

Churubusco Jr-Sr H.S.

2016-2017

STUDENT HANDBOOK

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“Where Eagles Dare”

Smith-Green Community Schools has established a 24-hour hotline for parents and students to anonymously report information they are aware of that may affect the safety and security of students, staff and our schools. Parents and students are still encouraged to report information directly to the building principal. In most cases of school violence, rumors or knowledge about plans were known but unreported. To facilitate the confidential reporting of information about potential or actual dangers to students or staff, the 24-hour crisis hotline was established.

SAFETY and HEALTH Numbers

24 Hour Crisis Hotline: 1-877-231-0170

Suicide Prevention: 911: 1-800-784-2433: 1-800-273-8255

Rape Victim Help: 260-426-7273: 1-888-311-7273

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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



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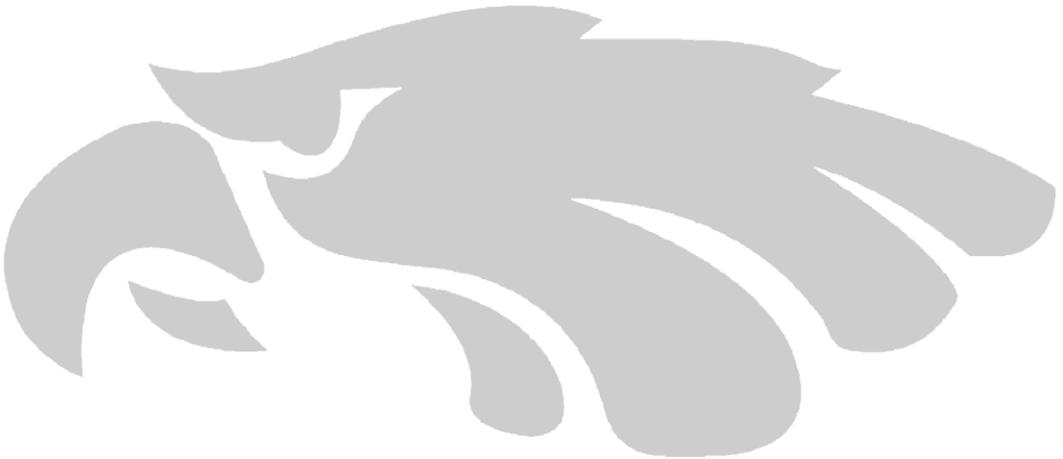
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LET US DO THE WORK FOR YOU!

No need to update this page, we will do it for you!
When you're finished with your handbook updates,
we'll make sure your Table of Contents matches.



CJSHS DAILY SCHEDULES		
Sr High		Junior High
1 8:10-9:00		1 8:10-9:00
2 9:05-9:50		2 9:05-9:50
3 9:55-10:40		3 9:55-10:40
4* 10:45-11:30 Break 11:30-11:35 *Eagle Time 11:35-12:10 Lunch 12:10-12:40		4* 10:45-11:30 Lunch 11:30-12:00 *Eagle Time 12:05-12:40
5 12:45-1:30		5 12:45-1:30
6 1:35-2:20		6 1:35-2:20
7 2:25-3:10		7 2:25-3:10
*students stay in 4th period during ET unless they have club or tutoring (pass required)		

Delay Schedules			
Sr High School		Junior High	
2 hour	3 hour	2 hour	3 hour
1 10:10-10:45	1 11:10-11:45	1 10:10-10:45	1 11:10-11:45
2 10:50-11:25	2 11:50-12:25	2 10:50-11:25	2 11:50-12:25
3 11:30-12:05	3 12:30-1:05	3 11:30-12:05	3 12:30-1:05
4 12:10-12:45	4 1:10-1:45	JH Lunch 12:05-12:35	JH Lunch 1:05-1:35
SH Lunch 12:45-1:15	SH Lunch 1:45-2:15	4 12:40-1:15	4 1:45-2:15
5 1:20-1:55	5 2:20-2:55	5 1:20-1:55	5 2:20-2:55
6 2:00--2:35	6 3:00--3:35	6 2:00--2:35	6 3:00--3:35
7 2:40-3:10	7 3:40-4:10	7 2:40-3:10	7 3:40-4:10

WELCOME TO CHURUBUSCO JR/SR HIGH SCHOOL

The faculty and staff extend a warm welcome to each returning student and new student to Churubusco Jr/Sr High School, home of the Eagles. The primary goal of our school is excellence, which with the cooperative effort of students, staff, faculty, administrators, parents, and community, is attainable. Each of you has the potential to achieve by becoming involved in all aspects of our school---challenge yourself to achieve.

This handbook is for your use and contains in summary form information regarding policies, procedures, and rules for the operation of Churubusco Jr/Sr High School. The school reserves the right to modify these procedures or guidelines as situations vary. This handbook is meant to be a guideline; not a complete policy statement of the Churubusco Jr/Sr High School Rules. Also, you will find that the teachers, counselors, and administrators are very approachable. They are here for one purpose, and that is to help you.

Junior High grade levels may have additional guidelines and rules that relate only to their grade level. These are to assist students with their transition to junior high, and eventually high school. Teachers may also have specific classroom rules that are not included in this handbook.

MISSION STATEMENT

The mission of Churubusco Junior/Senior High School is to create a safe, respectful, inclusive learning environment that fosters and develops in students the knowledge, skills, and citizenship necessary for students to become active and positive members of a global society.

VISION STATEMENT

Providing excellence in education, promoting lifelong learning, and preparing students for an evolving world.

SLOGAN

"Preparing our students for the world of tomorrow."

DIRECTORY INFORMATION

Smith Green Community Schools is proud of its students and their achievements and may release "directory information" relating to those achievements to newspapers, magazines, radio, television, colleges, programs, year-books, or by other means without parental consent unless the parents or a student who is 18 years of age or older has objected in writing to the release of such information within twenty (20) days of receiving this handbook. The objection should specify what information should not be disclosed. "Directory Information" means a student's name, address, photograph/video, date and place of birth, major field of study, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

ATTENDANCE

STUDENT ATTENDANCE POLICY

Regular attendance is essential for a student's success in school. A student with irregular attendance loses valuable educational opportunities as well as much in incidental learning. This is an important aspect of the total education of each child. Business and industry require attendance and dependability, and school regards the training in these habits as a shared responsibility of maintaining good school attendance. It is also noted that there may be times when disciplinary measures may need to be used to effect an affirmative behavioral change in the attendance habits of students.

ATTENDANCE - PARENTAL RESPONSIBILITY

As students become more mature, they should become more responsible for their own behavior, including school attendance. However, parents must always share in the responsibility for regular school attendance.

I.C. 35-46-1-4(a)-(4) provides that a person having care of a dependent, who knowingly or intentionally deprives the dependent of education as required by the law commits Neglect of a Dependent, a class D Felony. The punishment for a class D felony can be up to three years' imprisonment, and up to \$10,000 in fines. In all matters of attendance, the principal or his/her designee shall be authorized within the existing legal parameters to take action to enforce the compulsory attendance law and to encourage regular school attendance. Such action may include the involvement of other governmental agencies including welfare, probation, and mental health departments.

COMPULSORY ATTENDANCE LAW (I.C. 20-33-2-1 ET SEQ.)

Generally, Indiana law requires every child between the age of 7 and 18 to attend school during the entire time that schools are in session. It is unlawful for a parent to fail to ensure that the parent's child attend school as required by law.

Students with 4 or more unexcused absences/truancies or with 15 or more absences for the school year, may be reported to the Whitley County Department of Child Services and/or law enforcement.

A student is considered *Habitually Truant* by having more than ten (10) unexcused absences from school in one school year. A student who is *Habitually Truant* may be expelled from school and is ineligible for an operator's permit or learner's permit.

(IC 20-33-2-11)

EXCUSED ABSENCE

All absences must be verified with a parent/guardian phone call or a signed note from the parent/guardian by 2:00 p.m. on the day following the absence. Otherwise the absence will be recorded as unexcused and no make-up work will be allowed. Excused absences include, but are not limited to the following:

1. Absence due to illness or injury.
2. Absence due to a death in the immediate family. The immediate family shall be interpreted to mean grandparent, father, mother, brother, sister, wife, husband, mother-in-law, father-in-law, aunt, uncle, cousin, legal guardian, or child.
3. Absence arranged in advance through parental contact with the principal or his/her designee.
4. Absence of an unusual or emergency nature, which is approved by the principal or his/her designee.
5. A limited number of college days are available to juniors - (2), and seniors - (3), if they have been arranged and approved in advance through the guidance office.

When a student is absent from school due to illness or mental or physical incapacity, CJSHS may require parents/guardians to provide documentation of the illness or incapacity. This will be handled with a Certificate of Illness or Incapacity, and must be provided by an Indiana Physician, an individual holding a license to practice osteopathy or chiropractic in Indiana, or a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. If CJSHS requests that this certificate be provided, the parents/guardians must provide the certificate within six (6) days after the school requests it.

UNEXCUSED ABSENCE / TRUANCY

Any absence from regularly scheduled classes at Churubusco without the combined consent of the Administration and the parent/guardian is unexcused. All unexcused absences will be recorded as a zero for the day and no make-up work will be allowed. **In addition, consequences will be assigned for unexcused absences, following the policy below:**

1st Unexcused Absence:	3 hours of After School Restricted Study
2nd Unexcused Absence:	3 hours of After School Restricted Study
3rd Unexcused Absence:	6 hours of After School Restricted Study
4th Unexcused Absence:	6 hours of After School Restricted Study
5th Unexcused Absence:	1 day of In-School Restricted Study
6th Unexcused Absence:	2 days of In-School Restricted Study
7th Unexcused Absence:	3 days of In-School Restricted Study
8th Unexcused Absence:	1 day of Out of School Suspension
9th Unexcused Absence:	2 days of Out of School Suspension
10th Unexcused Absence:	3 days of Out of School Suspension; expulsion may be recommended

Examples of unexcused absences include, but are not limited to the following: 1) truancy, skipping or cutting class; 2) car or vehicle repair, out of gas, missing a ride; 3) babysitting, errands, shopping, or haircuts; 4) oversleeping or missing the bus; 5) other reasons not allowed by policy or not considered reasonable, acceptable, or legal.

DAILY ATTENDANCE

Administration will inform parents when a student misses any class by sending home a six and ten-day absence letter. Parents then have the opportunity to call the office with information pertaining to the child's absences or with questions regarding the absences. For all student absences, the parent or guardian will receive a phone call inquiring as to why the student is absent from school. If a student accumulates 10 or more total days of absences (excused or unexcused), ASRS time may be assigned in order to help the student catch up on his/her school work.

This policy will be used for students who are enrolled in school regardless of age unless the student is emancipated from his/her parents or no longer resides with and/or is supported by a parent or guardian.

ATTENDANCE RULES

1. If a student is absent for a day or partial day, parents or guardians should call the Attendance Secretary (693-1075) before 9:00 a.m. on the day of the absence, stating a reason for the absence. This is in order to determine if the absence will be excused or unexcused. After 9:00 a.m., a list of those students who are unaccounted for will be created.
2. Attendance will be taken at 8:10 a.m. and at the beginning of every period thereafter. Students that are not in class prior to the 8:10 bell must report to the office.
3. Students will be marked tardy to class if they miss less than 15 minutes, and will be marked absent and tardy for class if they miss more than 15 minutes. Students with a doctor's note will not be marked tardy.
4. **Students who are unexcused for part of the day including 1st period will also be counted Tardy to school for that day**, and an absence will be recorded in each class a student misses.
5. Students who miss school for any fractional part of the day will be counted absent for the periods(s) missed.

6. Students leaving school at any time during the day MUST have the approval of the school administration. A student should sign out with the Attendance Secretary. If the student is leaving school to attend a medical appointment, the student will receive a blue passport, which a student must take to his/her appointment, attain a signature and time of departure from a medical representative, and return the form to the Attendance Secretary upon his/her return to school. Failing to check out properly and/or failure to return the blue passport may result in disciplinary action.
7. Students who miss more than one period of a school day must have a written doctor/dentist excuse or administrative approval in order to participate in any school-sponsored event, or participate in any co-curricular practice or contest on that same day.
8. Vacations for a student to be with his/her parent(s) at a time when students are regularly scheduled to be in school may be counted as an excused absence with administrative approval if the Special Absence Permit form has been submitted to an administrator 5 school days prior to the vacation. Any vacation days past ten days per school year will be treated as unexcused.

HALL PASSES

When a student travels between classes, he/she is required to have a pass which is approved by a staff member. If a student does not have a pass, he/she will be considered tardy or absent based on the attendance guidelines listed in this handbook.

EAGLE TIME PASSES

Eagle Time is a daily time set aside for students to receive additional support from teachers with their academic work. In order for a student to leave their assigned classroom and visit another staff member during Eagle Time, the student must pick up a pass from the teacher they wish to visit prior to the start of Eagle Time. At the start of Eagle Time, a student with a pass must show the pass to the teacher and follow the sign-out procedures prior to traveling to the new classroom. Once the student arrives at the new classroom, they are required to stay in that room for the remainder of Eagle Time; they may not travel back to their assigned Eagle Time room. Failure to follow these expectations will result in the loss of Eagle Time pass privileges, and may also result in disciplinary consequences.

TARDY POLICY

It is expected that students will report to class before the formal beginning of the instructional period. It is considered rude and discourteous when students are repeatedly tardy to class. Students tardy to their first period class must report to the office for a pass. First period tardies will be tracked by the office, and will be addressed following the chart below. For periods 2-7, teachers will track and address tardy issues according to the classroom expectations established by the syllabus for their class.

