

## STUDENT HANDBOOK

I, \_\_\_\_\_ have received a copy of the 2018-2019 Cloverdale Middle School Handbook. I shall review it and I am responsible for its contents. I understand that the Cloverdale Middle School Disciplinary Policy is published in this handbook. I too will review and be responsible for the content of the Disciplinary Policy as prescribed by Public Law 16-1990, and Internet Use Policy. **By signing for your agenda upon registration you are agreeing to obey the rules of this handbook in regards to Athletics and School Policy.**

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Student's Signature

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Parent's Signature

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Date

## SCHOOL'S WEB SITE AND NEWSPAPERS

The School's web site and local newspapers represent many of the special aspects of our school. It is possible for your child to be included in pictures in the areas we wish to highlight. We may also include some of your child's creative work. We appreciate and wish to honor the right to privacy.

Please contact the Front Office if you do not wish for the school to use and reproduce any film, video, photos, prints, tapes, likeness, or sound recording of your student as well as his/her name for placement on the school's website or local newspapers.

## **FIELD TRIP POLICY**

Attending a school-sponsored field trip is a privilege. In order to attend a field trip, students must be in good standing in the areas of discipline and academics. If a student pays for a field trip and is later deemed ineligible he/she will not receive a refund.

My signature and the signature of a parent/guardian indicates that I/we read, understand, and agree to abide by the provisions of this policy.

Student\_\_\_\_\_

Grade\_\_\_\_\_

Parent/Guardian\_\_\_\_\_

# ***Cloverdale Middle School***

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Cloverdale, IN 46120  
Telephone: 765-795-2900  
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## **2018-2019 Student Handbook**

Website: [www.cloverdale.k12.in.us](http://www.cloverdale.k12.in.us)

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School Nickname: Clovers  
School Colors: Kelly Green and White

School Song: CHEER, CHEER FOR OLE' CLOVER HIGH,  
BRING DOWN THE ECHO BEARING OUR CRY,  
WITH OUR LOYAL VOICES HIGH,  
SHAKE DOWN THE THUNDER FROM THE SKY.  
ALTHOUGH THE ODDS BE GREAT OR SMALL,  
OLE' CLOVERDALE WILL WIN OVER ALL.  
WHILE OUR LOYAL SONS ARE MARCHING ONWARD TO VICTORY.  
(Tune: "Notre Dame Fight Song")

**This agenda belongs to:**

Name:

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## **STUDENT AGENDA**

The student agenda is a tool for success. There are many helpful tips and study guides for student use. Students will be required to document all assignments daily in their agenda. The student agenda will be utilized by students and staff as a passport for movement throughout the school building. Students will not be allowed to leave the classroom unless they have a signed pass in their agenda.

# **Our Vision: *Success for Everyone***

### **Mission Statement:**

Cloverdale Community Schools is committed to challenging each student to reach his/her full intellectual, creative, and physical potential through a fully integrated curriculum. We encourage students to become life-long learners and problem-solvers through technological tools, global awareness, and other educational resources. We strive to create a diverse community that fosters respect and social responsibility; enhanced by a strong partnership between home, school, and community.

### **Belief Statements:**

- We believe in offering an efficient organization, flexible and responsive to student needs
- We believe in an atmosphere of inquiry, encouraging exploration
- We believe in a dynamic curriculum, grounded in the values and traditions of our community/culture
- We believe in high expectation of student success balanced by learner ability
- We believe in diversity of learning strategies and opportunities that promote the intellectual, personal, and social development of each student

### **Superintendent of Schools**

**Mr. Greg Linton**

### **Board of School Trustees**

Donna Fidler     Daniel Hofmann     Duane Huges  
JaceAnn Troutt     Joe Mann     Katrina Lewis     Vivian Whitaker

## SCHOOL BOARD MEETING DATES AND TIMES

The Cloverdale Community Board of School Trustees meets the second Monday of every month in the Arthur C. Johnson Administration Building at 7:00 p.m.

## STUDENT DAY

The Middle School office opens at 7:30AM. Classes are scheduled from 8:00AM to 2:46PM daily. The back doors will open for student entry at 7:40AM; students should not be dropped off before that time. Students who eat breakfast will proceed to the cafeteria and all others will report to the gym. Bus students who eat breakfast will be dismissed from bus at 7:40AM. Students who ride the bus to school are on school property when they board the bus and are expected to obey all school and bus rules. When students arrive on school grounds, they are not permitted to leave the grounds again until the dismissal of school, unless excused by office personnel. Students are not permitted to leave the school building for any reason without permission. Students must leave school by 3:00PM, unless they are under the direct supervision of a teacher/coach. No one is permitted to return to the locker bays after 3:20PM without permission. Students are not permitted to carry any type of drink into the school at any time. This includes carrying water during the school day. Medical conditions may require an exception to the rule, decision to be made by the school nurse/administration.

## BELL SCHEDULES

### DAILY BELL SCHEDULE

Students Dismissed from Bus	7:50AM
First Bell/Channel One	7:55AM
Tardy Bell	8:00AM
1st Period	8:00AM – 8:45AM
2nd Period	8:49AM – 9:34AM
3rd Period	9:38AM - 10:23AM
4th Period FOCUS	10:27AM – 10:52AM
5th Period	10:56AM - 11:41PM
5th Grade Recess	11:45AM - 12:00PM
A Lunch (5th/6th Grade)	12:00AM - 12:30PM
6 <sup>th</sup> Period (A)	11:45AM – 12:30PM
6 <sup>th</sup> Period (B)	12:30PM - 1:00PM
B Lunch (7th/8th Grade)	12:35PM - 1:05PM
7th Period	1:09PM - 1:54PM
8th Period	1:58PM - 2:46PM
Classroom Tutoring	2:46PM - 3:20PM

## **TWO HOUR DELAY BELL SCHEDULE**

Students Dismissed from Bus	9:50AM
First Bell	9:55AM
Tardy Bell	10:00AM
1st Period	10:00AM - 10:36AM
2nd Period	10:40AM - 11:12AM
5th Period	11:16AM - 11:41AM
6th Period (A)	11:45AM - 12:15PM
A Lunch (5th/6th Grade)	11:45AM - 12:15PM
6th Period (B)	12:19PM - 12:49PM
B Lunch (7th/8th Grade)	12:19PM - 12:49PM
3rd Period	12:54PM - 1:23PM
7th Period	1:27PM - 2:05PM
8th Period	2:09PM - 2:46PM
Classroom Tutoring	2:46PM - 3:20PM

## **EMERGENCY SCHOOL CLOSING**

**Cloverdale Schools will be notifying parents of school closings, delays, early dismissals, and other pertinent information through the Honeywell Instant Alert® system.**

Whether the decision to close is made early in the morning, after the buses have delivered the students to school, or in the evening for the next school day, the television and radio stations will be notified and we will send an alert.

**Parents should make advance arrangements for their children in case they are away from home and school is closed.**

### **RADIO STATIONS**

Spencer WSKT FM 92.7  
Greencastle WREB FM 94.3  
Brazil WMGI FM 97.6  
Martinsville WCBK FM 102.0  
Indianapolis WISH Channel 8  
Indianapolis WTHR Channel 13

### **TELEVISION STATIONS**

Terre Haute WTWO Channel 2  
Terre Haute WTHI Channel 10  
Indianapolis WXIN TV 59  
Indianapolis WRTV Channel 6

### **SCHOOL WEBSITE**

**[www.cloverdale.k12.in.us](http://www.cloverdale.k12.in.us)**

## 2018-2019 SCHOOL CALENDAR

Aug. 6	Faculty orientation
Aug. 7	First student day
Sept. 3	Labor Day - no school
Oct. 5	End of first grading period
Oct. 15 – 19	Fall break
Nov. 21 – 23	Thanksgiving break
Dec. 20	End of second grading period/first semester
Dec. 21 - Jan. 3	Christmas break
Jan. 2	PD/Records day (no students)
Jan. 3	Second semester begins
Jan. 21	No School (first snow make-up day)
Jan. 25	PD/In-service Day (no students)
Feb. 18	No School (second snow make-up day)
Mar. 15	End of third grading period
Mar. 22	No School (third snow make-up day)
Mar. 25-29	Spring Break
April 19	No School (fourth snow make-up day)
May 23	End of fourth grading period/second semester Last student day
May 24	PD/Records day, last teacher day
May 25	Graduation

### **ENROLLMENT POLICY**

The State of Indiana mandates that children between the ages of 7 and 18 are to be enrolled and attending school, or receiving an equivalent education. **Students attending school are required by Indiana laws to be in school all day.** A student who lives within the boundaries of the Cloverdale School Corporation district must be enrolled and/or in attendance on the first day of school, or be considered truant. Any student not enrolled or in attendance after the first ten (10) school days will be remanded to the proper authorities for legal action. Students who have transferred to another school district or private school are exempted from this rule. A student who enrolls in Cloverdale Middle School must be living with a parent and/or legal guardian. If there is a change in guardianship (custody), the school must have a legal transfer of guardianship paper in the student's file located in the office. A student enrolling in Cloverdale Middle School for the first time must have been in good standing at the school previously attended. If that student is under expulsion from another school, he/she will not be permitted to enroll until the semester following the termination period of the expulsion. Thereafter, enrollment is possible provided the student has legal



residence in the district. Previous school records are required for verification of status. At registration, a student needs a birth certificate or transcript from the previous school attended and a record of health immunizations. It is recommended that all students in grades 5 through 8 have physicals on file with the Athletic Secretary; all athletes are required to have a physical on file. Transfer students will have twenty (20) school days from the date of enrollment in school to produce a current record of immunizations. If the twenty (20) day limit is exceeded, the student will be removed from school until such records are produced.

## **ATTENDANCE POLICY**

We are requesting that parents/guardians and/or third party custodial parents of students who are absent from school call the middle school office before 8:00 a.m. on the day of the absence (765-795-2900). If the school does not receive a call a truancy alert will be sent. Attendance is one of the keys to success in school. All absence excuses are to be filed with the office upon return to school.

- \* The sixth unexcused absence will result in 1 lunch detention.
- \* The seventh unexcused absence will result in 2 lunch detentions.
- \* The eighth unexcused absence will result in 3 lunch detentions and two weeks social probation.
- \* The ninth unexcused absence will result in 4 lunch detentions and four weeks social probation.
- \* The tenth unexcused absence will result in five lunch detentions and social probation for the remainder of the semester.
- \* **The eleventh unexcused absence will result in a referral filed with the Prosecutor's office and social probation for the remainder of the year.**
- \* **Additional absences may result in G.R.A.S.P. assignment.**

### **Excused Absences**

- Illness with doctor note
- Dentist note
- Death in family
- Required court appearance
- School sponsored trip or activity
- Any other absence approved by the administration

### **Pre-Arranged Absences**

A pre-arranged absence form must be obtained from the office and turned in, along with a note of explanation, 2 weeks prior to the time of expected absence from school.

