

# **Crown Point High School**

## **Student Handbook 2022-2023**



**CROWN POINT COMMUNITY SCHOOL CORPORATION**

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# Crown Point High School Student Handbook

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# **Crown Point High School**

**College & Career • Citizenship • Creativity • Courage • Culture • Connection**

## **MISSION STATEMENT**

Creating possibilities; Ensuring Success; Inspiring Character - Our promise to help all CPHS students develop the skills needed to maximize their potential.

## **Vision**

We believe our responsibility is to our students, our community, and their future. We will constantly pursue forward-thinking, student-centered, engaging learning experiences and connection-driven opportunities for discovery and understanding. We will help every student develop the skills they need to maximize their potential to make both immediate and future positive impacts in the local and global community.

We purposefully cultivate a community of connection in which we show our commitment to courage, citizenship, culture, creativity, connection, and college & career readiness.

## **Just Cause**

We seek to create a school in which every student and educator has a sense of true connection, belongingness, and joy; students and educators are inspired to pursue their learning and teaching with enthusiasm and passion, driven to make immediate and future positive contributions to Crown Point and to society as a whole. We will purposefully cultivate a fulfilling high school experience which provides personalized opportunities for growth and discovery so that all members of our CPHS community are empowered, seen, heard, and valued. We are CP.

**Our students. Our school.**

**Connection is essential.**

**We are future-driven educators.**



## **PORTRAIT OF A GRADUATE**

### **The Six C's**

On our walls hang the portraits of the graduating classes of Crown Point High School (the foundation of our community). The goal of the "Portrait of a Crown Point Graduate" is to provide clarity in our purpose and to better inform our vision, goals, and actions.

**COLLEGE&CAREER** *Students and staff pursue academic excellence to ensure students are prepared with knowledge and skills required after graduation.*

**CITIZENSHIP** Students and staff advocate, initiate, and engage in self and community improvement.

**CREATIVITY** Students and staff value and pursue Arts and extra-curricular activities that provide space for imagination and ingenuity to thrive.

**COURAGE** Students and staff learn to face adversity with confidence and display leadership even when under pressure.

**CULTURE** Students and staff appreciate and respect the perspectives and expressions of diverse people, places, and times.

**CONNECTION** Students and staff build a strong, supportive community that values multiple perspectives, identities, and experiences to ensure everyone feels seen, heard, and valued.

### **SCHOOL SONG**

Cheer, cheer for dear Crown Point High  
Ever her praises ring to the sky  
We will always fight for you  
You'll find us loyal, ever true  
What though the odds be great or small  
Dear Crown Point High will win over all  
Red and White will always lead us  
Onward to victory!  
V-I-C-T-O-R-Y  
That's our Bulldog battle cry  
G-o-o-o-o Bulldogs!

### **School Mascot**

Bulldogs

### **School Colors**

Red and White



<b>Monday</b> (Traditional)	<b>Tuesday</b> (Gray Day)	<b>Wednesday</b> (Red Day)	<b>Thursday</b> (White Day)	<b>Friday</b> (Traditional)
<b>1st Period</b> 7:35 - 8:25	<b>1st Period</b> 7:35 - 8:47	<b>1st Period</b> 7:35 - 8:47	<b>2nd Period</b> 7:35 - 8:47	<b>1st Period</b> 7:35 - 8:25
<b>2nd Period</b> 8:31 - 9:21	<b>2nd Period</b> 8:53 - 10:04	<b>3rd Period</b> 8:53 - 10:04	<b>Resource Period</b> 8:53 - 10:04	<b>2nd Period</b> 8:31 - 9:21
<b>3rd Period</b> 9:27 - 10:17	<b>3rd Period</b> 10:10 - 11:22	<b>4th Period</b> 10:10 - 11:22	<b>4th Period</b> 10:10 - 11:22	<b>3rd Period</b> 9:27 - 10:17
<div>A Lunch 10:17 - 10:47</div> <div>4th Period 10:53 - 11:47</div> <div>5th Period 11:53 - 12:47</div>				<div>A Lunch 10:17 - 10:47</div> <div>4th Period 10:53 - 11:47</div> <div>5th Period 11:53 - 12:47</div>
<div>C Lunch 11:47 - 12:17</div> <div>4th Period 10:23 - 11:11</div> <div>5th Pd (Split) 11:17 - 11:47 12:23 - 12:47</div>	<div>D Lunch 12:17 - 12:47</div> <div>4th Period 10:23 - 11:17</div> <div>5th Period 11:23 - 12:17</div>	<div>A Lunch = 11:22 - 11:52 B Lunch = 11:51 - 12:21 C Lunch = 12:20 - 12:50 D Lunch = 12:49 - 1:19</div>	<div>A Lunch = 11:22 - 11:52 B Lunch = 11:51 - 12:21 C Lunch = 12:20 - 12:50 D Lunch = 12:49 - 1:19</div>	<div>C Lunch 11:47 - 12:17</div> <div>4th Period 10:23 - 11:11</div> <div>5th Pd (Split) 11:17 - 11:47 12:23 - 12:47</div>
<b>6th Period</b> 12:53 - 1:42	<b>5th Period</b> 11:28 - 1:19	<b>5th Period</b> 11:28 - 1:19	<b>6th Period</b> 11:28 - 1:19	<b>6th Period</b> 12:53 - 1:42
<b>7th Period</b> 1:48 - 2:37	<b>6th Period</b> 1:25 - 2:37	<b>7th Period</b> 1:25 - 2:37	<b>7th Period</b> 1:25 - 2:37	<b>7th Period</b> 1:48 - 2:37