Grades 6 -12:

- 1st tardy per semester – verbal warning
- 2nd tardy per semester – verbal warning
- 3th tardy per semester – 1 hour **After School Restricted Study**
- 4th tardy per semester – 1 hour **After School Restricted Study**
- 5th tardy per semester – 2 hours **After School Restricted Study**
- 6th tardy per semester – 2 hours of After School Restricted Study
- 7th tardy per semester – 3 hours of After School Restricted Study
- 8th tardy per semester – 3 hours of After School Restricted Study
- 9th tardy per semester – 1 day of Restricted Study
- 10th tardy per semester – 2 days of Restricted Study

Note: For students who are considered habitually absent or tardy, an Attendance Contract may be put in place. This contract must be signed by both the student and parent/guardian prior to the student being permitted to return to class, and can modify the procedure by which a student may be excused for the remainder of the school year (for example, a student may only be excused with a doctor's note, Certificate of Illness, or by our school nurse). An Attendance Contract may also include any of the following consequences: Loss of driving privileges, Loss of work permit, Loss of driver's license, OSS (possibly multiple days). Habitual absenteeism and/or tardiness may result in recommendation for expulsion.

MAKE-UP WORK

A student may make up work missed during an excused absence, in school suspension, or out of school suspension as follows:

1. It is the responsibility of the student to arrange with the teacher for any make-up work. Make-up work may include work assigned from sources other than the text. Make-up work should be completed outside the classroom to ensure students do not fall further behind. Note: Since class discussions can seldom be duplicated, research-type activities may be used to satisfy that missed segment of the class.
2. The length of time students have to complete make-up work missed due to an excused absence shall be equal to the absence; that is, one day for each day absent up to five days.
3. Any schoolwork missed and not made up as indicated above shall result in a zero grade for the work not completed during the period of the absence.
4. No make-up work will be accepted when a student's absence is considered unexcused (truant).

FIELD TRIP POLICY

Students may not be allowed to attend field trips if they **have failing grades, discipline referrals, and/or excessive absences.** **School administrators will make this determination.**

STUDENT WITHDRAWAL-EXIT INTERVIEW

Under Indiana Code 20-33-2-9, the school must conduct an exit interview when a student who is at least sixteen (16) years old and not yet eighteen (18) years old wishes to withdraw from school prior to graduation or turning 18 years old. A student who wishes to withdraw from school must show that the withdrawal is due to: (1) financial hardship and the individual must be employed to support the individual's family or dependent, (2) illness, or (3) an order by a court that has jurisdiction over the student. The student, the student's parent or guardian, and the student's principal, and the designated school employee are required to be present at the interview. The employee designated by the school board is to conduct the interview.

According to Indiana law, parent is defined as the natural or adopted mother or father of a child; or in the case where the parents are divorced, it is the parent who is awarded custody or control of the child by the court (I.C. 20-18-2-13). Thus, if a student's natural or adopted parent(s) are married, only one parent's signature is required to consent to the student's withdrawal from school.

If a student is enrolled in a special education cooperative or a vocational education program where the facility is not in the school corporation of the student's legal settlement, the exit interview should take place in the school the student would normally attend if he or she was not enrolled in one of the cooperative programs, i.e., the school of his/her legal settlement.

MAKE-UP DAY POLICY

A school calendar is a good guide to the planned activities of the year. The calendar is flexible to some degree and subject to change. The State of Indiana requires that public schools be in session a minimum of 180 days. The school calendar has 180 student days scheduled.

DISCIPLINE

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

The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process. Whether a student is directly under a teacher's supervision or not, teachers have authority over all students in the school or on school grounds.

Some types of unacceptable behavior are much more serious than other types of unacceptable behavior. Some behaviors require different approaches and clearly defined actions. Reprimand, probation, referral to special personnel in the schools (counselor, assistant principal, principal), parent conferences, suspension, referral to special services, and expulsion are means available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques may be used.

Students with excessive violations of school rules or policies may be placed on a behavior contract that must be signed by both the student and a parent/guardian before returning to class. Violations of the behavior contract could include (but is not limited to) any of the following consequences: loss of driving privileges, loss of work permit, loss of driver's license, After School Restricted Study (ASRS), multiple days of out of school suspension, and expulsion.

DUE PROCESS

Each student shall be entitled to due process procedures under the laws of the State of Indiana.

CLASSROOM GUIDELINES:

Churubusco Junior/Senior High has basic and simple rules and expectations of students. Students who comply with these expectations should experience success and be exempt from disciplinary action. Teachers may have additional classroom expectations and rules.

1. Be in their seat at the appropriate time for the start of class ready to begin.
2. Have their textbook, writing utensil, paper, and assignment with them.
3. Students are not to leave their seat without permission from the teacher.
4. Students are to keep hands, body parts, and comments to themselves.
5. Do not speak without permission from the teacher.
6. Do not sit on desks, heating systems, backs of chairs, etc.
7. Speak to other students and the teachers with respect. Students are to use proper volume and proper choice of vocabulary words at all times.
8. Always do as the teacher asks, even in cases where the student may disagree with the teacher's request.
9. Students are not to write, read, text, or pass notes during class time.

RULES OF CONDUCT

The Board of School Trustees of the Smith-Green School Corporation, according to Public Law, has declared that certain misbehavior will be grounds for suspension and/or expulsion of students from school. Pursuant to I.C. 20-33-8-14, the following are grounds for suspension or expulsion, subject to procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial Disobedience.
- (3) Any act that interferes with the school purpose or educational purpose.
- (4) Pursuant to I.C. 20-33-8-15, the following unlawful activity by a student is grounds for suspension or expulsion if:
 - (a) The unlawful activity can reasonably be considered to be an interference with school purposes or an educational function; or
 - (b) The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and summer period when a student may not be attending classes or other school functions.
- (5) Any conduct prohibited by I.C. 20-33-8 et seq. or other applicable Indiana Code provision.

The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) 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;
- (2) Off school grounds at a school activity, function, or event; or
- (3) Traveling to or from school or a school activity, function, or event.

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with the educational process.
2. Occupying any school building or school grounds without the school's permission; blocking the entrance or exits of the school; setting fire or substantially damaging any school property, firing, displaying, or threatening the use of firearms, explosives, or weapons on school premises; preventing the operation of the school or any educational function; and continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function under his/her control.
3. "Pulling" a fire alarm or tampering with any fire appliance is a very serious matter. It is considered a misdemeanor in the State of Indiana (Ind. Code 35-44-2-2), and punishable by both fine and expulsion. Any student who "pulls" a fire alarm can be taken to Allen County Juvenile Center (ACJC) and detained for up to 72 hours, at which time the case will be referred to the Whitley County Prosecutor for legal processing. This also includes the calling in of bogus 911 telephone calls.
4. Causing or attempting to cause substantial damage to school property of substantial value, or repeated damage or theft involving school property of small value.
5. Intentionally causing or attempting to cause substantial damage to valuable private property on school grounds or during an educational function or event off school grounds; or repeatedly damaging or stealing private property.
6. Intentionally causing, threatening, or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
7. Threatening or intimidating any student, teacher, or other school employee or visitor. (See Ind. Code 35-45-2-1.) A threat is an expression, by words or action, of an intention to: (A) unlawfully injure the person threatened or another person, or damage property; (B) unlawfully subject a person to physical confinement or restraint; (C) commit a crime.
8. Possessing, handling, or transmitting any object that can reasonably be considered a weapon, including knives and ammunition or anything that looks like a weapon.
9. Possessing, using, selling, purchasing, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
10. Engaging in the unlawful distribution of narcotics, prescription drugs, or other violation of criminal law.
11. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens on school premises at any time or at any school sponsored activity at any location, including the school bus. Examples of things which are not to be possessed or provided to another person are, but are not limited to, the following: pipes, rolling papers, clips, or any other drug paraphernalia.

12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
13. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an educational function.
14. Continuous and willful refusal to accomplish school tasks even though able to do so.
15. Hazardous or unauthorized use of automobiles or other motorized vehicles.
16. Being willfully truant or absent from school without the knowledge or consent of his/her parents.
17. Violating or repeatedly 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 speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - C. Disobedience of administrative authority.
 - D. Violation of medication policies.
 - E. Violation of the school corporation's technology use policy.
18. Possessing or using on school grounds during school hours any lighting device like lighters and matches.
19. 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 damaged property when the student has information about such actions or plans.
20. Possessing, using, transmitting or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
21. Falsely accusing any person of sexual harassment, or of violating a school rule, and / or a state or federal law.
22. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
23. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct including electronic activities such as texting, posting pictures, etc.
24. 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.
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 or displaying pictures without the consent of the student or staff member in a situation not related to a school purpose or educational function.
27. Possessing, handling, or transmitting any deadly weapon on school property, as defined in I.C. 35-41-1-8.
 - a. The following devices are considered to be a firearm under this rule:
 - "Firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
 - The frame or receiver of any weapon described above
 - Any firearm muffler or firearm silencer
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device.
 - Any weapon that will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with bore of more than one-half inch in diameter
 - Any combination of parts either designed or intended for use in converting any device into a destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - An antique firearm
 - A rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
 - b. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - c. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

20-33-8-16 WEAPONS EXPULSION.

- (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- (b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm.
- (c) Notwithstanding section 14 of this chapter, a student who is:
 - (1) identified as bringing a firearm to school or on school property; or (2) in possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (d) The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (c) for a student who is expelled under this section. (e) Notwithstanding section 14 of this chapter, a student who is:
 - (1) identified as bringing a deadly weapon to school or on school property; or (2) in possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.
- (f) A superintendent shall notify the prosecuting attorney of the county in which the school is located if a student is expelled under subsection (c) or (e). Upon receiving notification under this subsection, the prosecuting attorney shall begin an investigation and take appropriate action.
- (g) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

VIOLATIONS OF SCHOOL POLICIES AND RULES

The purpose of discipline is to modify behavior. Consequences for disciplinary issues are at the discretion of the school administrators and could include (but are not limited to): verbal or written warnings, detention, parent notification, removal from class, RS (Restricted Study), OSS (out-of-school suspension), ASRS (After School Restricted Study), loss of work permit, loss of driving privileges to school, loss of driver's license, and expulsion from school.

- **Possession/transportation/use/under the influence** of drugs/alcohol or possession of paraphernalia during school or at school activities
- **Selling or buying** of drugs or alcohol or look-a-likes on school property
- **Possession** or use of tobacco products/lighter during the school day or at school activity
- **Theft/Vandalism/Graffiti** (school or personal)
- **Physical Confrontation:** pushing, shoving, verbal confrontation, provocation
- **Fighting:** hitting, slapping, kicking, biting, spitting, throwing objects
- **Physical Assault** of a staff member
- **Verbal Abuse** of a staff member including obscene gestures, provocation of staff
- **Profanity**, vulgarity, obscenity, obscene gestures, derogatory written material, sexually suggestive
- **Disruptive in class:** Chronic talking, horseplay, harassing/teasing, refusing to remain in seat, rude noises, leaving without permission, chronic lack of supplies, any action that interferes with educational activities
- **Insubordination/defiance/disrespect:** Walking away, talking back, inappropriate gestures or actions, failure to follow directions, refusal to work in class, refusal to report to the office, refusal to identify oneself, failure to serve detention/RS/ASRS
- **Threatening** another student
- **Misrepresentation:** Lying, making false statements, altering report cards, grade books or passing, cheating, plagiarism
- **Personal Property:** Toys, electronic devices, cell phones, laser pointer, music players, etc.
- **Dress Code Violations**
- **Possession** of fireworks including smoke/stink bombs, fart spray, etc.
- **Reckless vehicle** use/ improper parking
- **False Fire alarm or emergency call**
- **In Group or gang involvement:** Coercion, intimidation, display of colors, paraphernalia, signs, graffiti, and/or involvement in activity which incites any racial or ethnic group appropriate sexual behavior/harassment
- **Law violations:** Homicide, battery, weapons, arson, assault, illegal conduct, threat of illegal conduct
- **Bullying** (including electronic bullying)
- **Improper Use of technology/ Internet misuse**
- **Failure to cooperate with a substitute**
- **Public Display of Affection**
- **Truancy**
- **Possession of weapon** or look-alike weapon

- **Possession**, use, or transmission of a deadly weapon
- **Aggressive behaviors** causing harm
- **Disregard of food/drink rules**
- **Flagrant** challenging of authority, defiance, or belligerence
- **Habitual failure to complete school work**
- **Skate-boarding** on school grounds is prohibited
- **Occupying the School Building outside of school hours (when not involved in a school function), or being in unauthorized areas of the school building without staff member supervision**

ELECTRONIC DEVICES

Junior-High School students are not permitted to knowingly use or possess any electronic device or cellular phone during school hours, on school grounds. Electronic devices are to be turned off and placed in a Junior-High student's locker prior to first period through the end of the school day. High school students are permitted to have electronic devices, including cellular phones, in their possession during the school day; however, electronic device use in class is determined by each teacher, and teachers retain the right to ask students to not use these items in class. Students who chose to violate their teacher's expectations in regards to electronic devices will be considered insubordinate, and consequences will result. Consequences may include confiscation of the device and/or requiring a parent to pick up the device from the office, as well as additional discipline for students who repeatedly violate these expectations. No student at Smith-Green Community Schools is permitted to use any electronic device in a locker room or restroom at any time.

