

Student Name: _____
(printed)

Grade: _____

1st Period Teacher: _____

I have received a copy of the 2011-2012 Carroll Jr./Sr. High School Handbook. It is my responsibility to read through the handbook.

Signature: _____



CARROLL JR./SR. HIGH SCHOOL
STUDENT HANDBOOK
2011 - 2012
THIRTY-EIGHTH EDITION



Member

North Central Association

Board of School Trustees

Michelle Simmons

Eric Johnson

Sam L. Zook

David Lambert

Rick Eller

Superintendent

John A. Sayers

Administration

Charles Huckstep..... Principal

Fred Schnarr..... Assistant Principal

Shaun Rose..... Athletic Director

Kristen Seward..... Guidance Director

Property of: _____

Address: _____

Phone #: _____

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.



©2011 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

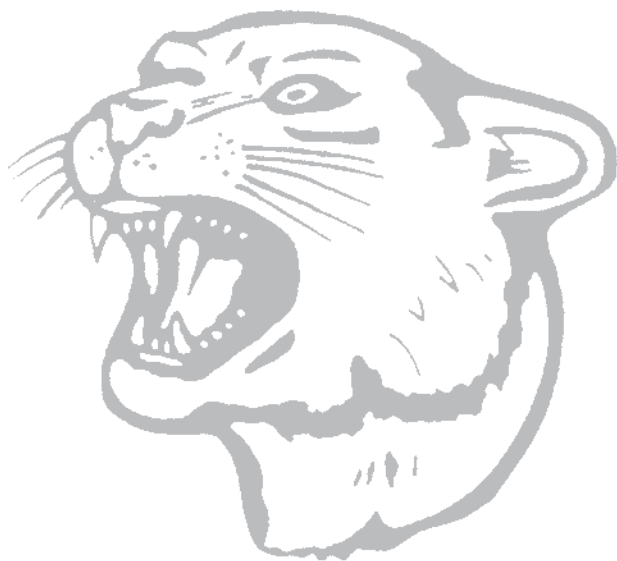
2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

TABLE OF CONTENTS

Statement of Non-Discrimination/ Title IX	22
Compliance	6
Community Crisis Resources	6
Carroll Junior-Senior High School Vision	6
Carroll Junior-Senior High School Mission	6
Carroll Junior-Senior High School Philosophy.....	7
Carroll Junior-Senior High School Desired	
Learner Outcomes	7
School Closing - Severe Weather Information	8
Daily School Schedule.....	8
Activity (Monday/Thursday) Class Schedule	8
Regular (Tuesday/Friday) Class Schedule	9
Writing (Wednesday) Class Schedule	9
2-Hour Delay Class Schedule	9
Faculty and Staff.....	10
Cafeteria Staff.....	11
Maintenance Staff.....	11
Custodians.....	11
School Song	11
Guests	11
Use of Public Address System for	
Announcements.....	11
Free & Reduced Lunch & Textbooks	11
School Services.....	12
Lockers	12
Use of Telephone	12
Use of Vending Machines	12
Weight Room	12
Computers	12
Bookstore.....	13
Lost and Found	13
Work Permits	13
Guidance.....	14
Release of Student Information	
(Directory Information)	14
Policy in Regard to Student Records	14
Health and First Aid.....	15
Medication Policy	16
Wellness Policy.....	16
Health Screenings.....	16
Cafeteria	16
Media Center	17
Attendance	17
Attendance Policy	17
Transfers and Withdrawals	19
Habitual Truant.....	19
Homework Policy	20
Homework Guidelines.....	20
Homework Policy Junior High	20
Distribution of Report Cards.....	20
Financial Obligations.....	20
Summary of Grading Procedures	20
Grading Scale / Points	21
Cheating and Plagiarism.....	21
Weighted Grades	22
Transfer of Weighted Grades.....	22
Honor Roll.....	22
Field Trip Policy.....	22
College Visit Guidelines	22
Repeating a Class.....	23
Junior High Retention	23
Course Changes.....	23
Graduation Information.....	23
Requirements for Graduation.....	23
Valedictorian and Salutatorian Policy.....	25
National Honor Society.....	26
Seven Semester Graduation.....	26
Extra Curricular Information.....	26
Extra Curricular Payments.....	26
Extra-Curricular Activity Meetings.....	26
Student Supervision.....	27
Dance Information.....	27
Eligibility Dates 2011-2012.....	27
Athletic Eligibility	27
Extra Curricular Dress Code	28
Extra Curricular Eligibility	28
Extra Curricular Activities Discipline.....	28
Extra-Curricular Activities and	
Student Driver Drug Testing Policy.....	28
Substance Abuse Policy -	
Carroll Jr./Sr. High School	32
Procedures.....	32
Substance Abuse Policy Regarding	
Extra-Curricular Activities	34
Purpose	34
Definitions	34
Extra-Curricular.....	34
Controlled Substances/Medications.....	34
Confirmed Violation.....	34
Scope.....	34
General Provision	34
Procedure	35
Penalties	35
Student Conduct/Behavior	36
Restricted Items	36
Electronic Communication Devices	37
Public Display of Affection.....	37
Commercial Textbooks.....	37
Book Bags/Backpacks/Athletic Bags	37
Guidelines for Dress	37
Junior High Passing Periods.....	38
Hall Passes.....	38
Junior High Homeroom.....	38
Study Hall.....	39
Harassment/Bullying	39
Student Conduct on Carroll School Buses.....	39
Driving Policy for Students.....	40
Isolated Time Out and Physical Restraint.....	40

Search and Seizure	41	Expulsion Procedures: IC 20-33-8-19	45
Rights-Responsibilities-Regulations	42	Suspension Procedures	45
Concerning School Behavior for Students	42	Habitual Offenders	46
Hazing Policy	43	State Denial of Driver's License	46
Junior High Line System	43	Sec. 1	46
Infractions	43	Possession of a Deadly Weapon	46
Consequences	43	Penalty for Possession of a Firearm	46
Incentive Program	43	Possession of a "Deadly Weapon" Other	
Detention Program	43	Than a Firearm	47
Night School	43	Summary Chart for Violations and	
In-School	43	Progression of Consequences	48
Out-Of-School Suspension	44	School Safety	49
Grounds for Suspension and Expulsion	44	Fire and Tornado Drills	49
The Indiana Student Due Process Code	45	Asbestos Activities at CJSHS	49
IC 20-33-8	45		



All policies and school rules contained within this handbook are in accordance with Indiana State Law and the Carroll Consolidated School Corporation policies and have been approved by the Carroll Consolidated School Board. If any passage in this handbook is not in agreement with School Corporation Policy, then the School Corporation Policy will prevail. School Board Policies are online at: <http://www.carroll.k12.in.us/school-board/policies>

STATEMENT OF NON-DISCRIMINATION/ TITLE IX COMPLIANCE

Carroll Junior Senior High School does not discriminate on the basis of gender in the educational programs which it operates, either in employment or in admission in any extra-curricular activity where required by Title IX of the United States Code.

Carroll Consolidated School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, handicap, age or limited English proficiency in its programs or employment policies as required by the Indiana Civil Rights Act (IC22-9-1 as amended); The Equal Pay Act of 1973; Title IX (as amended); Vietnam Era Veterans Readjustment Assistance Act of 1974, Age discrimination in Employment Act of 1967, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990; Sections 503 and 504 of PL 92-112, the Rehabilitation Act of 1973; and PL 94-142, the Education for All Handicapped Children Act. The superintendent of the school corporation acts as the contact person in matters related to discriminatory treatment. The superintendent may be contacted at:

Office of the Superintendent
2 South Third Street
Flora, Indiana 46929
Phone: 574-967-4113

The high school principal acts as the contact person for Title IX and may be contacted at:
Carroll Junior Senior High School
2362 East State Road 18
Flora, Indiana 46929
Phone: 574-967-4157

COMMUNITY CRISIS RESOURCES

Flora Police	574-967-4457
Carroll County Sheriff	765-564-2413
YWCA Domestic Violence Intervention & Prevention....	888-345-1118
TEEN Line (Free, 24-hours, confidential).....	765-423-1872
WeTip Anonymous Reporting.....	800-78-CRIME (27463)
Lafayette Crisis Center	765-742-0244
Wabash Valley Mental Health Center.....	765-564-2247
Family Health Clinic of Carroll County.....	765-564-3016

CARROLL JUNIOR-SENIOR HIGH SCHOOL VISION

At Carroll Junior-Senior High School, students will be engaged in a challenging curriculum that meets State and National standards and prepares them for future endeavors.

CARROLL JUNIOR-SENIOR HIGH SCHOOL MISSION

Carroll Junior-Senior High School promotes a safe, caring environment where the privilege of education inspires and encourages students to become successful life-long learners in an ever-changing global environment.

CARROLL JUNIOR-SENIOR HIGH SCHOOL PHILOSOPHY

We, the faculty and staff of Carroll Junior/Senior High School, believe that students have a right to a safe, wholesome learning experience each day of their junior/senior high careers, and that they should be able to achieve a measurable degree of success. We also believe that students should recognize that the opportunity to learn is a privilege, and that this privilege should be used in a responsible way. We encourage students to respect and appreciate all human endeavors, thus developing an attitude of tolerance. We believe all members of the faculty should set an example of scholarship and intellectual curiosity in their own fields of teaching and demonstrate an active interest in all phases of education. The faculty is responsible for helping students master basic skills, acquire knowledge in a variety of subject areas, develop appropriate behaviors, and learn to apply life skills. We should demonstrate the fundamental democratic concepts of liberty, equality, and justice for all people. We should help students appreciate their heritage and recognize the duties of responsible, active citizenship.

We are aware of the broad range of student capabilities in our school and believe the school should provide a variety of services and programs to help meet individual needs. By giving careful consideration to the individual differences and interests of our students, we hope to affirm the worth and dignity of each student.

We believe the school should provide a variety of services and programs to prepare students for future careers through challenging experiences in college-preparatory, vocational, industrial, and business areas. We should encourage students to complete their education and to acquire the necessary skills for education or employment.

We believe that the responsibility of education must be shared with home and community. Mutual respect and communication among home, school, and community must be maintained so that together we may foster constructive changes in the lives of young people.

We must remember that the school exists to meet the educational needs of our students and community. These needs do not stay constant; therefore, we must recognize the importance of regular re-evaluation and in-depth appraisal of our goals.

CARROLL JUNIOR-SENIOR HIGH SCHOOL DESIRED LEARNER OUTCOMES

Before graduation from Carroll Junior/Senior High School, students will do the following:

acquire knowledge in a variety of subjects and master the following skills:

- reading, writing, speaking, and listening
- using technology
- reasoning and computing

develop appropriate behaviors, including:

- tolerance of differences
- personal responsibility
- self acceptance
- work ethics
- conflict resolution
- decision making
- respect

learn to apply life skills, such as:

- adapting to changing technology
- working in groups
- researching and analyzing
- performing for others
- following instructions
- solving problems

SCHOOL CLOSING - SEVERE WEATHER INFORMATION

In case of severe weather, the official closing or delay in the starting time for school will be announced over these radio and TV stations. Listen to these stations and do not call the school for information.

WSAL - Logansport	1230 AM	TV 18 Lafayette
WSHW - Frankfort	99.7 FM	TV 2 Flora
WWKI - Kokomo	100.5 FM	WAZY - Lafayette 96.5 FM
WIOU - Kokomo	1350 AM	WNJY - Delphi 102.9 FM

Carroll Consolidated School Corporation will also use the SchoolReach automated calling system to communicate closing/delay information. Closing/delay information will also be available at: <http://www.carroll.k12.in.us>.

DAILY SCHOOL SCHEDULE

ACTIVITY (MONDAY/THURSDAY) CLASS SCHEDULE

High School	Junior High
Period 1 8:00 - 9:23	Period 1 8:00 - 9:07
Reading Time 8:00 - 8:20	Reading Time 8:00 - 8:20
Class 8:20 - 9:07	Class 8:20 - 9:07
Announcements 9:21	
Activity 9:07 - 9:23	
Period 2 9:27 - 10:14	Period 2 9:11 - 9:57
Period 3 10:18 - 11:05	Period 3 10:00 - 10:46
Period 4 11:09 - 12:39	Period 4 10:49 - 11:37
<u>1st Lunch Schedule</u>	Lunch 11:37 - 12:11
1st Lunch 11:05 - 11:35	Homeroom 12:16 - 12:39
Class 11:39 - 12:39	
<u>2nd Lunch Schedule</u>	
Class 11:09 - 12:09	
2nd Lunch 12:09 - 12:39	
Period 5 12:43 - 1:29	Period 5 12:43 - 1:29
Period 6 1:33 - 2:19	Period 6 1:33 - 2:19
Period 7 2:23 - 3:09	Period 7 2:23 - 3:09

REGULAR (TUESDAY/FRIDAY) CLASS SCHEDULE

High School		Junior High	
Period 1	8:00 - 9:13	Period 1	8:00 - 9:07
Reading Time	8:00 - 8:20	Reading Time	8:00 - 8:20
Class	8:20 - 9:13	Class	8:20 - 9:07
Announcements	9:11		
Period 2	9:17 - 10:06	Period 2	9:11 - 9:57
Period 3	10:10 - 10:59	Period 3	10:00 - 10:46
Period 4	11:03 - 12:33	Period 4	10:49 - 11:35
<u>1st Lunch Schedule</u>		Lunch	11:35 - 12:07
1st Lunch	10:59 - 11:29	Homeroom	12:11 - 12:33
Class	11:33 - 12:33		
<u>2nd Lunch Schedule</u>			
Class	11:03 - 12:03		
2nd Lunch	12:03 - 12:33		
Period 5	12:37 - 1:25	Period 5	12:37 - 1:25
Period 6	1:29 - 2:17	Period 6	1:29 - 2:17
Period 7	2:21 - 3:09	Period 7	2:21 - 3:09

WRITING (WEDNESDAY) CLASS SCHEDULE

High School		Junior High	
Period 1	8:00 - 9:23	Period 1	8:00 - 9:25
Reading Time	8:00 - 8:20	Reading Time	8:00 - 8:25
Writing Time	8:20 - 8:36	Writing Time	8:25 - 8:40
Announcements	9:21		
Period 2	9:27 - 10:14	Period 2	9:29 - 10:16
Period 3	10:18 - 11:05	Period 3	10:20 - 11:05
Period 4	11:09 - 12:39	Period 4	11:09 - 11:37
<u>1st Lunch Schedule</u>		Lunch	11:37 - 12:11
1st Lunch	11:05 - 11:35		
Class	11:39 - 12:39		
<u>2nd Lunch Schedule</u>		Period 4	12:20 - 12:39
Class	11:09 - 12:09		
2nd Lunch	12:09 - 12:39		
Period 5	12:43 - 1:29	Period 5	12:43 - 1:29
Period 6	1:33 - 2:19	Period 6	1:33 - 2:19
Period 7	2:23 - 3:09	Period 7	2:23 - 3:09

