduled during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practice during a school closing time (snow, etc.) is not permitted.

QUITTING A TEAM

An athlete cannot quit one sport to join another sport until the original sport is no longer competing. Athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches and the athletic director. If an athlete is removed from a team for any reason (i.e. quitting, rule violation, grades, etc.), that athlete will not be allowed to participate in any practice, conditioning program, or weight room activity until completion of competition for that sport he/she was removed. If the athlete wishes to appeal, a written appeal must be submitted to the athletic director.

TEAM CUTTING POLICIES

Coaches of the 17 varsity sports and Cheerleading at Cascade have their own policy on how they will choose their teams. In some sports "cutting" a team down to a manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team anytime during a season.

TRAINER

Hendricks Regional Health provides athletic training services for Cascade High School. The trainer is on campus for all high school practices and home events. The trainer also travels with many varsity teams.

TRAINING ROOM

Student-athletes are not permitted in this room without adult supervision. Training rooms are for treatment and rehabilitation. Space is limited, therefore only athletes needing treatment are allowed in these rooms.

WEATHER

If the Mill Creek Community School Corporation is on a delay, all morning practices are canceled. If school is closed or we have an early dismissal, all afternoon and evening practices and games will be canceled unless the Superintendent makes an exception.

WEIGHT ROOM

The weight room is available for use by teams before and after school. No student shall use the weight room without adult supervision or without having a physical exam on file in the athletic office. Coaches should consult with the strength coach on the approved core workout for all athletes.

CELL PHONES & SOCIAL NETWORKING SITES

1. Cell phones and cameras may not be used inside a locker room for any purpose. This means no texting, no calling and obviously no pictures. The use of cell phones, regardless if it has a built-in camera or not, is not permitted in the locker room at any time. NO EXCEPTIONS TO THE RULE. This rule applies to all players, managers and coaches (coaches may use a cell phone in their office, not the locker room). A violation of this rule will result in immediate penalty, which could include dismissal from the team. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution. Should an athlete receive a call or text while he/she is in the locker room, he/she should take the phone (still in backpack, book bag, gym bag, etc.) out to the hall or outside

the building before use. CAMERAS AND PHONES MAY NOT BE IN USE OR OUT IN VIEW IN THE LOCKER ROOM FOR ANY REASON.

2. SOCIAL NETWORKING SITES: Student-athletes are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. Twitter, Facebook, Vine, Snapchat, Instagram, You Tube, etc...). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program and the Mill Creek Community School Corporation. Texting, tweeting and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and conduct unbecoming of a Cascade student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, will be considered in violation and subject to athletic discipline which could include suspension or dismissal from the program. Length of suspension will be determined by the athletic director with coach's involvement.

CONSENT FORM: Cascade Athletic Department

This consent form is valid for the following school year, if signed after May 1st.

STUDENT CERTIFICATION FOR ATHLETIC PARTICIPATION I hereby certify that I have read the Cascade Athletic Handbook and understand the eligibility and conduct guidelines as printed. I also understand the risks involved in athletic participation. To the best of my knowledge, I have suffered no injury or illness in the past that would hinder my participation in athletics at Cascade High School.

Signature: _____ Date: _____

Printed : _____ Grade: _____

PARENT/GUARDIAN CONSENT FORM (to be completed by parent or legal guardian; where divorce or separation, parent with legal custody must sign)

- A. In accordance with the rules of the IHSAA and Cascade High School, I hereby consent for the above student to participate in all athletics at Cascade High School.
- B. I understand that participation may necessitate an early dismissal from classes. I also understand that travel is necessary and an accident causing injury is a possibility.
- C. I know of and acknowledge that my son/daughter knows of the risks involved in athletic participation, understands that serious injury and even death may be possible in such participation, and chooses to accept any and all responsibility for his/her safety and welfare while participating in athletics. With full understanding of the risks involved, I release and hold harmless my school, the schools involved, and the IHSAA of any and all responsibility and liability for any injury or claim resulting from such athletic participation. I agree to take no legal action against the IHSAA or my school because of any accident or mishap involving the athletic participation of my son/daughter.
- D. As a parent and/or guardian of the above student I have read the Cascade Athletic Handbook and discussed it with my son/daughter. I understand the Code of Conduct and realize it applies year-round. I also realize that my son/daughter is subject to disciplinary measures should he/she violate the rules of the Code of Conduct.
- E. I authorize Cascade High School to investigate and obtain information from police agencies, the probation department, or any other source regarding events leading up to an arrest or filing of charges for an act which would be in violation of any of the rules and regulations as stated in Cascade's Athletic Handbook.
- F. As the parent or legal guardian for the Student listed above, I do hereby consent to the Student receiving athletic training services from Hendricks Regional Health. I understand that during the course of these services certain health information related to student's athletic training services may be used and/or disclosed for treatment, payment or healthcare operations purposes, or as otherwise required by law. I further consent to certain health information being disclosed to school personnel, including but not limited to, coaches, school administration, and/or staff, as necessary as well as the team physician and/or treating physician.
- G. Absent the fault or negligence of Cascade agents or employees causing injury or harm to my child, I will not hold Cascade or its personnel liable or responsible for payment of any claims arising from an incident or accident occurring in connection with my child's participation in athletics.

I HAVE READ THE ABOVE CAREFULLY

Parent/Guardian Signature: _____ Date: _____

Printed: _____

Section V. Emergencies

Tornado Warnings -- Transportation of Students

Students may be kept at school at bus departure times if weather conditions warrant. If time permits, drivers will drive to the nearest school and unload students into the building. If it is impossible to avoid a tornado, bus drivers should evacuate the bus and direct the students to lie flat in a low area, face down, with hands covering their heads.

School Closings and Delays

Should it be necessary to close school, delay the opening of school, or dismiss students early, information will be broadcast on local TV channels and radio stations as well as school social media feeds. Information is supplied to these stations as soon as possible (usually by 6:00 a.m. if school will be closed for the day or if the opening of school will be delayed).

Parents may call the School Closing Hotline for current weather related school information - 539-9230. The information will also be posted on the school corporation's website www.mccsc.k12.in.us.

Please do not call the school, your child's teacher, or other school personnel for this information. These phone lines must be kept open for further information and developments.

Emergency Preparedness

Public schools are required by law to have periodic fire drills. Students are instructed on how to leave every room in which a class is held. Each teacher will go over the fire drill plan carefully with students and explain how to exit.

Disaster drills will be conducted twice during each semester. Full instructions will be given at the time of the practice. It is against the law to pull a fire alarm other than at the time of a fire. It is also against the law to call 911 other than at the time of an emergency.

Safe Schools

The Mill Creek Community School Corporation believes that the safety and security of students and staff is a major priority. Maintaining safe schools requires the collaborative effort of the Board of School Trustees, administrators, teachers, students, parents, and the community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure the welfare of students and staff.