RESTITUTION

The majority of monies that come into the school corporation are from taxes paid by residents of Smith and Green townships. These taxes are paid with the understanding that the money will be used to help provide a quality education for the youth of our townships. It is difficult to justify using the money collected through taxes for repairs or replacement made necessary by vandalism or reckless use of school property. Therefore, it is our intention to charge any repair or replacement cost, including labor costs, to the individual or individuals responsible for the damage to school property. This is not to say that individuals will be charged for breakdowns that are caused as a result of normal wear and tear. However, even if damage results as an accident, the damage must be repaired and it is only fair that the expense of that replacement or repair be borne by the individual or individuals that caused the incident.

DISPOSAL OF CONFISCATED CONTRABAND- All contraband confiscated from a student's possession, including his/her locker, may be disposed of by the principal or his designee as he or she deems appropriate, including:

1. Return to the proper owner or place;
2. Holding item until the end of the school year;
3. Use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-33-8;
4. Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
5. Destruction.

PLAGIARISM

Smith-Green Community Schools promotes academic integrity. Most authorities agree that verbatim copying of more than three words in succession of someone else's writing – electronic media included – without proper attribution, constitutes plagiarism. Churubusco Jr/Sr High School will use this definition of plagiarism throughout all grade levels. Ignorance, therefore, is no longer a viable excuse. Because plagiarism may be unintentional, a teacher must distinguish between minor, perhaps unintentional, plagiarism and flagrant "borrowing."

The department will use the following guidelines and definitions:

- Minor plagiarism is regarded as five to fourteen words in succession, whether intentional or not.
- Major plagiarism is regarded as sentences and/or phrases of at least fifteen words in succession or minor plagiarism that is repeated three times.
- Also regarded as major plagiarism is any summary or paraphrase (regardless of number of words) of another individual's work not documented and rather credited to the student writer. In this case, teachers should be aware of the difference between willful plagiarism and the inability of the student to document properly. The teacher should use discretion when applying this description.
- Flagrant plagiarism is regarded as twenty-five or more consecutive words or major plagiarism repeated four times.

SUSPENSION

Suspension means disciplinary action in which a student is suspended from school attendance for a period of time not to exceed ten school days. Length of suspension will be determined by school authorities and will reflect the offense committed. The primary preference of Churubusco Jr/Sr High School is to use RS or ASRS whenever possible. Parents or guardians will be notified in writing of the action taken, and will have the complete custody of and jurisdiction over their child during an out-of-school suspension ("OSS"). A suspended student may not be on school property or at any school-sponsored event, home or away.

If a suspended student violates this rule and fails to leave when directed by school personnel, the student will be reported to the police. A student will be re-admitted to school after the student's parents and the administration agree upon a satisfactory solution to the student's conduct.

A student who has been suspended out of school will have the opportunity to receive full credit from classes missed during the time he/she were suspended.

AFTER SCHOOL RESTRICTED STUDY (ASRS)

The Administration, in its discretion, may use ASRS as an alternative to OSS. ASRS is from 3:15 pm to 6:15 pm as needed in the Jr/Sr High School. Students may be assigned 1, 2 or 3 hours of ASRS and are expected to be on time with materials to study for the entire time. Tardiness to ASRS, skipping ASRS, or causing problems in ASRS will result in severe disciplinary action. ASRS may also be used for credit recovery.

EXPULSION

Expulsion means disciplinary action in which a student is removed from school attendance and school activities for a period longer than ten school days. Due process procedures will be used in any expulsion.

INVALIDATION OF DRIVER'S LICENSE OR PERMIT

1. Indiana Code 9-24-2-1 states:

"A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant.
 2. Is under at least a second suspension from school for the school year
 3. Is under expulsion from school
 4. Is considered a dropout under Ind. Code 20-33-2-28.5.
2. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances, with each notice indicating the last day of the semester in which the student returns to school:
- A. The student receives a second suspension from school in any one school year.
 - B. The student is expelled from school for any reason established by state statute and/or this school system.
 - C. The student is a habitually truant as defined in I.C. 20-33-2-11.
3. Should any such second suspension or expulsion be reversed after the student has utilized the procedures under Ind. Code 20-33-8-19, the principal shall notify the State Bureau of Motor Vehicles directly in writing.
4. Should the principal have reason to believe that a 17-year-old student, or a 16-year-old student with the written consent of his/her parent/guardian, is quitting school in order to avoid a second suspension in a school year or an expulsion for misconduct, the principal is given the discretion to consider such as an offer to quit, to continue with the suspension or expulsion proceeding, and to notify the Bureau of Motor Vehicles of the outcome of such proceeding.
5. Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to I.C. 9-24-2-5.

GANG ACTIVITY OR ASSOCIATION

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:

- A. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. Present a physical safety hazard to self, students, staff, and other employees;
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, tattoos, drawing, painting, design, or emblem upon any school or personal property or on one's person.

BULLYING

IC 20-33-8-0.2 "Bullying" means overt, repeated acts or gestures, including:

1. Verbal or written communications transmitted;
2. Physical acts committed; or
3. Any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Bullying is serious and will not be tolerated at Churubusco Jr/Sr High School.

1. If an individual is bullied, he/she must report the incident(s) to the principal, counselor, teacher, or any school official. Anyone witnessing bullying is expected to report such acts to a school official.
2. Bullying will be taken seriously and investigated. Bullying acts that are reported and verified may result in any or all of the following consequences:
 - a. Parent contact to all parents of students involved
 - b. Discipline referrals
 - c. Suspension (in or out of school)
 - d. Possible expulsion, depending of seriousness of the offense
 - e. If deemed necessary, police will be involved
3. False accusations or reporting of bullying is serious and may also result in discipline.

HARASSMENT

Harassment, including offensive language or behavior based upon another person's race, religion, sex, national origin, or disability, will not be tolerated at Churubusco Jr/Sr High School. It is the school's position that serious steps will be taken should an incident of harassment occur. Any student is a victim of harassment or who witnesses another person being harassed should immediately report the incident to the administration.

If the incident is the student's first offense, the student will be referred to a counselor or administrator. At this time counseling will be undertaken in order to clarify the inappropriateness of such activities. In addition, the situation will be assessed to determine if further actions are necessary. If the first offense is deemed to be excessive, disciplinary action may be recommended administratively, including, but not limited to, suspension or expulsion. If a second violation occurs, the student will be required to attend a minimum number of counseling sessions. In addition, the student will face additional disciplinary action including, but not limited to, suspension or expulsion.

NOTICE TO STUDENTS AND PARENTS REGARDING ELECTRONIC DISPLAYS OF INFORMATION INCLUDING CELL PHONE CONTENT AND DISPLAY

Smith-Green Community School Corporation prohibits the sending, sharing, viewing, and or possessing of pictures, text messages, e-mails, or other images and or material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic devices.

Students and Parents are hereby placed on notice that serious criminal repercussions may result from the possession, and or dissemination of materials of a sexual nature. The School District has a duty to report allegations of misconduct to either law enforcement or the local child protection agency. If a student would be conflicted of or declared a juvenile delinquent in violation of a child exploitation law or other similar laws, the student may be required to register as a sex offender pursuant to Indiana Code Section 35-42-4-11 (a)(2)(C) and Indiana Code Section 11-8-8-7, as from time to time amended.

Students and Parents are advised as follows:

- The child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- 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 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 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 at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and student to be aware of the legal consequences should this occur in the Smith-Green Community School Corporation schools.

Smith-Green Community School Corporation as a matter of policy complies with all laws of the State of Indiana as it relates to the reporting of alleged criminal conduct and conduct that may be considered to be harmful to minors and or the educational process of Smith-Green Community School Corporation. All students are expected to comply with and abide by the laws of the State of Indiana.

INSUBORDINATION

Insubordination is a deliberate refusal or failure to follow an authority figure's request or directive. Any act by a student of open resistance to authority or willful refusal to obey the directive of school personnel will result in disciplinary action.

DRESS CODE

Since student appearance reflects upon the reputation of Churubusco JR/SR High School and the principles of good grooming are a part of a student's education, it is important that students uphold high standards of neatness and respectability of dress. Overall, modesty, neatness, and cleanliness should be the primary objective. The administration reserves the right to make all judgments regarding student dress and what is or is not acceptable and/or appropriate. *NOTE: On special occasions such as: homecoming, spirit days, and student sponsored clubs/activities school dress still apply.*

1. Examples of inappropriate dress may include, but are not limited to: sagging pants, inappropriately exposed skin and/or undergarments, and excessively short or tight clothing. At no time should cleavage be visible.
2. No student will be permitted to dress or appear in any manner that is excessively distracting, unhealthy, distasteful and/or obscene.
3. No student will be permitted to dress or to wear clothing and/or attachments to clothing which are sexually explicit or promote or advertise racism, drugs, alcohol, and/or tobacco.
4. All students must wear sleeved shirts that cover their shoulders.
5. In certain classes or extra-curricular activities the school retains the right to impose specific dress and grooming requirements as a condition of participation.
6. Hats or other headdress such as bandanas or the hoods of hooded sweatshirts may not be worn at school unless the principal has agreed to a special day.
7. Although not technically considered dress, book bags, gym bags, backpacks, purses, or other large carrying bags may not be carried throughout the school during regular school hours.
8. Footwear must be worn at all times.
9. Outdoor clothing such as coats, jackets should not be worn during school hours.
10. Clothing with excessive holes, rips, and tears will be subject to administrative approval.
11. Any jewelry or other items are prohibited when worn inappropriately.
12. Wearing shorts throughout the school year is student choice. However, this rule can be individually rescinded for students who have trouble choosing appropriate length and tightness. The acceptable length of shorts, skirts, or dresses is determined when a student stands straight with arms to the side and their fingertips are above the bottom of the hem.
13. Violators of the dress code may be placed in restricted study until appropriate clothing can be supplied. Students will not be permitted to leave the building for a change of clothing.
14. Multiple dress code violations may result in ASRS being assigned.

COUPLE RELATIONSHIPS AT SCHOOL

Students should not, under any circumstances, while on school grounds, anywhere in the building, or at school functions, show affection to one another in a way that creates a scene and draws undue attention to them. The administration and faculty feels this creates a poor image of our student body, and that school is not the place to engage in any affectionate gestures other than holding hands. That is not to say that it is wrong but simply inappropriate in a school environment.

GENERAL SCHOOL EXPECTATIONS

SCHEDULING

1. **Students should enroll in seven classes**; however, those students who are taking a dual college credit course off campus may enroll in five classes at the high school and one college course for a total of six courses. No study hall classes will be offered.
2. Students receive their schedule during the spring of the previous school year. All schedule changes must be completed by the last day of school of the previous school year. After those deadlines, schedule changes will only be permitted with approval from the administration.
3. Seniors will be allowed to graduate mid-year if they have completed all graduation requirements including passing state graduation exams.
4. Students will have the option of graduating after six semesters only if they are planning to pursue post-secondary opportunities or plan to join the military. Documentation is required stating that the student has been accepted into the military or a post-secondary institution. Students must also complete all graduation requirements, including passing state graduation exams, by the end of their junior year. This will allow students to be eligible for the Mitch Daniel's Early Graduation Scholarship. Special permission must be obtained and paperwork must be completed in guidance prior to the end of the student's sophomore year.

AUTOMOBILES/MOTORIZED VEHICLES

1. Students driving and parking at Churubusco Jr/Sr High School **must possess a valid driver's license** and must register in the attendance office. Upon registration, each student will receive a parking permit, **at a cost of \$10, to be placed on the center rearview mirror in the automobile, or displayed plainly on a motor cycle or moped.** JH students may not drive a motorized vehicle to school. A student who does not register their vehicle may face consequences.
A specified number of permits will be distributed each year at cost to students by class beginning with seniors and ending with freshmen. Once all of the parking spaces are filled, no more parking permits will be issued until one becomes available.
2. Emergency driving is always possible. Students are to report to the assistant principal's office and register their car for that particular day.
3. All approved student drivers will park in the front parking lot during school hours.
4. Vehicles are not to be re-entered during the school day unless the student has approval from the principal or assistant principal. A student who is in a work-study program may enter his/her car to leave at the designated time he/she needs to depart to get to work.
5. Student drivers are to park cars according to the lane markings.
7. Student vehicles may be subject to search by school authorities if there is reason as delineated in the student locker guidelines.
8. Students arriving to school after 8:10 due to car troubles will receive a tardy and/or absence when applicable.

WORK PERMITS

A work permit may be issued to any student who is passing all of his/her classes, has at least a cumulative C-GPA, and is meeting our compulsory attendance guidelines (no more than ten days absent per semester). The work permit may be revoked if the student's grades decrease significantly after the issuance of the permit, or if they are no longer following the attendance guidelines established by CJSHS. If a student were to have a permit revoked or denied, we would review his/her application upon the student successfully raising his/her grades to meet our standards after each 9-week grading period.

LOCKERS

The following policies are in accordance with a comprehensive in-depth school board locker policy. The complete school board policy is available for your inspection in any of the administrative offices.

1. All lockers made available for student use on school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules. These lockers must be kept locked. No attempt should be made to bypass the lock system.
2. A student should not expect to have privacy in a locker or its contents. Periodic general inspections of all lockers may be conducted by the school principal or designee for any reason, at any time, without notice, without the student's consent, and without a search warrant. These searches are usually conducted for general health and safety reasons, or to locate lost or stolen property, but if any evidence of a violation of the law or school rules is found during one of these searches, this evidence may be used against the student.
3. Other than general inspection of all lockers, whenever an individual student locker is the subject of a search based on reasonable suspicion of contraband being present, the student assigned to the locker being searched will normally be given notice and the opportunity to be present during the search

4. Each student is responsible for the locker assigned. Students must keep lockers locked, clean, and damage free.
5. There is to be no switching or sharing of lockers without permission from the office.
6. At no time should any student share a locker with another student, or share his/her locker combination with anyone else. A student getting into the locker of another student will be dealt with severely.
7. In the unlikely event of loss of items from the locker, you should report such loss to the office.