### **Pre-Arranged Approved Absences**

- Religious observance
- Exhibiting at State Fair
- Out of Town/Family Vacation (**limit of 5 days per school year**)
- AEP/G.R.A.S.P./OSS will not be held against a student's attendance.

## EXTENDED ABSENCE POLICY

We believe that students who are absent from school miss a valuable opportunity to learn and grow. While nothing can replace being in the classroom, it is our intention to give special consideration to students who are absent for six or more consecutive days due to a serious illness or hospitalization. Each extended absence will be evaluated separately on its own merit. When the Certificate of Child's Incapacity is completed, the Principal will determine if the extent of the illness or injury warrants a hearing. If a hearing is indicated, a hearing officer will be appointed to determine what course of action is in the best interest of the student. The hearing officer has available, but is not limited to any of the following:

1. The student might return to class with a grade period in which to complete makeup work.
2. The student might meet the criteria that requires exclusion.
3. The student might not be afforded the opportunity to make up work.
4. If a student qualifies and if the absence exceeds four weeks in length, home bound instruction might be established.

## MAKE UP WORK

Students who are absent are expected to make up work missed in each class. Arrangements for making up assignments will be made by the student with each teacher. **The office is not responsible for collecting homework.** The length of time for the completion of the make-up assignments will be equivalent to the number of days missed up to a maximum of five (5) school days. In case of extended absence due to illness, parents may request homework. The deadlines for tests and projects that were set prior to the student's absence are not extended. All incomplete grades must be made up within five (5) school days, unless extraordinary circumstances make this impossible.

## PARTICIPATION IN ACTIVITIES AFTER SCHOOL

A student who is unable to attend school because of illness or out of school suspension will also be unable to attend athletic practice, and all curricular and extra-curricular functions. Students should be in attendance all day to participate in any extra-curricular activity. Exceptions will be considered on their own merit by the administration. Students who attend such events are insubordinate and shall be disciplined. Make up work for the suspended student is the responsibility of the student. Teachers will provide make up work when asked by the student. A student will have the same number of school days to make up the work, as was the suspension. All make up work is due at the end of the allowed make up period and must be turned in to the teachers, assistant principal or the principal.

## **PROCEDURES FOR SIGNING IN AND OUT**

Students are encouraged to make their medical and personal appointments after school hours. However, if a student must leave during school hours, the student must be signed out by a parent or guardian. Failure to sign out can result in a truancy violation and/or disciplinary action. Students reporting to school after the beginning of school and/or students returning to school from an appointment outside of the school must sign in upon their arrival or return. Failure to sign in may result in disciplinary action. This procedure is necessary because it is the school's responsibility to know where all students are during the school day. Students are to be inside the building during and between classes, unless under supervision of an instructor or with permission from the office.

## **TRUANCY**

Truancy is defined as absence from school during any part of the school day without the consent of parent and/or proper school officials. Truancy will be recorded as unexcused. A student is truant if he/she:

1. Leaves school without signing out in the main office.
2. Is absent from school without prior permission from parent(s).
3. Is absent from class without permission (skipping).
4. Obtains a pass to go to a certain place and does not report there or goes somewhere else besides the destination on the pass.
5. Becomes ill and stays in the restroom instead of reporting to the nurse or main office.
6. Comes to school, but does not attend classes.

Truancy from school or class will result in disciplinary action. All work missed while a student is truant may NOT be made up.

## **TRUANCY / HABITUAL DESIGNATION**

On the third truancy from a class or classes during a school year, a student who is at least thirteen (13) but less than fifteen (15), will be classified as a habitual truant and will have his/her name sent to the Indiana Bureau of Motor Vehicles. Furthermore, the school principal cannot sign the official Indiana Bureau of Motor Vehicles form for students applying for an operator's license or a learner's permit, until the student becomes eighteen (18) years of age or until he/she is no longer classified as a habitual truant. This also includes a work permit.

A student identified as a habitual truant is entitled to a review of the attendance record at least once a year to determine if the attendance has improved so that the student can become eligible for a license/permit.

The Habitual Truant Permanent Record Report must be completed, and becomes a part of the student's permanent record file. This report shall be included with any records sent to another school or school system in which the student enrolls.

## **WITHDRAWAL**

Both state law and board policy require that before a student aged seventeen (with parent/guardian permission) and eighteen (without parent/guardian permission) may withdraw, the principal is to conduct an exit interview with the student and parents. A minor student, even with parental permission, by law may only withdraw due to one of these three stipulations: financial hardship

within family, court order, or long-term medical condition. Should the situation be such that the student insists on withdrawing but the parents will not agree, the principal must decide on the proper course of action.

## CLINIC POLICIES

Parents will be notified should their child become ill, or have an accident while at school. Persons listed on the student's demographic or emergency information sheets will be notified if we are unable to reach a parent. A child with a temperature of 100 degrees or higher will be excluded from school. School personnel will give no treatment, except basic first aid. Further medical treatment is the responsibility of the parent. Parents should notify the school if a student has a contagious disease. The student's physician or the school nurse can give guidelines for the student's return to school. The school nurse does not diagnose conditions, but will refer students for evaluation and diagnosis by a physician. It is the responsibility of the parent to notify the school of any health needs or concerns that may require a modification of the student's activities and educational program. A written statement from a physician is required for the student's file for modification of a student's educational program. The physician's statement should include a description of the health concern and the modification necessary. The physician's statement is good for that year.

All students needing to visit the nurse's clinic should first report to class and have their handbooks signed by their teachers before going to the clinic. **STUDENTS MUST HAVE A PASS BEFORE GOING TO THE CLINIC.** Students who become ill during the day will not be sent home until a parent, guardian, or someone on the emergency contact list has been contacted. Students are **NOT** allowed to make these phone calls.

The school nurse provides 8<sup>th</sup> graders with vision screening. The speech/language teacher performs hearing tests. Parents have the right to refuse the vision and/or hearing screenings by filing a written objection with the school office.

To ensure the safety and well-being of students, medical information about students may be shared with corporation employees. Parents must notify the school nurse in writing if they do not wish for medical information to be shared with faculty, staff, transportation department personnel, etc.

## IMMUNIZATION REQUIREMENT POLICY

When a student enrolls in school for the first time or any subsequent time, and at any level, his/her parents must show either that he/she has been immunized or that the student's immunization record is on file. The authority for requiring students to be immunized is found in IC 20-8-1.7.

Students with a history of receiving less than the minimum required immunization have a period of twenty (20) calendar days in which to begin receiving the series. Students may remain in school at the end of the granted waiver period by documenting that they have either 1.) Completed all immunization requirements, 2.) Entered upon a specific schedule of immunizations approved by a physician or the local Health Department, or 3.) Qualified for exemption (medical, religious, or parental objection). If at the end of the twenty (20) days the immunization records are not in compliance with the Indiana Code, the student will be excluded from school until such records are presented.

In order for a child to be exempt from complying with the minimum immunization requirements for medical, religious, or personal reasons, the parent is required to submit a written request for exemption and the request must be filed annually with the school. In the case of a medical exemption, the signature of a physician is required. For other exemptions, the signature of a parent is sufficient. For their own protection, exempted students may be excluded from school for the duration of an outbreak.

## **MEDICATION**

All medication must be brought to the nurse's office where it will be stored and administered to the students by authorized staff. Only FDA approved medication will be given. No medication will be permitted in any other location on the school premises unless permission is obtained from authorized staff, or a physician order. Violation of these rules may result in disciplinary action.

Upon enrollment, the parent must give written permission for student to be administered any over-the-counter medicine for minor aches and pains. Medicines such as ibuprofen, Tylenol, cough drops, Tums, etc. may be available. Only those medications that are necessary to maintain the child in school and must be given during school hours will be administered. Medications should be given at home whenever possible. Any child who needs to take prescription medications or an over-the-counter drug at school will be required to have a parent bring the medication in its original container with the prescription label on it, along with a signed note from the parent with specific directions as to when to take the medication. For the safety of the students, medications will not be given if the above directions are not followed.

The parent must pick up medication no longer used or needed or it will be destroyed at the end of the school year. Indiana law prohibits a school from sending medication home with a student. It is the responsibility of the students to remember to report to the clinic for their medication.

## **LICE**

Any student found with live head lice in his/her hair will be excluded from school and the bus until he/she has been determined to be lice free. Students with lice will be excused from school for one day and any additional days will be unexcused. Upon returning to school, the student should be accompanied by a parent/guardian. The student must be checked by the nurse or designated staff to ensure that the student is lice free before returning to school.

## **ELEVATOR POLICY**

Students are not permitted to ride the elevator, unless they have a valid elevator pass from the nurse. Students who use the elevator without permission will be assigned one period of AEP, per occurrence.

## **DRUG TESTING PROGRAM (IN ACCORDANCE TO CLOVERDALE COMMUNITY SCHOOL BOARD POLICY #5400)**

The Board of School Trustees encourages all students to participate in extra-curricular or co-curricular programs of the school, but believes the opportunity for such participation is not an absolute right. It is a privilege offered to students

who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of drugs, alcohol, if selected, in accordance with the testing program. The program will be applied to all middle school students (5-8), male and female, who participate in extra-curricular or co-curricular activities. In addition to those students who choose to participate in extra-curricular or co-curricular programs of the school, the school may test students who demonstrate a reasonable suspicion of drug use. And may test any student who volunteers to participate in the program as well as students under the age of eighteen (18) whose parents wish to have them included in the program. Parents requesting drug testing on their student will assume financial responsibility for the laboratory fees. Such students and/or parents must provide the school with their consent to participate in writing. Once consent is given for testing on a voluntary basis, it shall be in effect for the remainder of the student's tenure at Cloverdale Middle School. If a parent requests for their child to be removed from the random drug testing pool he/she cannot re-enter the program for 365 days. The student will be ineligible to participate in any extra-curricular, co-curricular activities, sports or drive to school during those 365 days. The school administration has the right to require any student who exhibits "reasonable suspicion" of being involved with prohibited substances to submit to drug testing. A refusal will be considered a failed test and disciplinary action will follow.

### **RELEASE OF RECORD STATEMENT**

1. Cloverdale Middle School maintains records on all students 5-8. These records may include directory information such as:
  - a. Basic identifying information, including student and parent names and address, birth date, place of birth, gender, phone numbers, and student picture.
  - b. Academic transcripts, including grades, promotion, grade level achievement and scores on any achievement, aptitude, or entrance examinations.
  - c. Attendance records.

FERPA (Family Educational Rights and Privacy Act) requires schools and local education agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary home language other than English. The annual notice pertaining to FERPA rights must explain that parents may inspect and review records and, if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosures of personally identifiable information in the record, except under authorized circumstances.