As used in this statement, safe schools refers to weather-related items, utility emergencies, catastrophic occurrences, and criminal activities including but not limited to: physical aggression, hostile behavior, or possession of weapons. These behaviors will not be tolerated, and anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the student handbook, the Indiana Code, and civil and criminal law.

Hazardous Material Spill

The building administrator/superintendent shall contact the director of transportation to arrange for transport of the students to their homes or a predetermined shelter location. Parents will be notified of the evacuation through the news media. The notification will include a request to parents NOT to drive to school to pick up their children, if this is not the students' usual mode of transportation.

Fire/Extended Fire Drill/Building Security Check

In the event of a fire or inclement weather during an extended fire drill or building security check the building administrator will request the superintendent to contact the director of transportation and direct those services to transport students to their homes or to a predetermined temporary shelter location.

Section VI. Code of Student Conduct

Student Discipline Code Philosophy

A Code of Student Conduct as recommended by Indiana Law and the Board of School Trustees of the Mill Creek Community School Corporation is presented in this handbook. The handbook provides for the recognition of responsibilities of the students in respect to the rights of others and in respect to the obligation of the school to provide the order necessary for meaningful and effective instruction and learning. The Student/Parent Handbook is provided to students and their parents so they may fully understand their responsibilities. The primary function of the school is to provide educational opportunities for all students. Education cannot take place unless there is an atmosphere of order and discipline necessary for effective learning. Order and discipline may be described as the absence of distractions for effective learning and teaching. The educational purpose of the school is accomplished best in a learning climate in which the rights and responsibilities of every individual are known and respected. Implicit in these rights and opportunities is the responsibility of respecting the rights of others. The Code of Student Conduct is in force while the student is traveling to and from school including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other activities where appropriate school officials have jurisdiction over students. In most instances, it is the goal of the staff to work through discipline issues with the student and the teacher. Teachers will work collaboratively with parents and students to administer appropriate disciplinary actions that will both enforce and educate students regarding appropriate behaviors in their classes. There may be,

in some instances, disciplinary actions that are either severe enough or after intervention attempts become necessary for an office referral.

Dress Guidelines

Students are expected to wear their clothing and to manage their appearance in a manner which does not disrupt the educational setting, interfere with health or safety, or promote vulgarity during the school day and at school functions that may or not be on school grounds. No policy can address all situations, but the following guidelines are to be followed:

- All pants are to be worn at the waist. No sagging pants are to be worn. Students are not to wear pants with holes above the knees with skin showing.
- All students must wear some kind of soled footwear. (House slippers are not appropriate)
- Shorts and mini-skirts may be worn provided that they are at least the length of the fingertips when arms are extended at normal length. Bike shorts and spandex are also prohibited.
- Clothes with revealing necklines or which expose any portion of the mid-section or back are not allowed. No skin should be visible around the waistline.
- Hats, hoods, scarves, bandanas, gloves, and sunglasses are inappropriate and cannot be worn. These items must be removed prior to first period class. Hats must be placed in the locker prior to first period class. Tops with hoods are allowed, but hoods must remain off a student's head at all times.
- All coats, with the exception of letter jackets or other school affiliated organizations, must be placed in the student's locker from the moment of entry into the building and remain in the locker until the end of the school day.
- Clothing displaying any kind of alcohol, drug, tobacco, sexual messages, or promoting violence or other message that may be offensive to others is not permitted. (School officials will make final decisions.)
- No wallet chains or chains of extended length can be worn. No leather or dog collars around necks
- Studded bracelets and belts with abnormal metal objects that may be used as weapons are considered inappropriate. Any jewelry with the potential to disrupt the educational process or endanger the safety of others must be removed at the request of the administration.
- Tattoos that display inappropriate language and/or art that depicts alcohol, drugs, gangs or other similar type of symbolization are not allowed and must be covered.

Final determination of appropriate dress lies with the administration. Should the school administration deem a student's dress to be unacceptable or inappropriate for school, the following procedures will be followed:

1. The student will be issued appropriate clothing to change into and his/her garments will be returned at the end of the school day.
2. Parent notification if student continues to wear inappropriate dress.
3. Student will be subject to other disciplinary actions if he/she refuses to change or continually dresses inappropriately.

Disciplinary Actions

Violation of school rules and regulations may result in loss of bus privileges, conferencing with parent(s)/guardian, lunch detentions, after-school detentions, after-school work detail, Friday School, in-school suspension, restriction of extra-curricular activities, loss of work permit, suspension, or expulsion from school or any other appropriate discipline as determined by the principal or designee. IC 20-33-8-8

Duty and powers of the School Corporation to supervise and discipline students:

Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of: a school corporation and the students of a school corporation. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents to the students of the school corporation have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable. Students must: follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

IC 20-33-8-25 Other disciplinary actions which may be taken by the principal include, but are not limited to, counseling with students, holding conferences with parents, administering corporal punishment, assigning additional work, assigning up to a maximum of 120 hours of community service, referring a student to the juvenile court, changing class schedules, requiring students to stay after school, restricting extra-curricular and co-curricular activities (social probation), and making assignments to in-school suspension or after-school detention.

Disciplinary actions which may be taken by teachers include, but are not limited to, counseling with students, holding conferences with parents, assigning additional work, and requiring students to stay after school.

Social Probation

Students may be prohibited from attending social or extra-curricular events, if social probation is deemed necessary by the administration due to poor academic performance or violation of school rules. IC 20-33-8-25

Conferences

Conferences may include counseling with a teacher, guidance counselor, or an administrator concerning the behavior problem and recommendation for improvement. Parents may be asked to participate.

Detentions

After or before school or lunch detentions. This program consists of the student serving a detention before or after school or during lunch in the supervision of a teacher or staff member. Students are expected to be engaged in an educational endeavor. Students are not allowed to sleep or talk. These detentions are assigned for minor infractions which occur in class or any time during the school day. Students who have detention time to serve are responsible for arranging their own transportation.

Friday School

Friday School (FS). This program consists of the student serving a two and ½ hour detention after school on Friday in the supervision of a teacher or staff member. Students must bring two and ½ hours of schoolwork with them, and are expected to be engaged in an educational endeavor the entire time. Students are not allowed to sleep or talk. FS is assigned for repeat minor infractions, major infractions and for attendance and tardy violations. Students who have Friday School time to serve are responsible for arranging their own transportation

Suspension

IC 20-33-8-7 “**Suspension**” means any disciplinary action that does not constitute an expulsion, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

NOTE: Students suspended from school are not allowed to attend or participate in any school sponsored events or be anywhere on campus during suspension. Students may be arrested for trespassing if found on school property or at a school sponsored event while under suspension. Students may make up work missed during suspension but will receive no credit.

Expulsion

IC 20-33-8-3 “**Expulsion**” means a disciplinary or other action whereby a student: is separated from school attendance for a period exceeding ten (10) school days; is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program. Expulsion does not include situations in which a student is removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

IC 20-33-8-14 **Grounds for Suspension or Expulsion:** The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

(1) Student misconduct.