TEXTBOOKS

All texts, printed and/or electronic, are rented to students for their use during the school year. The student pays for workbooks, resources and other supplies. Textbooks are to be kept clean and handled carefully. The student and teacher must inspect all textbooks at the beginning of the semester. Please be sure your name, grade, and school are written in the book in case they are misplaced. A charge will be made based on the principal or teacher's judgment for abuse, misuse, or lost books. Students should make payments for these charges to the school treasurer.

SCHOOL CLEANLINESS

School custodians do a great amount of work in preparing the facility for use. Each of us has a part in the overall neatness and cleanliness of the facility. Trash should always be placed in appropriate containers and not thrown on the floor. Beverages and snacks are to be eaten in the cafeteria. Each one doing what is expected will assist in keeping the general appearance of the building in the best possible condition.

FOOD OR DRINK

Food and drinks, excluding water bottles, should only be consumed in the cafeteria during the school day. At no time should food or drinks be brought into the academic areas of the building. Students who bring a packed lunch from home must keep the lunch in a closed bag or container and not open it until they are in the cafeteria. In accordance with state guidelines, we ask that students or parents not bring in fast food items, energy drinks, or sodas to have for lunch as many of these exceed federal guidelines for sodium, sugar, and carbohydrate consumption and may inhibit learning.

SCHOOL LUNCH PROGRAM

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your seat clean.
4. Throwing food may result in discipline.

LUNCH CARD USE

1. Students are expected to have their lunch cards with them each day in order to get their lunch in the cafeteria.
2. If lunch/ID cards are defaced or mutilated, students will be required to purchase another card at a cost of \$5.00.
3. Parents are able to deposit money and check their student's lunch account balance at any time by visiting www.SendMoneyToSchool.com on the internet. Parents are also able to send money in with their student to be deposited into their account.
4. Students may get their lunch if they forget their lunch card and they have money in their account by giving their name or number to the checkout cashier in the lunch line. If a student has no money in their account, they will have to pay cash for their lunch. Only one meal charge will be allowed; no la carte items will be permitted to be charged. If a student does not have money to purchase a lunch, a cheese sandwich and a milk will be provided free of charge.

LUNCH HOUR

Students are not to leave the school building during the school hours without the consent of the administration. On days where school is on a two or three-hour delay schedule, or in special circumstances, time for lunch may be reduced, as is true with all classes.

BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day, and specific instructions of importance to teachers and students will be placed in the morning bulletin for announcing to staff and student body. Pupils responsible for putting notices in this daily bulletin must have the notices approved by their advisor and in the main office no later than 7:45 a.m. Special notices are posted on bulletin boards, outside the main office, in the library, guidance office, or posted as poster signs. All posters must advertise school-sponsored events and must be approved by the administration.

LIBRARY

The library staff is responsible for maintaining an orderly environment in the library. This may include refusing admittance to any student who does not use his/her time wisely. A student must have a pass to go to the library. Procedures to come to the library from a classroom will be determined by the classroom teacher and the librarian. It may be necessary to limit the number of students admitted from a classroom to the library any time the facility is being used by regularly scheduled classes. Students who plan to visit the library during their lunch break must obtain a pass from a library staff member prior to the lunch period.

HIGH SCHOOL PROM

The high school prom is sponsored and paid for by the junior class, with the senior class as their guests. Sophomores and freshmen may also attend the prom if they are guests of a junior or senior. The prom is open only to junior and senior students and their guests who are age 20 or younger.

DANCES

High school dances are open only to high school students and graduates who are guests; however, as is true with the prom, all guests must be age 20 or younger.

If students wish to attend dances at other schools, information can be provided to the host school verifying that the student involved is enrolled at Churubusco Jr/Sr High School. Only 6th, 7th, and 8th grade Churubusco students may attend Junior High dances.

HIGH SCHOOL STUDENT COUNCIL

The Student Council is made up of: (a) Student Council President, Vice President, and Secretary-Treasurer; (b) from each class: President, Vice President, Secretary-Treasurer, and 4 Representatives from each class. All officers and representatives are elected in the spring of the preceding school year. Those students running for Student Council President, Vice President, or Secretary-Treasurer must be a current sophomore or junior with a minimum of one year of Student Council experience. The Student Council has a highly active role. Its purpose is not to govern the students, but to serve as a voice for the student body. The Student Council will work with the administration in making Churubusco High School a place of which everyone can be proud.

HALL DECORATING

Students or classes desiring to decorate will first submit a plan to their class sponsors for approval. This plan must include the theme and design for decorating. Students will not be permitted to work in the building until they have obtained permission of their class sponsor. Students must understand that their sponsors will supervise projects. Students should take down all decorations that are put up in a timely manner. This includes the tape that holds the displays up. Residue tape can become very unsightly! Do not tape signs, posters, etc., on any of the school windows.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

A. Purpose

The primary priority of the technology is to improve student learning. Technology should always encompass teaching, learning, and management. The purpose of this policy is to set forth policies and guidelines for access to Smith-Green technology resources and acceptable use of the Internet. Reference to this policy will be included in employee and student handbooks.

B. Philosophy

In making decisions regarding access to school district technology resources and to the Internet, Smith-Green considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Smith-Green technology resources and to the Internet enables users to explore thousands of libraries, databases, bulletin boards, and other resources from around the world. Smith-Green expects that faculty will blend thoughtful use of the school district technology resources and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

C. Limited Educational Purpose

Smith-Green is providing students and employees with access to the school district's technology resources, which includes Internet access. The school district network has limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of Smith-Green and district/school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

D. Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. In order to access the system, a user must certify they have read and will comply with the use guidelines and must not have had his or her user privileges withdrawn or terminated within the twelve (12) preceding months for any policy violations.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of school district technology resources or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate district/school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

E. Unacceptable Uses

1. The following uses of school district technology resources and the Internet or accounts are considered unacceptable (please note that this list is not exhaustive and is at the discretion of school district officials):
 - a. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
 - b. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
 - c. Users will not use the school district system to access, review, upload, download, store, print, post, nor distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
 - d. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute bullying, harassment or discrimination. This restriction will not apply to access and review of materials within the context approved research conducted under the direct supervision of a teacher for a class assignment.
 - e. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, nor to bully or harass another person, nor to engage in personal attacks, including prejudicial or discriminatory attacks.
 - f. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
 - g. Users will not use the school district system to vandalize, damage or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading viruses or by any other means; will not tamper with, modify or change school district software, hardware or wiring or take any action to violate or circumvent the school district systems security; and will not use the school district system in such a way as to disrupt the use of the system by other users.
 - h. Users will not use the school district system to gain unauthorized access to information resources or another person's materials, information or files.
 - i. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.
 - j. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, nor attempt to log in through another person's account, nor use computer accounts, access codes or network identification other than those assigned to the user.
 - k. Users will not use the school district system to violate copyright laws, or usage licensing agreements, nor otherwise to use another person's property without the person's prior approval or proper citation, including downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet or elsewhere.
 - l. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisements. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 - m. Users will not use the school district system to access any material or resource which results in Smith-Green receiving an unauthorized billing.
 - n. Users will not use excessive data storage or network bandwidth for non-school -related purposes. This use includes unauthorized file downloads, Internet radio or video, peer-to-peer file sharing, chat rooms, games, instant messaging, or the transfer of unusually large or numerous files or e-mail messages.
 - o. Users will not use personal property to gain access to the school district system without proper authorization from a district official.
 - p. Users will not attempt to connect their own device to the school district's system without prior authorization from a district official.
 - q. Users will not use the school district's system to do anything that would be considered bullying by use of electronic means (Cyber-bullying).
 - r. Users will not use portable media (flash storage) to load games, music or other non-school related media onto school devices.

These principles and guidelines are extended to networks and information technology resources outside of the school district which are accessed through the district network via the Internet or other means. Networks or information technology resource providers outside of the district may, in turn, impose additional conditions of appropriate use which the user is responsible to observe when using those resources.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A student may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

F. Consistency with Other School Policies

Use of the school district systems and use of the Internet shall be consistent with school district policies and the mission of the school district.

G. No Expectation of Privacy

1. By authorizing use of the school district systems, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on the school district system.
2. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
3. An individual investigation or search may be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
4. School district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under state or federal laws.
5. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district system.

H. Internet Use Agreement

1. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
2. This policy requires the permission of and supervision by the school district's designated professional staff before a student may use a school account or resource to access the Internet.
3. Receipt of student or employee handbook is implied consent of this policy.

I. Social Networking Education

The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and cyber-bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and cyber-bullying awareness and response.

J. Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media or technology equipment, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

K. User Notification

All users shall be given information on how to obtain a copy of the school district policies relating to Internet via student and employee handbooks.

PARENT/GUARDIAN/STUDENT

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. Receipt of the annual student-parent handbook constitutes acknowledgment of receiving a copy of the Student Network and Internet Acceptable Use and Safety Agreement. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minor. However, I recognize that it is impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

HEALTH EDUCATION

We believe that the goal of this facet of education is to promote in all students the desire and ability to be healthy, physically and mentally. The following are the rights of parents or students who are 18 years old or older as they pertain to these facets of education:

- Parents/guardians/students (18 or older) shall be notified in writing of topics to be taught prior to the student's attendance in these courses.
- Parents/guardians may inspect all program-teaching materials during school hours upon request.
- Parents/guardians may request a conference with the instructor and/or principal for assistance in determining whether to request an exemption for the student from the planned instruction.
- Parents/guardians may exclude their child from all or part of this instruction by submitting an approved exclusion form. Parents/guardians receive this form from the school as part of registration.
- Exclusion records shall be maintained in student files and are valid for one year.
- Health Education is taught in grades K-8 and 10 as mandated by the State; AIDS Education is taught in grades 4, 5, 7, 10, and 12 and Drug Education in K-12, as mandated by the State.

HUMAN SEXUALITY

Human sexuality is part of the health education curriculum. Instruction in human sexuality includes information dealing with the growth and development of the human body, human sexuality, and reproduction. Instruction is provided for every student, grades 5- 10. Material must be presented with a great deal of sensitivity. The human sexuality outline has specific topics and guidelines for teachers.

Rights of parents in regard to this policy are:

- In addition to established policies and regulations concerning the approval of new materials, all audio-visual and supplementary classroom instructional materials related to human sexuality shall be reviewed regularly by a committee of teachers and administrators.
- No pupil will be excluded from instruction without a signed and filed exclusion signed by the parent. Those students not receiving instruction in human sexuality should have an alternative learning experience from the health curriculum.
- Only trained and approved staff shall teach the human sexuality curriculum.
- In those special and unique circumstances when resource personnel may be required for assistance in instruction about human sexuality, prior approval must be obtained from the Superintendent.

STUDENT COUNSELING AND SPECIAL NEEDS DIAGNOSTIC SERVICES

Smith-Green Community Schools is committed to providing responsible counseling services to students under appropriate conditions.

Prior consent to any such psychological examination or testing means the prior written consent of the student's parents or guardian, or, if the student is an emancipated minor or has attained 18 years of age, of the student.

As used herein, the term "psychological examination or test" means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings.

Important safeguards are provided for all students. Rights under this policy are highlighted below and on the next page.

- Only those persons holding relevant certificates or licenses may expose students to psychological procedure involving diagnosis, assessment, or treatment of any emotional, behavioral, or mental disorder or disability. Smith-Green has a licensed full-time psychologist for K-12 as well as two licensed counselors
- Allowed procedures may only be performed after acquiring written permission from a student's parent or guardian.
- In case of a crisis or trauma that affects many students, or in an emergency affecting an individual student, psychological support can be offered without prior written permission; e.g., student death or similar tragedy. Efforts will be made to notify parents before meeting with the student unless impractical.
- Parents can exclude a student from any or every psychological or counseling service by an advance written notice to the school principal.
- Psychological services do not include ordinary classroom or counseling activities or teaching techniques.

STUDENT SUBMISSION TO PSYCHOLOGICAL EXAMINATION OR TESTING

No student shall be required as part of any program, to submit without prior parent consent, to psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

Political affiliation, mental and psychological problems potentially embarrassing to the student or his/her family, sexual behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, such as those of lawyers, physicians, and ministers, or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

STUDENT EDUCATIONAL RECORDS

The staff and administrators safeguard the educational records of students in accordance with the requirements of federal and state law, and consistent with the policy of the Corporation.

Consistent with the Family Education Rights and Privacy Act (FERPA), officials of the District must notify parents or the students themselves when the students are 18 years of age or older, of their rights concerning students' records. Those rights, for the parents or eligible students, are outlined below:

- To inspect and review the student's educational records.
- To request an amendment of the student's education.
- To consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that the disclosure is authorized without consent.
- To file with the United State Department of Education a complaint concerning alleged failures by the District to comply with the requirements of FERPA, and
- To obtain a copy of the corporation's policy pertaining to student records.

SCHOOL VISITATION

All visitors are expected to register in the school office. Parents may visit the child's classroom at any time by making arrangements in advance with their child's teacher. Tours of the school may be given to anyone by making arrangements with the principal. Visitors may be subject to a limited history background check, which will then be reviewed and approved by the administration prior to entrance into the building.

CUSTODIAL PARENT INFORMATION

It is the responsibility of the custodial parent to provide a copy of the court order to the school in cases where the non-custodial parent is not to see the child at school, receive records on the child, or leave the school with the child in his/her care.