FERPA gives both parents, custodial and non-custodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

2. This information is not released unless a “Record of Request for Release” is on file in the Guidance Office. The release of any student records other than in the areas specified requires the written consent of the parent or eligible student. However, student records may also be released without consent as follows:
- a. A transcript of student records will be forwarded to another public or private school or post-secondary educational institution to which a student transfers or applies for admission or in which a student enrolls.
  - b. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made application.

### **NON-CUSTODIAL PARENTS**

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary reports. The non-custodial parents, unless restricted by a court order, will also be allowed to participate in conferences and all other school activities. The non-custodial parent may not visit with the student during the school day, nor may the student be released to the non-custodial parent without prior written permission from the custodial parent. A certified copy of a court order restricting the rights of the non-custodial parent must be provided to the principal should a custodial parent wish to prohibit the distribution of information to and the school visitation of the non-custodial parent.

### **GRADES/GRADING PERIODS**

The grading periods are nine weeks long.

The grading scale is as follows:

95-100 = A	74-76 = C
90-94 = A-	70-73 = C-
87-89 = B+	67-69 = D
84-86 = B	64-66 = D
80-83 = B-	60-63 = D-
77-79 = C+	0-59 = F

### **HONOR ROLL**

To attain honor roll status, the student must meet the following grade requirements:

- “A” Honor Roll: The student must have no grades lower than A-.
- “A-B” Honor Roll: The student must have no grades lower than B-.

### **INCOMPLETE GRADES**

Occasionally, because of illness, accidents, or family problems, it becomes necessary to receive an “incomplete” on the report card. For a student to receive an incomplete, the teacher must be informed of the reason before the grades are due, and then all missed work shall be completed within 5 SCHOOL DAYS after the student returns to school. Failure of a student to report a reason for not completing course requirements, or not completing requirements in the allotted five school days shall result in a grade of “zero” on the incomplete work. There shall be no incompletes given at the end of the school year except through the

approval of the principal. It is the student's responsibility to complete requirements and to keep teachers informed of their current status. With rare exceptions, final exams are compulsory and an integral part of the class requirements.

### **REPORT CARDS**

Report Cards will be distributed at the end of each nine weeks grading period and final grades will be distributed at the end of each semester. Parents may see their student's grades at any time by logging on to the Cloverdale Community School Corporation Web Site at <http://www.cloverdale.k12.in.us>. Please call the middle school office for more information.

### **PROMOTION/RETENTION POLICY**

Any middle school student who accumulates two (2) or more failing semester grades in any subject/semester will be considered for retention. Additionally, a student who does not achieve mastery of standards may also be considered for retention or summer school remediation.

### **TRANSFER STUDENTS**

If a student transfers from an accredited school, grades earned in the previous school will be considered equivalent to grades earned at Cloverdale Middle School. It is the responsibility of the student and parent/guardian to present all necessary information at the time of enrollment for the school to properly evaluate and place the student. If a student transfers from a non-accredited school or a home school, the student and parent/guardian should present all records (transcripts, grade reports, attendance records), curriculum information, textbooks, and samples of work to the principal or designee. Testing or interviews and evaluations by teachers may be required to determine proper placement. Should a student move from the Cloverdale School Corporation during the school year, he/she is permitted to continue attending the school in the corporation if so desired, until the end of the grading period in which the move is made.

### **HIGH ABILITY EDUCATION PROGRAM**

A high ability general intellectual student performs, or shows the potential to perform, at an outstanding level of accomplishment when compared to other students of the same age, experience, or environment and whose intellectual needs and/or individual academic growth cannot be met through regular grade level curriculum. Students with outstanding aptitude and/or capacity for high performance will have options beyond the regular curriculum. The school corporation will work together to create a challenging, problem-solving environment through differentiated curricula with enrichment opportunities that nurture strengths and talents.

### **PRE-HIGH SCHOOL CREDIT**

It is the policy of the Cloverdale Community School Corporation to issue high school credit for high school courses successfully completed at pre-high school grade levels provided:



1. The instructional materials used are those required by Indiana Textbook Code (IC 20-10.1-9-7).
2. For each credit issued, the amount of teacher contact time will be equivalent to that of the equivalent high school course(s).
3. The course(s) is taught by a teacher with documented competency to teach the course(s).
4. It is indicated on the student's transcript that the course(s) was completed prior to grade nine.
5. The student's participation in the course(s) is evaluated under the same criteria as equivalent course(s) is evaluated at the high school level.

## **HOMEWORK**

Homework is given to students to aid in their intellectual development and to develop independent study habits. Students who do not complete assignments at school may have to complete them at home. If possible, assignments before school vacations and weekends will be avoided.

### Reasons for Homework

- a) To complete work started in class.
- b) To expand or enrich regular class work.
- c) To build interest in reading and learning.
- d) To make up work missed due to absence.
- e) To encourage parental awareness of student learning.
- f) To provide an opportunity to pursue special interest or ability areas.
- g) To increase learning time.
- h) To establish independent study skills

Homework amounts may vary from day to day depending on each student's courses, abilities, and grade level.

### Guidelines for Parents

- a) Support your child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.
- b) Help your student set a regular schedule for study.
- c) Take an active interest in what your student is doing in school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or improvement.
- d) Make constructive suggestions, but avoid severe criticism and undue pressure.
- e) Encourage your student to seek additional help from his or her teacher at school if there seems to be difficulty with the work.
- f) Consult your child's teacher as soon as problems arise.

## **TUTORING**

Tutoring will be available upon request after school on Mondays, Tuesdays, Wednesdays, and Thursdays from 2:46 p.m. – 3:20 p.m. Any student who is having difficulties is encouraged to make an appointment to stay after school for help. In certain instances, teachers may request that students stay after school for extra help. Parents should pick up their child in front of the building at 3:20 p.m.

## **SCHEDULING CHANGES**

The schedule you receive is the schedule you are expected to follow for the school year. Therefore, it is important for you to plan carefully when making your course selections. Schedule changes will only be made for the following reasons:

- \* There is an IEP, a doctor's order, or a court order.
- \* There is an administrative need or a teacher recommendation.

Student and parent requests will be considered after the first 5 days of the semester and no later than 10 days.

## **DISCIPLINE**

All Students are expected to obey the rules of CMS and will be expected to accept the authority of any administrator, teacher, or staff member at any time on school property or under school jurisdiction. School discipline is simply a matter of courtesy, manners, and attitudes on the part of the students. All administrative members and faculty members have equal authority; however, only administrators may formally recommend G.R.A.S.P., O.S.S., or expulsion of a student.

The Board of School Trustees declares that certain student misconduct will be grounds for suspension or expulsion of students from school. The grounds for suspension or expulsion apply when a student is on school grounds at a school activity, function, or event, or traveling to or from school or a school activity, function, or event. Grounds for suspension or expulsion include, but are not limited to:

- A. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
- B. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- C. 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.
- D. Setting fire to or damaging any school building or property.
- E. Prevention of, or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting, or assembly on school grounds.
- F. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher, or any of the other school personnel to conduct the educational function under his/her supervision.
  - 1. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
  - 2. Causing or attempting to cause physical injury, or intentionally behaving in such a way as could reasonably cause physical injury

- to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not however, constitute a violation of this provision.
3. Threatening or intimidating any student for the purpose of obtaining, or with the intent to obtain money, or anything of value from the student.
  4. Failing to report actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons, or damage property when the student has information about such actions or plans.
  5. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  6. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  7. Possessing, using, or transmitting any substance which is represented to be, or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  8. Possessing, using, transmitting, or being affected by caffeine-based substances, substances with phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription. (This does not include carbonated soft drinks.)
  9. Engaging in the selling of a controlled substance, or engaging in a criminal violation that constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
  10. Failing in a substantial number of instances to comply with directions of teachers or other 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.
  11. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  13. Aiding, assisting, or conspiring with another person to violate these student conduct rules, or state or federal law.
  14. Violating any rules that are reasonably necessary in carrying out school purposes, or an educational function, including, but not limited to:
    - A. Engaging in sexual behavior on school property,
    - B. Disobedience of administrative authority,
    - C. Willful absence or tardiness of students,

- D. Engaging in speech or conduct, including clothing, jewelry, chains hanging down from pants, or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes,
  - E. Failing to tell the truth about any matter under investigation by school personnel,
  - F. Possessing or using a laser pointer or similar device.
15. Possessing a firearm and/or ammunition.
- A. No student shall possess, handle, or transmit any firearm on school property.
  - B. The following devices are considered to be a firearm under this rule: Any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. The possession of "live" ammunition also falls under this rule.
  - C. The penalty for possession of a firearm/ammunition: ten (10) days suspension and expulsion from school for one calendar year.

### **CLASSROOM DISCIPLINE LADDER**

The following procedures/actions have been set up to improve the educational classroom environment and assist teachers in dealing with student misbehavior and discipline on a consistent level. It is essential that teachers maintain a strong classroom management plan for all students. Upon each offense, teachers will complete a referral within Harmony listing student's misbehavior, consequences/actions taken, and what will happen on their next offense.

**Teachers are required to make parental contact for any discipline issue.**

1<sup>st</sup> Offense – A misc. entry is to be completed in Harmony. The teacher may issue a verbal warning, loss of privileges, teacher detention, or conduct a parent/guardian conference by way of phone or e-mail.

2<sup>nd</sup> Offense – A discipline referral is to be completed in Harmony and the student sent to A.E.P. for one class period. The teacher must contact the parent/guardian via telephone, e-mail, or in person.

3<sup>rd</sup> Offense – A discipline referral is to be completed in Harmony and the student will be sent to A.E.P. for two class periods (*consecutive days*). The teacher must contact the parent/guardian via telephone, e-mail, or in person.

**After the third offense the student will be referred to the office. An administrator will contact the parent or guardian via telephone or e-mail and follow the guidelines as stated below.**

4<sup>th</sup> Offense – A discipline referral is to be completed in Harmony and the student be sent to A.E.P. for ½ day (*equivalent of 3 class periods*).

5<sup>th</sup> Offense – A discipline referral is to be completed in Harmony and the student be assigned 1 day of A.E.P.

6<sup>th</sup> Offense – A discipline referral is to be completed in Harmony and the student be assigned 2 days of A.E.P..

7<sup>th</sup> Offense – A discipline referral is to be completed in Harmony and an Administrator will assign the student to 3 days of G.R.A.S.P.; the student is now considered at Habitual Offender Status.

**These are the minimum penalties. The administration has the option to alter the penalty of any offense.**

Teachers may assign their own detentions for students per classroom rules. Refusal to attend a teacher-assigned detention will result in a more stringent discipline by the administration.