(2) Substantial disobedience.

The grounds for suspension or expulsion also apply when a student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

IC 20-33-8-15: **Unlawful activity by student:** the unlawful activity may reasonably be considered 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, including unlawful activities activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

NOTE: Following an expulsion, a student and his or her parent/guardian must meet with the assistant principal to re-enroll. The student will be placed on a contract for continued enrollment.

IC 16-41-9-3 **Infected students; exclusion from school:** The local health officer may exclude from school a student who has a dangerous communicable disease that: is transmissible through normal school contacts, and poses a substantial threat to the health and safety of the school community.

Suspension and Expulsion Proceedings

Suspension Procedure

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to a written or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented and the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede a suspension of the student except when the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension describe the student's misconduct, and the action taken by the principal.

Expulsion Procedure

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

1. The Superintendent or designee may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel, or
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed as a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

4. At the expulsion meeting, the principal or designee, will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

In accordance with Policy #3541, the Mill Creek Board of School Trustees shall not hear appeals of a student's expulsion.

Mill Creek School Corporation will be in compliance with Indiana law.

I.C. 20-33-8-24 Requirements for Reenrollment after Expulsion

(1) This section applies to a student who:

- (a) is at least sixteen (16) years of age; and
- (b) wishes to reenroll after an expulsion

(2) A principal may require a student to attend one (1) or more of the following:

- (a) An alternative school or alternative educational program.
- (b) Evening classes.
- (c) Classes established for students who are at least sixteen (16) years of age.

Expelled Students

Students attempting to enroll in Mill Creek Community School Corporation who have been expelled from another school for the current semester or school year will be provided an opportunity to present evidence or show reasons why they should be permitted to enroll. Following a determination of the circumstances of the expulsion and the potential consequences of the enrollment, a decision will be rendered by the school administration.

Grounds for Suspension or Expulsion

In accordance with Indiana Code, the following types of student misconduct and/or substantial disobedience constitute grounds for suspension or expulsion. These behaviors represent activities that jeopardize a safe and orderly environment. A safe and orderly environment is necessary to ensure that optimal learning conditions exist for all students. Possible consequences may include arrest, suspension from school, withdrawal/failure from a class, and/or expulsion from school. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c) Setting fire to or damaging any school building or property.
 - d) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or 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 or any other person to conduct or participate in an education function.
2. Fighting
3. Insubordination of teacher or administrative authority
4. Possessing, handling, or transmitting any firearm or destructive device on school property
5. Possessing, handling, or transmitting any deadly weapon on school property
6. 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.
7. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
8. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

9. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
10. 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 oneself and/or another person is not a violation of this rule.
11. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
12. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
13. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
14. 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.
15. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule 15:

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 done by a physician and must include the following information:

- a) The student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - b) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c) The student has been instructed in how to self-administer the prescribed medication.
 - d) The student is authorized to possess and self-administer the prescribed medication.
16. 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, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.

17. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
18. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form, including electronic cigarettes or vapor devices.
19. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
20. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
21. 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.
22. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
23. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
24. Aiding, assisting, agreeing or conspiring with, another person to violate these student conduct rules or state or federal law.
25. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
26. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
27. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
28. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
29. Engaging in pranks that could result in harm to another person.

30. Use or possession of gunpowder, ammunition, or inflammable substance.
31. 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 hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f) violation of the school corporation's acceptable use of technology policy or rules;
 - g) violation of the school corporation's administration of medication policy or rules;
 - h) possessing or using a laser pointer or similar device.
32. Traveling to and from school in an unsafe, disrespectful, and/or rude manner. Failing to follow appropriate safety practices, failing to follow traffic rules and regulations, and/or failing to display appropriate decorum toward other people or private property.
33. Violating any student conduct rule the school building principal establishes and gives publication of it to students and parents in the principal's school building.
34. Gang association. Implying gang membership or affiliation by written communication, bodily gestures, tattoos, clothing, drawings, paintings, designs, and emblems upon any school or personal property or on one's person.

Possession of a Firearm or Destructive Device

1. No student shall possess, handle or transmit any firearm or 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) the frame or receiver of any weapon described above
 - c) any firearm muffler or firearm silencer
 - d) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - e) any weapon which will, or which may be readily converted to, expel a projectile by the action of any 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 that 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 or a destructive device: 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 the expulsion if the circumstances warrant such reduction.
- 5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Possessing a Deadly Weapon

- 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.
 - c) A biological disease, virus, or organism that is capable of causing serious bodily injury.
- 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 may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Unlawful Activity

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.

Criminal Gangs and Criminal Gang Activity in Schools

The Board of School Trustees of the Mill Creek Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically: (1) either:

(A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported

incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during

regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18

IC 20-33-9-10.5 IC 35-45-9-1

POSSESSION OF DRUGS/ALCOHOL

Any student who is found to be using, under the influence of, in possession of, selling, or attempting to sell drugs, look-alikes, or alcohol will be recommended for expulsion. Any drug or alcohol offense will include a police referral.

Random Drug and Alcohol Testing Policy

INTRODUCTION

Safety is a necessity any time students are involved in and are en route to a school sponsored activity. Drug-free students are essential for a positive school experience. In our classrooms, in athletic activities, and in other competitive and/or performing arenas. The positive school experience cannot exist if our students' minds are dulled by substance abuse. The risks associated with substance abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest potential. Substance abuse is a local and national problem. It is illegal, a danger to physical health, and an obstacle to learning. Indiana code, specifically IC 20-34-3-2, establishes the responsibility of schools to assist children found to be ill or in need of treatment.

DRUG TESTING PROGRAM OBJECTIVES

The Mill Creek Community School Corporation's random drug and alcohol testing program emphasizes three primary objectives.

- A. To promote the safety of the students.
- B. To create a positive school environment.
- C. To encourage students representing Mill Creek Community School Corporation to be drug-alcohol-and tobacco-free.

Section I

PURPOSES OF THE PROGRAM

- A. All Mill Creek Community School Corporation students in grades 6-12 may participate in the random drug, tobacco, and alcohol testing program. In addition, students who park vehicles at school or drive on school property, those who plan to be involved in any extra-curricular/co-curricular activities, and those involved in clubs or other student groups recognized by the school administration must sign (along with parents/guardians) a drug-testing consent form to be eligible to participate in these activities.
- B. It is a privilege for students who meet both the scholastic and physical conditions of eligibility to participate in any of these activities. All of these activities require that students be at their best and are chemical-free in order to provide a safe environment for themselves and other students who potentially could be affected.
- C. Mill Creek Community School administrators have designed this program to:

1. Direct students away from substance abuse.
2. Protect students who park their vehicles at school or drive on school property, and those who participate in any extra-curricular/co-curricular activities.
3. Educate participants and parents about the serious physical, mental, and emotional harm caused by substance abuse.
4. Assist participants, who might be tempted to use illegal substances.
5. Prevent injury, illness, and harm as a result of substance abuse.
6. Maintain extra-curricular/co-curricular program environment free of drug, tobacco, alcohol, and intoxicants.
7. Expose and educate participants about a procedure frequently and increasingly used in society.