SCHOOL SAFETY AND STUDENT HEALTH

FIRE DRILLS

Fire drills are conducted periodically according to state regulations. A list of GENERAL INSTRUCTIONS follows:

1. Never run during a fire drill.
2. Walk rapidly attempting to see that there is no great space between you and the person in front of you.
3. DO NOT TALK!

SAFETY RULES FOR SCHOOL BUS PASSENGERS

The driver is in complete control during his/her route and is to perform his/her duties in a business-like manner. Infractions of any of the following regulations shall be sufficient cause to deny transportation to any child after a conference with his/her parent/guardian:

1. Each pupil shall be located immediately upon entering the bus in the place assigned to him/her by the driver.
2. No pupil shall stand or move from place to place during the trip, except by permission of the driver. Students are to remain seated and facing toward the front of the bus at all times.
3. Loud, boisterous, profane language, or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease or touch one another.
5. No windows or doors will be opened except by permission of the driver.
6. Throwing anything is unacceptable.
7. A bus must be completely stopped before a child may enter or leave the bus.
8. A child must cross the road in front of the bus.
9. A child or group of children shall be waiting at the loading station and be prepared to enter the bus at the respective stop.
10. All students who ride a school bus to school must remain on school property upon disembarking the bus until returning home on the bus.

STUDENT MEDICATION

All medications must be brought to the clinic immediately upon arrival at school and must be in the original container. Medication is to be clearly marked with the student's name, as well as with directions as to the dosage and time interval that the medication is to be administered. All medication will be kept in the clinic and will be dispensed by the school nurse or trained designee.

Normally, all medication must be secured in the clinic. Pursuant to IC 20-33-8-13, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if:

1. The student's parent has filed an authorization with the principal for the student to possess and self-administer the medication; and
2. The authorization contains a statement from a physician stating that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication,
 - b. the student has been instructed in how to self-administer the medication, and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and accompanying physician's statement must be filed with the principal annually.

The clinic will have acetaminophen (Tylenol) that may be administered for pain or fever. This will be dispensed at the nurse's discretion and only if the student's parent has provided written permission. Students may possess cough drops for personal use only. Cough drops should not be passed from student to student. All medication should be picked up from the nurse's office on the last day of the school year.

IMMUNIZATION AND HEALTH INFORMATION

State law requires immunization records upon the 1st day of school or a waiver must be granted by the school before the student may attend. IC 20-34-4-5.

All newly enrolled kindergarten students are required by Indiana law to have the following minimum immunizations:

- five (5) doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or four (4) doses are acceptable if the fourth dose was administered on or after the fourth birthday;
- four (4) doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination of three (3) doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday;
- **two (2) MMR's: Measles, Mumps, and Rubella**
- **three (3) doses of hepatitis B vaccine**
- **two (2) doses varicella (chickenpox) or history of chickenpox**
- **one (1) dose meningitis and one (1) Tdap for 6th grade and above.**
- shots must be completed before entering school.

The only exception to these requirements are students for whom the vaccines are contraindicated or students whose parents have filed written statement of religious objection.

Indiana law also requires two (2) doses of measles-containing vaccine for children in grades six (6) to twelve (12). This means all fifth grade students are required to have their second measles vaccine, preferably the MMR, before entering sixth grade.

Parents are also required to complete a Medical Card for their child so the school office will have a record of the student's health problems. Parents of students whose activities are to be restricted in any way should file a doctor's statement with the nurse.

It is important that each student's enrollment record include two emergency numbers in addition to the parent's home and work numbers. These are numbers at which someone can be reached in case a parent cannot be reached. This information should be updated with the office and the classroom teacher if changes occur during the school year.

GRADING

GRADING SCALE

The administration and teachers of Churubusco Jr/Sr High School feel that it is very important to utilize a uniform grading scale in all classes and courses. Following much study and serious consideration, utilization of the following grading scale is expected in all classes/courses: A+=98-100, A=93-97, A-=90-92, B+=87-89, B=83-86, B-=80-82, C+=77-79, C=73-76, C-=70-72, D+=67-69, D=63-66, D-=60-62. Below 60-No Credit.

GPA CONFIGURATION:

Each grade is equal to a certain number of points (see list below). In order to calculate a student's GPA one must convert each grade to the number of points that it is worth. All points need to be added together and divided by the total number of attempted credits. This will give a student their GPA. If a student has taken Advanced Placement or dual college credit courses then 2 points are added to the original point value given to the grade, for those classes only, prior to dividing by the total number of credits attempted. A+=12, A=11, A-=10, B+=9, B=8, B-=7, C+=6, C=5, C-=4, D+=3, D=2, D-=1, F=0

HONOR ROLL

In determining Churubusco Jr/Sr High School honor roll and honorable mention, all subjects are considered. To attain either the honor roll or honorable mention status, the student must make at least a "C" in all subjects. To be eligible for the honor roll a student must attain at least a grade point average of 9.6. Honorable mention requires a minimum grade point average of 7.6.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is both an honor and a privilege. To be eligible a student not only must maintain a 9.4 grade point average through his/her sophomore year, but also must demonstrate the qualities of outstanding scholarship, service, leadership, and character. Additional duties are expected of National Honor Society students, some of which may include time outside of the school day.

NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

Nondiscrimination

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its programs, activities, or employment. Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Complaint Procedure Section I Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the Corporation's Civil Rights Coordinator:

Mr. Todd Fleetwood, Business Manager

Smith-Green Community Schools

222 West Tulley St.

Churubusco, IN 46723

260-693-2007

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661; telephone: (312) 730-1530; Fax: (312) 730-1576; TDD: 877-521-2172; E-mail: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

PUBLIC COMPLAINTS AND CONCERNS

Any person or group having a legitimate interest in the operations of this Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or concerns reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the procedure stated in Board Policy #8330.

AHERA ANNUAL NOTICE

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

PEST CONTROL

Smith-Green Community Schools 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.

This policy does not apply to the use of non-restricted pesticides. Some examples of non-restricted pesticide use are as follows: 1) when used in normal cleaning activities, e.g., germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellants when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

The corporation will:

1. Inform annually parents and staff members of the corporation's pest control policy at the beginning of the school year by a separate posting of a memorandum or as a provision in the student handbook.
2. Provide name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school corporation 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 shall prepare and disseminate regulations for the implementation of this policy.

CHURUBUSCO JR.-SR. HIGH SCHOOL 2016 – 2017 EXTRA-CURRICULAR CONSTITUTION FOR STUDENTS AND PARENTS

Mission Statement

Smith-Green Community Schools is to provide extra-curricular students with the finest opportunities to excel in teamwork, sportsmanship, self-discipline, and moral character, as well as to support the educational goals of Churubusco Jr.-Sr. High School through an athletics/ activities department built on essential core values.

ACTIVITIES/ATHLETIC DEPARTMENT POLICIES

INTRODUCTION

TO THE PARENT:

Your child has indicated a desire to participate in extra-curricular programs at Churubusco Jr.-Sr. High School, and you have expressed your willingness to permit him and/or her to do so. Your family's interest in this phase of our school program is gratifying. We believe that participation in activities outside the classroom provides a wealth of opportunities and experiences which assist students in personal adjustments.

We, who are concerned with the educational development of boys and girls through activities, feel that a properly controlled, well-organized extra-curricular program meets the students' needs of self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity inside and outside the classroom.

Participation in extra-curricular activities is a privilege not a right. Likewise, there is an inherent risk involved in these activities. Parents and students need to understand that such risk could be catastrophic in nature. Students who participate assume greater responsibility and make certain sacrifices. All participating students must conduct themselves in a manner that appropriately represents the students, the families, the activities, the teams, the schools and the community of Churubusco.

At the beginning of each extra-curricular/co-curricular season (fall, winter, spring) there will be a mandatory sport specific parent meeting for all athletes and their parents/guardians. General school policies and the extra-curricular discipline policy will be discussed along with specific rules and expectations of all coaches.

We are pleased that your child has chosen to participate in the Churubusco extra-curricular program. We will do all we can to provide a positive experience for your extra-curricular participant. To achieve this outcome, it is important that lines of communication are developed between the coach, sponsor, parent, and extra-curricular participant to allow for two-way communication and resolution of issues before they become conflicts. As a parent, you have the right to know what expectations are placed on your child. This is intended to clearly delineate all levels of communication so that parents, coaches, sponsors, and extra-curricular participants are aware of the steps they have available to aid in resolving issues.

Communication you should expect from your student athlete/activities coach/sponsor at the beginning of the season:

- Philosophy of the coach/sponsor
- Expectations of the coach/sponsor for your student athlete/activities
- Locations and times of practices and contests
- Team requirements, i.e. fees, special equipment, off-season conditioning, etc.
- Procedures should your extra-curricular participant be injured during competition
- Participant code of conduct and discipline that results in the denial of your student's participation

- Letter requirements
- Insurance information and disposition of lost/outstanding/damaged equipment

Communication coaches/sponsors expect from parents

- Concerns expressed directly to the coach FIRST
- Notification of any schedule conflicts well in advance
- Specific concern in regard to a coach's/sponsor's philosophy and/or expectations

As extra-curricular participants become involved in the various Churubusco programs, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your extra-curricular participant wishes. At these times, discussion with the coach/sponsor may be desirable to clear up the issue and avoid any misunderstanding.

Appropriate concerns to discuss with coaches/sponsors

- The mental or physical treatment of your extra-curricular participant
- Ways to help your extra-curricular participant improve
- Concerns about your extra-curricular participants behavior

We expect our coaches/sponsors to conduct themselves in a professional manner and make judgments based upon what they believe is in the best interest of all students involved.

Inappropriate issues to discuss with coaches/sponsors

- Playing time
- Team strategy
- Play calling
- Matters concerning other extra-curricular participants

There are situations that may require a conference between the coach/sponsor and the parent. These meetings are encouraged. It is important that both parties involved have a clear understanding of the other person's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

To discuss an issue with a coach/sponsor

- Request a meeting with the coach/sponsor.

****NOTE:** This meeting should not be conducted immediately before or after a practice or contest, as these can be emotional times for both the parent and the coach/sponsor. Meetings of this nature do not promote resolutions and can even exacerbate the issue.

- If the request is not honored within a reasonable amount of time, call the Churubusco athletic director and he will set the appointment.

What can a parent do if the meeting with the activities coach/sponsor did not provide a satisfactory resolution?

- Call and set up a meeting with the athletic director to discuss the situation.
- Utilize the meeting to determine an appropriate next step.
- If your problem is still unresolved, an appeal can be made to the high school principal.

TO THE EXTRA-CURRICULAR STUDENT:

As a member of the Churubusco Jr.-Sr. High extra-curricular program, you are fulfilling the ambitions of many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. Great extra-curricular programs are not built overnight, but are developed over many years with the help of several individuals. As a member of an extra-curricular program at Churubusco Jr.-Sr. High School, you have inherited a wonderful tradition, a tradition you are challenged to uphold. When you wear the colors of our school, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them.

Each student is urged to participate in one or more extra-curricular activities to be both a doer as well as a watcher. Join activities that interest you. There are athletic, music, drama, and subject-oriented clubs; student council, publications, and interest groups. When you commit yourself to an activity, you owe it your best efforts, not only to benefit the club, but yourself. If you fall behind in your schoolwork, extra help and teacher conferences take precedence over any extra-curricular/co-curricular activity, and you may be requested to drop extra activities. All extra-curricular/co-curricular participants will adhere to the athletic department academic standards, including the grade check policy, school behavior/attendance requirements as well as random drug testing.

The following is a list of extra-curricular/co-curricular activities: plays, musicals, FFA, JR & SR National Honor Society, Spanish Club, Art Club, Thespians, S.A.D.D., Key Club, JR & Sr Student Council, Destination Imagination, Year Book, the Jr/Sr High School Bands and Choirs, and athletics for both male and female students. Descriptions of these organizations may be found in the Guidance Office.

RESPONSIBILITIES TO YOURSELF:

The most important of these responsibilities is to broaden you and develop strength of character. You owe it to yourself to get the greatest possible experience from your junior/senior high school years. Your academic studies along with your participation in extra-curricular activities will help prepare you for the future.

RESPONSIBILITIES TO YOUR SCHOOL:

As a member of an extra-curricular activity, you assume a responsibility not only to yourself but also to your school. The student body, our community and other communities judge our school by your conduct and attitude, both on and off the field of play. As a participant, you assume a leadership role in your school and it is your charge to make Churubusco Jr.-Sr. High School proud of you, and your community proud of your school.

RESPONSIBILITIES TO OTHERS:

As a leader in your school, younger students in the school are watching you. It is your responsibility to set a good example that they will want to follow. When you know in your heart that you have lived up to all the team expectations, that you have practiced to the best of your ability everyday, and that you have played the game "all out", you can keep your self-respect and your family can be justly proud of you.

FROM THE IHSAA:

The Indiana High School Athletic Association has been the governing body of the high school athletics in our state since 1903. Your school is a voluntary member of the IHSAA and has agreed to follow its rules. Both your school and the IHSAA believe in equal competition among schools and the close relationship between academics and athletics.

The IHSAA rules listed in this handbook are only a summary of some of the regulations affecting student eligibility. All rules are found in the IHSAA By-Laws and Articles of Incorporation publication. Your principal and athletic director has copies. An on-line version also is located on our website: www.ihsaa.org

The policies and rules of the IHSAA as set forth at www.ihsaa.org are herein incorporated into this document and made a part of the Extra-Curricular Constitution for Students and Parents. Participants in School programs shall abide by and remain in compliance with the IHSAA rules and regulations.