2-HOUR DELAY CLASS SCHEDULE

High School		Junior High	
Period 1	10:00 - 10:33	Period 1	10:00 - 10:31
Period 2	10:37 - 11:10	Period 2	10:35 - 11:06
Period 3	11:14 - 11:47	Period 3	11:10 - 11:41
<u>1st Lunch Schedule</u>		Period 4	11:45 - 12:17
1st Lunch	11:47 - 12:17	Lunch	12:17 - 12:47
Period 4	12:21 - 1:17	Homeroom	12:51 - 1:17
<u>2nd Lunch Schedule</u>			
Period 4	11:51 - 12:47		
2nd Lunch	12:47 - 1:17		
Period 5	1:21 - 1:54	Period 5	1:21 - 1:54
Period 6	1:58 - 2:31	Period 6	1:58 - 2:31
Period 7	2:35 - 3:09	Period 7	2:35 - 3:09

CARROLL JR./SR. HIGH SCHOOL

FACULTY AND STAFF

e-mail addresses can be found at:

<http://www.carroll.k12.in.us>

Susan Abbott	Mathematics
MaKay Adams	Science
Jon Baker	Social Studies
.....	English
Stacey Brazel	English
.....	PE/Health
Scot Collins.....	Guidance
Rebecca Comoglio	Nurse
Larissa Cremeens	Family and Consumer Sciences
Ann Cronk.....	Tutor
Doug Danforth	Science
Glen Dillman.....	Social Studies
Debbie Duff.....	English
Gary Duff	Mathematics/Science
Ryan Duff.....	Mathematics
Marsha Eckert	English
Rachel Eikenberry	Tutor
Erika Eller	Vocational Aide/Tutor
Sue Ford.....	Resource Teacher
Edward Geheb.....	Social Studies
Diane Goubeaux.....	PE/Health
Tom Hedde	Special Education Teacher
Tara Kaser	Mathematics/Art
Melissa Keown	Science
Steve Keown	Agriculture
David Kratz	Computers/Mathematics
Rhoda Kratz.....	French
Rebecca Lain.....	Media Specialist
Lisa McIlrath	Secretary
Mike Miller	U.S. History
Tracy Miller	Secretary
Roger Nelson.....	PE/Health
Stephenie Pencek	In-School Supervision
Don Pettit.....	Band/Choir Director
Dan Reutebuch.....	IT Specialist
Elizabeth Rose	Spanish
Virginia Rusch-Mills	English
Tyler Sausaman.....	Technology Education
Amanda Schneckloth.....	Special Services Aide
Susan Shively.....	Family and Consumer Sciences
Bunti Smith	Special Education Aide
Melody Sorrells.....	Resource Aide
Cindy Tussinger.....	Secretary
Angie Veach	Technology Director
Stephanie Williams	Science
Kerry Yoder.....	Computers/Business Education

CAFETERIA STAFF

Karla Taylor, Food Services Director

Naomi McPherson, Manager

Kim Bordner

Rachel Yates

Joyce Harter

Tina Bougher

Brenda Schnieb

Carol Maxwell

Teresa Appleton

Katrina Stout

MAINTENANCE STAFF

Tom Allbaugh..... Maintenance Supervisor

Byron Schaeffer..... Corporation Mechanic

CUSTODIANS

Robert Smith

Steven Breedlove

Susan Colgan

SCHOOL SONG

The school song is officially known as the "Cougar Call". The music and lyrics were written by Carroll's first band director, Robert Wise, and it was chosen by vote of the student body in the fall of 1961.

We are the Carroll Cougars, we're proud as we can be.

We've got the team and spirit, Fight on to victory.

Rah! Rah! Rah!

Loyal and true, we're for you.

For you with all our might.

We are the Cougars, the Carroll Cougars,

Fight for the blue and white!

GUESTS

Anyone entering the building who is not a current student or an employee of the school system should report directly to the office, sign in, and receive a Visitor Pass. Parents/Guardians who are in the building solely to pick up/drop off a student or student books/assignments are not required to check in, but must go only to the Guidance or Main offices. Messages or materials needed by students should be left in the office. Every attempt will be made to cooperate with parents in emergency situations.

USE OF PUBLIC ADDRESS SYSTEM FOR ANNOUNCEMENTS

All announcements must be approved by the building principal or assistant principal. Publicizing non-school sponsored events must have prior approval from the administration. Morning announcements must be in the office by 7:55 AM. Afternoon announcements need to be in the office before 3:00 P.M.

FREE & REDUCED LUNCH & TEXTBOOKS

Each student may receive an application for free or reduced lunch and textbooks at registration or upon request. Completed forms should be returned to the main office. Parents should be prepared to provide proof of income, if necessary.

SCHOOL SERVICES

LOCKERS

Students will be assigned a locker. Students are expected to properly maintain and lock their locker and to not share/switch lockers. The school cannot be responsible for lost articles or money. Each student is responsible for the contents of the locker assigned to him or her, including discipline for contraband items. Staff members may not allow a student (or parent/guardian) access to a locker not assigned to that student, and staff members may not open one student's locker to get items for another student. Food should never be left in a locker overnight. Only school-sponsored extracurricular activity signs and appropriate happy birthday signs are permitted on the outside of the locker. Students need to use masking tape when attaching signs, not scotch tape. Students may be charged for the removal of stickers or damage to the locker. All lockers must be cleaned both inside and out before the last day of school.

USE OF TELEPHONE

In case of emergency, the student will be brought to the Main/Guidance Office to receive/make a phone call or message. Student use of school telephones is for emergency calls only. During the school day, any call to a parent/guardian to pick up a student must be made through the Guidance/Main Office only. Calls made to leave school from a phone other than the Guidance/Main Office will result in an unexcused absence.

USE OF VENDING MACHINES

Products from vending machines are restricted to the gym lobby. Food, candy, and/or drinks are not allowed in hallways or classrooms unless the teacher has made prior arrangements with the office. Vending machines will not be turned on during the school day. Previously opened beverage containers are not permitted at school.

WEIGHT ROOM

Students using the weight room must have board approved, trained, adult supervision before entering the room, without such supervision, students using the weight room will be suspended from the weight room facility.

COMPUTERS

Students using the Network and Internet will follow the Network Acceptable Use Policy (NAUP) (Policy 7525) and the Student Network Acceptable Use Policy (NAUP) (Policy 5541). Failure to do so will result in restricted usage or complete denial of Network privileges. Students as well as parents/guardians must sign and return the NAUP form before students are allowed to use the Network. Parents are required to sign the NAUP form each year. Parents may request at any time that the form be withdrawn.

Students and other users should not expect that files stored on Corporation computers are private. Electronic messages and files stored on Corporation computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following policy, rules and prohibition, apply to all students and other users of the Carroll Consolidated School Corporation network.

The Network is a privilege. Carroll Consolidated School Corporation at any time and for any reason or for no reason may discontinue general access to the Network or rescind the user's privilege of using the Network.

Students utilizing Corporation Network access must first have the permission of and must be supervised by the Carroll Consolidated School Corporation's professional staff. Students utilizing Corporation-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Violation(s) of the Student Acceptable Use Policy 5541 and the Corporation Acceptable Use Policy 7525 may result in suspension/expulsion and may be reported to legal authorities.

Students are not to change any settings (without prior teacher or administrative approval) on the Network.

Use of personal e-mail by students is prohibited. Students may ask the teachers, Media Specialist, or Guidance Office personnel to use Corporation-assigned e-mail to request educational materials, including transcripts. Students may request Corporation-assigned e-mail accounts to access collaboration systems in support of research and education.

The following uses of school-provided Network access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, harassing, or sexually explicit language, images or other information;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or any attempt to disable CCSC Network resources or the property of another individual or organization including creation of a virus or other harmful form of programming, or by impedance of other users or systems through mass consumption of system resources;
- e. to access social sites such as MySpace or Facebook or non-Network instant messaging services;
- f. to access another individual's materials, information, or files without permission;
- g. any attempt to secure a higher level of privilege on the Network
- h. to use anonymous proxy servers in an attempt to bypass the school's Internet content filtering software;
- i. to violate copyright or otherwise use the intellectual property of another individual or organization without permission including but not limited to the downloading of copyrighted music, software, photographs, or images; and,
- j. to purchase goods or services (except as otherwise permitted by School Policy);
- k. to use the Network for commercial activities, product advertisement, or political lobbying;
- l. to access Carroll Consolidated School Corporation computers, networks, or online resources that the user has not been granted permission to use
- m. to use Network credentials assigned to another user or allow another person or entity to use the user's Network credentials or to impersonate another user;
- n. to commit any act(s) or misconduct that may not be listed but is considered inappropriate use of school resources.

BOOKSTORE

The bookstore is open before school (generally at 7:45AM). Students should not come to the bookstore during class time. The bookstore is not to be used as a bank for making change.

LOST AND FOUND

Any articles belonging to other students that are found in the building or on the school grounds should be turned in to the main office.

WORK PERMITS

Except for students who work for their parents' business, students 14 to 17 years of age who work and attend school need a work permit. To obtain a work permit, the student is required to obtain an "Intention to Employ" card furnished and completed by the employer and signed by the parent/guardian, student, and employer. Indiana labor laws prohibit 14 and 15 year old minors from working more than 3 hours per school day, 18 hours per school week, no earlier than 7:00a.m. and no later than 7:00p.m. When school is not in session, students may work no more than 8 hours per day, no more than 40 hours per week and not later than 9:00p.m. Students 16 or 17 years old may not work more than 8 hours in any one day, 30 hours in any one week, 6 days in any one week, no earlier than 6:00a.m. on a school day, and no later than 10:00p.m. on nights followed by a school day. A 17 year old may work until 11:30p.m. on nights that are not followed by a school day if the employer has obtained written permission from the child's parent on file in the employer's office. Work permits may be denied or revoked if a student receives failing grades or exceeds the absence limits in the Attendance Policy. During the school year, work permits are obtained in the Guidance Office. During the summer, they may be obtained from the Administration Building. Students should not begin work until a work permit has been issued. The student should allow 24 hours for the permit to be completed.

GUIDANCE

Student guidance is an important aspect of the educational system and an important component of raising student achievement. Guidance counselors, administrators, and teachers help students and their parents set educational and career goals and identify the steps required for reaching those goals. Guidance is the link that personalizes education for students by showing them how academic standards and courses relate to their personal goals. Guidance services foster academic development, career development, and citizenship development and are available to every student in the school. Although guidance counselors hope to be in contact with each student periodically throughout the school year, students and/or their parents are always welcome to schedule an appointment with their counselor. Important resources for students and parents, including transcript request information, scholarship lists, internet resources list, and the course description guide are available on the guidance webpage. Be sure to visit it often for frequent updates.

RELEASE OF STUDENT INFORMATION (DIRECTORY INFORMATION)

Carroll Jr./Sr. High School may release directory information about students without securing the prior consent of the parent. Directory information includes the following:

1. Name, address, telephone number(s) - (for colleges, scholarships, etc.)
2. Participation in official school activities
3. Class level and dates of school attendance
4. Degrees and awards received
5. Photographs of students directly related to a school activity
6. Major field of study
7. Height and weight of members of athletic teams
8. Date of birth
9. Videotape not used for disciplinary action
10. Student work for display at the discretion of the teacher (no grade displayed)

The release of directory information may not include all of the information listed above. If parents or students of age do not wish to have directory information released, they should contact a building administrator before September 1st of each school year.

POLICY IN REGARD TO STUDENT RECORDS

The school board policy regarding student records is in accordance with P.L. 93-380, Section 348. Family Educational Rights & Privacy Act of 1974 (FERPA). In substance, the Student Record Act provides the following:

- A. The parent has a right to examine any student record until the student is 18 years of age. Thereafter, only the student has the right to so examine. Parents (or Student) wishing to inspect records will notify the school 3 days prior to the desired inspection. The request must be in writing and specify the record(s) they wish to inspect. The records will be collected in a private area. A school official will be present to answer questions during the inspection.
- B. The Parent/ Student has a right to have the record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students. The Parent/ Student must complete a form identifying the part of the record they want changed and specify why the record is inaccurate or misleading. The request will go to a building administrator for action. If the request is denied, the Parent/ Student may request a formal hearing with the Superintendent of schools. After the hearing, if the school decides not to amend the record the Parent/ Student has the right to place a statement with the student record setting forth his or her view about the contested information.
- C. Certain persons may examine the student record without a Parent/ Student's consent - school officials who have "legitimate educational interests," officials of other school systems where a transfer is made, federal government representatives and the state juvenile system with the limitations outlined in federal and state statutes. School officials include teachers, school health care providers, guidance counselors, "Special Education" personnel, tutors, and administrators. "Legitimate school interests" include classroom performance, physical or emotional health, and/or student behavior interfering with student performance.

- D. Other persons may receive the records, if the Parent/ Student specifies the records to be released, the reason for such release, and to whom. A copy must be sent to the parents if requested. The parent may also request and receive a copy of the record forwarded to another system with a transfer.
- E. A copy of the student record may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.
- F. Parents/ Student may file a complaint with the US Department of Education if Carroll Schools fail to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 Family Policy Compliance Office, US Department of Education, 400 Maryland Ave., Washington DC 20202-4605G. A non-custodial parent shall be entitled to receive a copy of his/her child's report card and given access to the child's educational record, subject to the following conditions:
 - The custodial parent has not provided the school with a copy of the divorce decree that specifically prohibits the non-custodial parent from having contact with or information about the child.
 - The non-custodial parent must make his/her request by filling out a request for Release of Student Information

Legislative update regarding school records:

Senate Bill No. 224 - Requires a public high school to provide access to the campus and student directory information to official recruiting representatives of the Armed Forces. The recruiter may only provide information concerning education and career opportunities. Parents and student who do not want directory information released need to notify the High School guidance office at the end of a student's sophomore year.

HEALTH AND FIRST AID

Carroll Consolidated School Corporation employs a full-time Registered Nurse to provide health related services. It is the parent's responsibility to notify the school in writing of any health concerns with their child and any modifications necessary to address medical issues.