## **ADMINISTRATIVE DISCIPLINE LADDER**

<b>Alcohol/Drugs/Paraphernalia/look-alikes, tobacco, etc.</b>	
1 <sup>st</sup>	3-5 Days G.R.A.S.P./possible expulsion
2 <sup>nd</sup>	5 Days G.R.A.S.P./pending expulsion
<b>Anger/Aggression</b>	
1 <sup>st</sup>	3 Days A.E.P./ Restitution
2 <sup>nd</sup>	5 Days A.E.P./ Restitution
3 <sup>rd</sup>	5 Days G.R.A.S.P./ Restitution
4 <sup>th</sup>	10 Day OSS/ Restitution Pending Expulsion
<b>Battery/Fighting/Intentionally hurting someone</b>	
1 <sup>st</sup>	3 Days G.R.A.S.P./Administrative Decision
2 <sup>nd</sup>	5 Days G.R.A.S.P. Pending Expulsion/Administrative Decision
<b>Bus Misconduct</b>	
1 <sup>st</sup>	Written Warning and/or 1 Day Off Bus
2 <sup>nd</sup>	3 Days off Bus
3 <sup>rd</sup>	5 Days off Bus
4 <sup>th</sup>	Loss of Privileges for Semester or Year
<b>Cheating/Plagiarism</b>	
1 <sup>st</sup>	"0" On Assignment/Verbal Reprimand
2 <sup>nd</sup>	"0" & 1 Day of AEP
3 <sup>rd</sup>	"0" & 2 Days of AEP
4 <sup>th</sup>	"0" & 2 Days of G.R.A.S.P./Social Probation
<b>Dangerous Items</b>	
1 <sup>st</sup>	5 Days A.E.P.
2 <sup>nd</sup>	5 Days G.R.A.S.P.
3 <sup>rd</sup>	10 Day OSS; Pending Expulsion
<b>Depantsing</b>	
1 <sup>st</sup>	3 Days G.R.A.S.P.
2 <sup>nd</sup>	5 Days G.R.A.S.P.
<b>Destruction of Property</b>	
1 <sup>st</sup>	Restitution and 1 Day A.E.P.
2 <sup>nd</sup>	Restitution and 2 Days A.E.P.
3 <sup>rd</sup>	Restitution and File with Court/G.R.A.S.P./Possible Expulsion
4 <sup>th</sup>	Restitution and File with Court/G.R.A.S.P./Pending Expulsion
<b>Dress Code Violation</b>	
1 <sup>st</sup>	Change clothes, Verbal Reprimand
2 <sup>nd</sup>	Change Clothes and Lunch Detention
3 <sup>rd</sup>	Change Clothes and ½ Day A.E.P.
4 <sup>th</sup>	Change Clothes and 1 Day A.E.P.
5 <sup>th</sup>	Change Clothes and 3 days of A.E.P.; Social Probation for Semester
<b>Electronic Devices (Cell phones, MP3, laser pointers, etc.)</b>	
1 <sup>st</sup>	Verbal Reprimand/Confiscation (picked up at end of day)
2 <sup>nd</sup>	1 Day A.E.P./Device Held in Office for Parent
3 <sup>rd</sup>	3 Days A.E.P./Device Held in Office for Parent
4 <sup>th</sup>	Confiscation for Remainder of Semester and 3 Days G.R.A.S.P.
<b>Explosive Devices/Weapons</b>	
1 <sup>st</sup>	10 Day OSS; Pending Expulsion

<b>Habitual Offender (begins with 8<sup>th</sup> Discipline Referral)</b>	
1 <sup>st</sup>	5 Days of G.R.A.S.P. or OSS; Social Probation One Semester
2 <sup>nd</sup>	7 Days of G.R.A.S.P. or OSS; Social Probation School Year
3 <sup>rd</sup>	10 Days of G.R.A.S.P. or OSS; Possible Expulsion
<b>Harassment/Bullying/Intimidation/Threatening</b>	
1 <sup>st</sup>	1 Day A.E.P.
2 <sup>nd</sup>	3 Days A.E.P.
3 <sup>rd</sup>	5 Days AEP and 2 Weeks of Social Probation
4 <sup>th</sup>	3 Days G.R.A.S.P. and 4 Weeks of Social Probation
5 <sup>th</sup>	5 Days OSS Pending Expulsion and Contact Law Enforcement
<b>Public Display of Affection</b>	
1 <sup>st</sup>	Verbal Reprimand
2 <sup>nd</sup>	1 Day A.E.P.
3 <sup>rd</sup>	3-5 Days A.E.P. and 2 Weeks of Social Probation
<b>Tardies</b>	
1-3*	Reprimand by Teacher and Lunch Detention
4 <sup>th</sup> *	Written Warning and 2 Lunch Detentions
5 <sup>th</sup> *	3 Lunch Detentions
6 <sup>th</sup> *	4 Lunch Detentions
7 <sup>th</sup> *	5 Lunch Detentions
8 <sup>th</sup> *	5 Lunch Detentions, 4 Weeks Social Probation
9 <sup>th</sup> *	1 Day of A.E.P., 4 Weeks of Social Probation
10 <sup>th</sup> *	3 Days of A.E.P., Social Probation for the Remainder of the Semester, and may be remanded to courts as Habitual Truant
<b>Truancy/Cutting Class</b>	
1 <sup>st</sup>	1 day of A.E.P. and 4 weeks social probation.
2 <sup>nd</sup>	3 days of A.E.P. ( <i>to be served on alternating days</i> )
3 <sup>rd</sup>	3 Days G.R.A.S.P.; and social probation for the remainder of the semester
<b>Profanity</b>	
1 <sup>st</sup>	1 Period A.E.P.
2 <sup>nd</sup>	½ Day A.E.P.
3 <sup>rd</sup>	1 Day A.E.P.
4 <sup>th</sup>	Administrative Decision
<b>Profanity towards/about staff</b>	
1 <sup>st</sup>	½ Day A.E.P.
2 <sup>nd</sup>	1 Day A.E.P.
3 <sup>rd</sup>	2 Days A.E.P.
4 <sup>th</sup>	Administrative Decision
<b>Guest/Substitute Teacher Misconduct</b>	
1 <sup>st</sup>	1 Period of A.E.P.
2 <sup>nd</sup>	½ day A.E.P.
3 <sup>rd</sup>	1 Day A.E.P.
4 <sup>th</sup>	Administrative Decision
<b>*** Administrators have the option to alter the penalty for any offense.***</b> <b>*=per semester/grading period</b>	

## STUDENT CONDUCT RULES

ADDITIONAL OFFENSE LISTING THAT ARE SUBJECT TO A.E.P., O.S.S., or  
EXPULSION (1<sup>st</sup> offense)

The following offenses are subject to A.E.P., O.S.S., or expulsion for the first offense. A second incident for the same offense will result in O.S.S. and possible expulsion in accordance with IC 20-8.1-5.1 The severity of the penalty will be determined by the Administration.

1. Engaging in unlawful activity on or off school grounds that may be reasonably considered to be an interference with school purpose or educational function.
2. The student's removal is necessary to restore order or protect persons on school property.
3. Behavior that injures or presents a risk of injury to another person.
4. Stealing, damaging or trashing school property or the property of others.
5. Harassing, threatening, or intimidating
6. Possessing cigarettes, smokeless tobacco, snuff, or any tobacco product or paraphernalia for tobacco. Authorities may issue tickets.
7. Consuming, possessing, distributing, offering, or being under the influence of alcohol, an illegal drug, or any prescription or over the counter drug (unless authorized).
8. Possessing alcohol or drug paraphernalia. Displaying materials that promote or encourage alcohol or drug use.
9. Substantial disobedience or disruption.
10. Possession of a weapon (any device or what appears to be a dangerous device). Firearm possession is a required one-year expulsion.
11. Refusing or failing to follow a directive from a school employee.
12. Violating Indiana or Federal Laws.
13. Forgery of school documents. May lead to prosecution.
14. Refusing to cooperate in a vehicle search conducted to reasonable suspicion or pursuant to consent to search.
15. Failing to report actions or plans of another person that could result in harm to another person or damage property.
16. Refusing to participate in a drug test.
17. Possessing a pager, CD player, MP3 player, tape player, radio, laser pointer, or electronic game during school day without prior approval from the principal.

### **Definition of "in possession" for purposes of these rules:**

Students are "in possession" of an item for purposes of these rules when the item is on their person, in their immediate possession such as in a pocket, purse, or backpack, or is permitted in a place under their exclusive control such as a locker or vehicle.

### **Assistance in interpreting school rules:**

Students or parents concerned about whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

Time and geographic application:

- a) During school activities on or off campus;
- b) On school property at any time; and
- c) While traveling to and from school or a school activity

**A student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act is directed toward a school employee or Board member, arises out of a school relationship, or has foreseeable in-school consequences.**

## **SOCIAL PROBATION**

Social Probation removes a student from attending any school sponsored extra-curricular or co-curricular events after school hours. Participation in an extra-curricular or co-curricular event may be restricted or suspended as part of social probation at the discretion of the school administration.

## **ALTERNATIVE EDUCATIONAL PLACEMENT**

A.E.P. is used primarily for disciplinary situations. A.E.P. involves removing students from the mainstream of school activity and assigning them to a supervised area. Failure to abide by A.E.P. rules and regulations will result in extending the time in A.E.P., G.R.A.S.P., or Out of School Suspension. The basic objectives of A.E.P. are:

- To provide a disciplinary alternative to out of school suspension for many discipline problems.
- To provide students with educational opportunities while they are being disciplined.
- To promote positive discipline and retain the student within the educational environment.

### **Instructions for A.E.P.:**

- Students are to report to A.E.P. on their assigned day by 8:00 a.m. to pick up an assignment sheet. Students are responsible for seeing their teachers and requesting their assignments. All assignments, homework, and tests count toward their class grade.
- Students will sign a printed copy of A.E.P. rules once a year, acknowledging their understanding and compliance.
- Any writing on desks, walls, or other school property while in A.E.P. will result in a referral to the Principal and/or G.R.A.S.P.
- There is to be absolutely no talking unless initiated by the A.E.P. teacher. Students will be acknowledged after raising their hand for permission to come forward and speak to the A.E.P. supervisor.
- Students are to continually work during the entire assigned period of time in A.E.P.. Absolutely no talking! Refusal to do work or follow the rules of conduct will result in a referral to the Principal, G.R.A.S.P., or out of school suspension.
- Students will eat lunch in the A.E.P. room. Talking to other students in the hallway or cafeteria is not allowed.
- No hats, hoods, other headgear, or sunglasses are allowed in A.E.P..