D. It is recognized that serious attention is being given to substance-abuse problems in private business and industry, government, school, and colleges throughout the country. Results of studies throughout the United States reveal an increasing substance-abuse problem, and indicate that more than education alone is necessary to encourage students to choose a lifestyle free of substance abuse. This policy is consistent with Mill Creek Community School Corporation rules and regulations concerning the use and abuse of drugs, alcohol, and intoxicants. The Mill Creek Community School Corporation has a strong commitment to the health, safety, and welfare of its students.

Section II

RANDOM TESTING PROGRAM

A. A laboratory certified under the auspices of the National Instituted Drug Act (NIDA) and certified as a medical laboratory by the State Board of Health and the federal agency which governs medical laboratories under NIDA (later referred to as the testing administrator) will supervise the testing program, provide training, set up the testing environment, guarantee samples, and supervise the chain of custody. To maintain anonymity, a student's number, not a student's name, shall be used in conjunction with testing samples.

B. Each student shall be provided with a consent form, a copy of which is attached. The consent form must be dated and signed by the student and by a custodial parent or guardian before such student shall be eligible to participate in the activities listed in section IV. By signing the consent form, the student agrees to provide, at any time requested, a urine and/or breath sample to be tested for drugs, tobacco and alcohol. Those students who are drivers only will not be tested for nicotine. Any student who is placed in the testing pool will remain in the pool until he/she notifies the principal in writing that he/she wishes to withdraw. The Mill Creek Community School Corporation administration, in conjunction with the testing agency, shall use a procedure to ensure the privacy rights of individual students will be protected.

C. Any student who will be involved in any activity outlined in section I-A must sign a consent-to-test form within ten (10) days of the first day of school. New students will have ten (10) days after enrolling to sign the consent form. Failure to sign and return the consent-to-test form shall result in non-participation for the remaining school year.

D. Participants, with the support of their parents, will be encouraged to choose a drug-free lifestyle. Each prospective participant shall receive a brochure explaining the policy/program. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem. Each sponsor/coach/director will reinforce this program, and the harmful consequences of drug, tobacco, and alcohol use to all participating students.

Section III

TEST RESULTS

This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing him/her from participation in the activities. The school administration or student assistance coordinator will be notified in the event of a positive test. The administration representative will notify the student and his/her parent/guardian by certified letter within a week of receiving notification of the positive result.

Section IV

CONSEQUENCES

FIRST POSITIVE: If a student tests positive or violates the policy prohibiting the use of any drug, alcohol, or tobacco product, a parent/guardian of the student will be notified by certified letter and his/her parents will be requested to meet, and the student will be suspended immediately from all activities listed in section I-A including practices, events, rehearsals, or conditioning. If requested, drug counseling information will be provided.

In order to regain eligibility, the student must submit a written request to enter the monthly drug-testing program outlined in section V. The request must be made within forty-two (42) calendar days of the first positive test and/or conclusive evidence discovered by the school corporation. If the request is not made within this forty-two (42) calendar-day period of time, action will be taken as if a second violation had occurred.

SECOND POSITIVE: If a second time the student tests positive or violates the policy prohibiting the use of any drug, alcohol, or tobacco product, a parent/guardian of the student will be notified by certified letter and his/her parents will be requested to meet, and the student will be suspended immediately from all activities listed in section I-A including practices, events, rehearsals, or conditioning for a period of 365 calendar days. Drug counseling information will be provided.

In order for a student to regain eligibility, he/she must provide evidence of successful completion of a valid drug/tobacco prevention program determined by the school administration. The student

must also pay for and submit to a drug test given at school, and must test negative for all substances.

THIRD POSITIVE: If a student tests positive a third time, the student will permanently forfeit all activities listed in section I-A for the remainder of his/her school career. Drug counseling information will be provided.

General:

Students who test positive will also be held accountable under the rules of the school handbook.

According to the IHSAA policy, if an athlete misses five (5) to ten (10) days of practice due to testing positive, the athlete will be required to practice at least four (4) days prior to further participation. If an athlete misses more than ten (10) consecutive days of practice, then a minimum of six (6) practice days will be required prior to participation. A student's refusal to test or altering of his/her test sample will be considered a positive test result and penalties will be enforced according to the drug testing policy.

Section V

MONTHLY DRUG TESTING PROGRAM

A. Requests to enter the program must be submitted in writing by the parent or by the student if he/she is eighteen (18) years of age or older. Students will be tested monthly for the next twelve months following program admittance. The program will be completed at the student/parent's expense. A drug test will be administered on the next random test date following the request.

1. If a student's first positive test was for nicotine only, all further tests must show a consistent reduction of nicotine levels. A positive test for any other substance or an increase in nicotine level would be considered a second violation.
2. If a student's first positive test was for nicotine and any other substance, all further tests must be negative for all substances and show a consistent reduction of nicotine levels. A positive test for any other substance or an increase in nicotine level would be considered a second violation.
3. If a student's first positive test was for any substance other than nicotine, all further tests must be negative of all substances. A positive test for any substance, including nicotine, would be considered a second violation.

B. Upon receipt of a negative drug test and/or testing at lower nicotine levels, the student will resume activities (practices, rehearsals, meetings).

C. Eligibility to participate in events (games, performances) will not be regained until after school handbook suspensions are served.

Section VI

APPEAL

A. The student or his/her custodial parents/guardians may appeal the test results by requesting that the remaining portion of the sample be tested again by the laboratory or another accredited laboratory at a cost to the student or his/her custodial parents/guardians. If such a request is made to have another accredited laboratory test the sample, the laboratory used by the school will forward the chemical specimen directly to the new laboratory which must be NIDA approved. If the result from the re-testing is negative, the student's record will reflect that result, and the suspension imposed will be revoked.

B. Within seventy-two (72) hours of being informed of a positive test result, the student may present evidence to the testing administrator that the positive test result was caused by the legitimate use of a prescription or non-prescription drug or an activity other than illegal drug or alcohol use. The test administrator shall determine whether such reasons would reasonably explain the positive test result. If the test administrator determines the results to have been caused by a legitimate activity, then the test results will be disregarded and any record of the positive result shall be dropped.

The Board of School Trustees authorizes the superintendent to develop guidelines to implement this policy.

Adopted: 6-9-99

Reviewed/Revised: 6-30-99 Adopted: 7-14-99

Reviewed/Revised: 10-99 Adopted: 12-15-99

Reviewed/Revised: 6-01 Adopted: 7-3-01

Reviewed/Revised: 5-02 Adopted: 6-12-02

Reviewed/Revised: 4-06 Adopted: 5-10-06

Administrative Procedures for Drug Testing

Section I

A. The selection of students to be tested periodically will be done by the testing laboratory. Each student will be assigned a number that will be placed in the drawing. Numbers will be drawn randomly by the laboratory from two pools of those agreeing to be tested. One pool will consist of high school students; one pool will consist of middle school students. Selections will be made from time to time throughout the school year. Testing may occur on any day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year.

B. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

C. Upon being selected for a urinalysis test under this policy, either by random draw, request of a parent/guardian (at parent/guardian's expense), or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

D. The randomly selected students will be requested to come to the nurse's office through the normal method of a student pass and will be accompanied by one of the following: principal, athletic director, or school nurse. The student should bring all books, coats, jackets, and other materials with him/her to the test site and shall not be allowed to go to his/her locker before going to the testing area.

E. The School Administrator or Student Assistance Coordinator will not call all the students drawn for the pool to the testing site simultaneously. Testing four to five students at a time allows the testing to be carried out quickly and will not cause students to wait a long time, so that important learning or activity time is not lost. The students will sign in and, as soon as called by the representative of the testing laboratory, provide a urine specimen.

F. Any student who is placed in the testing pool will remain in the pool until he/she notifies the principal in writing that he/she wishes to withdraw. A "Withdrawal of Consent Form" must be signed by the student and custodial parents/guardians before the student's name is removed from the pool. Once the form is signed and the name is removed, all corresponding privileges will no longer be available to the student for 365 days. After the 365 days has elapsed, he/she may reenter the testing pool with a properly signed "Consent Form."

CONFIDENTIALITY: The testing results shall remain confidential. The results of a positive test of any student participant may be disclosed only to the school administrative or student assistance coordinator. The principal will notify the student and his/her parents.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the above listed activities and programs for one full calendar year. This will be reported to the parent/guardian. Urine specimens that are found to be diluted will be judged invalid and the student will be re-tested as soon as possible.

The school nurse will work in conjunction with school administration to verify student identification with random number selection and also drug testing results.

Section II

Urine Test Procedures

A. The urine specimen will be given on site. All students will remain under school supervision. If unable to produce a urine specimen the student will be given eight ounces of fluid. If still unable to produce a urine specimen before the end of the school day, the student will be taken to

the principal's office and told he/she is no longer eligible for any of the programs and activities listed in Sec.1-A. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility. If the tested student produces a doctor's statement stating they have medical reason for not producing the urine specimen, the student will be tested at a later date. The process must be appealed within 72 hours of the original testing time.

B. Before the student's urine is tested by the laboratory, the student shall agree to complete, sign and date a Chain of Custody Form. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication and may provide proof of the prescription in effect. The student shall sign in and, as soon as called by the representative of the collection laboratory, provide a urine specimen.

C. For the purposes of urine testing, the following additional procedures shall be followed:

1. The representative of the testing laboratory will give each student being tested a specimen bottle. At that time the student will sign a verification form indicating the bottle is untainted. The bottle will remain in the student's possession until a seal is placed upon the bottle by the representative. The student and representative will sign that the specimen has been sealed. The seal may be broken or opened only by the laboratory testing the specimen.

2. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the laboratory, the specimen is invalid. The student will be tested again as soon as possible. The student will remain eligible until further testing.

3. Students will be instructed to remove all coats and wash their hands in the presence of the laboratory representatives prior to entering the rest room. The door will be closed so the student is by himself/herself in the restroom to provide the urine specimen. The representative will wait outside the restroom. The commode will contain a dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.

4. After the specimen bottle has been sealed, the specimen will be transported to the testing laboratory by lab personnel. Each specimen will be tested for alcohol, nicotine, and "panel 9 drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). "Performance enhancing" drugs such as steroids may also be tested for.

5. In order to maintain confidentiality, the container with the urine specimen to be tested will not indicate the name of the student. Instead, the student's random identification number will appear on the sample and the student will initial the container. Also, the results for the urinalysis will be reported to the principal with no name attached; only the students' random identification number will appear on the results sheet.

6. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee(s) must time and sign the pass.

SEARCHES AT SCHOOL

The use of dog-sniffing investigations and/or metal detectors may be used to search vehicles, lockers, and personal effects to ensure the safety of the student population.

Locker searches

IC 20-33-8-32 Locker Searches

- (a) A school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of students' lockers and locker content.
- (b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- (c) In accordance with the rules of the governing body, an administrator may search a student's locker and locker contents at any time.
- (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
 - (1) at the request of the school principal and
 - (2) in accordance with the rules of the governing body of the school corporation-assist a school administrator in searching a student's locker and the locker contents.

Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
 4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *Principal/Designee* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *Principal/Designee*. This report may be made anonymously.
 5. The *Principal/Designee* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
 6. The *Principal/Designee* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. 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 bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. 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.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

Students – Use of Seclusion and Restraints

Code #3515

The Board of School Trustees believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusions on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or IEP will control the use of these measures.

Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

The superintendent shall determine the appropriate training program of physical restraint and seclusion to be used in the corporation. The training program must include positive behavioral interventions and supports, prevention, de-escalation and crisis response techniques.

Except in the case of an emergency, only school employees who are current in the corporation-designated training program may implement physical restraints or seclusion with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

Physical restraints and/or seclusions should be used only when a student's behavior poses and imminent threat of serious physical harm to the student or to other persons present or damage to school property.

Seclusion

"Seclusion" means the confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Any area used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the area enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion for a short period of time and shall be discontinued as soon as the imminent danger of serious physical harm to the student or others has dissipated. If a student is placed in seclusion pursuant to a BIP or an IEP, any time limitations identified in the BIP or IEP will control.

Physical Restraint

"Physical restraint" means physical contact between a school employee and a student in which the student unwillingly participates and involves the use of manual hold to restrict freedom of movement of all or part of a student's body to restrict normal access to the student's body.

Physical restraint should be employed only when:

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

Mechanical or chemical restraints are not authorized to be used in school.

Prone or Supine forms or restraints are not authorized to be used in school and shall be avoided.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

Reporting and Reviewing of Incidents

Any school employee using restraint and/or seclusion shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. The written report is required to contain the information required by the school corporation's restraint and seclusion plan. Parents of the student involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.

The parent or guardian must be notified verbally of the use of the physical restraint and/or seclusion with their student as soon as possible, preferably by the end of the school day.

An annual review of the use of physical restraint and seclusion including a review of all individual corporation cases involving the use of physical restraint and seclusion shall be completed and documented to ensure compliance with the school's policy and procedures. In addition, this information and other related data will be used to implement modifications to the school corporation's restraint and seclusion plan.

When reviewing individual cases, it is recommended that when a student has experienced three instances of seclusion or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other specified interventions. The plan shall be placed into the student's student record. The review shall also consider the student's potential need for an alternative program or for a referral for a special education evaluation, if the student does not have an IEP.