Should a student become ill or injured during the day, he/she must report directly to the Health and First Aid room located in Guidance. Any call to go home ill must be made in the Guidance Office. Students will not be allowed to stay in the sick room for more than one period. Students will be issued an unexcused absence for the period if they remain in the restroom while ill without checking in at the Guidance office. Students going home ill must sign out in the Main office.

Students must follow guidelines from Indiana State Board of Health pertaining to immunizations. Effective August 2010, all students in grades 7-12 are to show proof of the following immunizations: 3 Hepatitis B, 5 DTAP, 4 polio, 2 MMR, 2 varicella, 1 Tdap, and 1 MCV.

The following is a list of health related services:

1. Maintain health/immunization records on each student. Each year, records are updated and developing problems are noted. Additional immunizations should be reported to the nurse to be recorded on the student's permanent record.
2. Provide emergency and temporary medical care to students and staff. Students are sent to the health room to be checked by the nurse for various health-related complaints. Parents are called when children need to be sent home or to the doctor for treatment.
 Parents need to provide updated work and emergency telephone numbers to be reached quickly if needed.
3. Monitor and dispense medications.
4. Provide general education on student wellness and disease prevention.
5. Head Lice (Pediculosis)

Do not send your child to school if you have found head lice. Students will be sent home if they are found to have live lice. The live lice must be removed and the home environment cleaned the day the child is sent home so that the student may return to school the next day and be checked by the school nurse. Failure to be checked and cleared the following day will result in an unexcused absence until the child is cleared by school personnel. An adult must accompany the child upon their return to school. The child must be seen by the school nurse before they will be allowed to return to the classroom. The child will not be able to ride the school bus until he/she has been checked and cleared.

6. Students who have Conjunctivitis (pink eye) may not return to school until eye drainage is gone and appropriate medication has been given for 24 hours.

MEDICATION POLICY

Medication should be taken at home if possible. Failure to bring any type of medication directly to the Guidance Office will result in disciplinary consequences. Prescription medicines must be in the original container. A child in grades K-12 and under the age of 18 may not take home any medication from school. The parent must pick up the medication from school OR authorize in writing that someone 18 or over may pick up the medication. NON-PRESCRIPTION MEDICATIONS sent with the student will be given in the Health and First Aid room when accompanied by all of the following:

1. Written permission of the parent including dosage and time of administration.
2. Sent in original container.

The staff will not dispense herbal medicines while the child is at school. Only FDA approved medicines, either prescription or OTC will be dispensed from the Health room.

It is requested that students with asthma have an asthma history form on file in the Health Room. Children with asthma who stay after school for any activities may keep an extra inhaler (properly labeled by pharmacy with instructions) in their backpack. It is the parent's responsibility to notify the Guidance Office Health Room in writing regarding the student's inhaler. The Health Room will notify the supervision sponsor.

WELLNESS POLICY

A wellness policy has been established for Carroll students. See the corporation web page for the text of this policy.

HEALTH SCREENINGS

Indiana law requires that every school corporation shall annually conduct health screenings for the following:

Hearing tests are given to all students in grades seven (7) and ten (10). All new students and students with known hearing impairment or ear problems will be tested. Parents and/or school staff may request that a child be tested. The speech/language pathologist will conduct the tests.

Vision tests will be given to all students in grade eight (8) and ten (10). The school nurse will notify parents if medical attention is required. Parents or teachers may also request that a student be tested.

CAFETERIA

1. Menu lunches and salad bar will be available daily.
2. Students are encouraged to prepay for school lunches. Take payments to the bookstore or cafeteria to receive credit for lunch accounts. Charging of meals or items is not allowed.
3. The lunch and textbook assistance program is available. See the office for details.
4. Students will be restricted to the following areas during lunch:
 - a. Auxiliary Gym and gym lobby.
 - b. Outside area adjacent to the north entrance of the gym lobby (weather permitting).
5. Students are not to be in the academic halls/west restrooms. Students are not to return to their lockers during lunch unless special permission has been given.
6. Students are responsible for returning their trays and trash to the appropriate places. Please leave the area clean and return your chair to the original place.
7. No food or drink will be permitted to be brought into the school by outside vendors unless previous permission is granted. If prior arrangements are made for a guest to bring in food from an outside vendor, the student and guest will need to eat in the Main Office Conference Room (if it is available).
8. Students suspended from the cafeteria will:
 - a. Clean the cafeteria (length of time to be determined) or
 - b. Bring lunch and drink from home and sit in a designated area (length of time to be determined).
9. Breakfast is offered in the cafeteria before school between 7:35AM to 7:55AM.
10. Items purchased in the cafeteria should remain in the cafeteria.

MEDIA CENTER

- A. The media center will generally be open from 7:50 AM until 3:20 PM each day, dependent on staffing and testing (NWEA, ECA, etc.) schedules.
- B. All items taken out of the media center must be checked out and returned at the circulation desk.
- C. Books from the regular collection may be kept out for two weeks and may be renewed provided that no one has placed a reserve on the title.
- D. New issues of magazines and newspapers may be provided to the study hall for the class period at the request of the Study Hall supervisor. Materials must be returned to the media center in good condition or the service could be discontinued.
- E. Books reserved by a teacher for class use, new issues of magazines, and newspapers may not be checked out.
- F. Reference books and older issues of magazines may be checked out for one day.
- G. No gum or book bags are allowed in the Media Center.
- H. All materials are to be returned on or before the due date. Long overdue items will result in loss of media center and computer lab privileges as well as other disciplinary actions, including charges to cover the cost of the material plus processing fees.

ATTENDANCE

ATTENDANCE POLICY

- A. General Statement: The first step to success in school is getting here. It is an obligation of student, parent and school authorities to insist upon good attendance.
- B. Excessive Absence Procedure: Any student who is absent more than eight (8) days or more than eight (8) class periods in a specified course within a semester shall be considered excessively absent and will not receive credit for each class that is affected. This provision shall apply to all absences with the exception if the absence is due to death in the immediate family (parent, grandparent, brother or sister), student illness adequately verified in writing by a doctor's statement.

In addition, any student who is absent more than sixteen (16) days in a semester for any reason shall be considered excessively absent and shall not receive academic credit.

Any student who loses course credit due to excessive absences may file an appeal for reinstatement of credit to the appeals committee. The appeals committee will consist of Principal, Assistant Principal, Guidance Counselor, one teacher.

- C. Guidelines: (Based on per semester accounting)

Excusable Absences: The following absences will be excused providing that the student follows the proper procedure where indicated:

1. Student illness.
2. Death in the immediate family.
3. To visit admissions office of a post high school educational institution.
4. To exhibit a 4-H project at the State Fair.
5. To attend church sponsored religious holidays with a written request from church.
6. To interview for employment.
7. To help at home of a parent or guardian in an emergency situation.
8. To take a driving test at the License Bureau.
9. To appear in court due to a subpoena or to attend an appointment with a probation officer.
10. To work for a political candidate during an election or as an election official.
11. To serve as a page in the Indiana General Assembly.
12. Family Days.
13. To serve with the National Guard (up to 10 days) or Civil Air Patrol (up to 5 days)
14. Other justifiable absences will be considered as determined by the building principal. The Superintendent will be advised of any exceptions to the policy.

- D. The following absences WILL NOT BE excused regardless of parental knowledge or consent:
1. Truancy
 2. Suspension from school.
 3. Employment other than number 7 or number 13 above.
 4. Babysitting (An emergency would be excused).
 5. Oversleeping and/or missing the school bus.
 6. Leaving school without school permission.
- E. The building principal will develop procedures to notify the students and parents of accumulated absences. Excessive absences could result in a recommendation for expulsion of the student, especially when continued attendance will not give the student course credits.
- F. Attendance Procedures (for students)
1. In order to excuse an absence, a student's parent/guardian must call the Main Office **within 2 school days** after the date of the absence or send a note signed by the Parent/Guardian. If no communication is received in those two days, the absence will not be changed to excused, unless a medical/court note is received. Calls should be made early in the morning. Voicemail is available for calls made outside of regular school hours.
 2. If a student misses consecutive days, a parent/guardian has those days plus 24 hours to call and excuse the absence.
 3. After 5 consecutive school days a doctor's permit is needed for a student to be admitted back into school unless the school nurse has previously verified that the student is absent due to a casual-contact communicable disease (i.e. chicken pox, mumps, or measles).
1. **ARRIVING AT SCHOOL AFTER 8:00 A.M.:** Students arriving at school after 8:00 A.M. will need to check into the office and receive an admit pass to take to class. 8:00A.M. - 8:15A.M. counts as a tardy. After 8:15A.M. counts as being absent for the whole period. Students who arrive during reading time will remain in the office until reading time is over.
 2. **LEAVING SCHOOL DURING THE DAY:** Students leaving school during the day for any reason must have parent approval prior to leaving and must check out through the main office. Parent/Custodial adult should come into the office to pick up the student.
Any requests to leave school (such as going home to pick up materials or assignments, errands for parents, personal business that can be taken care of outside of the school hours, etc.) SHALL NOT be granted as an excused absence. Leaving school without checking out in the office will be a violation of the attendance policy (minimum one day suspension and suspension of driving privileges).
 3. **FAMILY DAYS:** If family days are needed, a student may take no more than five (5) family days per year. Requests for family days should be submitted to the Principal or the Assistant Principal three (3) school days prior to leaving in order to allow time for teachers to provide assignments. Family days can not be used to extend a school vacation before or after a vacation. Family days would count as an excused absence and on the 8 day absence limit/semester if: (1) Students must be with their own immediate adult family, (2) Students would need to be in compliance with the attendance policy which allows for (8) day(s) of absence per semester. (3) Family days may not be taken during final testing days (nine weeks and semester finals). (4) The administration may approve family days on an emergency basis.
 4. **Attendance and Extracurricular:** Any student absent from school for ANY PART of a day will not be allowed to attend or participate in any after-school activity (including athletic practices or contests), unless they have received permission from the office. This includes any student who was assigned to In-School or Out-of-School Suspension for any part of the day. Funeral, BMV-related absences, or Doctor's release to attend school and events will be allowed. Violation of this policy will result in the absence being unexcused and/or disciplinary action.

5. Tardies/Passing Time: Students will have four (4) minutes to pass to their next class. Tardies are a disruption to the educational learning environment. Students are expected to be in their assigned seats when the late bell rings. Total tardies will be kept in the office for each nine weeks. Tardies from all teachers will be combined for each student to determine the consequences.

3 tardies - Detention

** Three tardies to first period class during a nine weeks will result in a Night School and 4 tardies to first period class will result in no driving privileges for the remainder of the nine weeks

6 tardies - Night School

9 tardies - Three day In-School, loss of driving privileges for the remainder of the nine weeks

12 tardies - Three day Out-of-School suspension

Every 3 tardies above 12 tardies will result in an Out-of-School Suspension

High school students that receive three unexcused absences or four tardies to first period Study Hall in a nine weeks will lose their driving privileges for the remainder of the nine weeks.

6. Perfect Attendance: Carroll Jr. Sr. High School will recognize students with perfect attendance when the student is at school every period of every day and is not tardy to first period class.
7. Honor Attendance: Honor Attendance will be given to students that miss no more than 7 class periods per year. No tardies first hour unless a verified emergency occurred.

TRANSFERS AND WITHDRAWALS

Should it become necessary for a student to transfer/withdraw from Carroll Jr./Sr. High School, he/she should report to the main office as early as possible before the date of withdrawal.

A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless the student, the student's parent, and the principal agree to the withdrawal.

Each exit interview must be personally attended by the student's parent, the student, each designated appropriate school employee, and the student's principal. At the exit interview, the student provides written acknowledgment that must include a statement that the student and the student's parent understand that withdrawing from school is likely to reduce the student's future earnings and increase the student's likelihood of being unemployed in the future. The student's parent and the school principal must each provide written consent for the student to withdraw from school, and the withdrawal must be due to: (A) financial hardship and the individual must be employed to support the individual's family or a dependent; (B) illness; or (C) an order by a court that has jurisdiction over the student.

Any student who is eighteen (18) must submit a written request to withdraw. No parental consent or exit interview is required.

Under the *No Child Left Behind Act of 2001* (NCLB), each state receiving Federal funds under NCLB has to have in place a procedure "to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school." 20 U.S.C. 7165(b).

HABITUAL TRUANT

A Habitual Truant as defined by the Carroll Consolidated School Corporation is:

A student who willfully refuses to attend school in defiance of parental authority or who leaves school without permission of school authorities on three (3) or more occasions during a school semester. (Unexcused absences with no parent/guardian contact within 2 school days will also be considered a truancy.); or

A student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

The principal shall notify the student, his/her parents or guardian, and appropriate county agencies of such designation. For consequences regarding habitual truancy, see the Driving Policy and the Summary Chart for violations and progression of consequences. The student and parent or guardian shall have the right to a hearing as to such designation pursuant to IC 20-33-2-11 and IC 20-33-8-19, by making a written request to the superintendent within five (5) calendar days of the receipt of said notice.

COURSE / GRADE INFORMATION

HOMWORK POLICY

Homework is an extension of the educational process which is fostered in the classroom. The following educational objectives are accomplished with a successful homework program: 1) to promote cognitive growth in curricular areas, 2) to direct students to use time wisely, 3) to help students develop self-directed learning experiences, 4) to review or introduce new areas of knowledge, 5) to help develop initiative and independent study.

- **Consistently missing or failing to complete homework is the main cause for student failure. If parents or teachers recognize this pattern, they should contact one another to find ways to help the student become more effective.**

HOMWORK GUIDELINES

1. Completion of homework assignments should be a requirement for earning credit in a class. Students should complete homework assignments to the best of their ability.
2. Homework grades are an essential part of course work and will be an important factor in determining a final grade.
3. Homework should be a cooperative effort between teacher, student, and parent that enhances school-based learning experiences.
4. Families should provide a place and time to make the completion of homework more effective.
5. Homework assignments will be posted on Harmony each week for student and parent access. Students are encouraged to record assignments in the handbook/planner every Monday, and parents are encouraged to monitor homework completion. Junior High homework assignments will be posted in the classroom and on Harmony for each week so students can record them.
6. Students should ask questions if they do not understand homework assignments. Parents should contact teachers if they have questions about homework.
7. Teacher guided instruction for the completion of homework should be offered whenever possible during class times. If time is left at the end of a period, students should begin on future homework assignments.
8. Failure to turn in daily homework results in a zero. Longer term assignments receive a reduced grade.
9. In case of absence, requests for a student's homework should be made by noon to the Guidance Office in order to allow adequate time to collect materials for pick-up.