## CROWN POINT HIGH SCHOOL 2-HOUR DELAY SCHEDULE

<b>Monday</b> (Traditional)	<b>Tuesday</b> (Gray Day)	<b>Wednesday</b> (Red Day)	<b>Thursday</b> (White Day)	<b>Friday</b> (Traditional)
<b>1st Period</b> 9:35 - 10:01	<b>1st Period</b> 9:35 - 10:18	<b>2nd Period</b> 9:35 - 10:18	<b>1st Period</b> 9:35 - 10:18	<b>1st Period</b> 9:35 - 10:01
<b>2nd Period</b> 10:06 - 10:32				<b>2nd Period</b> 10:06 - 10:32
<b>3rd Period</b> 10:37 - 11:03	<b>2nd Period</b> 10:23 - 11:06	<b>Resource Period</b> 10:23 - 11:06	<b>3rd Period</b> 10:23 - 11:06	<b>3rd Period</b> 10:37 - 11:03
<b>4th Period</b> 11:08 - 12:03 A Lunch = 11:03 - 11:33 A Class = 11:38 - 12:33  B Class = 11:08 - 12:03 B Lunch = 12:03 - 12:33	<b>3rd Period</b> 11:11 - 11:54	<b>4th Period</b> 11:11 - 11:54	<b>4th Period</b> 11:11 - 11:54	<b>4th Period</b> 11:08 - 12:03 A Lunch = 11:03 - 11:33 A Class = 11:38 - 12:33  B Class = 11:08 - 12:03 B Lunch = 12:03 - 12:33
<b>5th Period</b> 12:38 - 1:33 C Class (1) = 12:08 - 12:33 C Lunch = 12:33 - 1:03 C Class (2) = 1:08 - 1:33 D Class = 12:08 - 1:03 D Lunch = 1:03 - 1:33	<b>5th Period</b> 11:59 - 1:51 A Lunch = 11:54 - 12:24 B Lunch = 12:23 - 12:53 C Lunch = 12:52 - 1:22 D Lunch = 1:21 - 1:51	<b>6th Period</b> 11:59 - 1:51 A Lunch = 11:54 - 12:24 B Lunch = 12:23 - 12:53 C Lunch = 12:52 - 1:22 D Lunch = 1:21 - 1:51	<b>5th Period</b> 11:59 - 1:51 A Lunch = 11:54 - 12:24 B Lunch = 12:23 - 12:53 C Lunch = 12:52 - 1:22 D Lunch = 1:21 - 1:51	<b>5th Period</b> 12:38 - 1:33 C Class (1) = 12:08 - 12:33 C Lunch = 12:33 - 1:03 C Class (2) = 1:08 - 1:33 D Class = 12:08 - 1:03 D Lunch = 1:03 - 1:33
<b>6th Period</b> 1:38 - 2:04	<b>6th Period</b> 1:56 - 2:37	<b>7th Period</b> 1:56 - 2:37	<b>7th Period</b> 1:56 - 2:37	<b>6th Period</b> 1:38 - 2:04
<b>7th Period</b> 2:09 - 2:37				<b>7th Period</b> 2:09 - 2:37

# I. Student Expectations

The purpose of our school is to provide the best possible educational environment for the students in our community. A student's prime responsibility is to learn at high levels in a safe environment that is conducive to students maximizing their potential. Student behavior and discipline policies are in effect at all school-sponsored events on or off campus.

## STUDENT RESPONSIBILITIES

Disruption, disrespect, insubordination, or non-compliance with other Crown Point High School rules and/or school personnel will result in appropriate disciplinary action.

1. All students shall accept the responsibility for their own behavior.
2. All students shall show respect for self, others, and for the campus and building by keeping Crown Point High School free from vandalism, graffiti, and other personal trash.
3. All students shall comply with school board policies, rules, and standards designed to protect the rights of all.
4. All students shall be involved in their educational success to the fullest extent possible.
5. All students shall contribute to a positive classroom-learning environment by:
  - a. Being respectful and considerate of teachers and classmates in both words and actions.
  - b. Remaining awake and avoiding the impression of sleeping.
  - c. Coming prepared for class with required materials
  - d. Coming prepared for class with a charged Chromebook and charger.
  - e. Sitting in assigned seats.
  - f. Working only on assignments from the current class unless otherwise directed by a teacher.
  - g. Remaining seated and working until the bell rings. The teacher will dismiss class after the bell has rung.
  - h. Participating in class.
6. All students shall be in possession of the student identification card issued to them by CPHS.
7. All students are expected to be in class on time.