- Restroom privileges are given at a time other than passing period and at the discretion of the A.E.P. teacher. You will be escorted to and from the restroom. There is to be no talking.
- No candy, gum, or drinks allowed in A.E.P..
- Completed assignments are turned in to the A.E.P. supervisor and will be forwarded to the respective teachers.
- Students who are absent or sick will make up their schedule A.E.P. discipline when they return to school. Refusal to make up A.E.P. will result in a referral to the Principal, G.R.A.S.P., or out of school suspension.
- Upon satisfactory completion of time assigned to A.E.P., the student may return to the normal school routine with all privileges restored.

### **OUT OF SCHOOL SUSPENSIONS (GRASP/OSS)**

The Administration has the right to assign any student to the G.R.A.S.P. program at their discretion. Failure to attend or successfully complete the G.R.A.S.P. program will result in continued OSS and subsequent expulsion. During the suspension or assignment to G.R.A.S.P., a student is not allowed on the school premises, attend, and/or participate in any school related activities.

A short-term removal of a student pursuant to the student's Individual Education Plan is not a suspension.

### **G.R.A.S.P.**

**(Generating Responsibility through an Alternative to Suspension Placement)**

G.R.A.S.P. is a community-based, collaborative effort designed to deal with out-of-school suspended students in our schools. The program is composed of supervised educational activities, behavior modification, skills building activities, and community service work crew projects. This program may serve all Putnam County suspended youth who are in middle or high school that have been suspended out of school for a period of 1 to 10 days. It is at the administration's discretion how G.R.A.S.P. can be used. If a 3-day or more G.R.A.S.P. has been assigned and is refused, it could result in additional days of out of school suspension.

### **EXPULSION**

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or deadly weapon listed under the Grounds for Suspension and Expulsion. Removal for the remainder of the grading period will result in a WF (Withdrawal Failure). When a student has been suspended or expelled, he/she is not allowed on school grounds before, during, or after school for any reason, nor is he/she allowed to attend any extra-curricular events at school.

## **SUSPENSION PROCEDURES**

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

1. A meeting will be held with the student prior to the suspension. At this meeting the student or parent 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 parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, a description of the student's misconduct, and the action taken by the principal.

## **EXPULSION PROCEDURES**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's 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.
3. 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 hearing.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

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

**NOTE:** 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 meeting and the arguments of the school administration and student and/or the student's parent. The board will then take any action deemed appropriate.

*LEGAL REFERENCE: 20 U.S.C. 8001; 20 U.S.C. 8002; I.C. 20-8.1-5.1-1 et seq.*

## **DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES**

Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be disciplined for any violation(s) of such rules.

### **TARDIES**

Any student who

1. Comes to class without the required materials.
2. Is not in their assigned seat when the bell rings.

\*\*\* *Discipline ladder per nine-weeks.*

### **DRESS CODE**

It is important for the Cloverdale Community School Corporation to maintain a safe and appropriate learning environment. We know that a student's clothing and appearance can be distracting to other students and can interfere with learning. With this in mind, we are concerned about the personal appearance of our students. Current fashion trends and styles should not dictate the dress code for the Cloverdale Community School Corporation. With the cooperation of parents, the school will continue to encourage all students to dress in a fashion that the staff and parents judge to reflect good taste and will allow students to focus on high academic standards and will assist us in promoting school safety. This dress code provides a consistent model of dress for the students of the Cloverdale Community School Corporation. We realize that questions will sometimes arise concerning a student's appearance, or clothing "fads". In these cases, building administrators will determine the appropriateness of the student's appearance and whether his/her appearance is disruptive to the learning environment or is inappropriate for safety reasons. Periodically students will be allowed to dress differently than the policy indicates because of spirit days or other special occasions. Such days and styles of dress will be determined by the administration.

Appearance should be clean, neat, and appropriate.

1. Caps, hats, bandannas, gloves and/or sunglasses are to be removed when entering the building.

2. Students are required to wear shoes at all times. Shoes that have laces must be tied to prevent tripping over the shoestrings.
3. Coats, jackets, gym bags, book bags, and backpacks are to be stored in the student's locker during the school day.
4. Pants are to be fitted and worn at the waist; undergarments must be covered at all times. Pants are not to be long enough to drag the floor.
5. All skirts/shorts must be no shorter than 4" above the bend of the knee. Skirts must not drag the floor. Dresses must comply with the skirt and shirt/top rules. (Dollar bill as reference check.)
6. Shirts and tops are to have sleeves that do not expose undergarments. Shirts must be long enough to be tucked in. Shirts and tops not tucked in must remain below the waistline at all times. No exposed cleavage, back, or midriff will be allowed.
7. The following are items that are not acceptable for students to wear at school: form fitting clothes, sheer/see-through fabrics, pajama pants with an open or buttoned fly, slippers, clothing with holes/rips/tears that violate the dress code by exposing skin or undergarments which should normally be covered are not allowed, wallet or pocket chains, or any item that could cause harm to self, others, or school property, promotes drugs, alcohol, tobacco products, or any illegal substance, depicts violence, sexual innuendos, racial/religious slurs, or is gang-related.

Students who wear objectionable clothing will be dealt with appropriately. This may include the changing of clothes at school, having parents bring other clothing, removing the students from classes, etc. Repeat offenders will be dealt with following the school's disciplinary procedures.

Students are not to wear jewelry to school that is attached through piercing anywhere except the ears. There are a variety of health and safety factors the school has considered for piercing of the tongue, nose, lip/mouth, eyebrow, and any additional areas other than the ear. School officials also reserve the right to forbid types of jewelry that may be determined dangerous, such as collars and bracelets with long, pointed spikes.

### **CELL PHONES/ELECTRONIC DEVICES/ VALUABLES**

Items of value should not be brought to school. The school and its employees are not held financially responsible for the loss or theft of valuables. Cell phones, mp3 players, CD players, etc., are not to be used during school hours. These devices are to stay stored away from the time a student enters the building until they leave the building. Use of these items during the school day will result in a disciplinary consequence. Students using any type of electronic device during a class assessment (test, quiz, etc.) may be considered for additional discipline. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may result in a suspension and/or request for expulsion.

## PDA

Students at Cloverdale Middle School are reminded that this is a place of education and that should be their priority. Public displays of affection make observers uncomfortable and are not appropriate in the school setting, at any time on the school campus or at a school function.

Examples of inappropriate behavior are holding hands, kissing, excessive hugging, sitting on laps, and “hanging” on each other.

## FORGERY

A student who forges, falsifies, or makes fraudulent use of school passes, any other school form, grades, or attendance will be disciplined.

## HARASSMENT / BULLYING

**VERBAL:** Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, and/or disabilities or conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the Corporation.

**NONVERBAL:** Placing in the school environment objects, pictures, or graphic commentaries which could be interpreted as being harassing in nature or making insulting or threatening gestures as a consequence of such person’s gender, national origin, religious beliefs, and/or disabilities.

**PHYSICAL:** Any intimidating or disparaging action as a consequence of such person’s gender, national origin, religious beliefs, and/or disabilities.

Any student who believes that he/she is the victim of any of the above actions, or has observed such actions taken by another student, staff member, or other person associated with the Corporation should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the Corporation, other than the student’s principal, the affected student should, as soon as possible after the incident, contact the building principal.
2. If the alleged harasser is the student’s principal, the affected student should, as soon as possible after the incident, contact the Superintendent of schools.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and nature of the harassing incident(s).

## Dangerous Items

Fireworks, matches, lighters, or other items or materials which could create dangerous situations are prohibited at all times on school property or at any school related function. Matches/Lighters are seen as paraphernalia and will result in a Drug/Tobacco screening.

If dangerous items are found they will be confiscated immediately and a parent will be contacted:

1. First Offense - 5 days AEP
2. Second Offense – 5 days GRASP
3. Third Offense – 10 days OSS/Pending Expulsion

## **GANG PREVENTION**

Presence of gangs and gang activities can cause a substantial disruption to school and school activities. A “gang” is defined as any group of students who are perceived as a distinct group (not an approved school organization), which prompts a disruptive response in the school community. The following rules act to prevent disruption and to prohibit gang activities by restricting those actions, which foster such activities, or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation:

1. No student on school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other items, which may be viewed as evidence of membership in a gang.
2. No student on school property or at any school activity shall use any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, or other written communications, etc.) showing membership or affiliation of a gang.
3. Shall use any speech or commit any act of omission in promoting the interests of gang activity, including but not limited to:
  - A. Soliciting others for membership in any gangs,
  - B. Intimidating or threatening any person,
  - C. Violating any other rules as stated in the student handbook.

Violation of the above stated gang prevention rules shall subject the student to suspension(s) or expulsion.

## **UNPAID FUNDRAISING FEES**

Unpaid fundraising fees will result in social probation.

## **LOITERING/STAYING AFTER SCHOOL**

Students will not be allowed to stay after school without approved supervision. Students who have events/activities that do not start right after school must go home and return at the time of the activity, exceptions must be approved through the office.

**Students who have practices/events/activities should not have siblings attend these activities, as this could be both a liability and/or distraction to all parties involved.**

## **SEARCH AND SEIZURE**

Desks and lockers are school property, and school authorities make regulations regarding their use. School officials may inspect desks, lockers, and personal effects when there are reasonable grounds to believe that the contents threaten the safety, health, or welfare of students, or include stolen property or contraband. Stolen items and items which are prohibited by law, board policy, or school authorities, may be removed and impounded, and the parents notified. If the student is not present during the search, he/she will be informed, as soon as practical, of the action taken. This policy is enforced during the school day, on school buses, in school buildings and grounds, and extends to all school-

sponsored and related activities including field trips, athletic events, and music trips, whether held before or after school, evenings, or weekends.

## **MEDIA CENTER RULES AND USAGE**

Books, newspapers, magazines, reference materials, online resources and audio-visual equipment are available to students and faculty. Students, who have passes indicating their purposes, are welcome in the media center. Internet usage is closely monitored and must be for an **educational purpose**. Students must enter the computer programs through their own log-in credentials and passwords.

### ***Recommended Resources Include:***

- 1. Follett Library Search:** Automated card catalog; and available on all school computers.
- 2. Inspire** - Indiana's free virtual library of encyclopedias and periodicals available at

Students need to be discriminating when using the World Wide Web. Information posted there is not necessarily factual. See the librarian for a guide to evaluating websites.

Students must avoid plagiarism. Creating a "Works Cited" page, giving credit to the sources, is a necessary step in responsible researching. Please be aware that several bibliography styles do exist, but Cloverdale Media Center recommends Modern Language Association (MLA) style. If you have questions, please consult the English Department handout or [MLA Handbook for Writers of Research Papers](#) in the library.

All loaned materials should be returned promptly. Fines will be assessed for any late, damaged, or lost items. Damaging or destroying any media center materials or furnishings will result in disciplinary action.

## **MOVIES**

Movies and videos shown in the classroom need to be pre-approved by an administrator. Forms must be on file in the front office prior to showing a movie. Movies with a rating other than G or PG13 that are shown as a part of a class or school sponsored event will require a signed parent permission form before the student is allowed to view the movie. A student may request an alternative assignment. Only movies that are relative to state standards for the class being taught are to be used.