HOMWORK POLICY JUNIOR HIGH

Homework completion is needed on a regular basis in order for a student to reach their full academic potential. Missed and incomplete homework assignments will be kept on the LINE SYSTEM. The school will attempt to provide a study time after school 2-3 days per week. Parents would be responsible for transportation. Interested parents should contact the Guidance Office.

DISTRIBUTION OF REPORT CARDS

For students that have an email address on file, report cards will be sent via email. For all other students, report cards will be distributed during the school day the week following each grading period. A charge of \$.25 will be made before a duplicate card will be issued. The final end-of-year report card will be mailed home.

FINANCIAL OBLIGATIONS

At the end of each grading period or semester, students who have financial obligations will have their report cards withheld. In addition, no transcripts for college admissions or job applications will be issued until the obligations have been met. Students are entitled to be told what grades they have earned. Graduating seniors will not be allowed to participate in commencement unless all financial obligations have been met.

SUMMARY OF GRADING PROCEDURES

All courses will determine a semester grade by averaging the percentages for the two nine weeks. Getting 84% (B) one nine weeks and 72% (C-) the second nine weeks will result in a "C" for the semester because the average is 76%. The magic number is 120. If the two nine weeks percentages do not total

120 or more, a student will fail the course. We want students to work hard throughout the entire semester, and this system will reward the consistent, hard worker.

Semester tests are not required in all classes, but some type of comprehensive assessment is. Many classes will continue to give semester finals which are comprehensive. Other classes may use comprehensive assessments that are not tests. Semester tests will no longer receive a separate grade at the end of the semester. The test will become part of the nine weeks grade. Junior High School students will take a nine weeks test or complete a project instead of a semester test.

Incomplete grades may be given in cases where the student has been absent for extended periods of time and has been unable to complete the assigned work. When the student returns to school, the work must be made up and the incomplete grade changed to a regular grade within a time period not to exceed the number of days the student was absent from school. An incomplete grade counts as an "F" for eligibility for athletics, extracurricular, and co-curricular activities.

Students must complete all major assignments during a semester. If a student refuses to turn in a major assignment, an incomplete grade will be issued. An incomplete grade counts as an "F" until it is changed. If the incomplete grade is not completed within 10 school days (2 calendar weeks at the end of the school year), the incomplete grade becomes an "F" permanently.

In determining a student's grade the teacher will consider the student's academic performance, attendance, participation and general behavior. Success in the school setting is not merely academic achievement, but also requires demonstrated self-discipline, assumption of responsibility and ability to contribute in a classroom setting. Minus and plus grades may be given for the semester average. These grades will determine GPA, valedictorian and salutatorian.

Conditional grades may be given at the discretion of the teacher, with the approval of the building principal, to students near the pass-fail line at the end of the first semester. The conditional grade may be changed to a passing grade pending the satisfactory completion of the second semester's work in that course. In cases where athletic eligibility is in question, a conditional grade shall be considered a failing grade until the conditional grade has been changed to a regular grade.

- | | |
|-------------------|-------------------|
| A - Excellent | F - Below Passing |
| B - Above Average | I - Incomplete |
| C - Average | Cond.-Conditional |
| D - Below Average | |

GRADING SCALE / POINTS

PERCENTAGE	GRADE	GPA POINTS	WEIGHTED GPA
93.00 and above	A	4.000	5.000
90.00 - 92.99	A-	3.667	4.667
87.00 - 89.99	B+	3.333	4.333
83.00 - 86.99	B	3.000	4.000
80.00 - 82.99	B-	2.667	3.667
77.00 - 79.99	C+	2.333	3.333
73.00 - 76.99	C	2.000	3.000
70.00 - 72.99	C-	1.667	2.667
67.00 - 69.99	D+	1.333	1.333
63.00 - 66.99	D	1.000	1.000
60.00 - 62.99	D-	0.667	0.667
59.99 and below	F	0.000	0.000

CHEATING AND PLAIGARISM

Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to the following consequences.

1st offense - A zero (0) will be given on the assignment to all students involved.

2nd offense - One detention and a zero (0) will be given to all students involved.

3rd offense - Automatic "F" for the nine weeks will be given to all students involved.

WEIGHTED GRADES

To encourage students to enroll in challenging coursework and to alleviate concerns regarding the impact of grades received in advanced classes on a student's G.P.A., Carroll has implemented weighted grades for all Advanced Placement classes and selected Honors classes which represent advanced coursework in a field of study. On the student's transcript, the weighted courses are identified with an asterisk (*) and the semester average grade earned by the student will be recorded. For purposes of calculating the G.P.A. however, one (1) grade point will be added to the grade point total for each weighted course taken if the semester grade is a C or above. If the semester average is lower than a C, then the grade will not be weighted.

TRANSFER OF WEIGHTED GRADES

Students transferring to Carroll Jr.-Sr. High School with weighted grades from their previous school will be allowed weighted grades only if Carroll offers an equivalent weighted-grade course. Otherwise, transferred weighted grades may be awarded up to a maximum of an A+ (4.0) depending on the grade earned before weighting at the previous school.

HONOR ROLL

The Carroll Jr./Sr. High School Honor Roll will be published four times a year after each report card distribution. All courses a student is currently taking, with the exception of Driver's Education, are considered when honoring students. Students who earn all A's (not including A-'s) will be honored on the Top Scholars Honor Roll. Students who earn all A's (including A-'s) will be honored on the Distinguished Honor Roll. Students who earn A's and B's will be honored on the A-B Honor Roll. Any student who receives all B's or a C, D, or F in any subject will not be eligible for honor roll status. The nine-weeks honor roll will be published at the end of the first and third grading periods. At the end of the second and fourth grading periods, only the semester averages will be honored and published.

FIELD TRIP POLICY

Field trips are important components to the classroom. However, field trips are considered a privilege and not a right given to students. Students have to be responsible for maintaining grades in all classes and have regular attendance to justify their absence from any class. Students will not be permitted to go on a field trip if the student is currently failing any one course (grades will be checked one week in advance). Students and chaperones must be transported to and from the field trip via school-provided transportation. The principal may make exceptions to meet the special needs of students.

Individual students may be denied the opportunity to attend the field trip if:

1. The student has missed five days (for any reason) during the semester the field trip is scheduled, or has missed more than one day just prior to the field trip.
2. The student has been assigned an In-School or an Out-of-School Suspension for the semester the field trip is scheduled.

If, for any reason, a student is unable to attend a field trip for which they have made payment, the payment will be refunded to the student (or parent) if and only if Carroll Jr.-Sr High School is able to secure a refund from the organization with which the field trip is scheduled.

COLLEGE VISIT GUIDELINES

All students are encouraged to visit post-secondary educational institutions on weekends and school breaks. Extending a school break for the purpose of a college visit is strongly discouraged. Any junior or senior who wants to visit a college or university on a regular school day must meet the following guidelines in order for the absence to be excused:

1. Two weeks before your anticipated visit, contact the Guidance Office regarding the visit date and location. The student must show sincere interest in the college and meet the college's entrance requirements in order to justify the day out of school.
2. Be accompanied by a parent(s) on this visit. Any exceptions to this guideline must be pre-approved by the Principal or Guidance Director.

3. Complete and return a Request to Visit a Post-Secondary Educational Institution form. This form should be taken on the visit in order for a college admissions official to sign to verify that the student visited the institution. The completed form should then be returned to the Guidance Office upon the student's return to school.
4. Juniors are allowed one day per semester and seniors are allowed two days per semester for post-secondary school visits.

REPEATING A CLASS

Students may retake a course for credit and grade improvement only if

- 1) The semester average is below a C-
- 2) The student does not have the prerequisite skills to continue to the next level within a course sequence or the student desires greater mastery before progressing to the next, more difficult course.

or

- 3) The student with a grade higher than a D+ has approval of the teacher and administration. When repeating a class, the student may receive up to a grade of B+ which is the highest grade possible for a repeated class.

Indiana Transcript Guidelines state that all high school courses taken should appear on a student's transcript and all grades earned in these courses should be included in the student's G.P.A. In the case of repeated courses, Carroll Jr.-Sr. High School will average the two grades by awarding each with one-half credit per semester. In this way, the integrity of the transcript is maintained.

JUNIOR HIGH RETENTION

Students may be retained in their respective grade level based upon their attendance and academic performance.

COURSE CHANGES

Students and their parents should consider course selection very carefully when choosing courses for the coming year in order to eliminate unnecessary drops and adds. Students needing to make course changes may do so up to five school days after the semester begins. After that time period Principal approval must accompany the change. If granted, the student will receive a "WNC" (withdraw no credit) for the semester. Any student registering for a full year class must complete both semesters unless principal approval accompanies a request for a change.

GRADUATION INFORMATION

REQUIREMENTS FOR GRADUATION

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by the Board as provided by the State. These requirements include passing the State-required End-of-Course Assessments (ECA) or fulfilling the steps necessary to obtain a waiver for the ECA requirements. In order to obtain a waiver, a student must fulfill certain requirements, including average grades in core classes and attendance at school as well as at all remediation opportunities provided by the school. More information on the waiver process can be obtained in the Guidance office.

A minimum of forty (40) high school credits must be earned as set forth by the Indiana State Department of Education and the Board.

Only two (2) correspondence courses may be used to meet graduation requirements. Correspondence courses must be completed by April 1 to count toward graduation. Any exception to this policy must be approved by the Guidance Director and the Principal.

EFFECTIVE BEGINNING WITH THE CLASS OF 2010, thirty-four (34) credits shall be earned in the areas of study specified below and an additional six (6) credits shall be earned from courses in these and other areas of study to earn a **minimum** high school diploma:

English	8 credits
Social Studies	4 credits
Mathematics	4 credits
Science	4 credits
Physical Education	2 credits
Health	1 credit
Career Academic Sequence*	6 credits
(incl. Orientation to Life and Careers 1 credit)	
Flex Credits**	5 credits

A student may be eligible for a **Core 40** diploma providing that they have earned thirty-four (34) credits in the areas of study specified below and six (6) additional credits shall be earned from courses in these and other areas of study.

English	8 credits
Social Studies	6 credits
Mathematics	6 credits
Science	6 credits
Directed Electives***	5 credits
(incl. Orientation to Life and Careers 1 credit)	
Physical Education	2 credits
Health	1 credit

Students may be eligible for a **Core 40 with Academic Honors** diploma providing that they have earned at least forty-seven (47) credits in prescribed areas, with no letter grade below "C" and an overall average of "B" or better. Minimum requirements are as follows:

English	8 credits
Social Studies	6 credits
Mathematics	8 credits
Science	6 credits
World Language	6 or 8 credits
Fine Arts	2 credits
Physical Education	2 credits
Health	1 credit
Orientation to Life and Careers	1 credit
Electives	5-7 credits

Students must also complete one of the following:

- Two Advanced Placement courses and corresponding AP exams
- Academic, transferable dual high school/college courses resulting in 6 college credits
- One Advanced Placement course and corresponding AP exam AND academic, transferable dual high school/college course(s) resulting in 3 college credits
- Score 1200 or higher combined SAT math and critical reading
- Score a 26 composite ACT
- An International Baccalaureate Diploma

Students may be eligible for a **Core 40 with Technical Honors** diploma providing that they have earned at least forty-seven (47) credits in prescribed areas, with no letter grade below “C” and an overall average of “B” or better. Minimum requirements are as follows:

English	8 credits
Social Studies	6 credits
Mathematics	6 credits
Science	6 credits
Directed Electives*** (incl. Orientation to Life and Careers 1 credit)	5 credits
Physical Education	2 credits
Health	1 credit
Electives	6 credits

Students must complete a career-technical program resulting in 8-10 credits. Students must also complete two of the following, one must be A or B:

- Score at or above the following levels on WorkKeys: Reading for Information - Level 6; Applied Mathematics - Level 6; Locating Information - Level 5.
- Complete dual high school/college credit courses in a technical area resulting in 6 college credits.
- Complete a Professional Career Internship or Cooperative Education course resulting in 2 credits.
- Complete an industry-based work experience as part of a two-year technical education program (minimum 140 hours).
- Earn a state-approved, industry-recognized certification.

*Career Academic Sequence - selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities.

**Flex Credits - additional courses in the career academic sequence, courses involving workplace learning, advanced career-technical education/college credit, or additional courses in English, social studies, math, science, world languages, or fine arts.

***Directed Electives - credits earned from world language, fine arts, or career/technical area.

Special education students on a diploma track who properly complete the programs specified in their IEP and have received the recommendation of the Case Conference may participate in graduation activities and shall be awarded a diploma. Special education students who are not on the diploma track will pursue educational standards as specified in their IEP.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

VALEDICTORIAN AND SALUTATORIAN POLICY

EFFECTIVE BEGINNING WITH THE CLASS OF 2010... The senior with the highest Grade Point Average (GPA) in the graduation class after eight semesters will be given the title of Valedictorian. In addition, any senior who has earned A+’s and A’s (not including A-’s)(before weighting of grades) through his/her high school career and has taken a minimum of 9 semesters in Advanced Placement and Honors courses* will also receive the title of Valedictorian. To be considered a Valedictorian of the senior class, a student must have attended Carroll Jr/Sr High School during the four semesters of the student’s junior and senior years.

The Salutarian of the senior class will be the student with the highest GPA immediately following the Valedictorian; the Salutarian must also have taken a minimum of 9 semesters in Advanced Placement and Honors courses.

EFFECTIVE BEGINNING WITH THE CLASS OF 2012... The title of Valedictorian will be awarded to the senior with the highest Grade Point Average (GPA) after eight semesters, having attended Carroll Jr/Sr High School during the four semesters of the student’s junior and senior years.

The Salutarian of the senior class will be the student with the highest GPA immediately following the Valedictorian, having met the same criteria.

In the event that there is an exact tie in GPAs, resulting in multiple Valedictorians, there will be no Salutatorian.

*Advanced Placement and Honors courses include the following:

AP English Language and Composition	AP English Literature and Composition
AP United States History	AP Biology
AP Chemistry	Physics
Pre-calculus (1 sem.)	AP Environmental Science
AP Calculus	

NATIONAL HONOR SOCIETY

NHS is a national honorary society. Membership is an **honor** bestowed upon a student. A committee of five faculty members appointed annually by the school principal will elect students to the Carroll chapter. No administrator may be included on the Faculty Council. The term is for one year only. The chapter advisor shall be a member of the faculty and will serve as a non-voting member of the Faculty Council.