## ATTENDANCE POLICY

**STATEMENT OF BELIEF** – The Board of School Trustees requires all students enrolled in the Crown Point School Corporation to attend school regularly in accordance with *Indiana Code 20-8.1-3-17.2*. The education program of CPHS is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students in the classroom and their interaction with one another in a well-planned instructional activity under the tutelage of a competent teacher are vital to the educational process. *Indiana Code 20-8.1-3-32* states that it shall be unlawful for a parent to fail to ensure that his/her child attend school as required. Therefore, students are expected to attend school every day. If a student must be absent, it is the parents' responsibility to notify the school on the day of the absence and provide documentation. In accordance with *Indiana Code 20-33-8-17*, a student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

Parents are strongly encouraged to regularly monitor their student's attendance record via RDS Parent Access.

## CHRONIC MEDICAL CONDITION

Parents or guardians of any student who is experiencing a "chronic medical condition," an illness which results in missing a considerable number of school days, will be required to contact the Asst. Principals' office and their student's guidance counselor to discuss options.

## ABSENTEEISM

1. Upon the third full day or single period absence of the semester, student and parent/guardian will be advised via letter home and/or email regarding the attendance concern and policy.
2. Upon the fifth full day or single period absence of the semester, the assigned administrator will contact student and parent/guardian to review the attendance policy and expectations, and will outline possible disciplinary procedures.
3. Upon the seventh full day or single period absence of the semester, the assigned administrator will schedule a meeting with the student and parent/guardian; other school personnel may be invited. Student will be placed on an Attendance Contract and stipulations for compliance will be outlined and may include: exclusion from participation in extra-curricular activities, driving to school, dances, work permit, and/or alternative to expulsion.
4. Upon the tenth full day or single period absence of the semester, the assigned administrator will work with Central Office, student, and parent/guardian to schedule an Attendance Waiver meeting and/or recommendation for expulsion; student

may also be removed from the course(s). A required meeting will be convened with school administrators.

The following absences would exempt a student from expulsion or continued absence concerns:

- a. Service as a page in the Indiana General Assembly
- b. Service on a precinct election board on Election Day
- c. Subpoena to appear in court
- d. School-sanctioned field trips
- e. Required religious observances
- f. Death in immediate family
- g. College visits, two per year – Seniors and Juniors only (Juniors may seek additional visits with approval from Guidance Counselor)
- h. Military examinations
- i. Other emergencies and unusual circumstances as approved by administration.

*These absences are **exempt** and require appropriate documentation brought to school immediately following the absence.*

### **EXTRA-CURRICULAR ATTENDANCE**

Daily attendance at school and practice is expected of all students involved in extracurricular activities. Students must be in attendance in order to be considered eligible to participate in an event that day. Attendance at school the day following an evening event is always expected. Habitual school absences following an evening event will be subject to disciplinary action.

Exceptions are absences that have been excused by the school administration for such activities as field trips, attendance at funerals, school visitations, workshops, etc.

### **LATE ARRIVAL**

All students who arrive late to school must sign/scan in with the Main Office. Students are considered absent from a class if they are more than 10 minutes late. Parents are advised to call 663-4885 (Ext. 11900) or email:

[cphsattendance@cps.k12.in.us](mailto:cphsattendance@cps.k12.in.us) if their student will be late to school by 10 minutes or more.

### **LEGAL SETTLEMENT**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of Crown Point High School.

### **PERMIT TO LEAVE SCHOOL/PASSPORTS**

Appointments, such as doctor, dentist, orthodontist, or counseling, should be made outside the school day. If a student must leave during the day, the student should present a written request from the parent or guardian to the Asst. Principal's office before the first bell in the morning. If a note is not presented and the request is arranged by telephone or email with the Asst. Principal's office staff, the parent/guardian must sign the student out in person. This procedure is strictly enforced to secure the safety and well-being of your child.

### **PREARRANGED ABSENCES**

The school discourages students from taking family trips/vacations during the school year. Be advised that negative academic consequences are likely to occur due to absences. Participation in classroom discussions and activities will be missed and the burden will be placed on the student to complete make up work. All absences due to vacations shall be counted toward the student's total number of absences. If there is a need for a prearranged absence, parents should send a note to the Asst. Principal's office advising of the student's absence **at least five (5) days in advance** of the proposed absence. The note should include the reason for the absence and number of days the student will be out of school. This request will be forwarded to administration for approval. Prior to leaving, it is the student's responsibility to make arrangements with individual teachers for work that will be missed during the pre-arranged absence. Students should request a Prearranged Absence Form from the Asst. Principal's office to complete.