Training Requirements

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Cell phone and electronic messaging content and display Important Notice to students and Parents Regarding Cell Phone and email Content and Display

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

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 digitalized 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 eighteen (18).

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, digitalized 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 sixteen (16).

“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.

The Indiana Sex Offender Registration Statute 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 I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones, text messaging, social media, and other electronic messaging methods have been found in a number of Indiana school districts to have contained evidence of

“sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Lost or stolen property

Cascade High School is not responsible for property or personal items that are lost or stolen while at school. If students are concerned about items being lost or stolen, they should leave the items at home. At no time will Cascade High School be responsible for preventing theft, loss, or damage to cell phones or other electronic devices brought onto school property.

School Resource Officer/Law Enforcement Officials

The Mill Creek Community School Corporation employs a school resource officer. The school resource officer is a deputy with the Hendricks County Sheriff’s Department. The school resource officer is employed to help with school security, as well as student and staff safety.

A law enforcement officer may arrest a student and remove him/her from school. A law enforcement officer may confer with a student on school premises if the student is being accused of a crime on school premises. This conference must be done in the presence of the student’s parent or the building principal (with the permission of the parent). A law enforcement officer may question a student without parent permission if it is believed the student may possess relevant information about the investigation.

SECTION VII. STUDENT SERVICES

Counselors

Marcia Bright 10th and 12th ext. 703

Chris Dubois 9th and 11th ext. 704

School Nurse

The nurse’s office is located in the main office. The nurse’s office is staffed during regular school hours on student days only. The school nurse may treat injuries that occur at school. Only necessary first aid will be administered. Any injuries that occur at home should be referred to the

family physician, not the school nurse. The nurse does not dispense medicine or attempt to diagnose or treat illness. If a student becomes ill at school, the nurse will make every effort to contact the proper person. When necessary, the student will be sent home or in the case of an emergency, emergency personnel will be summoned at the parent's expense.

Medication: No prescription medication shall be administered without the written and dated consent of the student's legal guardian and his/her physician. All prescription or nonprescription medication to be administered to a student must be accompanied by a parent's statement describing the medication, dosage, and time for it to be administered to the student. A student cannot have any medications in their possession while at school; all medications must be kept in the nurse's office. NOTE: A student found carrying over-the-counter or prescription medication is subject to disciplinary action.

Head Lice, Scabies and Conjunctivitis (Pink Eye): A student suspected of having lice, scabies or conjunctivitis will be sent home. Students with lice or scabies must be excluded from school attendance. In order to be readmitted, parents must:

1. Provide label of product used for treatment or a doctor's prescription.
2. Have student examined by school nurse.

It is expected that students be treated for head lice within one day. After one day, the absences become unverified. NOTE: Excessive absences for head lice may result in the parent or guardian being prosecuted for educational neglect. We appreciate the assistance of parents in support of this policy.

Immunizations- Entering Students

Keeping our children current on their immunizations is an important step in preventing certain diseases. Healthy children are known to miss less school and perform better academically. The state requires that we have this documentation. It is expected that all children will be fully immunized no later than the first day of school. Please let us know if you have a religious or medical exemption for your child's immunizations. Specific information regarding immunizations can be found at this web site www.in.gov/isdh. You may also contact your local school nurse with questions or concerns.

Student Assistance Program Philosophy

The Mill Creek Community School Corporation recognizes that the use of alcohol and other drugs and the problems associated with such are becoming increasingly commonplace in our society and among the youth. The Mill Creek Community School Corporation also recognizes that the abuse of alcohol and/or drugs often precedes the development of other problems. At some point, the individual's use of alcohol and other drugs may be deemed destructive to him/herself or to others, causing problems in daily living. Where the capacity to make

responsible decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of individuals involved.

The Mill Creek Community School Corporation also recognizes that a person's use of alcohol or other drugs can lead to the illness of chemical dependency. Complete recovery is possible, however, if the illness is identified early and treated appropriately through referrals to community agencies. The Mill Creek Community School Corporation regards alcoholism, drug addiction and dependency as it does any other illness or chronic behavioral/medical problem. Our primary purpose is to be helpful and to remove the judgments and blame which only continue to stigmatize those with such problems and make their recovery difficult or impossible. The Mill Creek Community School Corporation believes that it is in the best interest of the community for it to take steps to promote, enhance, and maintain a drug-free school system and student body and, along with parents and other segments of the community, it has a role to play in helping students remain drug-free.

Whenever factors arise which interfere with a student's school performance, the Mill Creek School Corporation will mobilize its resources to correct the situation; therefore, the Mill Creek School Corporation wishes to cooperate with all segments of the community in making the means of assistance available to all those individuals who develop alcohol and/or drug related disabilities.

Therefore, be it resolved that the Board of School Trustees directs the Superintendent of Mill Creek Community School Corporation to develop rules and regulations to alleviate, intervene, and assist students in developing a drug-free lifestyle.

Student Assistance Goals And Objectives

The Mill Creek School Corporation has a Student Assistance Program to provide a systematic, caring approach to help children who are displaying behavior that interferes with their education. The program is available to all Mill Creek School Corporation students. The goals and objectives of the program are as follows:.

- To provide interventions and strategies for students experiencing difficulties related to educational, behavioral, emotional, and social concerns;
- To provide a systematic school method of identifying and referring students experiencing difficulty;
- To provide intervention strategies by utilizing the skills, experience, and perspective of a multidisciplinary team;
- Increase the capacity of the entire school staff and parents to handle student problems;
- Share the burden of responsibility for decisions which greatly impact the lives of others;
- Create a positive school climate in which all students are valued and all staff supported; and

- Endeavor to provide a bridge between the students, staff, and community in an attempt to impact problems facing our youth in a positive manner.

Student Assistance Programs

The Mill Creek Community School Corporation believes that students are being faced with numerous societal problems daily. The abuse of alcohol and other drugs is a disease riddling our society. Recognizing that chemical dependency is chronic and progressive, as well as treatable, the Mill Creek School Corporation believes that help should be offered to those students affected by their own or other's dependencies or uses.

While such health problems are obviously the primary responsibility of the home and community, the School Corporation recognizes the link between them and vandalism, absenteeism, discipline referrals, declining academic performance and other behavioral symptoms. For this reason, the School Corporation shares the responsibility of addressing these health problems. The school setting is a proven effective environment for dealing with alcohol and other drug abuse and dependence in youth.

The goal of our Student Services and Student Assistance Program is to deal with much more than alcohol and drug problems. We will work with family crisis, behavioral problems, depression, academic, and attendance concerns. Our main objective is to help students achieve their goals, reach their potential, and have a positive self-concept.

The Student Services offered include counseling, tutoring, and student support groups. We will offer support for students dealing with issues such as teen pregnancy and parenting, chemical use and abuse, recovery support, family problems and changes, depression, grief, etc. Any information shared with a member of the Student Services staff and/or the Student Services Team will be held in the utmost confidence. All records are kept separate from the student's school records.