Students are first eligible for membership as juniors (4 semesters). And continue to be eligible as juniors or seniors (6 semesters) that have a GPA of 3.25 or greater. Students will receive forms documenting service and leadership. These forms must be returned before the deadlines stated on the forms. Three service requirements are necessary for consideration for membership (one must be for community while the others can be school related). Leadership must be documented in two separate organizations. All faculty members are asked to rate students on the basis of moral character, scholarship, leadership, and service. The Faculty Council shall elect members to the NHS by a majority vote.

After induction into the NHS, students must maintain high standards of character, scholarship, and leadership. All continuing members must document a minimum of 4 hours of individual service each month of the school year. Members who fail to maintain these requirements may be removed from NHS. A copy of the Carroll High School NHS constitution contains local rules for the operation of NHS. Copies maybe obtained at the Main Office of the high school.

SEVEN SEMESTER GRADUATION

Students may apply to the Principal to graduate after seven semesters. The student must make a strong case for early graduation that demonstrates a strong educational or social need. Students must contact their guidance counselor before second semester of their junior year. All applications must be submitted before the end of the junior year. The school board must approve all early graduation requests.

EXTRA CURRICULAR INFORMATION

EXTRA CURRICULAR PAYMENTS

All extra curricular checks (athletics, clubs, etc. . .) are to be made out to Carroll Jr/Sr. High School and not to the sponsor, teacher, or coach.

EXTRA-CURRICULAR ACTIVITY MEETINGS

A schedule of extra-curricular activity meetings will be published soon after the school year begins. Extra-curricular meetings will be held during Activity Period. Extra-curricular activities may meet at other times providing the following conditions are met:

1. Approval must be given by building principal or his designee. Sunday meetings are discouraged.
2. Inclement weather may cause a meeting or activity to be canceled. Check with the sponsor.
3. All parties, dances and other activity meetings held outside the regular school hours must have the approval of the principal BEFORE being publicized.
4. Sponsors must be present before students enter the building.
5. Meetings or activities should conclude by 11:00 PM.

STUDENT SUPERVISION

Students should not be in the building after 3:30 PM unless they are supervised by a sponsor.

DANCE INFORMATION

Throughout the school year dances will be sponsored by various school organizations. For these to be successful and trouble-free we must ask that the following rules be enforced by the supervisors and members of the sponsoring groups:

1. Improper behavior will be viewed the same as if it were during the school day.
2. Once a student leaves the dance they will not be allowed to return unless special permission is given.
3. Dance attendees who are not a current Carroll High School student must be a guest of a current Carroll High School student and have prior approval from the administration. Dance guest forms are available in the main office.
4. Jr. High students will not be allowed to attend high school dances nor will high school students be allowed to attend junior high dances; former students (who are still in grade 7 or 8) may be considered by administration for attendance; other guests are not allowed. Jr. High rules are the same as high school rules except Junior High dances are limited to two hours.

ELIGIBILITY DATES 2011-2012

	End Date	Card Date	Eligibility Date Change
Progress Report	09-09-2011	09-13-2011	09-14-2011
Grading Period	10-14-2011	10-18-2011	10-19-2011
Progress Report	11-18-2011	11-22-2011	11-23-2011
Grading Period	12-21-2011	12-22-2011	12-22-2011
Progress Report	02-03-2012	02-07-2012	02-08-2012
Grading Period	03-09-2012	03-13-2012	03-14-2012
Progress Report	04-13-2012	04-17-2012	04-18-2012
Grading Period	05-18-2012	05-22-2012	05-22-2012

ATHLETIC ELIGIBILITY

This summary of eligibility requirements applies to all students at Carroll Jr./Sr. High School who participate in interscholastic athletics.

1. Each contestant must have passing grades in all classes. Grades will be checked at the progress report date and at the end of the grading period. At the end of a grading period, the nine-weeks grade (not the Semester grade) will be used to determine eligibility. Students will become eligible or ineligible for extra curricular activities on the certification date. Students failing to meet this rule would be allowed to participate in practices but not contests. Students still have to meet all ISHAA requirements. Incoming seventh graders will begin the school year eligible for extracurricular activities. Eligibility for the beginning of the fall sports season for all other students will be determined by grades from the Spring Semester of the previous school year. If a student successfully completes a course in Summer School, and that was the only course that was failed in the spring, then eligibility will be restored for the beginning of the fall sports season. If a student fails a Summer School course, he/she is not eligible to begin the fall sports season.
2. Any player who participates in an athletic contest as a member of any other similar team the same season, shall be ineligible to compete in IHSAA competition for the remainder of that season.
3. Before a student's first practice, he/she shall have on file in the principal's office for each school year, a Parent and Physician's certificate of physical fitness, giving the written consent of the parent/guardian for athletic participation. The physical examination shall be made prior to the student's first practice for any interscholastic athletic contest by a physician licensed to practice medicine in Indiana.
4. Students whose nineteenth birthday occurs before August 15 are considered eligible until the end of the member school's sport season.
5. Any student, whose conduct or character is such, in the judgment of the school principal or the Board of Control of the IHSAA, as to reflect discredit upon his school or upon the IHSAA, is not eligible to participate.

6. Eligibility rules, as well as other rules, are published periodically by the athletic department. Any boy or girl desiring to participate in athletic activities should be familiar with these rules. These rules are available by request from the athletic office. At the beginning of each sports season, athletes will receive from his/her coach information concerning conduct codes, awards, and eligibility requirements.

EXTRA CURRICULAR DRESS CODE

Even though the dress code is more relaxed at extra curricular activities, if student clothing is considered inappropriate by the event supervisor, then the student will need to change clothing or leave the activity.

EXTRA CURRICULAR ELIGIBILITY

Any student who wants to participate in extracurricular activities must be passing in all subjects. An incomplete grade counts as an "F" for athletics, extracurricular, and co-curricular activities. Students not passing all subjects who are members of co-curricular activities (Band, Choir, FCCLA, FFA), may participate in evening and week-end activities, but will not miss class time for activities scheduled during the school day. Grades will be checked at progress report time and at the end of the grading period.

EXTRA CURRICULAR ACTIVITIES DISCIPLINE

Any violation during an extra curricular activity athletics/ clubs etc., will be treated the same as if the violation occurred during the school day. Coaches are responsible for informing the administration.

EXTRA-CURRICULAR ACTIVITIES AND STUDENT DRIVER DRUG TESTING POLICY

DRUG TESTING POLICY

CARROLL CONSOLIDATED SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES

DRUG TESTING
Policy # 5525

STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a proactive approach to a drug-free school. Through driving or participation in extra-curricular activities, students using illegal drugs pose a threat to the health and safety of themselves and other students.

The purpose of this program is four-fold:

- (1) To provide for the health and safety of students;
- (2) To undermine the effect of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
- (3) To encourage students who use drugs to participate in drug treatment programs; and
- (4) To preserve the educational environment.

Participation in extra-curricular activities and student driving is a privilege, not a right. Students involved in extra-curricular activities and students driving to and from school need to be exemplary in the eyes of the community and other students. This program is designed to:

Discourage students from driving to and from school or participating in extra-curricular activities with drug or alcohol residue in their bodies, and

Encourage safe behavior among students, protect the health and safety of students, and offer guidance to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle.

The program is academically non-punitive. It is designed to create a safe, drug-free environment for students and to assist them in getting help when needed. No student will be expelled or suspended from school as a result of any verified "positive" test under this program, except as stated herein.

NO CONFLICT WITH "REASONABLE SUSPICION" POLICIES.

This program does not affect the current policies, practices, or rights of Carroll Consolidated School Corporation with respect to tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this Policy. Carroll Consolidated School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

REASONABLE CONCERN

Carroll Consolidated School Corporation (the Corporation) has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining a safe and secure educational environment requires a clear policy and supportive program relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular activities and driving to and from school and school events.

SCOPE

This Policy applies to all Carroll Consolidated School Corporation students in grades 7-12 who wish to participate in any extra-curricular or co-curricular activities, or who wish to drive to and from school. This Policy also applies to students in grade 6 that participate in extra-curricular activities on junior high school teams. For purposes of this Policy, "extra-curricular" will be used to include both extra-curricular and co-curricular activities, unless otherwise stated.

Activities include, but are not limited to, the following:

- Athletics, including all IHSAA and club sports athletes, cheerleaders, managers, and student personnel
- Music, including all bands, choirs, solo/ensemble contestants
- All co-curricular and extra-curricular academic teams
- Drama, including dramatic and musical productions, talent shows, and Drama Club
- FFA (Future Farmers of America)
- FCCLA (Family, Career and Community Leaders of America)
- National Honor Society
- National Junior Honor Society
- Student Government
- Yearbook
- Student Newspaper
- Language and culture clubs, such as French Club and Spanish Club
- SSS (Sunshine Society)
- History Club
- Sycamore Club
- SWAT (Students with a Testimony), both Junior High and Senior High Clubs

This policy also applies to students who wish to drive to or from school.

CONSENT FORM

Each student who participates in extra-curricular or co-curricular activities or who drives to or from school MUST sign, and that student's parent/guardian MUST sign and return the Consent Form prior to participation in any extra-curricular activity or prior to driving to and/or from school. Failure to comply with this requirement will result in non-participation in any extra-curricular or co-curricular activity, and non-issue of student driving permit.

At the beginning of each selection date, school year, semester, or sports season, or club participation year, as determined by the athletic season (IHSAA rules) or School Board, or when a student moves into the Corporation and joins an activity, all students who wish to participate in the programs or activities governed by this Policy may be subject to testing for illegal or banned substances as often as weekly. Any student who refuses to submit to testing will not be allowed to participate in any designated activities, and will have student driving privileges revoked.

Any student who fails to return the signed Consent Form prior to the stated deadline, and then decides to participate in an extra-curricular or co-curricular activity or to obtain a student driving permit at later date must submit to testing prior to admission to activity or issuance of driving permit. The student and parent/guardian will be financially responsible for the test.

Any parent/guardian of a student in grade 7 through 12 may request that their child be placed in the drug testing pool. Any testing of that child will be at the parent/guardian's expense.

COLLECTION PROCEDURE

Type of Test. The Corporation will have the right to use any testing procedure that, in the opinion of the School Board, best balances issues of cost effectiveness, accuracy of results and respect for student privacy.

Testing Pool. Names will be drawn from two (2) pools of participating students. The first pool will include students in grades 6 through 8. The second pool will include students in grades 9 through 12. Testing will occur on different days Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year.

Confidentiality. Each student will be assigned a number that will be placed in respective pool for the drawing. School officials will have no control over whose number is drawn; the list of random numbers is provided by the testing company.

Absence on Test Date. If a student whose number is drawn is absent on the test date, the student's number will be held and included in the next regular test of that student's pool.

CHAIN OF CUSTODY

Lab Supervision. The Corporation will choose a certified laboratory which will provide training and direction to those who supervise the testing program, set-up the collection environment, guarantee specimens, and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used on all specimens.

Escorting Students. The principal or designee will be responsible for escorting the students to the collection site. Students should bring only belongings in their possession at the time they are escorted, and will not be allowed to go to their lockers.

Lab Forms. Before specimens are collected and tested by the laboratory, the student will fill out, sign, and date any forms required by the testing laboratory. The student may choose to notify the principal or designee that he/she is taking prescription medication.

Sanitary Procedures. Sanitized collection tools will be used, and will remain in sight or possession of the student until sealed. The student will acknowledge the seal by signature.

Compromised Specimen. If the seal or specimen is damaged, broken, or otherwise rendered invalid after leaving the student's possession, the student will be called for a retest at the next regular testing date. The student will remain eligible for activities during the interim.

Procedure for Urine Collection. If a urine test is used, students will be asked to empty their pockets prior to entering the restroom. The door will be closed so that the student is by him/herself in the restroom to provide the specimen. The testing company representative will wait outside the restroom. The student will have two minutes to produce a specimen. The specimen must be of acceptable volume and temperature. The faucets in the restroom will be shut off during collection. If the student is unable to produce a satisfactory specimen within two (2) hours, then the student will be tested using saliva collection. The student will be considered ineligible until the saliva test results are returned with all negative results.

Transport and Testing of Specimens. After specimens have been sealed, the testing laboratory will take custody of the specimens and provide transportation to the testing laboratory. Results will be reported to the principal or designee.

Confidentiality. The specimen container will not have the name of the student. Instead, the student's random identification number will appear on the container. The results will be provided to the principal or designee.

USE OF POSITIVE TEST RESULTS.

Student Health and Welfare. This program seeks to provide needed help for students who have a verified positive test. The health, welfare and safety of the student, and of other students, will be the reason for preventing a student who has a positive test from participating in extra-curricular, co-curricular or student driving activities.

Notification. The principal or designee will be notified of a positive test through the results provided by the testing laboratory. The laboratory will certify that a positive result was verified by a second test of the sample or by the test of a second sample, depending upon the type of test used. The principal or designee will notify the student and the student's parent/guardian.

Appeal. The student or the parent/guardian may submit any prescription evidence, evidence or information which will be considered in determining whether a positive result has been satisfactorily explained. A student may also appeal a positive result within 10 days of notification of the positive result by submitting to a follow-up test at the school, which will be paid by the student or parent/guardian. Due to the residual nature of some banned or illegal substances, follow-up test results may or may not be considered conclusive.

Information and Referral. If the test is verified positive, the principal or designee will contact the parent/guardian to inform them of the positive test result. The student and parent/guardian will be given the names of counseling and assistance services that the family may want to contact for help. Drug and alcohol abuse education and counseling opportunities may be offered through the Corporation.

Consequences - When Effective. Consequences as outlined herein will be effective immediately, regardless of the student's ability to justify or appeal the positive results. The Corporation maintains that the need to protect the health and safety of the affected students and of other students outweighs the student's privilege to participate in extra-curricular activities or to drive to/from school. Upon presentation of exculpatory evidence or subsequent negative test results sufficient to satisfactorily explain or dismiss the positive result, the principal or designee may lift the disciplinary consequences and restore the student's extra-curricular activities status and driving privileges.

Consequences - Athletics/Extra-Curricular Activities. A student involved in athletics or extra-curricular activities will be subject to the disciplinary consequences outlined in the Student Handbook in the Substance Abuse Policy Regarding Extra-Curricular Activities.