**Final exams will not be taken early unless pre-approved by a CPHS administrator.**

### **REPORTING STUDENT ABSENCE**

The parent of any student has the duty and responsibility to notify the high school of each student's absence prior to 9:00 a.m. on the day of the absence. When an illness exceeds the initial time indicated, the parent shall again notify school officials.

Parents may call or email 24 hours a day to report an absence:

**Parents/Guardians should call: (219) 663-4885, ext. 11900 or email: [cphsattendance@cps.k12.in.us](mailto:cphsattendance@cps.k12.in.us)**



When reporting an absence, the parent should give the following information:

1. Name of caller and relationship to student
2. Student's name and grade in school
3. Reason for absence

Students are expected to submit documentation for exempt absences the day they return to school.

***ANY STUDENT ABSENCE THAT IS NOT VERIFIED BY A PARENT /GUARDIAN WITHIN 48 HOURS MAY BECOME A TRUANCY AND RESULT IN DISCIPLINARY ACTION.***

### **TARDY POLICY**

Regular and prompt school attendance is necessary both in the development of students' responsibility and in the achievement of academic success. Students are expected to be in their assigned classroom when the bell sounds at the start of each class. Tardiness per semester/per class will be handled with a progressive disciplinary approach.

1. Tardies 1-4 will result in a verbal warning from the teacher and the tardy will be documented in the student's attendance record in RDS.
2. Tardies 5-7 will result in a one-hour detention being assigned by the teacher for each. Failure to serve a detention will result in suspension.
3. Tardies 8+ will be referred to an administrator for assignment of disciplinary action that may include: exclusion from participation in extra-curricular activities, driving to school, dances, removal from the course, alternative to expulsion options, suspension, and/or recommendation for expulsion.

### **TRANSPORTATION DELAYS**

1. If a student is late for school due to delays caused by school bus transportation, the student will receive a pass from the Main Office.
2. If a student uses private transportation and is late to school, the tardy or absence is not excused. Refer to Attendance Policy for consequences.

### **TRUANCY**

A student who leaves the building without prior permission, who remains in the school building but who misses class time without permission, or who refuses to attend school in defiance of parental/guardian authority will be considered truant. This includes the student and/or parent fraudulently (not) reporting an absence. Crown Point High School will cooperate with the Lake County Juvenile Court System to address students with trancies.

1. Upon the first referral for full day or single period truancy for the school year, the student and parent/guardian will be contacted by a CPHS administrator and student will be issued an in-school suspension.
2. Upon the second referral for full day or single period truancy for the school year, a required meeting will be convened with school personnel, student, and parent / guardian. The student will be assigned a suspension. Students may be excluded from participation in extra-curricular activities, driving to school, dances, and/or alternative to expulsion options.
3. Upon the third referral for full day or single period truancy for the school year, a required meeting will be convened with school personnel, student, and parent/guardian at which time student will be placed on an attendance contract or recommended for expulsion. Additionally, the student will be classified as a habitual truant and may have his/her name sent to the Indiana Bureau of Motor Vehicles and his/her driver's license will be revoked for 120 days. A student who is under sixteen (16) years of age will not be allowed to obtain a license until the age of eighteen (18) or until he/she is no longer classified as a habitual truant. A student identified as a habitual truant is entitled to a review of his/her attendance record at least once a year to determine if attendance has improved so that he/she may become eligible for a license or permit.

## **II. Student Conduct and Discipline**

### **Students are subject to school rules:**

- A. On school grounds before, during or after school hours and at any other time the school is used by a school group.
- B. Off grounds at a school activity, function, or event.
- C. While traveling to or from school or a school activity, function, or event.



In addition, students may be disciplined for engaging in unlawful activity on or off school grounds which may reasonably be considered an interference with school purposes or educational functions or which necessitates their removal to restore order or protect persons or school property. This includes any such unlawful activity that takes place during weekends, holidays, and other school breaks, and the summer period when a student may not be attending classes or other school functions. In the absence of student self-discipline, there are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior when it interferes with school purposes or educational functions. Each administrator, teacher, or any other school personnel is responsible for enforcing the rules for student conduct adopted by the individual school and the Board of School Trustees. Where a conflict in policy exists, School Board regulations or State/Federal statute supersedes this handbook. These decisions will be based on the welfare of the total school community and the behavior's effect of the learning environment. While some infractions will receive the maximum allowable punishment, other disciplinary consequences may be altered, based on the discretion of the principal.