## **BUS TRANSPORTATION**

Bus transportation is provided to students who live in the Cloverdale Community School Corporation. Students and parents are reminded that bus transportation to and from school is a privilege and not a legal right. Those students who cannot maintain a reasonable level of self-discipline while riding as a passenger on a bus can and will be disciplined for unacceptable behavior. An administrator may dismiss any student for conduct violations for one (1) day, three (3) days, five (5) days, the remaining part of the semester, and for the rest of the school year.

**Middle school students may not walk to or from the middle school. In the morning, students may walk to the high school and then ride a bus to the middle school. After school, students may ride one of the first three (3) buses to the high school and walk home from there.**

## **CAFETERIA / MEAL PROCEDURES**

SCHOOL FOOD AUTHORITIES SHALL ONLY CLAIM REIMBURSEMENT FOR ONE MEAL PER CHILD PER DAY. Due to state regulations, only one meal may be claimed for reimbursement and the other should be sold as a meal not eligible for reimbursement. **The cost of a student lunch is \$2.90, a student breakfast is \$1.45.** Students may be permitted to purchase a la carte items if they meet the following criteria; student has purchased a tray lunch or the student has brought their lunch. Any parent/student wishing a print out of lunch account may be requested through the front office.

**After a student reaches a negative account balance of \$-10.50, he/she will receive an alternative meal.**

Students are expected to conduct themselves properly in the lunch line and in the cafeteria. All sack lunches, cafeteria foods, and drinks are to be eaten in the cafeteria only. When finished eating, tables should be left clean, trays returned to the proper area, and trash put into containers provided. It is the responsibility of the student to clean up any spills.

After the tardy bell rings for lunch periods, all halls must be clear of student traffic. Students may sit in the cafeteria in a designated area. No one is to re-enter the halls until the bell rings at the end of the lunch period unless so permitted by a teacher or lunch supervisor.

Unless there are medical requirements, food or drinks may not be purchased through the Cafeteria from 8:00AM until the start of "A" lunch or from the end of the "B" lunch until 3:00PM.

All lunches may be prepaid on a daily, weekly, monthly, or yearly basis. Upon payment, all students will be issued a student identification number, including free and reduced lunch recipients. As the identification number is used, payment is deducted from the student's account. The Food Service Department will send out letters to parents letting them know of the negative accounts.

Lunch payments must be made in the cafeteria before the start of school or after school. Money will only be accepted after all students have been served lunch.



Checks or money orders should be made payable to Cloverdale Middle School Cafeteria. No change will be given. All money will be deposited into the student's account. Any remaining money at the end of the school year will be returned to the student.

**Cloverdale Community Schools Wellness Policy States “No outside drinks or commercially/vendor (fast food) prepared foods shall be brought onto school property during the school day without prior approval of the building administrator.”**

### **Lunch Procedures – Parent Expectations**

1. Parents must sit at the back of the cafeteria.
2. Parents can have contact with their child(ren) only.
3. Parents may not have verbal conversations with other students.
4. Parents cannot have physical contact with other students.
5. Parents may not provide food or drinks from commercial vendors (fast food).
6. Soft drinks and energy drinks are not permitted in the cafeteria.
7. Parents may not provide food, drinks, money, or any other item to other students.
8. Cell phone usage is prohibited during the school day. Parents should not be on their cell phones in the presence of students.
9. CMS lunch monitors are responsible for all students in the cafeteria at all times.
10. All students must follow school rules at all times.
11. Inappropriate language, innuendos, inappropriate clothing (revealing clothing or clothing that advertising drugs, tobacco, or alcohol) will not be tolerated.
12. Any parent who does not abide by the policies and procedures in place will be removed from the premises and future site visitations will be restricted.

### **NETWORK/INTERNET ACCEPTABLE USE AND SAFETY**

The Superintendent is directed to establish administrative guidelines to provide guidance to staff and students concerning making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. The responsibility for the educational value of Internet access is the joint responsibility of school staff, the students with access to the Internet, and their parents. The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with

the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The Corporation has implemented technology protection measures which block/filter Internet access to websites deemed inappropriate by the school board. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet. All Internet users (and their parents if they are minors) are required to sign their handbooks indicating they will abide by the terms and conditions of this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet, through the Corporation's computers, assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

## **DANCES**

Cloverdale Middle School, in cooperation with the school's clubs and organizations, sponsors dances for the students of Cloverdale Middle School. Students are encouraged to attend and have a good time; however, behavior expectations at a dance are the same as a regular school day. Student dress at dances will follow the school dress code.

- The school sponsor/administration reserves the right to admit or deny any student admittance to the dances.
- Rides home should be waiting at 5:00PM, which is the normal ending time of the dance.
- Students are not allowed into the main building or the office to use the telephones after the dance has ended.
- High School students may not attend dances.

Students who violate any of the dance expectations may lose the privilege of attending future dances.

## **SALES**

There are to be no sales of products by school clubs without first attaining permission from the principal or his or her designee. Students who accept items to sell for the purpose of gaining revenue for a school organization are responsible for returning the items or the monetary value of them.

## DELIVERIES

**Deliveries for students are discouraged.** Certain objects cannot safely be transported on a bus; for this reason objects that cannot be transported on a bus will not be accepted by the school. Students are called to the office at the end of the school day to pick up deliveries. The office is not responsible for lost or non-delivered items.

## DRIVING POLICY

Middle school students will not be permitted to drive to school regardless of age.

## FIRE/DISASTER DRILLS

The directions for Fire/tornado drills are posted inside the door in each classroom. The intercom emergency alert signal will be utilized for fire and/or tornado drills. Students are to move quickly and silently to disaster stations since special instructions may have to be given without the use of the intercom system in certain circumstances. All drills are to be treated as though they are actual emergencies.

## FAMILY NIGHT (WEDNESDAY)

Family night at CMS will be an evening free of school activities, practices, etc. On Wednesdays, all school activities will end their practices/meetings at 5:45 p.m. After these activities, all CMS doors will be locked at 6:00 p.m. We request all students be picked up by their parents prior to this time.

## LOCKERS

Lockers are provided for student use. **Students are not permitted to share lockers.** Students must keep their books, supplies, backpacks, and coats in their locker until they are needed for class. The lockers remain the property of the school and may be searched without prior notification. The school is not responsible for any items lost or stolen from lockers. It is recommended that students not bring valuables or large amounts of money to school. Damaged/broken lockers should be reported immediately to the front office. Lockers are not to be altered and/or defaced as this may be considered destruction of school property.

## PHYSICAL EDUCATION

Students purchase a t-shirt for use in all PE classes and are assigned a locker. Students will supply their own shorts and combination lock.

## TELEPHONE USE

The office telephone is for official school business only and not for general student use. Students are not to use cell phones during the school day. Emergency telephone messages to students are only accepted from parents and/or guardians.

## **SIGNS/DISTRIBUTION OF MATERIALS**

Signs/posters may be posted in appropriate areas. Clubs or individuals are to check at the main office for permission and appropriate locations. Signs or printed materials of promotion or advertising may not be distributed to students in the school building, on the school grounds, on the school buses, or at any school-sponsored activity without the prior approval of the principal and/or assistant principal. Signs should be mounted with masking tape on signboards or walls and thumbtacks on bulletin boards. Signs without proper authorization will be removed.

## **TEXTBOOKS/FEEES**

All basic hardbound textbooks are rented to students for their use during the school year. Rented textbooks are to be kept clean and handled carefully. The student is responsible for the cost of repair or replacement of damaged or lost books. The appropriate personnel determine fees for damage to book covers or bindings. Students must put their names inside the book in the place provided in case the book is misplaced. Students should examine the books carefully and report any damage to the issuing teacher immediately. Fees are charged for some courses. These fees are minimal and are used for the purchase of expendable materials.

## **VISITORS AND GUESTS**

Cloverdale Middle School encourages parents/guardians to visit the school. **All visitors must check in at the office immediately upon entering the building for a visitor's pass.** Students will not be called from a class to see visitors unless there is an emergency. Only parents/guardians and grandparents will be able to eat lunch in the designated area in the cafeteria with their student only. All parent/ teacher/administrative conferences should be prearranged in advance 24 hours. Students will not be called out of class to see visitors (other than for emergency purposes). No student visitors will be allowed to visit/attend school with a Cloverdale student during the school day.

## **WORK PERMITS AND STUDENT EMPLOYMENT**

All students should know that the Indiana Labor Law requires boys and girls between the ages of 14 and 17 who work for pay to possess work permits, except for certain exempt occupations such as farming and domestic work. The student should first obtain a job before requesting an Intent-to-Employ form from the employer. The parent, employer, and the student must then sign this Intent-to-Employ form. The student should present the completed Intent-to-Employ form along with his/her birth certificate to the Cloverdale Middle School Office for a work permit. There is no charge for the work permit. The school may refuse to issue work permits due to poor grades and/or attendance. Once issued, work permits may be revoked for the same reasons. Employers will be notified immediately if a work permit is revoked. A student who is not in attendance at school will not be allowed to work on that day. The student's work permit will be revoked and he/she will be turned in for Truancy if this policy is not followed.

## **NONDISCRIMINATION POLICY STATEMENT**

The Cloverdale Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including English proficiency, for any employment opportunity, educational program, or student activity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis in any employment practice, educational program, or student activity.

If you believe that the Cloverdale Community School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of: Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Act, and/or The Americans with Disabilities Act, You may present a complaint, which shall be referred to as a grievance, to one of the Civil Rights Compliance Coordinators. Building level violations should be reported to the building principal. Corporation level violations should be reported to the Superintendent.

Step 1 – A written statement of the grievance signed by the complainant shall be submitted to the superintendent within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2 – If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of this meeting.

Step 3 – If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the School Board within five (5) business days.

## **EQUAL OPPORTUNITY**

It is the policy of Cloverdale Middle School not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9-1), I.C. 20-8.1-2, title VI and V11 of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), and/or Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with this policy should be directed to the Cloverdale Community School Corporation – Office of the Superintendent or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

## **DISABLED INDIVIDUALS POLICY STATEMENT**

It is the policy of the Cloverdale Community School Corporation that no otherwise qualified disabled person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school corporation. Inquiries regarding compliance with Title IX, Section 504, or the Americans Disabilities Act should be directed to Ulisa Baker, 504 Coordinator of the Cloverdale Community

## **EXTRA-CURRICULAR EVENTS/CONFLICTS**

A number of Cloverdale students participate in more than one extra-curricular program. Our calendar of evening and weekend school activities often includes two or more events (contests, practices, etc.) scheduled for the same time. For the student who sincerely wants to participate in multiple school extra-curricular programs the inevitable scheduling conflicts can become a genuine nightmare. The following points and/or regulations should be kept in mind.