Consequences - Co-Curricular Activities. A student involved in co-curricular activities will be prohibited from participating in activities scheduled outside of the classroom or outside of the school day. The student's teacher or the activity advisor will make arrangements for the student to make up the missed activity through additional classroom work or other project(s). Under no circumstances will the student receive academic penalty for failure to participate in co-curricular activities because of a positive test.

Consequences - Student Driving. Student driving permit will be revoked as provided in the Student Handbook in the Driving Policy for Students.

Testing During Suspension Period. Any student who tests positive will be retained in the testing pool during the suspension period.

Follow-up Test/Readmission to Program. After the expiration of the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body, the student may make a request for a follow-up test to the principal or designee. This follow-up test will be at the expense of the student or parent/guardian. If the follow-up test is negative, the student will be allowed to resume extra-curricular activities and/or driving. A student is prohibited from participating in extra-curricular activities and/ or receiving a student driving permit until after a follow-up test is requested and negative results are reported.

Subsequent Positive Results. If a subsequent positive result is obtained from a follow-up test, the same procedure outlined above will be followed, and the next level of consequences imposed.

Confidentiality. Information on a verified positive test will be shared only with coaches, sponsors, or personnel who "need to know" for purposes of enforcing suspension from activities. Results of negative tests will not be reported, and will be kept confidential.

Secure Storage of Results. Drug testing results will be returned to the principal or designee. Names of students will not be kept in open files or on computer, but will be locked in a secure location available only to the principal or designee and the superintendent.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The Corporation is committed to protecting the confidentiality of the students involved in this program, and maintaining an effective learning environment for all students. Publication or dissemination of results of is strictly limited as provided in this Policy, and additionally, as follows:

Statistical Reporting. The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without the express written consent of the Board. The lab will provide a quarterly report showing the number of tests performed, the rate of positive and negative results, and what substances were found in the positive specimens to the building principal.

Staff Confidentiality. Any staff, coach, or sponsor of an affected student who may have knowledge of the results of a drug test under this program will not divulge to anyone the results of the test or of the disposition of the student involved. In the case of legal subpoena made upon such staff, coach, or sponsor, disclosure will be made only as directed by Corporation legal counsel.

Disclaimer of Responsibility for Community Comment. Due to the small size of the student body, the Corporation will not be responsible for community speculation regarding the non-participation of a particular student in extra-curricular or co-curricular activities.

FINANCIAL RESPONSIBILITY

Initial Testing. Under this Policy, the Corporation will pay for all initial random drug tests, all initial "reasonable suspicion" drug tests, and all initial "follow-up" drug tests. Any subsequent "follow-up" drug tests will be paid by the student or student's parent/guardian.

Follow-up Appeal Testing. Any follow-up test as appeal of a positive result is the financial responsibility of the student or parent/guardian.

Late Entry. Mandatory testing of students who enter the program after the determination date will be the financial responsibility of the student or parent/guardian.

Parental Request. Testing of students who are participants of the program at parent/guardian request will be the financial responsibility of the student or parent/guardian.

Counseling/Services. Counseling, services, or treatment by non-school agencies are the financial responsibility of the student or parent/guardian, though the Corporation Counselor may be able to direct the student or parent/guardian to financial aid resources.

BANNED SUBSTANCES

For the purposes of this policy, the following substances or their metabolites that can be tested are considered illegal or banned for Corporation students.

- Alcohol
- Barbiturates
- LSD
- Methaqualone
- Phencyclidine
- Amphetamines
- Benzodiazepines
- Marijuana metabolites
- Propoxyphene
- Anabolic steroids
- Cocaine metabolites
- Methadone
- Opiates
- Other specified drugs

Adopted 7/8/03

SUBSTANCE ABUSE POLICY - CARROLL JR./SR. HIGH SCHOOL

Carroll Jr./Sr. High School has an obligation to help students live a drug-free life. The use of alcohol and/or other drugs invariably leads to more serious problems. Continued use that becomes substance abuse leads to impaired decision-making, disruption of daily life and perhaps self-destruction. Students need support for their decision to remain drug-free. The school wishes to provide education and/or assistance to any student displaying signs of harmful involvement. The school further wishes to work with parents and other segments of the community to help students remain drug-free. Our main goal is not to punish but to help students avoid drug and alcohol use/abuse.

PROCEDURES

SUBSTANCE USE: The following policy applies to all students (grades 7-12) attending school or school related events. Statutory due process will be followed. The disposition of each offense may be decided at the discretion of the building principal in conformance with this policy. Proper legal authorities will be notified pursuant to IC 20-33-9-5 and IC 20-33-9-6.

SELF-REFERRAL: A student who seeks help from a school official and who follows the recommendations of a school counselor and administrator will not be subject to suspension, extra-curricular ineligibility, or other disciplinary actions for violations which occurred prior to the self-referral. A self-referral will have no effect if school personnel learn of a violation beforehand, or if law enforcement was involved in the incident.

SCOPE

This policy and associated penalties will be cumulative from grades 7-12.

CONTROLLED SUBSTANCES/MEDICATIONS

- I. A student shall not use, consume, possess, transport or be under the influence of any alcoholic beverage, stimulant, intoxicant, hallucinogen, illegal depressant, narcotic drug, inhalants, prescription medication that is not prescribed for the student, controlled substance (including marijuana, cocaine, or "crack", methamphetamine), excessive doses of over-the-counter medication, paraphernalia, or items that look like or items represented to be any of the foregoing substances.

This policy shall not knowingly apply to any student who properly possesses or uses a legal prescription written for that student or over-the-counter medication when following the recommended dosage. These medications must be kept in the Health and First Aid room. See Medication policy.

A. FIRST VIOLATION

1. Up to (10) day Out-of-School suspension and a recommendation of expulsion to the superintendent.
2. School administrators and a school counselor may recommend to the superintendent the waiving of the expulsion process only if the following criteria are agreed to and successfully completed by the student and the parents/guardians:
 - a. The student will meet with a school counselor for a preliminary assessment of chemical use.
 - b. The student cannot return to school until he/she is in compliance with recommendations of a school counselor and administrator. Possible recommendations*
 - (1) Return to school after the suspension (up to 10 days)
 - (2) Chemical use assessment administered by a certified out patient drug/alcohol counselor
 - (3) Participate in an out patient counseling program
 - (4) Participate in an inpatient program
 - (5) Participate in an education program
 - c. Parents/Guardians must have communication with school officials before the student will be admitted back into school.
3. Proper legal authorities will be notified.

*Parents are responsible for any costs associated with the above service.

B. SECOND VIOLATIONS

1. Up to (10) day out-of-school suspension and a recommendation for expulsion.
2. Proper legal authorities will be notified.

- II. DEALING: Dealing is defined to mean selling or sharing any of the unauthorized substances listed in Section I, above.

A. FIRST VIOLATION

1. Up to (10) day Out-of-School suspension and recommendation of expulsion.
2. School administrators and a school counselor will recommend to the superintendent the waiving of the expulsion process only if the criteria outlined in Section I.A.2 are agreed to and successfully completed by the student and parents/guardians.
3. Proper legal authorities will be notified.

Note: Any student who violated Section I or II of this policy will receive a nine week suspension of driving privileges.

- III. The use and/or possession of tobacco or tobacco products at school or on school grounds is prohibited. Violators possessing, when chewing, or smoking any tobacco product will be disciplined. In addition to the consequences below, if students under the age of 18 violate this rule, since it is a Class C Infraction, the police department will be notified.

POSSESSION

- A. First Violation - Night School
- B. Second Violation - In-School
- C. Third Violation - 5-10 day suspension

USE

- A. First Violation - 3 day suspension
- B. Second Violation - 5-10 day suspension
- C. Third Violation - 5-10 day suspension, expulsion recommended.

Note: Any senior who violated Section I, II, or III of this policy must fully complete his/her suspension and recommendations before that student will be allowed to participate in commencement.

SUBSTANCE ABUSE POLICY REGARDING EXTRA-CURRICULAR ACTIVITIES

PURPOSE

Carroll Jr./Sr. High School recognizes that the use of alcohol and other drugs and the problems associated with it are becoming more commonplace among youth. The use of illicit drugs and alcohol results in negative effects on the behavior and learning of young people. The close contact between sponsors and coaches provides those individuals a unique opportunity to assist young people. Students should be given an opportunity to redirect their lives.

All parties within the school community must work together to make the policy successful. Sponsors and coaches will sign a pledge that they believe in the policy and will enforce it. In order for a student to participate in extra-curricular activities, the student's parents must sign a form that they have received, read, are aware of, and will encourage their child to abide by this extra-curricular activity substance abuse policy and participation rules established by the coaches and sponsors.

DEFINITIONS

EXTRA-CURRICULAR

Activities that are conducted as a result of participating in athletic, music, drama, clubs, student government, class offices and other programs sanctioned by the school.

CONTROLLED SUBSTANCES/MEDICATIONS

A student shall not use, consume, possess, transport or be under the influence of any alcoholic beverage, stimulant, intoxicant, hallucinogen, illegal depressant, narcotic drug, inhalant, prescription medication that is not prescribed for the student, controlled substance (including marijuana, cocaine, or "crack", methamphetamine), excessive doses of over-the-counter medication, paraphernalia, or items that look like or items represented to be any of the foregoing substances.

This policy shall not apply to any student who properly possesses or uses a legal prescription written for that student or over-the-counter medication when following the recommended dosage. These medications must be kept in the Health and First Aid room. See Medication Policy.

SELF-REFERRAL: A student who seeks help from a school official and who follows the recommendations of a school counselor and administrator will not be subject to suspension, extra-curricular ineligibility, or other disciplinary actions for violations which occurred prior to the self-referral. A self-referral will have no effect if school personnel learn of a violation beforehand, or if law enforcement was involved in the incident.

CONFIRMED VIOLATION

1. A voluntary admission of guilt by a student alleged to have violated this policy.
2. A direct observation by administrators, sponsors, coaches or teachers that a student violated this policy.
3. Violations that come to the attention of the administrators that through investigation are substantiated.

SCOPE

This policy applies to all students (grades 7-12) participating in extra-curricular activities. The policy is in effect year round whether the student is off or on school property. Penalties will be cumulative from grades 7-12.

GENERAL PROVISION

Any penalty imposed under this policy shall apply to any and all extra-curricular activities in which the student is participating at the time such penalty is imposed. The penalty will apply to any subsequent extra-curricular activity in which the student participates until the penalty is successfully served.

The student must successfully complete participation in an extra-curricular activity for the full term of the activity and in good standing for the penalty to be considered completed. A student must serve a penalty in an athletic as well as a non-athletic extra-curricular activity.

If a penalty is not completed in a school year, the remainder will carry over into the following school year. A penalty that is a percentage of a season is taken as a percentage of the entire season. The penalty cannot be served concurrent with a loss of participation due to academic ineligibility or other disciplinary losses.

PROCEDURE

If an administrator has reason to believe a violation has occurred the following actions will be taken:

- a. conduct an investigation to determine if a violation has occurred
- b. inform the student of the allegations
- c. provide the student with an informal opportunity to explain his/her conduct
- d. if a violation is confirmed, the student and parent will be notified of the penalty.
- e. the student may request a school hearing and parents may be present at the student's request
- f. appropriate sponsors/coaches will be notified

PENALTIES

1. FIRST VIOLATION

- A. A confirmed violation will result in a student being ineligible for extra-curricular activities for one year.
- B. Eligibility may be restored if the student and parents/guardians meet the following criteria:
 1. The student will be referred to a school counselor for assessment. The counselor and school administrators will make a joint recommendation* for one or more of the following:
 - a. continued sessions w/the school counselor
 - b. chemical use assessment administered by a certified out patient drug/alcohol counselor
 - c. participation in an out patient counseling program
 - d. participation in an inpatient counseling program
 - e. participation in an education program

* Parents are responsible for any costs associated with the above services

2. Before the students can resume athletic and/or ECA activities, the Guidance Office, Athletic Director, and the Administration must meet to determine if the student has met the recommended procedures. If the recommendation is long-term, failure to follow through by the student will result in immediate suspension from all activities.

Athletes who initially self-report their violation and cooperate with the administration will lose eligibility for 20% of the contests in which the athlete is involved. Athletes who do not self-report their violation will lose eligibility for 50% of the contest in which the athlete is involved. Coaches may require the student's attendance at all practices for missed events. A club member will be suspended from club activities for 60 days.

*Note: If a violation occurs during the preparation for a one-time event, the student will be ineligible for that event.

2. SECOND VIOLATION

- A. A confirmed violation will result in a student being ineligible for extra-curricular activities for the remainder of his/her school career.
- B. Eligibility may be restored if the students and parents/guardians meet the following criteria:
 1. The student will be referred to a school counselor for assessment. The counselor and school administrator will make a joint recommendation for:
 - a. chemical use assessment administered by a certified out patient drug/alcohol counselor
 - b. participation in an out patient counseling program
 - c. participation in an education program
 2. If the student successfully complies with the recommendation, he/she will regain eligibility after sitting out six months of participation time.

*Parents are responsible for any costs associated with the above services.

3. THIRD VIOLATION

- A. The student will lose eligibility in extra- curricular activities for the remainder of the student's school career.

OTHER PARTICIPATION RULES

Athletes participating in any sport for Carroll Jr./Sr. High School will be subject to the following participation rules. Penalties will be cumulative from grades 7-12.

The following infractions will result in a loss of 1 athletic contest during the current season in which the student is participating (this is in addition to contests missed due to the disciplinary action itself...i.e.-In-School or OSS):

1. Use of tobacco products. Police will be notified.
2. Major discipline problems related to school.
3. Unauthorized possession of athletic equipment belonging to Carroll or an opposing school.
4. Gross misconduct while representing Carroll at any type of event.
5. Knowingly staying at social gathering where there is underage drinking of alcohol or where illegal drugs are present.

Second violations of the above infractions will result in a 20% loss of eligibility. Subsequent violations will result in an additional 20% loss of eligibility for each violation. (3rd=40%, 4th=60%, etc.)

If a student is charged with a felony or serious misdemeanor, the Principal, Athletic Director, and Athletic Council will meet to determine the athlete's eligibility.

STUDENT CONDUCT/BEHAVIOR

RESTRICTED ITEMS

Certain items may disrupt the educational process or create a safety threat to students and should not be brought into the building. Examples: lighters, glass bottles, lasers, tasers, and previously opened beverage containers.