Transcripts

Current students can have transcripts sent electronically to colleges or universities by using Parchment Secure Transcript Service a service provided by Indiana e-transcript. A link to request a transcript through Parchment is found on the high school's website or a student can get online and go to www.parchment.com.

Textbook/Lunch Assistance

Students from families whose income is at or below the government standard levels are eligible for meals at a reduced price or free meals and textbook rental assistance. Textbook rental assistance is available to those families who qualify for free meals only. To apply for assistance, parents must complete an application form and return it to the man office. Forms for financial assistance are available in each school, or parents may contact the Director of Child Nutrition at 539-9206.

Students are treated the same regardless of ability to pay. In the operation of feeding programs, no student will be discriminated against because of his race, sex, color or national origin. If there is a change in a family's income due to reasons such as unemployment or if there is a change in your family size, parents/guardians should contact us. This change may make the student eligible for reduced price meals or for additional benefits such as free meals and free book rental. The information given on the application is confidential and will be used only for the purpose of determining eligibility for free meals and milk or reduced price meals. Indiana code 20-33-5 provides that if parent of a child does not have sufficient means to furnish their child with textbooks, the School Corporation shall provide temporary aid to qualified persons by furnishing such books and the School Corporation will secure reimbursement for the same from the State.

NOTE: Students who qualify for free or reduced lunch are also eligible for a fee waiver for the registration fee for the SAT and ACT. If a student uses an SAT waiver, he or she is also eligible for up to four fee waivers for college application.

Work Permits

Work permits are issued by the guidance secretary. Once a student has a job, the student will acquire an Intent to Employ card from the guidance office. The student must complete the information on the card and have it signed by the parent and the employer. The students will present the completed and signed Intent to Employ card and a copy of his or her birth certificate to the guidance secretary in order to obtain the work permit. NOTE: A work permit may be revoked or may not be issued by the school for reasons associated with attendance, behavior or academic performance.

Academic Information

Students who plan to go to a two or four-year college or technical school should pursue either a Core 40, Core 40 with Academic Honors diploma, or Core 40 with Technical Honors diploma. Admission to a four-year college or university requires a Core 40 diploma. Students who do not earn a Core 40 diploma may still pursue a college education even if they earn a General diploma from a college or university such as Vincennes University, etc... Without a Core 40 diploma, the student will not be eligible to receive the maximum amount of financial aid for college from the state of Indiana.



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

CORE40 with Academic Honors

Course and Credit Requirements	
English/ Language Arts	8 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 <i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</i>
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
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	1 credit
Electives*	6 credits (College and Career Pathway courses recommended)
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students

* 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 (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities. 12-07-2012

CORE40 with Academic Honors*(minimum 47 credits)*

For the **Core 40 with Academic Honors** diploma, 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 transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 - 1. A minimum of 3 verifiable transcribed 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 combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - E. Earn an ACT composite score of 26 or higher and complete written 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** diploma, 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. State approved, industry recognized certification or credential, or
 - 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed 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 scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass; Algebra 66 , Writing 70, Reading 80.

Indiana General High School Diploma

The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

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

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including four year course plan) is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

Course and Credit Requirements (Class of 2016 & Beyond)

English/Language Arts	8 credits
	Credits must include literature, composition and speech
Mathematics	4 credits
	2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.
Science	4 credits
	2 credits: Biology I 2 credits: Any science course At least one credit must be from a Physical Science or Earth and Space Science course
Social Studies	4 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any Social Studies Course
Physical Education	2 credits
Health and Wellness	1 credit
College and Career Pathway Courses Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities	6 credits
Flex Credit	5 credits
	Flex Credits must come from one of the following: <ul style="list-style-type: none"> • Additional elective courses in a College and Career Pathway • Courses involving workplace learning such as Cooperative Education or Internship courses • High school/college dual credit courses • Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts
Electives	6 credits
	Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.

40 Total Credits Required

Schools may have additional local graduation requirements that apply to all students

Exceptions To Diploma Requirements

Physical Education: Students who participate in an IHSAA sport may be eligible to earn a Physical Education credit by completing the requirements outlined in the Alternative Physical Education guidelines. Students wishing to earn an Alternative PE credit will be issued those guidelines at the beginning of the semester.

Certificate of Course Completion

Students who earn all credits required for graduation but fail to pass the End of Course Assessment in Algebra I and English 10 by the end of their senior year will receive a Certificate of Course Completion. The student will still be able to participate in the graduation ceremony. The student can also return to Cascade High School the following fall to take the ECA test again. Upon successful completion of the test, the student will receive his or her diploma.

Early Graduation – students may request to be considered for graduating prior to completing eight semesters if they are on track to complete all graduation requirements early. A conference will be held with the student, parent, counselor and the Principal/designee and a specific plan will be put in place.

End Of Course Assessment Requirement

Three Ways to Meet the End of Course Assessment (ECA) Requirement:

1. Pass the ECA.
2. Fulfill the requirements of the ECA Evidence-based Waiver:
 - o Take the ECA at least one time your sophomore, junior, and senior years.
 - o Complete any extra help sessions offered each year by your school to prepare for the ECA retests.
 - o Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against the attendance rate).
 - o Have a “C” average, over the course of your high school career, in the courses required for graduation.
 - o Satisfy any other state and local graduation requirements.
 - o Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.

Weighted Courses

Students selecting Advanced Placement or Pre-Advanced Placement courses must be identified as high ability or be recommended by a teacher. Only the following courses are weighted on the Cascade High School grading scale:

Pre-AP English 9 A-B, Pre-AP Geometry 1-2, Pre-AP World History and Civilization 1-2, Pre-AP English 10 1-2, Pre-AP Algebra II A-B, Pre-AP Chemistry 1 A-B, Physics 1-2

Advanced Placement Courses: The College Board establishes the curriculum and course content in Advanced Placement courses. An Advanced Placement (AP) course is designed to prepare students to take the AP exam given in May of each year. A score of a 3, 4 or 5 on the AP exam may allow students to earn college credit in that specific course. By earning college credit students can potentially save tuition fees when transferring credits to the college of their choice. Only the following Advanced Placement courses are **weighted** courses at CHS. Advanced Placement offerings include:

AP Calculus A-B and AP Calculus B-C, AP Microeconomics (1 sem), AP English Literature and Composition, AP U.S. History, AP Biology, AP Government (1 sem), AP Chemistry, AP English/Language, AP Environmental Science

Dual Credit Courses: Students may earn high school credit and college credit for some courses (dual credit) through IVY TECH Community College. Credits earned through this college may transfer to other universities. To be eligible for Ivy Tech courses, students must meet requirements of the PSAT/SAT/ACT/ Accuplacer tests or GPA qualifications. The following are the dual credit offerings at CHS:

*Introduction to Engineering Design *English Composition (Eng 111) *Civil Engineering and Architecture *Exposition and Persuasion (Eng 112) *Principles of Engineering *Survey of American Government (Pols 101) *Fundamentals of Economics (Econ 101) *Introduction to Criminal Justice (Crim 101) * Fundamentals of Public Speaking (Comm 101) *Introduction to Psychology (Psyc 101) *Criminology (Crim 105) *College Algebra (Math 136) *Trigonometry (Math 137)

General Information on Credits

1) *Home-bound credit* may be granted only for courses taught by a home-bound teacher provided through Cascade High School.