## **ACADEMIC INTEGRITY**

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means. Unauthorized and deceptive means of any kind with respect to examinations/assessments, course assignments, alteration of records, illegal possession of examinations (electronic or hard copy, photographs), and/or unauthorized use of and/or access to web-based resources shall be considered cheating. It is the responsibility of each student not only to abstain from cheating but to avoid the appearance of cheating and to guard against making it possible for others to cheat. The student should also maintain respect for honesty in the performance of assigned tasks in and out of the classroom and comply with all teacher specified guidelines for academic integrity. Plagiarizing (i.e. submission of term paper, reports, etc. that are not original works by the student) is a form of academic dishonesty and subject to disciplinary action.

Students who violate the academic integrity policy as a first offense will have their parent contacted by their teacher and the teacher will allow a student to complete a replacement assignment/assessment for credit with up to 50% reduction; students may be required to complete an academic dishonesty assignment in order to receive credit and may be subject to suspension or other disciplinary consequences to address the behavior. A second offense will result in loss of credit for the assignment/assessment. Should a second offense occur, it may result in failure for the grading period, removal from the course, and/or disciplinary action. **Cheating is a cumulative offense not contained within a single semester.**

## **ANTI-HARASSMENT**

It is the policy of Crown Point Community School Corporation to maintain a learning environment that is free from unlawful harassment. Such conduct includes unwelcome physical, verbal, or nonverbal conduct which has the purpose or effect of interfering with your educational performance; of creating an intimidating, hostile or offensive learning environment; or of interfering with your ability to participate in or benefit from a class or educational activity, and is based on your gender, race, or color (or customs), national origin (for example, negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs), religion (for instance, negative comments about religious traditions, clothing, surnames, or ethnic slurs), disability (for instance, negative comments about speech pattern, movement, physical impairments or appearances) or any other unlawful basis. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity.

**If you believe you have experienced harassing conduct of this nature or you have observed another student experience such conduct, you are encouraged to promptly report incidents of harassing conduct to your principal or to any teacher, guidance counselor, assistant principal, activity sponsor, or coach with whom you are comfortable.** Making such a report in good faith will not affect your grades, class assignments, or status and will be investigated in a confidential manner, consistent with the School Corporation's legal obligations.

A student committing such conduct is subject to disciplinary action consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy.

## **BULLYING**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, any computer network; or cellular telephone or other wireless or cellular communications device is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any matter including electronically or digitally, physical acts committed, aggression, or any similar behaviors that are committed by a student or group of students against another student with the intent to harass,

ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect of the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted students attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent any unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to a school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.

5. A school administrator shall investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The school administrator will be responsible for working with the school counselors and other community resources to provide follow-up services to support the targeted student and to educate the student engaging in the bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and/or school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

10. Educational outreach and training will be provided to school support personnel, parents, and student concerning the identification, prevention, and intervention in bullying.

11. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

12. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: *I.C. 20-33-8-0.2*  
*I.C. 20-33-8-13.5*

## **BUS CONDUCT**

Bus conduct and safety rules are designed to promote safety on the school bus, at the bus stop, and while entering or leaving the bus. All school conduct rules apply during these times. Because the safety of each student is one of our top priorities, all individuals are expected to cooperate fully by obeying bus rules and regulations.

The authority of the bus driver will be recognized and respected. For everyone's safety, the bus driver must be heard, be able to hear oncoming traffic sounds, and be obeyed by students.

School bus transportation is a privilege. School discipline, including the denial of bus transportation, suspension and expulsion, will be imposed on those who violate safety guidelines or directions of drivers. Buses are equipped with video cameras, and videos may be viewed by transportation personnel and administration to ensure the safety of all students. In the event transportation privileges are denied, parents or guardians will assume the responsibility of transporting their children to and from school.

## **CLOSED CAMPUS**

- A. The CPHS campus is closed, which means that, unless excused as noted under Section C below, all students are to remain on school grounds from their scheduled arrival time until the time of scheduled departure. Those students who violate the closed campus policy may be disciplined.
- B. During lunch hours students are restricted to the cafeteria or Learning Commons (if no testing is taking place) unless they have a valid pass signed by a staff member.
- C. Students may leave the campus during the day (with a Passport) for medical appointments or other legitimate reasons by presenting written permission from a parent or guardian to the appropriate office.
- D. Students who leave school grounds without permission between scheduled arrival and departure times may be disciplined for violation of other school rules while off campus, such as possessing, providing, or being under the influence of illegal substances.
- E. Students are not allowed to order or have food delivered from an outside venue. All outside deliveries of food will be denied unless specific approval has been given by administration.

## **CPCSC RULES FOR COMPUTER USE**

These violations are subject to severe school penalty including restitution, suspension, and/or expulsion. Students may lose computer privileges or be removed from a class. These violations may be considered a crime under State and Federal law.