COLLEGE BOUND ATHLETES

Bylaws of various athletic organizations affect all high school athletes' eligible for scholarships or those who plan to participate in activities. These bylaws vary from one level to another. Valuable information can be accessed through the following organizations and their web sites: National Collegiate Athletic Association www.ncaa.org, National Association of Intercollegiate Athletes www.naia.org, and National Christian College Athletic Association www.thenccaa.org National Junior College Athletic Association www.njcaa.org.

NCAA CLEARINGHOUSE...visit www.ncaa.org for more information

If you are a high school student athlete, or the parent, coach or guardian of one that has college aspirations at either the NCAA Division I or II level, you have no choice but to register with the NCAA Clearinghouse. If you don't, you can't play at either of those levels.

The Clearinghouse controls all information related to initial academic eligibility of student athletes for NCAA Division I and II programs. They act as the central "clearinghouse" of information for all colleges to verify if the student athlete meets the minimum set academic standards of participation.

The NCAA Clearinghouse keeps track of which classes at each high school qualify as one of the core GPA classes (classes that count towards your GPA related to college athletic participation). They also record your SAT and ACT scores. College coaches have access to this data to verify your eligibility as a student athlete and your eligibility to take an official campus visit.

CHURUBUSCO JR./SR. HIGH SCHOOL ACADEMIC STANDARDS FOR EXTRA-CURRICULARS

To be eligible scholastically, student athletes must be passing five classes to satisfy IHSAA requirements. However, Churubusco JR/SR High School requires students to be passing six classes to be able to participate in contests.

Extra-Curricular/Co-Curricular participants are determined to be academically ineligible at the end of a grading period:

If they are not passing 6 classes at the end of the grading period

- If they are passing 5 classes at the end of the grading period, they may become eligible at midterm grade check if they are passing 6 classes.
- If they are passing fewer than 5 classes at the end of the grading period, they may become eligible at the end of the following grading period if they are passing 6 classes.

Extra-Curricular/Co-Curricular participants are determined to be academically ineligible at midterm grade checks:

If they are not passing 6 classes at the midterm.

- The student may become eligible when the student provides documentation to their head coach that the grades have improved to the point where they are passing 6 classes.

Students determined to be academically ineligible may be on the team and practice, but will not be allowed to participate in contests. (Students that can only take five classes are exempt from the “six class” rule as are freshman during the first grading period.) Semester grades will take precedence over nine-week grades.

APEX COURSES

Each APEX course counts as one course and it is determined if the student is passing at the grading periods and midterms by benchmark completion levels:

- 1st nine-week midterm: 25% of course complete
- End of 1st nine-weeks: 50% of course complete
- 2nd nine-week midterm: 75% complete
- End of Semester: 100% complete

EXTRA-CURRICULAR/CO-CURRICULAR CODE OF CONDUCT AND ATHLETIC CODE OF CONDUCT

The school reserves the right to modify these procedures or guidelines as situations vary. This handbook is meant to be a guideline; not a complete policy statement of the Churubusco High School Rules. These policies apply to all extra-curricular and co-curricular participants.

SECTION I. POLICY STATEMENT:

It should be recognized by both extra-curricular/co-curricular participants and Smith-Green Community School Corporation that the enjoyment and participation in sporting events is a privilege open to students who maintain the requirements of the SGCS Extra-curricular/Co-Curricular Code, the Indiana High School Athletic Association (IHSAA), and specific policies of their sport. Extra-curricular participants in violation of any of these requirements are no longer considered in “good standing” and are not eligible for athletic participation according to the specified sanctions. Any extra-curricular participant who becomes a member of a SGCS team must hold himself/herself up to standards and live up to expectations that would make the Churubusco community proud.

This code is designed to apply an even-handed brand of justice with some degree of flexibility. Clearly, the major implementation of moral and physical standards must be relegated to the parents of the respective extra-curricular/co-curricular participant; however, in an athletic and school atmosphere, Smith-Green Community School Corporation feels justified in stating certain minimum requirements to govern the behavior of the Churubusco High School Extra-Curricular Participant.

A SGCS extra-curricular/co-curricular participant must not reflect discredit upon the school nor create a disruptive influence on the discipline, good order, moral, or educational environment in the school in order to remain eligible. Any extra-curricular/co-curricular participant who has removed themselves from a team either explicitly (i.e. informing a coach or school representative) or implicitly (i.e. ceasing to attend practices or a contest without the coach’s permission) is no longer considered a team member in “good standing” and will therefore be subject to sanctions specified under the Extra-Curricular Code Penalties.

If a code violation occurs outside an extra-curricular/co-curricular participant’s sport season or spans into the next season, the code will be applied in the next season the extra-curricular/co-curricular participant participates in, **providing the extra-curricular/co-curricular participant finishes in good standing in both effected seasons.**

Any member of a SGCS athletic team during his/her sport’s season, out of season while school is in session, or during vacation periods which includes the summer months will be subject to the Extra-Curricular Code. If a extra-curricular/co-curricular participant uses or has in his/her possession tobacco, alcohol, drugs, or controlled substances unless prescribed by a doctor, he/she will be subject to the Extra-Curricular Code Penalties

The SGCS extra-curricular council take the position that at no time should students choose to use tobacco, alcohol, or drugs unless prescribed by a doctor. Choices that one makes have a direct impact on the directions one takes as an individual grows into adulthood. Choices of whether to drink or not to drink alcohol and choices of lifestyles in one’s environment have great impact on young individuals. It is also understood that the first line of responsibility should rest with the parents in the home to supervise the growth and development of their extra-curricular/co-curricular participant. It is also recognized that young people will make choices while growing up and should be made responsible for those choices. Respect, responsibility, understanding, and enforcement of the Extra-Curricular Code are important for the extra-curricular/co-curricular participants, coaches, and parents.

An extra-curricular participant is subject to this code from their first enrollment at Churubusco Jr./Sr. High School to completion of his/her last sport season at Churubusco Jr./Sr. High School. If he/she does not participate during a school year(s) or is under athletic suspension, he/she is considered to be an extra-curricular/co-curricular participant and any violations during non-participation or athletic suspension may be brought before the Extra-Curricular Council.

SECTION II: EXTRA-CURRICULAR/CO-CURRICULAR CODE PENALTIES

The following are punitive results of code violations administered from the extra-curricular council, in which the penalty becomes effective when the school becomes aware of the violation. When the extra-curricular/co-curricular participant brings it to the attention of the extra-curricular council, there may be a reduction of penalty for first offenses (except penalty C: Felony) through the Churubusco Jr-Sr High School "Treatment Clause".

A. Intoxicants, tobacco, paraphernalia

The extra-curricular/co-curricular participant who is possessing, using, selling, purchasing, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage, or any intoxicant of any kind, paraphernalia or any item that closely resembles or is represented to be any of the foregoing items will be suspended from participation for one calendar year. Use of a drug authorized by a medical prescription from a physician is not a violation. (School related and off SGCS property)

B. Misdemeanor

Any extra-curricular/co-curricular participant who commits a misdemeanor shall be excluded from extra-curricular participation for (up to) one calendar from the date (of the commission of such act.) Continuation in a sport or on a squad until a determination of whether the commission of the offense occurred is contingent upon the decision of the coach. For the purposes of this section, "misdemeanor" includes any act which if committed by an adult would be a misdemeanor under Indiana law.

C. Felony

Any extra-curricular/co-curricular participant who commits a felony at any time shall be excluded from athletic participation for (up to) one calendar year from the date (of the commission of such act.) No "treatment clause" is provided for this offense. Continuation in a sport or on a squad until a determination of whether the commission of the offense occurred is contingent upon the decision of the Principal and Athletic Director. For the purposes of this section, "felony" includes any act which if committed by an adult would be a felony under Indiana law.

D. School Disruptions

Any extra-curricular/co-curricular participant that is in violation of school rules such as truancy, suspension, classroom disruption, or other punishable acts is not in accordance with the Extra-Curricular Code and will be disciplined by the already established school rules, and the extra-curricular code of conduct. The extra-curricular participant may further be dealt with within the structure of each coach's rules for his/her sport.

TREATMENT CLAUSE

The finding of a violation as defined in Section II by a majority vote of the Extra-Curricular Council shall result in the following penalty being applied:

First Offense: The student will be removed from all any extra-curricular/co-curricular participation for a period of up to one calendar year from the date of the offense.

- **Treatment Clause:** If after the first offense the student is evaluated by a licensed counselor and becomes a participant in a program that has been approved by the principal or designee, he/she may petition the Extra-Curricular Council to reduce the consequences. It will be the responsibility of the student or the student's parent/guardian to have the student evaluated by a licensed counselor. Any cost incurred as a result of the evaluation will be the responsibility of the student and the student's parent/guardian. The consequences may be reduced to 25% of the regular season scheduled CONTESTS. The extra-curricular/co-curricular participant will need to pass a school administered drug-test prior to returning to competition. In any extra-curricular/co-curricular club or organization they may be suspended from participation from the date of the infraction up to one calendar year. If the infraction occurs during a non-participation period the suspension will commence on the first official practice or meeting of the activity as the starting date. The student must practice with the team or applicable group but may not participate in an active performing role.

Second Offense: The student will be removed from all extra-curricular/co-curricular participation for one calendar year from the date of the offense. The extra-curricular/co-curricular participant will need to pass a school administered drug-test prior to returning to competition.

Further Offenses: If there are further violations of the Code of Conduct, the student will be suspended from participation in any activities, either athletic or any extra-curricular/co-curricular, for the remainder of his/her high school career. The Extra-Curricular Council reserves the right to modify the penalties described in section II. The seriousness of the offense, the level of involvement by the extra-curricular/co-curricular participant and the recommendations of the extra-curricular/co-curricular participant's respective coach (es) may be considered in the decision.

INTERPRETATIONS:

- The School Administrators are charged with implementing any extra-curricular suspensions. The length of a suspension is based upon the number of varsity contests. The extra-curricular participant shall continue to practice with the team during his/her suspension to stay in: "good standing" with the team and their possible "treatment clause" (except penalty D: Felony).
- The athletic season is defined as commencing with the first practice (IHSAA dates) and ending with the final event for that sport. Penalties for violations do take effect immediately upon verification of any violation and will include games in session, (i.e. season schedule, tournaments, and state series, in order of competition).
- If the violation of the Code occurs in the last part of a sport season and the violator cannot fulfill the terms of his/her violation in that sport, the suspension does carry over until the suspension is fulfilled. This includes the next sport, (i.e. if the suspension is for the two football games with only one remaining, then the extra-curricular participant must also miss his/her first basketball game or wrestling match or baseball game until the suspension has been fulfilled). **The extra-curricular participant must finish the "next sport" in "good standing" for the completion of the suspension to be considered fulfilled.**
- If there are two violations to be considered (Code of Conduct and Academic Eligibility), then the Code violation suspension is to begin once grade eligibility is maintained. The two violations are not to be served simultaneously. An extra-curricular participant cannot serve a suspension of an activity they are not eligible to participate.

SECTION IV. EVIDENCE:

The Extra-Curricular Council and reviewing bodies shall consider only competent and trustworthy evidence in the fair determination of the extra-curricular participant's rights. The Extra-Curricular Council and reviewing bodies will not be bound by any formal rules of evidence in their finding of fact. The Extra-Curricular Council will find that a violation has occurred only when the weight of the evidence indicates that a violation has occurred by a particular extra-curricular participant.

SECTION V. APPEAL:

A finding of a violation and the imposing of a penalty by the Extra-Curricular Council may be appealed to the Superintendent or his/her designee in writing. The Superintendent may designate a hearing examiner and a meeting will be set up for the formal appeal. The hearing examiner will preside over the meeting. The hearing examiner will listen to the student and his/her parents, will listen to a representative of the review committee, and will make a decision based upon the information presented. The hearing examiner shall make his/her findings known to the superintendent. The superintendent will then notify the parents of the hearing examiner's findings and the superintendent's final decision.

PUBLICATIONS ON THE INTERNET, IN PRINT, OR THROUGH ELECTRONIC DEVICES:

The widespread use of the internet and other electronic media has made it increasingly clear that this category needs to be addressed. Students who participate in extra-curricular activities serve as ambassadors of the SGCS Corporation. As a result, students (who participate in extra-curricular activities) who engage in behavior that is made public through written or photographic means, blogs, emails, web pages, etc. and is contrary to the accepted rules and values of the SGCS Corporation may be subject to discipline. Behaviors that are contrary to the acceptable rules and values of SGCS include, but are not limited to the following: defamatory or threatening language; nudity or partial nudity; material of a sexual nature or sexual innuendo; promotion of alcohol, drugs, tobacco or other such substances; promotion of gangs, weapons, or violence; and other lewd or socially unacceptable behavior. Said behavior results in a violation of school policy when a nexus is established between the student and Smith Green Community Schools and when said activity described herein creates a disruption or potential disruption to the educational / extra-curricular programs of the School.

COACH/SPONSOR RULES AND REGULATIONS:

Each coach/sponsor of a particular sport/activity may have additional rules and regulations and expects students to meet these standards. The coach or sponsor reserve the right to discipline in accordance with their sport/activity rules and regulations. These rules and regulations will be properly distributed and reviewed by all participants in the particular sport season or any extra-curricular/co-curricular season before the activity begins. The sponsor or coach must give the athletic director and/or the principal a current list of additional rules and regulations, which are approved in advance by the athletic director and then distributed, to parents and students by the coach or sponsors.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials. The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal whenever such help is needed.