2) *Home school credit* may be granted if a student demonstrates competency on the final exam of a comparable course taught at Cascade High School.

3) *On-line credit* may be granted upon successful completion of coursework assigned by an administrator or counselor or is completed through an outside agency such as Indiana Online Academy.

4) *Post Secondary Credit* Rule 511 IAC 6-10 states in part, a student may, upon approval of the school corporation, enroll in courses offered by an eligible institution on a full-time or part-time basis. Upon successful completion, students will receive high school as well as college credit.

Cascade High School is committed to providing a variety of opportunities for students to meet their educational needs, including the opportunity to participate in post-secondary credit classes, if the following criteria are met:

- a. The institution must be an accredited public or private college or university located in Indiana that grants a bachelor or associate degree.
- b. Each student who wishes to enroll in an eligible institution under the program must secure prior approval from administration.
- c. Students must meet the prerequisites for each course taken at the eligible institution.
- d. The students and their parents must be responsible for providing their own transportation to and for paying the costs of the post-secondary courses.
- e. A student is ineligible to participate in the program if participation would delay the student's normal progress toward high school graduation.
- f. The student will be eligible to receive high school credit if credit is received from an approved post-secondary institution and reflected on an official transcript. Students who wish to receive high school credit must receive prior approval from administration.

5) Multiple credits may not be earned for the same course unless the approved course description permits multiple credits to be awarded. For example: a course such as Beginning concert band can be taken for successive semesters throughout high school and count for credit each semester. A course such as Algebra I can only count for credit one time, even if taken and passed more than one time.

There are math and language arts credits that do not count toward the credits required for graduation in these subject areas, instead they count for elective credit.

Repeating a course

Students may repeat a course to earn a better grade. Upon completion of the repeated course, only the new grade will appear on the transcript, and the original grade will not count toward the cumulative GPA. The new grade will be marked with a quotation mark.

Grades/Grading System

Letter grades have assigned values (indicated below).

Regular Grades Grading Scale

A 4.00	A 100 - 93
A- 3.67	A- 92 - 90
B+ 3.33	B+ 89 - 87
B 3.00	B 86 - 83
B- 2.67	B- 82 - 80
C+ 2.33	C+ 79 - 77
C 2.00	C 76 - 73
C- 1.67	C- 72 - 70
D+ 1.33	D+ 69 - 67
D 1.00	D 66 - 65
F 0.00	F 64 - 0

Grade Point Average (GPA) and Class Rank:

Cascade High School uses a 4.00 system to determine GPA and class rank. The class rank and GPA of a full-time student in grades 9-12 is calculated at the end of each semester. In the calculation of class rank, all of a student's grades which are recognized on his/her permanent records are included and therefore, rank is based on semester grades. At the end of each semester, the class rank and GPA is calculated, and the transcripts of all students are updated with the final semester grade for each class.

Valedictorian and salutatorian

The award for Valedictorian and Salutatorian are awarded based on their GPA in the class as determined at the end of the 7th semester of their senior year.

Commencement Exercises

Graduation is a very special occasion. It bestows honor upon each graduate for having met the academic requirements of the Indiana Department of Education and the Mill Creek Community School Corporation. Since many from within and outside the community will observe this exercise, it is very important that we make it a formal event.

Graduation practice is a mandatory activity; any student missing the practice will not be allowed to participate in the ceremony. Any student who has obligations (financial or otherwise) to teachers or the school that have not been met may not be permitted to participate in the graduation ceremony.

In order to graduate with a diploma from Cascade High School, all high school students will be required to earn a minimum of forty (40) credits and meet all state requirements, including passing the End of Course Assessment (ECA) or other testing required by the Indiana Department of Education.

STUDENTS COMPLETING ONLY THE LOCAL REQUIREMENTS, BUT NOT PASSING THE ECA OR QUALIFYING FOR A WAIVER, WILL RECEIVE A CERTIFICATE OF COURSE COPLETION INSTEAD OF A DIPLOMA.

All graduates are expected to fulfill the following conditions:

1. Pay for cap and gown.
2. Pay for graduation announcements or other advertisement materials, if the family chooses to order them.
3. Attend all class meetings, practices, and rehearsals concerning graduation.
4. Wear proper attire to the graduation exercise.

A senior's privilege of participation in graduation exercises may be revoked for attendance issues and/or disciplinary reasons.

Homework

Homework is critical in preparing for the learning process on a daily basis. Independent practice will enhance our students as they work to achieve district, program, and course outcomes. Consequences for incomplete or missed assignments may be established by individual teachers.

In the event of an absence, students can check makeup work through Canvas and can e-mail teachers with any questions.

Schedule Changes

Due to the highly complicated process and the numerous factors involved in scheduling, no student schedules will be changed at the beginning of a school year except for the following reasons:

1. Completion of summer school or on-line courses.
2. Special education placement.
3. A significant change in college/university planning.
4. Medical reasons.
5. Teacher initiated change due to improper placement.
6. Seniors needing courses for graduation not currently in schedule.
7. Involvement in a cooperative or career program.
8. Failure to complete a necessary prerequisite for a currently scheduled course.
9. Any unusual or extenuating circumstance not anticipated during initial scheduling

Students should be aware that their schedule might be changed by their counselor prior to summer vacation or at the beginning of a semester for one of the following reasons:

- 1) A change in the master schedule.
- 2) To balance class sizes.
- 3) To meet credit requirements for normal progress toward graduation.

Adding/Dropping a Class

- 1) Students are not permitted to drop a class that is required for graduation from Cascade High School.
- 2) Students will not be able to add a new class after the fifth (5th) day of a new semester.
- 3) A class dropped after the tenth (10th) day of a new semester will be given a grade of WF.
- 4) Students removed from a class due to discipline or attendance reasons will be given a grade of WF.

Scholarships

The number of scholarships available to graduates of Cascade High School varies each year. In addition to the many state, federal, college, industry, and church scholarships, some scholarships are presented to qualified seniors by local organizations and businesses. Scholarship information and applications are available in the guidance office as well as the Cascade website.

Standardized College Admission Tests

The two common standardized college admission tests are the SAT and the ACT. Each takes approximately four hours and tests reading, verbal, and mathematical abilities. The ACT also tests natural sciences skills. The goal of these tests is to predict how well you will do in college. They do not test your special talents or motivation which can also help you succeed. Students need to research which test is required for admission to the universities or colleges to which they wish to apply. All sophomores and juniors are also given the PSAT (Preliminary SAT) test.