1. Students will not use the computer for illegal activities.
  - Students will not tamper with, harm or destroy computer hardware. Students will not access or send obscene, profane, violent, or pornographic materials. Students will not abuse or harass another user through electronic means.
2. Students will not access any unauthorized area of the computer network.
3. Students will not alter any system software or another's personal work, either locally or remotely.
4. Students will not download, copy, or install hardware.
5. Students will not download, copy, or install software.
6. Students will not download, copy or install illegal software.
7. Students will not tamper with, degrade, disrupt, or destroy computer data and information at any computer terminal.
8. Students will not access the Internet during class time except when directed by a faculty member.
9. Students will not access personal email accounts during class time except when directed by a faculty member.
10. Students will not lend their network or email passwords or privileges to others.

➤ *Students who violate these policies are subject to school penalties including after-school detention, restricted Internet use, suspension and/or recommendation for expulsion.*

*System administrators, teachers, or media specialists reserve the right to monitor and inspect all activity on the network system, flash drives, other portable devices, CD's, files, emails, and access to the network system.*

## **CPCSC RULES FOR COMPUTER USE - VANDALISM**

Vandalism is defined as any malicious attempt to harm or destroy data of another member of the high school's computer network. Deliberate attempts to degrade or disrupt system performance of the computer network or workstation or any computer system or network in the Internet by spreading computer viruses is considered criminal activity under State and Federal law.

## **CPCSC RULES FOR COMPUTER USE - HARASSMENT/PROFANITY**

Do not abuse or harass another student through electronic means. **Profanity or obscenity is not permitted at any time. Avoid offensive or inflammatory speech. Be courteous and polite.**

## **CPCSC RULES FOR COMPUTER USE - INTERNET ACCEPTABLE USE POLICY (AUP)**

Students that have on file a signed AUP form have agreed to abide by the School Board Policy on the use of the Internet. Student's not having signed AUP's on file will not be allowed access to the Internet.

## **CPCSC RULES FOR COMPUTER USE - DISCIPLINARY CONSEQUENCES FOR COMPUTER VIOLATIONS**

Any person(s) found to be in violation of computer policies at Crown Point High School will be subject to any of the following consequences:

1. Repayment or replacement for damage;
2. Revocation of computer privileges (including Internet access);

3. Assignment to detention(s) or suspension; and/or
4. Withdrawal from class;
5. Recommendation for expulsion

### **CPCSC RULES FOR COMPUTER USE - COMPUTER BASIC RULES AND POLICIES**

The high school computers and information resources are made available to individuals to assist in the pursuit of educational goals. In order to promote the most effective use of these, it is expected that the users will cooperate with each other and respect the ownership of work and information, although it is in electronic form rather than printed form. Individuals and organizations will be held accountable for their actions in situations involving computers and information resources. Though some of them are intangible, these computing resources are the property of Crown Point High School. Rules prohibiting theft or vandalism apply to software and data as well as to physical equipment.

The use of the computer lab is a privilege. When using a computer, whether in a lab environment or as a stand-alone workstation, students are to adhere to the following rules:

- Log out/Quit and remove storage device before leaving your workstation.
- Keep work area neat and free of litter.
- No liquids or food (including candy or gum) in the lab. No game playing on corporation computer devices.

### **CPCSC RULES FOR COMPUTER USE - ACCESSIBILITY/USE**

Some of the high school computers require that each user have a unique identity, protected by a password to gain access to the system. The computer identity is used to represent a user in various system activities to provide access to certain software and data and to associate his own software and data with his identity. **Never share your password or account with anyone.** You have full responsibility for the use of your account and will be held responsible for any policy violations that are traced to your account. Do not use another individual's computer identity, even if the individual has neglected to safeguard that identity or has given you permission to use said identity. Do not invade the privacy of an individual. Individuals may only use accounts, files, software, and computer resources as authorized by their teacher or computer system administration. Use of the network for illegal activities is prohibited. **Such activity is considered a crime under State and Federal law.** Illegal activities include but are not limited to, tampering with computer hardware or software, unauthorized entry into computers, vandalism or destruction of computer files or attempting to disrupt operation of computing equipment, data communications equipment, or data communication lines. Students are to report to a faculty member or the computer lab supervisor, violations, flaws or other deficiencies in the security of any and all high school computer resources. Data storage may consist of one of two types, USB flash drives and space on a file server's hard disk. The system administrators will determine the appropriate allocation and assignment of such disk space. **Student workstations will not be used for storing email and other records of individual users.**

The system administrators reserve the right to monitor all activity on the system and on any storage device and to inspect any files, including email stored on the system. Students should not expect that information is secure and private. No expectation of privacy is affirmed when using the computers.

### **DISPLAY OF PHYSICAL AFFECTION**

Intense romantic gestures, such as kissing or any other physical display of affection are unacceptable and may result in a disciplinary action. Engaging in sexual behavior on school property or at any function related to Crown Point High School will result in suspension and a possible recommendation for expulsion.