SMITH-GREEN COMMUNITY SCHOOLS RANDOM DRUG & ALCOHOL TESTING PROGRAM FOR EXTRACURRICULAR ACTIVITY:

The School Board of Smith Green Community Schools recognizes that all members of society, directly or indirectly, encounter problems associated with drug, alcohol, or tobacco use. Smith-Green Community Schools is committed to a proactive approach in the prevention of student use of drugs, alcohol, and tobacco. Clearly, the use of drugs, alcohol, and tobacco is not acceptable behavior and is detrimental to the health and safety of each person in the Churubusco Community. Smith-Green Community Schools believes that a drug-testing program for extra-curricular/co-curricular participants and student drivers is an appropriate and reasonable method for accomplishing the following:

- Provide for the health and safety of our students.
- Discourage students from using drugs, alcohol, and tobacco by undermining the effects of peer pressure, giving them an additional reason to say NO to drugs, alcohol, and tobacco.
- Prevent injuries or health risks, which may be caused, in part, by students using drugs, alcohol, and tobacco.
- Educate students regarding the harm caused by drugs, alcohol, and tobacco.
- Identify students who have a substance abuse problem, assisting them in treating the problem.
- Maintain the integrity of our institution and the high expectations that we have for all students.
- To encourage students to develop lifelong habits that demonstrate the positive character traits of responsibility and trustworthiness that will make them productive citizens.

KEY COMPONENTS OF SGCS RANDOM DRUG TESTING PROGRAM:

- **Positive Approach:** The primary focus of this program is to provide students with a tool to say NO to drugs.
- **Encourage Treatment:** The program is designed to provide an incentive for students who test positive for drugs and/or alcohol to seek professional treatment. This is accomplished by reducing the consequences for first-time offenders who participate in an approved drug education/counseling program.
- **Voluntary Component:** Provide the opportunity for students who are not covered under the scope of this program to voluntarily participate in the program with the consent of the parent.
- **Junior High School Involvement:** This program recognizes that research places the average age for first time users at 13-14 years of age. Therefore, this program will include 7th & 8th grade students.
- **Non-Disruptive to Education:** The testing will be done in a way to minimize the loss of class time and disruption of the educational process.

The implementation of this program shall not affect the policies, practices, or rights of the Smith-Green Community School District in dealing with drug, alcohol, or tobacco possession or use where reasonable or suspicion is obtained by means other than the random sampling provided herein.

The school retains the right to require a student to submit to a test for alcohol or other drugs if the student exhibits behaviors, which lead school authorities to suspect the student is under the influence of alcohol or other drugs. Further, the school may test items in the student's possession to determine if those items contain alcohol or other drugs. Any student found to be under the influence or possession of alcohol or other drugs would be dealt with in accordance with the school's student discipline policy.

TESTING TYPE:

Smith-Green Community Schools reserves the right to use any test procedure that best balances the issues of cost-effectiveness, accuracy of results, and respect for the privacy of the student.

PERSONS TESTED:

It will be deemed mandatory that each student who participates in extracurricular/co-curricular activities or drives a vehicle to Smith-Green Community sign and return a "Random Drug Testing Program Consent Form" prior to participation in any extra-curricular/co-curricular activity or drive to school. Up to ten (10) extracurricular/co-curricular participants or student drivers will be tested weekly.

Student athletes, extra-curricular/co-curricular participants, and student drivers will be tested periodically throughout the year. School administrators will not have control over the numbers drawn for testing. The process will be completely random. In an attempt to ensure the safe, drug free participation of extra-curricular/co-curricular participants, and extra-curricular/co-curricular participants in grades 6-12 will be subject to mandatory random testing throughout the school year, Monday through Saturday. An extra-curricular/co-curricular participant who refuses to participate in the program is ineligible to compete for Churubusco JR/SR High School on the extra-curricular programs or athletic teams. Extra-curricular/co-curricular participants are defined as those persons who have participated in at least one interscholastic sport offered by Churubusco JR/SR High School or the school the extra-curricular/co-curricular participant is transferring from. If a student completes one school year (July 1 through June 30) without participating in a sport, he or she is removed from the pool of extra-curricular/co-curricular participants to be tested, but if the student is driving to school, they will remain in the pool.

RESULTS

- The results of the drug test will be provided to the high school principal, or designee. Parents or guardians of students who test positive will be notified by the principal, or designee. Churubusco JR/SR High School will maintain all records relative to drug testing in the high school office. Individual student records will be kept until a student graduates from high school; whereupon, the records will be destroyed.

VOLUNTARY DRUG TESTING POLICY FOR (NON EXTRA-CURRICULAR/CO-CURRICULAR AND DRIVING) STUDENTS

Smith-Green Community Schools offers a voluntary random drug-testing program as approved by the SGCS School Board. A parent or guardian may have their child placed in the pool to be randomly selected for testing by completing the form below and returning the form to the school office. Parents or guardians of students who test positive will be notified by the principal, or designee, who will provide counseling or rehabilitation recommendations upon parent or guardian request.

Parents seeking the drug testing form can locate it at buscoeagles.com under the forms tab or in the Jr.-Sr. High School main office.

EXTRA-CURRICULAR COUNCIL

The Extra-Curricular Council consists of members of school administration, guidance, coaches, and sponsors of extra/co-curricular activities at CJSHS.

FUNCTION OF EXTRA-CURRICULAR COUNCIL

- Formulation of Extra-Curricular Policies
- Disciplinary Board
- Awards Policy
- Establish Duties of Athletic/Extra-Curricular Personnel

SPORTS RECOGNIZED AT CHURUBUSCO HIGH SCHOOL FOR ATHLETIC AWARDS

- Cross Country (Boys & Girls)
- Track (Boys & Girls)
- Basketball (Boys & Girls)
- Softball
- Baseball (Spring & Summer)
- Golf (Boys & Girls)
- Wrestling
- Football
- Cheerleading
- Volleyball
- Tennis (Boys & Girls)

ATHLETIC AWARDS AND ATHLETIC AWARD POLICIES

Churubusco High School shall have five (5) awards for athletes who have represented the high school in an honorable manner.

The five (5) awards shall be known as:

1. NUMERALS

- Athletes will receive their numerals with their first letter.
 - o 4" block numbers of graduating year

2. CERTIFICATES

- A Participation Certificate will be given to each athlete who completes a season but does not letter.
- A Varsity Letter Certificate and Letter "C" will be awarded for an athlete completing letter requirements of varsity sports.
- Varsity Letter – 6" 3-D "C"
- First Letter- "C" plus sport chevron plus Certificate
- Second through Fourth Letter plain chevron plus Certificate

3. LETTER JACKET

- An athlete could purchase the letter jacket after he/she has obtained their first letter in a varsity sport.

4. SCHOLAR ATHLETE AWARD

- This award will be given to any athlete that achieves a 9.4 grade point for that grading period. During the sport season, we will use 9 weeks grades to determine the Eagle Scholar/Athlete Award. Fall –1st Nine Weeks, Winter-2nd Nine Weeks, Spring-4th Nine Weeks.

5. THREE SPORT ATHLETE PATCH

- **This award will be given to any athlete that participates in three sports within one school year. The athlete must end in good standing in each of his/her three sports to receive this patch at the end of the school year.**

SENIOR AWARDS:

1. SENIOR PLAQUE

Must earn a Varsity Letter in his/her senior year and participated at least one previous year in any sport.

Senior Plaque – 8" x 10" recognizing the sports he/she lettered in.

2. WOOL BLANKET

Athletes must earn 20 points:

- 2 points for each varsity letter earned
- 1 point for each time they complete a sport but do not earn a varsity letter (File cards are to be kept on each athlete to record participation Blanket points)
- Wool Blanket – Old Gold with a 10" "C"

SPECIAL AWARDS

1. COACH'S AWARD

- Each coach will present awards (4) to athletes for special achievement in each sport.

2. LIONS CLUB OUTSTANDING ATHLETE AWARD

- This award is voted upon by the extra-curricular council at the end of the year.

3. EVAN MORRIS AWARD

"One who has highlighted himself/herself and the Churubusco community both on and off its varied athletic fields." The "Evan Morris Recipient" represents more than a mass of statistics reflecting physical maturity. The "Evan Morris Recipient" is a well-rounded, dedicated person who realized that success is transitory and fleeting, yet to be savored with an attitude of gratitude and appreciation that sets him/her above and beyond their peers, devoid of childish arrogance.

SELECTION CRITERIA FOR THE EVAN MORRIS AWARD:

- Senior: The award shall be granted when a student athlete meets the requirements to a degree satisfactory to the Committee. It shall not be deemed necessary to make an award each year.
- Athlete: Participation in at least two sports. Participated in same sport for at least junior and senior year at Churubusco.
- Athletic Achievement:
 - o Exceptional performance
 - o Excelled to best of ability in each sport
 - o Quality is recognized outside our immediate community
 - o College or post-graduate potential in chosen sport
- Personality: Respected by peers and coaches, and is an asset to school and community.
- Determination – has a will to win, interested in results not excuses, and the means used to achieve these results.
- Pride does not gloat upon past successes, but is engrossed in a present challenge and those of the future.
- Confidence –self-assured, relies upon his/her own abilities in pressure situation.
- Likeable – his/her personality transcends his/her immediate peer group.
- School Activities: Involved in more than "just athletics," has a good balance between the academic and extra-curricular. Appreciates the efforts and abilities of other students both in and out of athletics.
- Have a "B" or "B+" average (8 or 9 points).

CHURUBUSCO HIGH SCHOOL REGULATIONS:

- An athlete meeting the following criteria will qualify for an award:
 - o Maintain and display a proper attitude toward the school, community, sport, coach, family, and friends.
 - o Personal conduct should be above question.
 - o Must complete the season, which includes the state tournament, if the athlete qualifies, and meets state and coaches requirements.

- o Account for all athletic equipment issued to him/her, or incur the cost if lost or stolen.
- o Be recommended by the coach.
- o Fulfill the award requirements established for each sport.
- If while participating in a sport a player received a disabling injury, which prevents further participation, and he/she is qualifying for an award at the time of the injury, the player may be recommended for the award by the coach and athletic director provided he/she shows proper interest in the sport for the rest of the season.
- Awards may be withheld until future date if one of the Basic Training rules has been violated.
 - o Athletes who received a "C" letter are to see that it is respected.
- An athlete will receive one "C" for the first sport lettered and a certificate of lettering for each earned letter thereafter.
- The Coach may recommend to the Athletic Director that an athlete be lettered if he/she does not meet the sport requirements.
- Recognition patches will be awarded to athletes in individual sports who successfully complete the entire varsity season, excluding tournaments, undefeated. The Extra-Curricular Council will make the final determination of this award under any questionable circumstances. Individuals qualifying for state tournaments above the sectional will receive a patch. Conference/IHSAA Tourney Championship Team patches will be given to Varsity Members on tournament teams participating in the tourney, Managers, and Coaches.
- The Extra-Curricular Council may act on any case not covered in the award system.
- A picture will be placed on the state recognition wall of champions only. The Extra-Curricular Council will vote on all other state recognition, not including academic all- state.
- After all due process rules have been followed, the school reserves the right to revoke any award for any violation of athletic, scholastic, or citizenship rules or regulations.
- If a student is placed on a team and quits of his/her own volition, the student may not participate in any sport until the first sport season is complete. The coach of the first sport may consent to early practice by the athlete for the second sport.
- The athlete understands, coaches may establish additional training rules as deemed necessary. These rules will be on file in the Athletic Director's office.
- At the discretion of the Extra-Curricular Council, an athlete will not be considered a member of an athletic team if the academic standards for participation are not being met at the completion of the season.

REQUIREMENTS FOR ATHLETIC PARTICIPATION

1. PHYSICAL EXAMINATION, CONCUSSION AND SUDDEN CARDIAC ARREST AKNOWLEDGEMENTS

A yearly physical examination is required. The physical form must be completed by the physician and submitted to the athletic department PRIOR to participation. The physical covers all sports for the entire school year provided the examination occurred AFTER APRIL 1ST. The form will be kept on file in the athletic office. Concussion and sudden cardiac arrest acknowledgment forms provided by the Indiana High School Athletic Association, must be submitted to the athletic department PRIOR to participation.

2. EMERGENCY MEDICAL INFORMATION

Emergency medical information supplied by the parent during registration will be available to the coach during the season. This information will be used when the parent(s) are not available. The form will be kept in the medical kit for availability at all practices and contests.

3. INSURANCE

Churubusco JR/SR High School does not provide or offer insurance for athletes. Please make sure your insurance is updated to provide the necessary coverage for athletics. This is also the reason it is necessary for you to provide us with the name of the insurance and policy number, on the Parent Consent and Release Form provided by the Indiana High School Athletic Association.

Third party insurance is available to students of Churubusco High School. Forms for that insurance may be picked up in the Activities/Athletic Director's office.

4. SCHOLASTIC ELIGIBILITY

In order to participate on a Churubusco Jr.-Sr. High School extra-curricular team, each participant must have satisfied all of the scholastic eligibility requirements PRIOR to participation. (See the eligibility guidelines on page 6.)

5. FINANCIAL OBLIGATIONS AND EQUIPMENT

Uniforms - In several activities, participants may be required to purchase a portion of the practice uniform, which will become their property.

Equipment- All extra-curricular participants are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contest and practices. Students will be held financially responsible for items not returned in clean, well condition at the end of the season.

6. EXTRA-CURRICULAR CODE OF CONDUCT

Students and parents are expected to read, sign, and abide by the Churubusco Jr.-Sr. High School Code of Conduct included with the physical examination form.