Students shall not possess or transmit material that is threatening, obscene, disruptive or sexually explicit or that can be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is grounds for suspension or expulsion or other disciplinary action as defined in this Handbook. Students who involuntarily receive such messages or pictures should immediately report them to Administration.

Any student taking, disseminating or sharing obscene, pornographic, lewd or illegal images or photographs may be disciplined under the student discipline code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries as determined by the justice system. In addition to taking any disciplinary action, the device(s) will be confiscated and parents notified.

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 the following Indiana Criminal Statutes: I.C. 35-42-4-4(a)(b)(c), I.e. 11-8-8-7, and 35-42-4-11.

The following items are examples of items that should be turned off and put away when entering the building and not be used during the school day: radio/cassette/CD players, iPods, MP3 players, and game systems.

Students are not to sell candy or other items for fund raisers that are sponsored outside the school. Only approved school sponsored fund raiser items are to be sold at school.

ELECTRONIC COMMUNICATION DEVICES

1. Students may possess certain E.C.D.'s while at school (cell phone, pager, PDA, etc.). These devices are to be turned OFF and put away out of sight from the time the bell rings to begin 1st period until end-of-day dismissal, except during the student's lunch period or by express permission of administration. This includes detention, Night School, and ISS. The student's lunch period begins when they enter the cafeteria (not in the hallway on the way to the cafeteria) and ends when they are dismissed to go to their next class (not in the hallway on the way to class).
2. Use of ECDs by spectators at extra-curricular activities is allowed; use of ECDs by participants in extra-curricular activities is at the discretion of the coach/sponsor. Use of all picture-taking ECDs is forbidden in student dressing rooms, locker rooms, or restrooms (this includes during the lunch period).
3. Students are advised that possession or use of any ECD during any school activities or while on school property is a privilege, not a right, and appropriate, considerate use of any ECD is required.

Violation	Cell Phone (ECD) consequence	Insubordination (refusal to cooperate)
#1	Device confiscated; returned to student at end of day	Night School to be served the first scheduled Night School date and time that is at least (3) calendar days away. Failure to attend this Night School will result in 3-days Out-of-School Suspension.
#2	Device confiscated; returned to parent/guardian	3-days Out-of-School Suspension
#3	Device confiscated; returned to parent/guardian after (5) school days	Grounds for Suspension & Expulsion
#4	Device confiscated; returned to parent/guardian after (10) school days or the remainder of the semester - whichever is longer	

The day that the phone is confiscated does not count, regardless of what time of day the phone is confiscated. The counting of days begins the school day after the phone was confiscated.

PUBLIC DISPLAY OF AFFECTION

Kissing is not allowed. Only hand holding is acceptable

COMMERCIAL TEXTBOOKS

Students are not to bring any commercial textbooks, answer booklets, teacher guides, etc. to school that are currently being used during the school year. Bringing these types of materials will result in confiscation and the materials will not be returned.

BOOK BAGS/BACKPACKS/ATHLETIC BAGS

Students are to place their book bag, athletic bag, or similar bag in their locker upon arrival at school. Students are not allowed to carry these types of bags to class with the exception of carrying an athletic bag to a PE class. At the end of the school day, students are to carry these bags home.

GUIDELINES FOR DRESS

The following limitations are intended to help students make choices in regard to dress for school. Clothing that disrupts education or endangers their own safety or that of others is considered inappropriate and will not be permitted to be worn in school. IC 20-33-8-12. All exposed clothing must meet the dress code.

The following are examples of wear which will not be allowed:

1. Hats or caps (or any other head wear) should be removed upon entering the building – except on approved fund-raiser days, sunglasses
2. Off-the-shoulder, tank tops or similar wear; the shoulders must be covered. All shirts, tops, and dresses **must have sleeves**.
3. Shorts, skirts, and dresses should be no shorter than the top of the knee cap. Leggings, tights, spandex, etc. that are worn must be covered by another article of clothing that does meet dress code requirements.

4. Tops that are too short or too revealing - (example: tops cut too low or show cleavage). Shirts/tops must be long enough to be tucked in when standing or sitting down. Undergarments, lower back, and buttocks should not be visible at any time.
5. Jewelry, patches, painting, pictures or writing which can be construed as obscene, sexual innuendoes, suggestive, degrading, in poor taste, or that promote the use of alcohol, drugs, illegal mushrooms, or tobacco. Clothing advertising taverns, lounges, bars, etc...
6. Bare feet or sock feet (footwear must be worn at all times), slippers
7. Coats intended for outdoor wear, except for coming into the building or as you are leaving the building; Sweatshirts can be worn in the classroom.
8. Ear piercings are acceptable. Nose piercings are limited to a post stud only - no hoop or other type of nose piercing is allowed. Any jewelry or other items are prohibited when worn in any (exposed) pierced body part other than as described above. Bandages may not be worn to cover up jewelry or other items that violate this policy.
Gauge piercings (those that stretch out the ear lobe) are NOT acceptable and must be removed.
9. Students are not to wear chains/straps that are attached to clothing.
10. Sharp spiked accessories or any item that could be considered a safety risk
11. Sweatbands or bandannas; Students may wear appropriate headbands to hold hair back.
12. Any items perceived to be gang related
13. NO HOLES (including threaded holes) in clothing. Patches covering such holes in clothing should be attached on the outside of the garment. Methods other than a patch (sewn or iron-on) on the outside of the garment are unacceptable.
14. Athletic/Extra curricular wear that does not meet the dress code
15. Pajamas or other forms of sleepwear

Teachers and staff that note a dress code violation will send a notice to the Guidance/Main Office. Administrators will make a final determination as to the violation.

Students wearing clothing in violation of the above dress guidelines need to exchange the inappropriate clothing for school issued clothing. Students will not be allowed to get clothing from another source when school-issued clothing is available. The item in violation will be kept in the office and returned at the end of the day. Failure to change clothing or failure to remove dress code violation items will result in In-School for the remainder of the day. Parents will be notified of the violation. Repeated violations will result in detention, Night School, In-School or Out-of-School Suspension.

JUNIOR HIGH PASSING PERIODS

Upon arrival at school, Junior High students should report to the North entry until 7:50 AM and then proceed to the Junior High hallway. Throughout the day, Junior High students are not to stand or loiter in the High School hallways.

HALL PASSES

Students must use the passes in their handbook/planner (HB/P) to be in the hall. A student in the hall without a HB/P pass will be sent back to the room. All teachers will use a designated media center pass. Students going to meetings for Activity Period must sign out of their classroom and attend the meeting. Failure to attend will be treated as skipping class. Any other reason for leaving during Activity Period needs a pass in the HB/P.

Junior High students will be given 5 passes per nine weeks to leave their classroom without receiving a tardy. Only three of these "free" passes may be used in one week. High School students will be given four "free" passes per nine weeks. These passes can not be used to get into class when a student would be tardy.

JUNIOR HIGH HOMEROOM

Students will report to homeroom for attendance and announcements. After announcements students may be dismissed to attend extracurricular activities. Remaining students will do homework, watch Channel One, or participate in class discussions led by the teacher.

STUDY HALL

Students are expected to take six (6) classes per day.

Students may have only one study hall per semester unless they are reassigned from a class by the administration. Students seeking a study hall need to understand that this is a WORK PERIOD. Thus, students are expected to:

1. Be in their seat when the bell rings.
2. Bring enough daily work to keep them busy all period
3. Refrain from visiting.
4. Other more specific rules will be handed out the first few days of the semester.

HARASSMENT/BULLYING

Harassment/bullying of a student(s) by other students or any member of the staff is contrary to our school's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal and State Law.

In addition to sexual harassment/bullying, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

Uncivil conduct toward students, staff members, and other persons is not acceptable and will be subject to disciplinary review. A reasonably clear definition of what constitutes uncivil conduct, includes name-calling, racial or other epithets, threats, harassment based on race or sex, "fighting words" that are an expression intended to arouse anger or hostility at the person to whom they are directed, and lewd, vulgar, and indecent expression of any kind.

Any type of harassment/bullying is strictly forbidden and (depending upon the seriousness) will receive disciplinary consequences. Students who believe they are the victims of such harassment should report it immediately to school officials. IC 20-33-8-0.2

STUDENT CONDUCT ON CARROLL SCHOOL BUSES

Carroll School Corporation considers all school buses as an extension of the school itself. Students are expected to follow all school bus procedures just as they are to follow all school procedures. Riding the bus is a privilege. Bus drivers may choose to suspend a student from riding the bus when any of the bus rules have been violated. Parents will be notified when a student has been suspended. In the event of a bus suspension, students are still required to attend school. Failure to attend school will result in an unexcused absence.

1. **FOLLOW DIRECTIONS:** The bus driver is in charge of the bus. The bus driver will give directions. You are responsible to listen and follow all directions the first time they are given.
2. **SIT PROPERLY:** You must remain seated in the same seat for the entire ride, keeping your body out of the aisle, and inside of the bus at all times. Keep your things on your lap.
3. **BE RESPECTFUL:** Be respectful of all people and property through your words and actions.
4. **KEEP IT CLEAN:** Leave the bus cleaner than you found it. Do not eat or drink on the bus. Do not litter. If you notice vandalism, please let the bus driver know.
5. **BE QUIET:** You must be silent at railroad crossings and any time the bus driver asks for silence. At all other times, you may speak quietly to those sitting next to you.

A student's actions before boarding or after leaving the school bus (within a reasonable time/distance) is still within the school rules.

Any student who plans to ride as a guest on a bus MUST bring a note from his/her parent or guardian to the office for approval upon arrival at school. The note should indicate which bus to ride and the destination of the student. If there is no note, the student will be denied a ride on that bus. Notification of bus changes must be called into the office prior to 2:00 pm.

Busses will load and unload on the South side of the High School.

DRIVING POLICY FOR STUDENTS

Only high school students may drive to school; junior high students are not allowed to drive to school (this includes after-school events in which he/she is participating). Any student who drives a motorized vehicle (licensed with the Bureau of Motor Vehicles) to school must first register the vehicle in the school office. Registration is not complete until the student and the parent both sign a completed vehicle registration form which is available in the office, and pay the associated registration fee. Also, students and parents must sign a drug testing consent form. The parent's signature would give the student permission to drive as well as assure the school authorities of their cooperation in maintaining safe driving habits to and from school and school activities. During the school day students need to park in designated parking areas. Parking spaces east of the building to the white line are reserved for staff. Parking spaces east of the white line to the driveway are reserved for seniors. Parking spaces east of the driveway are for general parking; freshmen, sophomores, and juniors should park in this area. Students should not park in any other areas.

Students are to exit through the East exit. Student employment should not require students to leave before 3:09. Students are not to go to their car during the school day unless they are given special permission from the main office.

Students may lose their driving privileges in the following circumstances:

1. Students are never to park in handicapped parking spaces or fire lanes even after school dismissal.
2. MOVING AND PARKING VIOLATIONS: A student's actions driving to school or after leaving school (within a reasonable time/distance) are still within the school rules. Contingent on seriousness of the violation, the penalty will range from warnings to having driving privileges suspended. Underclassmen that park in the senior parking spaces will be assigned a detention the first time. After that, driving privileges will be suspended.
3. STUDENTS THAT ARE SUSPENDED: Students may lose driving privileges upon returning to school.
4. Eight (8) or more disciplinary reports (including tardy reports) in a semester will result in a loss of driving privileges for the remainder of the semester.
5. Passing a stopped school bus that has its stop arm in the "out" position will result in the loss of driving privileges for 45 school days. The violation will be reported to the Indiana State Police.
6. Students that accumulate 9 tardies per nine weeks and receive an In-School will lose their driving privileges for the remainder of the nine weeks.
7. Students who receive 4 tardies to any class or 3 unexcused absences to first period study hall in a nine weeks will lose their driving privileges for the remainder of the nine weeks.
8. Students who have been identified as a Habitual Truant, or who violate the Substance Abuse Policy, Extra Curricular Substance Abuse Policy, or Drug Testing Policy will lose driving privileges. First violation will result in a driving suspension for 45 school days. The second violation will result in a 365 day (one calendar year) driving suspension. The third violation will result in loss of driving privileges for the remaining time in high school.
9. Each driver must have passing grades in all classes. Grades will be checked at the progress report date and at the end of the grading period. At the end of a grading period, the nine-weeks grade (not the Semester grade) will be used to determine eligibility. Students will become eligible or ineligible to drive to school on the certification/eligibility change date. Eligibility to drive at the beginning of the school year will be determined by grades from the Spring Semester of the previous school year. If a student successfully completes a course in Summer School, and that was the only course that was failed in the spring, then eligibility will be restored for the beginning of the school year. If a student fails a Summer School course, he/she is not eligible to drive at the beginning of the school year.

If a student's driving privileges are suspended, students may not drive to and from school for any reason during the school day (8:00-3:09). A third party who is not a sibling can not drive the student's car. If the student is in an extracurricular activity that requires the student to go home and then return to school, then the student may drive back to school for the activity. Failure to comply with the above restrictions will result in In-School and possible loss of driving privileges for the remainder of the school year.

ISOLATED TIME OUT AND PHYSICAL RESTRAINT

Isolated time out and physical restraint as defined by Carroll Consolidated School Board policy shall be used only as a last means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others.

School personnel will be prohibited from imposing physical restraint on a student or place a student in isolated time out unless:

- (1) the student's behavior poses an imminent danger of physical injury to the student or others
- (2) if less restrictive interventions would be ineffective in stopping physical injury
- (3) if physical restraint or isolated time out is imposed by an aide who is familiar with the student (someone who "continuously monitors the student face-to-face")
- (4) if such physical restraint or seclusion is imposed by trained and State-certified school personnel, or other school personnel in the case of an emergency. (5) if such use of isolated time out or physical restraint is a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Any school employee using restraint and/or isolated time out shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator within two (2) school days of the incident.

The parent or guardian must be notified of the use of the physical restraint and/or isolated time out with their student within twenty-four (24) hours of the incident.

SEARCH AND SEIZURE

- A. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of:
 1. evidence of a violation of the student conduct standards contained in the student handbook;
 2. anything which because of its presence presents an immediate danger of physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is locked. Unapproved locks shall be removed and destroyed. IC 20-33-8-32
 1. The principal, or their designee, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker.
 2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- C. The principal, or another member of the administrative staff, acting at the direction of the principal, may search the person of a student during a school activity if the administrative staff has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
 1. searches of the pockets of the student
 2. any object in the possession of the student such as a purse, athletic or book bag, backpack, etc...
 3. a "pat down" of the exterior of the student's clothing. Searches of a student which require removal of clothing other than a coat, jacket, shoes and socks shall be referred to a law enforcement officer in accordance with subsection G of this section. The personal search of a student other than what is mentioned above shall be conducted in a private room by a person of the same sex as the student being searched. In addition at least one witness of the same sex as the student being searched would be in the room. At the request of the student to be searched, an additional person of the same sex as the student, designated by the student, and then reasonably available on the school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle.