### **DISRESPECT TOWARD STAFF MEMBERS**

All students are to show respect to and comply with the directives of teachers, administrators, and staff members (substitute teachers, bus drivers, secretaries, custodians, cafeteria personnel, para-professionals, volunteers, etc.) at all times. Profanity, threatening remarks, posturing, and obscene or offensive language or gestures by students directed toward a staff member are not allowed and will result in disciplinary action.

### **DISRUPTIVE BEHAVIOR**

Acting in any manner so as to interfere with any teacher's ability to conduct the educational function under his/her supervision will not be accepted. Consequences may range from suspension to recommendation for expulsion.

### **DRESS CODE**

While the school climate at Crown Point High School encourages individual creativity and student empowerment, the school also recognizes the need to guide students toward appropriate attire for different settings, e.g. school, work, etc. Students'

dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

- The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing, which reveals undergarments, the lack of undergarments, and/or excessive skin will be considered inappropriate.
- Garments which reveal bare midriffs, backs, or excessive amounts of skin are not allowed.
- Hats, hoods, and bandanas must be removed upon entering the building and may not be worn during the school day unless required by a teacher for safety purposes in a classroom.
  - o Other head coverings must be approved by administration.

This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the educational process. Refer to the CPHS Discipline chart for consequences for violations of the dress code policy.

In accordance with Board Policy governing student conduct with regard to bullying, weapons, gangs, drugs, and alcohol: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertising, or artwork.

*The administration reserves the right to use its discretion in determining the type of clothing appropriate for the school setting. Wearing inappropriate apparel will result in the student's removal from class until the problem is corrected and /or possible further disciplinary action.*

## **DRUGS AND ALCOHOL**

The use, consumption, possession, or selling of illegal drugs, look alike drugs, prescription, nonprescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, non-alcoholic beer, alcoholic beverage, inhalant, or intoxicant of any kind, as well as drug apparatus or paraphernalia is prohibited. Using (including, but not limited to use through a vaping device), consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while on school property or at any function connected with Crown Point High School will result in suspension, recommendation for expulsion, and possible notification of law enforcement. Selling any of the items listed above will result in recommendation for expulsion for a minimum of the current semester and the subsequent semester and notification of law enforcement. Any student who arranges to sell or buy drugs at school (even though the actual transaction occurs off school grounds) will be subject to suspension and a recommendation for expulsion.

*Exception: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease/condition only if the student's parent or guardian has filed a written authorization with the building principal or his designee stating that the student is authorized to possess and self-administer the prescribed medication. The written authorization must be filed annually and must include a statement prepared and signed by a licensed physician stating:*

- *That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;*
- *That the nature of the disease or medical condition requires emergency administration of the medication; and*
- *That the student has been instructed on how to self-administer the medication.*

Students under this limited exception are responsible for the safe-keeping and proper administration of the medications. For all other situations involving student medications, refer to the Health Services section and contact the school nurse for proper procedures.

## **ELECTRONIC DEVICES**

Any and all electronic devices, including but not limited to cell phones, smart phones and watches, blackberries, iPads, tablets, laptops or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a violation be suspected.

Smart phones and watches, tablets, cell/camera phones, laser pointers, headphones (earbuds/airpods), and/or any other form of communication or electronic devices may not be used in the classroom without teacher permission. In the classroom, use of other electronic devices is left to teacher discretion.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using Personal Communication Devices (PCD's) during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures or video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students in violation may be subject to suspension and/or recommended for expulsion. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their



PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture or video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement. Per Crown Point School Corporation Policy 5136, students are prohibited from using a Personal Communication Device to capture, record and/or transmit test information or any other information in a matter constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCD's to receive such information.

Possession of a personal communication device by a student during school hours and/or extracurricular activities is a privilege and may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuse this privilege. Students are personally and solely responsible for the care and security of their PCD's. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCD's brought onto its property.

### **FALSE FIRE ALARMS/911 CALLS**

Misuses of fire alarms or non-emergency calls to 911 are prohibited. Students in violation will be subject to suspension and may be subject to a recommendation for expulsion. Law enforcement will be notified.

### **FIGHTING/PHYSICAL ALTERCATION**

A student who takes physical action toward another individual is considered a participant in a fight/physical altercation. This includes but is not limited to inciting, pushing, shoving, horseplay, and purposefully slamming or running into other individuals. Any student who participates in a fight/physical altercation is subject to suspension and/or recommendation for expulsion and notification of law enforcement. Physically assaulting a staff member will result in suspension, recommendation for expulsion, and request for prosecution by law enforcement.

### **GANG ACTIVITY/PREVENTION**

Crown Point School Corporation prohibits gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Gang activity includes, but is not limited to the wearing of colors and jackets, use of hand signs, graffiti on folders, books, etc., gang tattoos, jewelry and hairstyles. The penalty for gang activity includes suspension and/or a recommendation for expulsion.