1. By and large, extra-curricular activities are subordinate to academic activities.
2. Each coach or sponsor should check the monthly calendar, master calendar, published practice schedules, etc, so that potential conflicts involving a student's participation in extra-curricular events can be discovered and communicated before the events take place.
3. When a potential conflict is discovered, the coaches or sponsors should discuss the matter at the earliest convenience.
4. Every attempt should be made to avoid conflicts when scheduling activities; this can be accomplished by studying the master calendar and published practice schedules.
5. Generally speaking, sectional type events take precedence over practices. In each of the above categories, scheduled events take precedence over re-scheduled events.
6. If a student is committed on a given date to a sponsor or coach of a higher priority category, other coaches or sponsors should not allow that student to participate on that date unless the sponsors or coaches involved agree to the change.
7. Each coach or sponsor needs to not make the student the "pawn" in the extra-curricular conflict game. If a student is involved in another activity on a given date, coaches or sponsors should not directly or indirectly penalize that student for his or her absence. Within this guideline, we generally support student choice with this caution: consequences that accrue as a result of student choice are not forgiven without prior negotiation.
8. If the events in contention are in the same priority category, the student and family have the right to appeal for administrative review.
9. Each coach or sponsor should be as fair about student activity conflicts as possible.
10. If coaches or sponsors disagree or if these regulations need interpretation, please contact an administrator.
11. Let us all work together to preserve the integrity and student opportunities of our fine extra-curricular program.
12. A school sponsored event will always take precedent over a non-school sponsored event.
13. Co-curricular performances take precedence over practices.

# **2018-2019 CMS ATHLETIC HANDBOOK**

*“One man practicing sportsmanship is far better than fifty preaching it.”*

*Knute Rockne*

## **I. MAJOR RESPONSIBILITIES OF ATHLETES AT THE BEGINNING OF THE SEASON**

### **A. ABSENCE OF ATHLETE FROM SCHOOL**

1. A student athlete must attend all of his or her classes in order to participate in a school event. The Principal or Athletic Director may only make exceptions to this policy.
  - a. School Field Trips will be excused
  - b. A doctor’s visit that the school excuses as long as the student makes a reasonable effort to attend school
2. An athlete shall not be eligible for practice or contest participation while suspended from school attendance.

### **B. ATHLETIC INSURANCE**

1. Athletic insurance is recommended for all members of athletic teams. Team members who have the 24-hour school accident insurance coverage have insurance protection while participating in athletics with the exception of football. We encourage the athletes to purchase the 24-hour plan.
2. Insurance protection for football, made available each school year, may be purchased separately by the individual players.
3. The Cloverdale Athletic Department provides no athletic insurance for participants

### **C. ATHLETIC MEDICAL CLEARANCE**

1. A physical examination is required for each student-athlete for each school year. A physical examination received after **April 1**, of any year is valid from the date of the examination through the following school year.
2. All physical examinations must be recorded on the Student/Parent-Physician Certificate provided by the Indiana High School Athletic Association along with a signed Heads-Up Concussion form provided by the State by both the parent/guardian and the athlete.
3. The physician conducting the examination must have an unlimited license to practice medicine in the State of Indiana.
4. No student is to practice or participate in any sport before they have a Student-Parent-Physician form on file in the athletic director's office. This includes pre-season workouts.
5. It is possible for a student to be eligible for one or more sports while not being eligible for others.
6. Student-athletes, properly certified to participate in interschool athletics, who are absent from school, or who are physically unable to practice/compete due to illness or injury, must present a statement from a physician who holds an unlimited license to practice medicine in the State of Indiana to the athletic director certifying that they are again physically able to participate in practices and athletic contests.

#### **D. ATHLETIC PERMISSION STATEMENT**

No students will be allowed to practice or participate in a game until the Athletic Permission Statement is completed and is in the possession of the Head Coach.

#### **E. CARE OF SCHOOL FACILITIES**

1. Athletes are to be instructed by the coaches in the proper care of facilities and equipment.
2. The coach must inform the Athletic Director of any damage to school equipment of facilities.
3. Any damage caused by athletes must be paid for in full before being allowed to participate in further athletic activities.
4. Suspension from athletic activities will be considered for some damages, depending upon circumstances; if sufficiently serious, a suspension of one year may be imposed.

#### **F. EQUIPMENT AND SUPPLIES**

1. Issuing of Equipment
2. No athletic equipment bought by the athletic department and issued to squad members may be worn outside of practice or game situations.
3. Exception: With the approval of the Athletic Director, athletes may wear game jerseys or shirts on the day of a contest to school.
4. Each coach must inform his or her squad of the limitations of this rule.
5. The ATHLETE will be responsible for returning all equipment in acceptable condition.
6. The athlete will be charged the replacement cost for equipment lost or damaged by abnormal use.
7. The coaches are to issue all game and meet equipment and in some cases uniforms at the start of each season and check the equipment in at the end of each season.
8. All equipment shall be fitted by the coach to insure proper size and to protect against injuries.
9. Squad members should be instructed in the proper care and laundering of equipment. Most coaches will launder his or her team's uniforms or equipment.
10. Equipment issued to athletes remains the property of the school unless the athlete pays part or all the cost with the agreement that the equipment is then the property of the athlete.
11. The athlete is responsible for the proper maintenance and replacement of equipment. If equipment has not been returned, the person responsible will not be allowed to participate further in athletics until the equipment has been returned or payment for the lost equipment has been received. The Coach and the Athletic Director shall be responsible for the proper resolution of any such problem.

#### **G. HAZARDOUS WEATHER CONDITIONS**

1. Postponing practice
  - a. On days when school attendance is canceled, consideration of the safety and welfare of athletes and coaches will determine the holding or postponing of practice.



- b. No mandatory practice will be allowed unless suitable improvement in weather conditions is noted.
  - c. Coaches are to inform the players of the cancellations of the practice or the game.
2. Lightning policy
- a. Every coach and athlete should always take severe weather seriously.
  - b. If you can see lightning, you are in danger. Coaches must remove teams from the outside venues when lightning is sighted and may not return until 30 minutes after the last lightning was sighted. (IHSAA rule)

## **H. ELIGIBILITY RULES FOR STUDENTS**

1. Participation in athletics is a privilege earned by meeting the standards set by Cloverdale Middle School.
2. In the event of questions regarding eligibility contact the Athletic Director or the Principal before eligibility is endangered.
3. To be eligible to represent your school in Interschool Athletics You:
  - a. Must have received a passing grade in at least five full credit subjects or the equivalent each nine weeks checking period, except that the semester grades shall take precedence at the end of a semester; and must be currently passing in at least five full credit subjects or the equivalent. Students with failing grades can attend practices during periods of ineligibility (at coach's discretion).
  - b. Must have filed with your principal each school year, between April 1 and your first practice, your completed Student-Parent-Physician Certificate.
  - c. Must not reflect discredit upon your school nor create disruptive influence on the discipline, good order, or educational environment in your school.
  - d. Girls shall not be permitted to participate in a program for boys when there is a tournament program for girls in that sport in which they can qualify as a girls' entrant.

## **I. INJURIES**

1. In the event of injury, the coach should administer first-aid immediately unless the athletic trainer is present. The welfare of the individual athlete is first and foremost.
2. In the event of an injury that is thought to be serious, the parent or guardian is to be contacted immediately and advised of the injury. If, in the coach's opinion, the injury is serious enough to warrant the immediate summoning of ambulance, the ambulance should be summoned and the parents notified as quickly as possible. The coach is to arrange for an adult to accompany the injured athlete in the ambulance or to follow in an automobile and then stay with the athlete until the parents arrive.

## **J. OVERNIGHT SQUAD TRIPS**

1. Approval of the athletic director must be obtained for any overnight athletic trip.

2. The coach of a squad making an overnight trip, or one of a longer duration, must forward a letter to the parents of the athletes involved with the following information:
  - a. Purpose of trip
  - b. Date and time of departures
  - c. Date and estimated time of arrival upon return
  - d. Location of lodging for squad
  - e. Method of contacting athletes in case of emergency
  - f. Method of travel: If transportation is by private automobile, the names of adult drivers and the passengers in each vehicle are to be listed.
  - g. A breakdown of expenses and who will assume the expenses is to be included.
  - h. A parental consent form granting permission for the athlete to take part in the trip must be signed by the parent or guardian and then be presented to the Athletic Director prior to the trip.

#### **K. SPORTSMANSHIP**

1. Sportsmanship and character are to be emphasized at all times. Unsportsmanlike conduct will not be tolerated.
2. Procedure for athletes being disqualified or ejected for unsportsmanlike conduct:
  - a. A conference between the Head Coach and athlete will be held the following school day. Each case is decided on its own merits.
  - b. Penalties will be decided in each case with no precedent being set by any case. A meeting with the Athletic Director and the Principal may follow.
  - c. Penalties may range from a conference with the athlete, suspension, dismissal from the team, or exclusion from all athletics.

#### **L. SUNDAY PRACTICE**

1. There shall be no contest, practice, formal or informal team meeting scheduled on Sunday.

#### **M. TRANSPORTATION**

1. Parents/Guardians may take their child from an athletic event if said Parents/Guardians give the Head Coach a written request prior to taking athlete. It is an expectation of the Athletic Department for CHS athletes to ride the bus to and from athletic events but we do recognize, on occasion, there may be valid reasons for parents to take athletes. Valid reasons for release include (but are not limited to)
  - a. Residence is closer to the event than CHS
  - b. Sibling has an event somewhere else
  - c. Injury
  - d. Weekend events where family plans have been established

## **II. MAJOR RESPONSIBILITIES OF ATHLETES AT THE CONCLUSION OF THE SEASON**

### **A. AWARDS PROGRAM**

The awards program is considered an extension of the athletic season and all athletes are expected to attend.

1. An excused absence on the part of the athletes may come from the Athletic Director.
2. An absence that is not properly excused will mean forfeiture of the award.

### **B. CONDUCTING AWARDS PROGRAM**

1. Fall: Boys and Girls Cross Country, Football, Volleyball, Girls Golf, and Cheerleading
2. Winter: Boys and Girls Basketball, Wrestling, Cheerleading
3. Spring: Baseball, Boys Golf, Softball, Boys and Girls Track

### **C. AWARDS**

1. Qualifications for awards:
  - a. All candidates must have met the school rules.
  - b. Coaches must recommend all recipients to the Athletic Director.
  - c. All candidates must display proper sportsmanship to opponents, officials, and teammates.
  - d. All athletes must have returned all equipment to the satisfaction of the coach and Athletic Director.
  - e. In most instances, the athlete must complete the season. Injuries may waive this consideration for an athlete well into the season who has made an outstanding contribution to the team. The injury must be related to the sport (occurred in practice or game) and the candidate is not allowed to participate further in athletics on orders from a doctor. The candidate must further be qualifying for the award at the time of the injury and continue to attend practices and contests for the remainder of the season.
  - f. Attitudes on and off the athletic field are to be taken into consideration when an athlete is recommended for an award.
  - g. A participant must be regular in attendance at practice. She/he is to meet the practice schedule as set forth by the coach or assistant coach.
  - h. The coach of each sport will certify that each participant recommended for an award has met the minimum requirements for that particular sport.
  - i. A participant must be eligible and available at all times throughout the season for his/her chosen sport(s). The coach will determine excused or unexcused absences from practice or contests.