Refusal by a student, parent or guardian, or the motor owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing any motor vehicle onto school premises as well as the motor vehicle to be searched. The principal or a member of the administrative staff may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.

- E. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:
 - 1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
 - 2. returned to the parent or guardian of the student from whom it was seized.
 - 3. destroyed if it has no significant value, or
 - 4. turned over to any law enforcement officer in accordance with subsection G.
- F. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be;
 - 1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
 - 2. returned to the parent or guardian of the student from whom it was seized, destroyed, or turned over to any law enforcement officer in accordance with subsection G.
- G. The principal, or the Principal's designee may request the assistance of a law enforcement officer to:
 - 1. search any area of the school premises, any student, or any motor vehicle on school premises;
 - 2. identify or dispose of anything found during the search. Where law enforcement officers respond to such a request, school employees may assist or otherwise participate in any search conducted.

RIGHTS-RESPONSIBILITIES-REGULATIONS

CONCERNING SCHOOL BEHAVIOR FOR STUDENTS

As teachers and pupils are brought together so that learning may take place in our Carroll classrooms, an environment which permits an orderly and efficient operation of the schools must be provided. This environment, most of all comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school and society.

The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, administrators and to our community which establishes the value system we accept. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The Carroll Consolidated School Corporation has this legal responsibility for the school in which you are enrolled. The Board, in turn, has set policies and has appointed administrative officers to carry them out. Authority for such Board authority is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly, and in the Policy Manual of the Carroll Consolidated Corporation.

A breach of discipline may result in reprimand, corporal punishment, probation, referral to special personnel in the school, parent conferences, detentions, Night School, isolation, suspensions, expulsion, or any other consequence deemed necessary by the administration.

NOTE - Consequences will be determined by the seriousness of the act and/or the number of violations.

NOTE - Disciplinary consequences are assigned enough ahead of time for parents to make pick-up arrangements. Disciplinary consequences will not be changed for extracurricular events.

NOTE - Eight (8) or more disciplinary reports including tardy referrals (every third tardy tallied for a nine weeks) in a semester will result in a loss of driving privileges for the remainder of the semester.

HAZING POLICY

Hazing activities of any type are inconsistent with the educational process. All such activities at any time in school facilities, on school property, and at any Corporation-sponsored event are prohibited.

Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. All hazing incidents shall be reported to the building principal.

JUNIOR HIGH LINE SYSTEM

INFRACTIONS:

1. Missed Assignments
2. Unprepared
3. Tardy
4. Inappropriate Actions/General Misbehavior
5. Hallway Violation

When there is a student infraction of rules in the classroom, the student will be given a "line" on Harmony. As students accumulate lines over the course of one (1) semester, the following procedures are followed:

CONSEQUENCES:

1. (5 lines) = Detention
2. (10 lines) = Line Review with counselor; Discipline-Detention, Homework-Lunch Detention 3 days
3. (15 lines) = Night School
4. (20 lines) = 2nd Line Review with counselor; (parent called) Lunch Detention 5 days
5. (25 lines) = 1 day In-School
6. (30 lines) = 3 days In-School
7. (35 lines) = 5 days In-School
8. (40 lines) = 1 day In-School + contract
9. (45 lines) = 3 days In-School + contract
10. (50 lines) = 5 days In-School + contract

INCENTIVE PROGRAM:

Students can also remove line(s) through various planned line-removal activities that occur throughout the year. Examples include: school service projects and cafeteria clean-up. All line-removal activities should be coordinated through the staff member that issued the line. Only the staff member that issued the line can authorize its removal.

DETENTION PROGRAM

A detention period will be utilized after school 2 days/week from 3:15 PM to 4:30 PM. Each student assigned will be expected to keep busy with school work during the detention. Parents will be notified. Students leaving early from detention without administrative permission will serve another detention.

A student reporting late will be automatically assigned an additional day of detention. If it is determined that a student is not occupying his/her time satisfactorily, he/she may be assessed an additional detention. All students are expected to serve their detention after school when assigned regardless of extra-curricular activities. Failure to serve a detention will be cause for additional disciplinary action.

NIGHT SCHOOL

Night School meets once a week usually on Tuesday. Students are expected to be in the designated area by 3:15 with homework. Students are expected to stay busy with school work the entire time. Night School ends at 5:15. Failure to serve a Night School will result in 2 days of In-School (exception = cell phone violation, which will result in 3-days Out-of-School Suspension).

IN-SCHOOL

Students assigned to In-School will be restricted to the office/In-School room and will complete work assigned while in In-School. In-School days will not count toward loss of class credit because of attendance.

OUT-OF-SCHOOL SUSPENSION

A student may be removed from school for up to 10 school days per incident. Out-of-School Suspension days will not count toward loss of class credit because of attendance. If an Out-of-School Suspension occurs during finals, the student will be allowed to take any final exams, to be arranged by the administration. IC 20-33-8-18

GROUND FORS SUSPENSION AND EXPULSION

In addition to the infractions/consequences, grounds for suspension and expulsion may also include:

1. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
2. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
3. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, transmitting, or being under the influence of any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, inhalants, or intoxicant of any kind - including related paraphernalia;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropranolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
4. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
5. Possessing, handling, or transmitting a knife, paint ball gun or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm.
6.
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
7. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
8. Engaging in pranks that could result in harm to another person.
9. Legal Settlement - A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

The grounds for suspension or expulsion apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. This includes, but is not limited to, vandalism of a staff member's personal property. IC 20-33-8-14, IC 20-33-8-15

Other forms of consequences, (as set by the school board), may be used when deemed necessary.

THE INDIANA STUDENT DUE PROCESS CODE

IC 20-33-8

Definition, "Expulsion". As used in this article "expulsion" means disciplinary action whereby a student:

- a. is separated from school attendance for a period in excess of ten (10) days;
- b. is separated for the balance of the then current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year, or
- c. is separated from school attendance for the period prescribed under IC 20-33-8-16 (firearms) or
- d. suffers some other penalty which automatically prevents them from completing within the normal time their overall course of study in any school in the school corporation.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes or given home-bound instruction as authorized or required by law.

EXPULSION PROCEDURES: IC 20-33-8-19

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

1. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
2. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
3. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
4. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

SECTION 2 - Definition, "Suspension". As used in this article, the term "suspension" means any disciplinary action where by a student is separated from school for a period of ten (10) days or less and which does not constitute an expulsion under Section 1 of this chapter. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes or given home-bound instruction as authorized or required by law.

SUSPENSION PROCEDURES:

A teacher or supervisory staff member may remove a student from a class or educational function for no more than one (1) day. If a suspension is warranted, the teacher or staff member may make a recommendation to the principal or his designee. When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing the action taken by the principal.

HABITUAL OFFENDERS

The Carroll School Corporation is working with other county agencies to help students in our community who have been identified as serious habitual offenders. The Carroll School System will be sharing information with other county agencies when necessary.

STATE DENIAL OF DRIVER'S LICENSE

IC 9-24-2-1

Suspended and expelled students and dropouts

SEC. 1.

- (a) 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 under IC 20-33-2-11.
 - (2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
 - (3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
 - (4) Is considered a dropout under IC 20-33-2-28.5.
- (b) At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or denial of the student's:
 - (1) driver's license or learner's permit; and
 - (2) employment certificate.

POSSESSION OF A DEADLY WEAPON:

IC 20-33-8-16. Firearm. - "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.

No student shall knowingly possess, handle or transmit a firearm.

For the purposes of this section, a firearm is defined:

- (B) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device. Such term does not include an antique firearm (Title 18 USC, Section 921).

PENALTY FOR POSSESSION OF A FIREARM

Suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

POSSESSION OF A “DEADLY WEAPON” OTHER THAN A FIREARM:

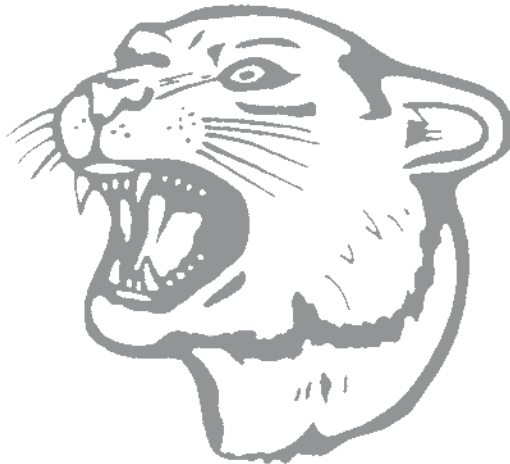
No student shall knowingly possess, handle, or transmit a weapon other than a firearm defined above.

For purposes of this section, a “deadly weapon” includes but is not limited to:

- (1) A loaded or unloaded firearm.
- (2) A weapon, device, ammunition, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, air powered device (including CO2 devices), paint ball gun or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- (3) An animal (as defined in IC 35-46-3-3) that is:
 - (A) Readily capable of causing serious bodily injury; and
 - (B) Used in the commission or attempted commission of a crime.

** Federal firearm laws may also apply in determining disciplinary consequences.

** “Look-a-like” firearms/deadly weapons possession will result in a 5-10 day suspension from school and possible recommendation for expulsion.



SUMMARY CHART FOR VIOLATIONS AND PROGRESSION OF CONSEQUENCES

Violation	Consequences		
General Misbehavior talking, inappropriate display of affection, etc.	Student Conference/ Detention	Night School	In-School / Suspension
Unacceptable Language/gestures	Detention	Night School	In-School / Suspension
Cheating	"F" on assignment/ test/quiz	"F" on assignment/ test/ quiz + Detention	Automatic "F" for nine weeks
Excessively rude/ insubordinate toward school personnel	In-School / Suspension	Suspension	Out-of-School Suspension to Expulsion
Theft	In-School / Suspension	5-10 Day Out-of-School Suspension to Expulsion	Expulsion
Improper Attire	School Issued clothing	Detention/ Night School	Night School/ In-School
Improper use of computer/technology	Use computers during class only	All technology privileges denied	
Reckless Driving	Driving Privilege Removed	Loss of driving privilege/ Detention to Suspension	Expulsion
Class/Cafe., etc., major disruption	Night School to Suspension	1-10 Day Suspension/ possible loss of driving privileges upon returning	Expulsion
Falsifying Pass	Detention/loss of passing privileges		
Class Tardy (All teachers combined - each nine weeks)	3rd tardy-Detention, 3 tardies to 1 st hour-Night School 6th tardy-Night School / 9 th tardy-3day In-School 12 th tardy-3 day Suspension, loss of driving privileges Each additional 3 tardies - 3 day Suspension		
Excessive Absences	Letter to Parent/ Guardian	Over 8 day/16 day limit -loss of credit/Expulsion	
Skipping class or Leaving class without permission	Detention to Night School	In-School	Out-of-School Suspension
Leaving building w/o permission	Minimum one day In-School, Loss of driving privileges	Suspension	Expulsion
Truancy	Night School to In-School	Suspension	Out-of-School Suspension to Expulsion
Vandalism/Negligent	Restitution	Restitution/Detention	Restitution/Suspension
Vandalism/Intentional	restitution/Out-of-School Expulsion Suspension to expulsion Police department may need to be notified		
Fighting	3 Days Suspension Police department may need to be notified	5 Day Suspension	Expulsion
Threats/harassment to students	Night School/ In-School	Suspension	3-10 Day Out-of-School Suspension
Threats/harassment to School personnel	3-10 Day Out-of School Suspension/Expulsion	Expulsion	
Physical attack on staff member	Expulsion Police department will be notified		

Possession of weapons (knives are not permitted at school) IC 35-47-5-2.5	1-10 Day In-School / Suspension / Expulsion Police department may need to be notified	Expulsion
Use/threat with weapon or firearm Violation	Expulsion Police department will be notified	
Firecrackers and other explosives	Suspension/Expulsion Police department will be notified	
Possession of Tobacco	Night School Suspension Police department may need to be notified	5-10 Day Out-of-School Suspension
Smoking, chewing or any use of Tobacco	3 Day In-School 5-10 Day Suspension Police department may need to be notified	Expulsion
Alcohol use, possession or under influence	Out-of-school Suspension with recommendation for Expulsion Police department will be notified	
Drug use, possession/ selling or under influence	Out-of school Suspension with recommendation for Expulsion Police department will be notified	

Chronic Violation of School Rules

Number of Discipline Reports (High School Students)

- 6 Night School
Student Assistance team meeting
- 8 3 Day In-School
Loss of Driving Privileges
- 10 3 Day Out-of-School Suspension
- 12 5 Day Out-of-School Suspension
Final Student assistance team meeting
- 13 Administrative Discipline Hearing

** The above discipline reports will be tallied for the semester. Students who do not receive a discipline report for three weeks will drop one discipline report. The above discipline reports will include reports for every three tardies. Junior High students will use the LINE SYSTEM for consequences.

SCHOOL SAFETY

FIRE AND TORNADO DRILLS

Drill instructions are posted in each room. Drill instructions will be given by the teacher before the first drill. It is extremely important, for personal safety, for each student to know the proper procedures to use during the fire and tornado drills.

ASBESTOS ACTIVITIES AT CJSHS

In July, 1988, we had our schools inspected and sampled all asbestos containing building materials. Asbestos containing building materials were found in the tunnel area, boiler room, and fan room above the gymnasium at the Carroll Junior-Senior High School. These materials were used in the original construction of Carroll High School. These areas are not normally accessible to faculty and students.

In December, 1989, we conducted an asbestos abatement project and removed all asbestos containing building materials in the boiler room of the high school. No students were in the building during actual removal.

In January, 2000, asbestos containing pipe insulation was discovered and removed in a non-accessible pipe chase during the east wing construction project.

The periodic surveillance report, which is required by law every six (6) months, shows no change in the condition of the asbestos still in the building.

The required three (3) year re-inspection shows no change in the condition of the asbestos still in the building. A copy of the Management Plan for Asbestos is on file in the Administration Office of the corporation as well as the Administration Office of the Carroll Junior-Senior High School.