PARTICIPATION

An Extra-curricular/co-curricular participant may participate in one sport per season as well as an academic club (New Era, band, FFA, etc.). Coaches, Activities/Athletic Director and the Principals will review individual exceptions. Extra-curricular/co-curricular participants must participate in at least 10 separate days of organized practice under the supervision of the coaching staff preceding the date of participation in interscholastic contests during his/her first sports season of the year. Extra-curricular/co-curricular participants must participate in at least 5 separate days of organized practice under the supervision of the coaching staff preceding the date of participation in interscholastic contests if he/she is completing one season and starting the next (i.e. football into basketball). Only one practice may be counted for any one day. Team practice sessions are open to team members and school staff only. Most teams practice each day of the week, Monday through Friday. Coaches may schedule weekend and some holiday practices during the season.

SQUAD SELECTION

In accordance with our philosophy of extra-curricular programs and our desire to see as many students as possible participate in the extra-curricular programs while at Churubusco Jr.-Sr. High School, we encourage coaches/sponsor to keep as many students as they can without unbalancing the integrity of their activity. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular activity.

CUTTING POLICIES

Choosing the members of extra-curricular squads is the sole responsibility of the coaches/sponsor of those squads. Prior to trying out, the coach shall provide the following information to all candidates for the team:

- Extent of try-out period
- Criteria used to select the team
- Practice commitment if they make the team
- Game commitments

When a squad cut becomes a necessity, the process will include two important elements. Each candidate shall have:

- Competed in a minimum of three (3) practices.
- Performed in at least one (1) intra-squad game.

BEHAVIOR/ATTENDANCE

A student has an obligation to be at school and in all classes. The student who has any unexcused absence the day of a contest will be ineligible for participation that day. Students, who arrive at school past 9:00 A.M., must have a written doctor/dentist excuse in order to participate in any school-sponsored event, or participate in any co-curricular practice or contest. The length of absence must be consistent with the appointment time to be accepted. Eligibility may be granted by the athletic director or principal for prearranged absences including, but limited to, college visitations, funeral, and family emergency or important appointments.

All students are expected to be in school the day following a contest unless injured excused for medical appointment, or granted an excused absence by the administration.

- Students must abide by all rules and regulations in the Student Handbook.
- If placed in detention, the student must fulfill the obligation as assigned.
- If a student is assigned an all-day Restricted Study, they will be eligible to attend practices and games/performance once they have completed the discipline assignment. If a student is assigned multiple days, they will not be eligible until the entire consequence has been served. Once they have completed their assigned time in full, they will become eligible immediately.
- If a student is assigned Out of School Suspension, they will not be eligible to attend practices or games/performance until they have returned to regular attendance at school. If a student's final day of OSS occurs on a Friday, they will not become eligible until the following Monday.
- Completion of the extra-curricular season is required in order for the student to be eligible for letter or other team or individual awards.
- If a student is absent on the last day of the school week and the practice or contest is on a non-school day, the student will be eligible for participation.

EQUIPMENT

School equipment checked out by the extra-curricular/co-curricular participant is his/her responsibility. He/she is expected to keep it CLEAN and in GOOD CONDITION. Loss of equipment is the extra-curricular/co-curricular participant's financial obligation. You are responsible for their care.

Uniforms should be washed after each competition. Since our school colors include old gold, it is imperative that you take extra caution in washing uniforms. Always use cold water when washing any Churubusco uniform with old gold on it and be extremely careful with the heat of dryers. Hang dry uniforms instead of tumble-drying in clothes dryers. Do not use liquid fabric softener or spray-wrinkle free products on uniforms. At the end of the season, make sure your uniforms are **cleaned** before returning them to your coach. Students returning uniforms that have not been cleaned will be assessed a laundry fee by the Activities/Athletic Department. Coaches hold the right to require uniforms to stay at Churubusco Jr.-Sr. High School to be laundered.

ATTENDANCE AT PRACTICES AND TEAM MEETINGS

Team members are expected to be present at all practices, team meetings, contests, and special occasions unless excused by the coach.

Upon completion of afternoon classes, extra-curricular/co-curricular participants are to take all needed items (books, coats, boots, etc.) to their athletic lockers in order to avoid entering academic hall areas after 4:00 P.M.

VACATION POLICY

Vacations by extra-curricular members during a sport season are discouraged. In the event of an absence due to an approved vacation, an extra-curricular participant must:

- Be accompanied by his/her parents while on vacation.
- Contact the coach PRIOR to the vacation.
- Be willing to assume the consequences related to their status on that squad per the rules and regulations of their in season coach or sponsor.

SQUAD TRAVEL

1. Extra-curricular/co-curricular participants must travel to and from contests, away from Churubusco Jr.-Sr. High School, in transportation provided by the school. The only exceptions are:
 - Injury to a participant which would require alternate transportation.
 - Prior arrangement (signed travel log or hand delivered signed notification from the parent/guardian) between the participant's parent/guardian and the coach for the student to ride with the parent/guardian.
2. The noise level must remain low so that the driver may be able to hear traffic danger noises.
3. No food or drinks are allowed on the bus other than when allowed by the bus driver.

CONFLICTS IN EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

When a student is involved in more than one (1) school related extra-curricular activity, and a conflict arises in the date and/or time of the scheduled activity so that a student can't participate in both, the following policy takes effect:

When a conflict between an extra-curricular and/or co-curricular contest/performance arises, the coaches, sponsors, athletic director and/or assistant principal will meet to reach a mutual agreement. If agreement cannot be reached, the principal, assistant principal, and/or activities/athletic director will consider all facts and make the final decision.

The following will be considered:

- An academic subject such as a field trip supersedes any extra-curricular/co-curricular activity.
- An extra-curricular contest/performance takes precedence over practices.
- State sponsored, scheduled activities take precedence over school scheduled extra-curricular activities.
- No coach or any extra-curricular/co-curricular sponsor shall be allowed to forbid a student from participating in any other extra-curricular activity.
- An extra-curricular coach or sponsor has their own individualized policies and rules for their programs on file with the administration prior to the start of the season.

REPORTING AN INJURY

All injuries that occur while participating in extra-curricular activities should be reported to the coach/trainer. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an **INJURY REPORT FORM COMPLETED**. Once a physician treats the participant, they **MUST OBTAIN THE DOCTOR'S PERMISSION TO RETURN TO THE ACTIVITY. MUST MEET IHSAA REQUIREMENTS TO RETURN TO PARTICIPATING IN GAMES.**

LOCKER ROOM REGULATIONS

Roughhousing and throwing towels or other objects is not allowed in the locker room. Hazing and/or bullying of other players will not be tolerated. Consequences may include but not limited to suspension or removal from team. All showers must be turned off. The last person to leave the shower room is expected to check all showers.

No one except coaches and participants are allowed in the locker room. **NO GLASS CONTAINERS ARE ALLOWED IN THE LOCKER ROOMS.** All shoes with spikes or cleats must be put on and taken off outside of the building.

No use of cell phones while in the locker room by extra-curricular participants.

GROOMING AND DRESS POLICY

All members of an extra-curricular activity are expected to be well groomed. Appearance, expression and actions always influence people's opinions of students involved in school activities, the team and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of extra-curricular participants in this community. Team members will adhere to the following grooming and dress rules:

- Students shall dress presentably at all times, on trips, or at assemblies.
- Only uniforms issued or sold by the department of activities will be permitted to be worn for contests.
- Students will not be permitted to participate until deviations of the above rules are satisfactorily corrected.

POSTPONING CONTESTS

If a game or event must be postponed due to weather or any other factor not conducive to good game conditions, the following factors will be considered:

- Playing conditions of the field
- Travel safety for the team and/or opponents
- **Driving confidence of the bus driver**
- Travel safety for the official(s)
- Travel safety for students, fans and parents
- Damage to equipment
- Safety to the spectators in or on the school grounds, gym or field

After considering the above factors, it will then be up to the Activities/Athletic Director and/or Principals to conduct the event or postpone the event. The Activities/Athletic Director will re-schedule the contest, if possible. In case of postponement, students will be notified immediately.

DROPPING OR TRANSFERRING ACTIVITIES

Quitting is an intolerable habit to acquire. A student who quits may lose the privilege of participating in activities for that season. On occasion however, a participant may find it necessary to drop an activity for a good reason. If this is the case, the following procedure must be followed:

- Consult with your immediate coach.
- Report your situation to the Activities/Athletic Director.
- Check in all equipment issued to you.

UNDUE INFLUENCE FOR PARTICIPATION

- It shall be the philosophy of the Churubusco Jr.-Sr. High School activities/athletic department that participants shall enjoy as many extra-curricular programs as the student and their parents wish them to participate in without influence from any coach to specialize in one activity. All coaches should encourage participation in other activities.
- Although participants may choose the activity they wish to enjoy, once the season has started, **NO ONE SHALL CHANGE ACTIVITIES/SPORTS WITHOUT THE CONSENT OF EACH COACH INVOLVED.**
- At Churubusco Jr.-Sr. High School, we understand that activities are an important part of school life. Therefore, we encourage extra-curricular/co-curricular participants to devote themselves to Churubusco activities/athletics above any and all club sports while in season at Churubusco Jr.-Sr. High School.
 - o Students cut from one activity, however, may try out for another activity providing they were not cut from the first activity for disciplinary reasons.
 - o No student who is dropped from one squad for disciplinary reasons or who "quits" shall be eligible to compete in another activity for that particular season.
 - o No student may start another activity until the previous one has been completed and all equipment, etc. is returned to the coaches.

ATHLETIC EVENT PASS PRICES:

Athletic tickets may be purchased:

Adult All Sports Pass	\$60.00
Student All Sports Pass	\$60.00
Senior Citizen (55-69)	\$35.00
Senior Citizen (70 – Over)	Free
Family Pass	\$180.00

The All Sports Pass is good at all home varsity, reserve, freshmen, and junior high athletic contests. The price of individual tickets at individual contests at home athletic contests is as follows:

All adults and K-12 students for all varsity games/contests	\$5.00
All adults and k-12 students for all reserve games/contests	\$4.00
All adults and students at freshmen games/contests	\$4.00
All adults and students at junior high games/contests	\$3.00

NECC, IHSAA and other tournaments - CHURUBUSCO All Sports pass not valid.

Support to Cheer

The Family All Sports Pass can be earned through completion of working 15 athletic events throughout the school year. If the individual comes up short of working 15 events, he/she will be billed \$12 (\$180/15) for every game short of the agreed upon 15 events. If the bill is not paid, the individual will be deemed ineligible for future all sports pass "support to cheer" opportunities.

Churubusco Jr.-Sr. High School Athletic Department: Criteria for adding interscholastic sports

The Following criteria will be considered in depth prior to the addition of any new interscholastic sport:

1. THE SPORT - by its nature the sport must be a competitive athletic activity, requiring a high level of physical conditioning, training and skill.
2. STUDENT INTEREST - There should be an indication of strong student interest (i.e. an adequate number of "committed" student-athletes to fill out a squad – including starters and reserves), not just in terms of participation but spectator interest as well.
3. EFFECT ON OTHER ESTABLISHED SPORT TEAMS – How will this proposed sport team impact existing teams and gender equity issues?
4. IHSAA - It is highly recommended that the proposed sport be an IHSAA sanctioned sport.
5. COMPETITION - There should be organized interscholastic competition available at local, conference, and state levels.
6. FACILITIES - Adequate facilities must exist. It must be possible to coordinate the use of facilities so as not conflict with existing programs.
7. COACHES - It must be possible to secure competent coaching.
8. GROWTH - Consideration must be given to the potential growth of the sport.
9. FUNDING - Adequate funding must be available so that the sport can be supported. Funding will NOT be diverted from existing athletic programs to create a new program. In the first two seasons of operation, a sport will be considered a "club" and play only against JH/MS/JV competition from other schools. During this time period, school funding will only cover officials and transportation. Coaching, uniforms, and equipment will not be paid from school funding.
10. REVENUE - Highest consideration will be given those sports with the potential to generate revenue.
11. SCHEDULING - The potential for scheduling competition on a conference and/or regional basis will be a priority.

Steps to upgrade Club Sports to School Sponsored Interscholastic Sports:

1. Initial request to add must be submitted to the Athletic Director in writing. The request must address the criteria listed above.
2. The Athletic Director will schedule an advisory meeting of the Churubusco JR-SR High School Athletic Council. This meeting will be held to discuss the new sport and its implications for the current athletic program. The Athletic Council will then forward a recommendation to the high school administration for consideration.
3. The recommendation from the Athletic Council and the High School Administration will then be brought before the Superintendent of Smith-Green Community Schools, by the High School Administration. The Superintendent will then decide whether to bring the proposal and recommendations before the Smith-Green Community Schools Board of Education.
4. The Smith-Green Community Schools Board of Education's approval will need to be made in consultation with the teachers' association, since new coaching positions are a negotiable item in the teachers' master contract.

Any sports added will go into effect as a "Club" in the immediate succeeding school year in which the request was made (pending administrative and board approval).

"CLUB" Sports do NOT take precedence over school sponsored teams or activities.

Sports to be added will be a "club" team for their first two years of operation. This means that the school will provide no school funding (except for officials and transportation). Student-athletes will need to meet IHSAA and Churubusco JR-SR High School eligibility guidelines (physicals, grades, signed athletic code of conduct forms, etc.). Coaching, uniforms, awards, and equipment will not be paid from school funding. If the team is still viable after two seasons, then the sport will be recommended to the Superintendent and the Smith-Green Community Schools Board of Education as a full varsity sport in the third year.

Lack of adequate support for the new team could lengthen the club status of the team or eliminate the addition of the new team.

Club sports which exist at the time of this policy being instituted will still need to follow the "steps to upgrade"—although the 2-year period may be retroacted, pending Athletic Council and Administrative Approval. The Smith-Green Community Schools Board of Trustees shall determine in their discretion if the addition of the sport will serve the best interests of the students and stakeholders of the Smith-Green Community Schools.