Any coach may appeal to the athletic council on behalf of any deserving athlete who does not qualify under the letter guidelines

### **D. NATURE OF THE AWARDS**

All sports are considered major sports at Cloverdale Middle School.

Athletes, managers, student staff, and student trainers are eligible to earn awards.

The school and/or the Cloverdale Athletic Booster Club purchase all awards.

No athlete shall receive an award in a sport for which he/she is academically ineligible at the completion of the season or under suspension for an athletic violation.

Candidates must complete the season's play in order to receive an award; however, injuries may waive this stipulation.

No awards will be issued to the student-athlete until all his/her equipment is turned in to the coach.

### **III. MISCELLANEOUS**

#### **A. ATHLETIC COUNCIL**

1. On-staff varsity coaches, the athletic director, and the principal comprise the athletic council.

#### **B. CHAIN OF COMMAND**

1. Coaches, athletes and parents will follow the line of authority as established by the Cloverdale Board of School Trustees, as follows:

- a. Cloverdale Board of School Trustees
- b. Superintendent of Schools
- c. Principal
- d. Athletic Director
- e. Head Coach
- f. Assistant Coach

2. Problems should first be discussed on the **lowest level** of the chain of command before going to a higher level.

#### **C. DUTIES OF THE PRINCIPAL**

1. The Principal shall have complete control of the athletic program.

#### **D. GENERAL ADMISSION PRICES**

1. Middle School Events \$4.00
2. Some Tournaments may charge \$5.00

#### **E. CORPORATION FAMILY PASS**

1. Members of the immediate family will be entitled to admission to home athletic events, girls and boys, grades five through twelve, **excluding tournaments**.

- a. Cost per family: \$160.00

#### **F. CORPORATION SINGLE ADULT PASS**

1. Entitles the individual admission to home athletic events, girls and boys, grades five through twelve, excluding tournaments.

- a. Cost per adult: \$75

#### **G. CORPORATION STUDENT PASS**

1. Entitles the individual admission to home athletic events, girls and boys, grades five through twelve, excluding tournaments.

- a. Cost per student: \$30

## **H. CORPORATION SENIOR CITIZENS PASS**

1. Must be 65 or older
2. Must be a resident in the CCSC District

## **IV. ATHLETE'S RULES AND REGULATIONS**

### **A. INTRODUCTION**

All rules and regulations of the Cloverdale Middle School Coaches and Athletic Handbook must be met before athletic participation may take place. An athlete is an athlete 365 days of the year. Any violation during or between seasons will be handled in accordance with the Handbook. An assigned penalty will begin at the start of the season for all preseason offenses. Summer violations will be recorded and counted as first offenses. Summer is defined as the period of time from the end of spring participation to the first IHSAA practice date for fall sports.

### **B. VIOLATIONS**

1. Violations of training rules as listed in the Handbook will be investigated immediately upon receiving the report by the coach and the Athletic Director. If the charge is not substantiated, the source of the charge will be notified and no further action will be taken. If substantial evidence appears to exist, the following action will be implemented (in or out of season).
  - a. The athlete may be subject to suspension from all athletics for the first offense. (The period of suspension for the first offense may include exclusion for 25% of the season or for the rest of a calendar year, but will be at least 25% of the season.)
  - b. A second offense will result in a suspension of athletics by the Principal/Designee for a minimum of one calendar year, beginning from the date of the second or succeeding violations.
  - c. A third offense will result in a suspension of athletics for the remainder of the student's athletic career. The student may request reinstatement after a minimum of 1 calendar year from date of suspension.
2. A student who fails to successfully complete participation in an athletic season after successfully completing a penalty imposed under this policy must serve the penalty in full in each subsequent athletic season in which the student participates until such time as the student successfully completes participation in a sports season for the full term of the season and is in good sports standing. Nothing in this policy shall be construed to require the school corporation to follow the provisions of the Due Process and Pupil Discipline Statute (IC 20-8.1-5) in removing a student from participation in any athletic activity.
3. Specific Rules for alcohol, drugs (including controlled substances, look-alikes, and drug paraphernalia), and tobacco products (including vaping and vape paraphernalia).
  - a. An athlete shall not use or consume, have in his/her possession, buys, sells, or give away drugs, alcohol, tobacco, or vaping and vape paraphernalia. Attending an event or being in someone's company where this rule is knowingly being violated will be

- treated the same as violating the above rule unless the athlete leaves immediately.
- b. Exceptions: The policy does not apply to an athlete who has a valid prescription or order for a controlled substance, so long as the prescription or order was written for the athlete. This policy does not cover the use (not abuse) of over-the-counter medications for colds, allergies, and minor pain.
4. Penalties for violating the rule for alcohol, drugs (including controlled substances, look-alikes, and drug paraphernalia). NOTE: In regards to tobacco or vaping and vape paraphernalia, see Rule 5 below.
    - a. First Offense: suspension from athletics for one calendar year. The site administrator may reduce the loss of extracurricular eligibility to six (6) months if the student and parents/guardians obtain and complete, at their own expense, a drug or alcohol assessment/prevention class prior to the 6 month anniversary date and follow the recommendations. The assessment/class must be provided at an Indiana State approved alcohol/drug agency in the area; and a certified alcoholism/drug abuse counselor must conduct the assessment/class. The student and parent/guardians must sign a release allowing the assessor and the school administration to exchange information and they must work in cooperation with the school to follow through with the recommendations of the assessment.
    - b. Second Offense: Suspension from athletics for a one calendar year.
    - c. Third Offense: Suspension from all athletic participation for the remainder of high school career. The student may request reinstatement after a minimum of one calendar year from date of suspension. This request for reinstatement must be in writing with reasons for reinstatement. It is to be given to the Principal/Designee.
  5. Penalties for violating the rule for tobacco products (including vaping and vape paraphernalia).
    - a. First Offense: Suspension from athletics for three months.
    - b. Second Offense: Suspension from athletics for one calendar year.
    - c. Third Offense: Suspension from all athletic participation for the remainder of high school career. The student may request reinstatement after a minimum of one calendar year from date of suspension. This request for reinstatement must be in writing with reasons for reinstatement. It is to be given to the Principal/Designee.
  6. Unauthorized Possession of School Owned Equipment. (Athletic or Non-athletic): No CMS athlete shall have in his/her possession any school owned equipment belonging to CMS or any other school or athletic department. This does not include equipment that is to be worn for CMS practices or contests for the current sport season.
    - a. First Offense: dismissal from team for at least the remainder of the sports season.

- b. Second Offense: suspension for a minimum of one calendar year
  - c. Third Offense: Suspension from all athletic participation for the remainder of high school career. The student may request reinstatement after a minimum of one calendar year from date of suspension. This request for reinstatement must be in writing with reasons for reinstatement. It is to be given to the Principal/Designee.
7. Use of Abusive Language and/or Personal Confrontation (fighting). Penalties begin with competitive season.
- a. First offense: coach's discretion with approval of the Athletic Director.
  - b. Second offense: Principal, Athletic Director, and Coach will handle problem with a minimum penalty of one contest for language and two contests for fighting.
  - c. The same group will handle all other offenses with penalties increasing.
8. Involvement With Law Enforcement Agencies.
- a. Penalties begin with competitive season.
  - b. Based on conviction, admission by the athlete, or police report. (Minor traffic violation excluded.)
    - 1. Misdemeanors: up to one-year maximum suspension.
    - 2. Felonies: minimum suspension for at least one calendar year and possible suspension for entire high school career.
9. School-owned Equipment
- a. Equipment issued to athletes remains the property of the school. Exception: When the athlete pays a part of the cost and is permitted to retain the item and then turn it in at the conclusion of the season. The athlete is to be responsible for the proper maintenance of the item. The coach is responsible for the equipment being returned.
  - b. Equipment that is not returned is to be paid for by the athlete. The cost will be equal to the replacement cost.
10. Quitting or Being Dismissed From a Team
- a. Once a student begins practice in a sport and his/her squad membership is terminated by a coach for reasons other than being cut due to lack of ability, they are not eligible to practice or participate in any other sport in the current season (including intramurals) unless given approval by the Athletic Director and by mutual consent of the coaches involved. A complete investigation is to be made.
  - b. When an athlete quits a team, he/she may not try out for the next season sport until the team he quit finishes their current season.
  - c. Only mutual consent of the coaches involved and the Athletic Director may waive this rule.
  - d. The rule further prohibits preseason conditioning for another sport, weight training, or intramurals until the season is over.

11. Energy Drinks, Energy Supplements, Weight Training Supplements, and Protein Powders are not FDA approved and therefore use of these items is not allowed on school grounds.
  - a. First Offense: Verbal Warning
  - b. Second Offense: Letter Sent home to Parents
  - c. Third Offense: One Game/Event Suspension
  - d. Fourth Offense: Removal From Team
12. Hair Coloring that is deemed as “un-natural” or attention getting will not be allowed. Athletes are to serve as a positive example for our K-12 schools, our community, and the team they are involved with. If an athlete has questionable hair, he/she will be not be allowed to compete or travel with their respective team until hair color or cut is appropriate
13. Additional Circumstances: Any and all situations not properly covered by these regulations are to be presented by the coach and resolved by the Athletic Director.

## **V. AWARENESS VERIFICATION**

### **1. Parent/Guardian Permission to Participate Awareness**

Permission for my son/daughter/custodial person to engage in IHSA or Cloverdale Middle School approved activities, as a representative of his/her school must be granted by the parents/custodial person. Consent for my son/daughter /custodial person to accompany the team or group as a member on its out of town trips must also be given. I understand that neither the school board nor the athletic department carries insurance for injuries sustained in the interscholastic program.

### **2. Risk Awareness**

Organized secondary athletics involve the potential for injury, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability paralysis, or even death.

### **3. Rules Awareness**

The parent(s)/custodial person(s) must read and understand the rules and regulations as listed in the Cloverdale Middle School Athlete's Handbook.

The parent(s)/custodial person and athlete must agree to obey the rules and understand the possible consequences if they are not followed.

**By signing for your agenda upon registration you are agreeing to obey the rules of this handbook in regards to Athletics and School Policy.**