### **ILLEGAL AND PROHIBITED OBJECTS**

The possession and/or use of any item(s) that are considered illegal or any item(s) that could interfere with the educational process **is prohibited**. Possession and/or use of any item that could be considered an explosive (items include but are not limited to; gun/flash powder, caps, ammunition, smoke bomb, firecracker, stink bomb, bottle rocket, or any type of fireworks, legal or illegal); weapons (such as knives or blades of any sort, guns, noxious sprays or vials, brass knuckles, or lookalike items that may be used to threaten or intimidate others), may result in suspension and/or a recommendation for expulsion and notification of law enforcement, if applicable. Use or possession of electronic cigarettes is not allowed on school property and may result in suspension and/or issuance of a ticket.

### **INSUBORDINATION**

Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and other school staff members (bus drivers, secretaries, custodians, cafeteria personnel, etc.). Refusal to follow instructions or directions of any staff member constitutes insubordination. Examples of insubordination include but are not limited to the following; refusing to identify oneself, giving a false name, refusing to report to the office, etc. Repeated violation of any rule also constitutes insubordination. Consequences of insubordination may result in disciplinary action ranging from class suspension to a recommendation for expulsion.

### **LASER POINTERS**

In keeping with safety concerns, laser pointers or similar device use will be restricted to teachers and staff. Students using these devices must do so under the approved and direct supervision of staff. The American Optometry Association has issued a statement regarding eye damage associated with laser use. Violation of this rule will result in disciplinary action.

## **LOITERING**

Students may not remain in the building or on school property after school unless under proper adult supervision or involved in an extracurricular or academic activity.

## **LEWD, INDECENT, OFFENSIVE BEHAVIOR, PORNOGRAPHIC MATERIALS, or SEXTING**

Any behavior offensive to common propriety or decency, including, but not limited to “mooning,” indecent exposure, offensive touching, possession, distribution, creation, or display of obscene or “hate” material or similar behavior will result in a suspension and possible recommendation for expulsion. Possession of nude photos of underage individuals or any student, including but not limited to within electronic devices, will result in the incident being reported to Child Protective Services or local law enforcement.

## **PROFANITY/OBSCENE BEHAVIOR**

Profanity and/or obscene language or gestures by any student will not be tolerated and may result in disciplinary action. Profanity or obscenities of any kind directed at a staff member will result in a minimum of suspension and may result in a recommendation for expulsion.

## **SEARCH AND SEIZURE (REASONABLE SUSPICION)**

School authorities may seize any contraband, substance, or article that is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. **Authority to Conduct a Search** – The law allows school authorities to search a student, his/her locker, their motor vehicle parked on school property and personal property where there is reasonable suspicion that the student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches.
2. **Locker/Storage Area Inspections (I.C. 20-33-8-32)** – All lockers and other storage areas provided for student use on school premises remain the property of the school district. Both the locker/storage area and their contents are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. **Personal searches** – A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
4. **Motor Vehicle Searches** – Motor vehicles which are driven by students and parked on school property or school controlled property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized or contraband items.

LAW ENFORCEMENT MAY BE REQUESTED BY THE ADMINISTRATION IN INSPECTING LOCKERS OR VEHICLES OR OTHER CONTENT.

## **SEXUAL HARASSMENT**

It is the policy of Crown Point Community School Corporation to maintain a learning environment that is free from sexual harassment. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity. For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if

- Submission to the conduct is made either an explicit or implicit condition of the student’s status in class or an educational program or activity;
- Submission to or rejection of the conduct by the student is used as a basis for educational decisions affecting the student; or
- The conduct has the purpose or effect of substantially interfering with the student’s educational performance; creating an intimidating, hostile, or offensive learning environment, or of interfering with the student’s ability to participate or benefit from a class or an educational program or activity.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a student’s body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts, or other electronic forms of communication.



- Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the educational environment which may embarrass or offend students.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to the student.
- Remarks speculating about the student's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.
- Inappropriate boundary invasions by a school employee or volunteer into a student's personal space and personal life.

**If you believe you have been subjected to or have experienced this sort of conduct or if you have observed another student experience this sort of conduct, you are encouraged to report it *immediately* to your principal or to any teacher, guidance counselor, dean, assistant principal, activity sponsor, or coach with whom you are comfortable.**

Making such a report in good faith will not affect your grades, class assignment, or status and will be investigated in a confidential manner, consistent with the School Corporation's legal obligations.

A student committing such conduct is subject to discipline consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy. For additional information, refer to Board Policy 5517.

## **TOBACCO/ELECTRONIC CIGARETTES/VAPE DEVICES**

Students are not to use, possess, distribute, purchase or sell any tobacco or nicotine-containing products of any kind in any form. Students found in violation of this policy will receive the following consequences:

- First violation in a school year** – The student will receive a one day suspension from school or attend a one hour school session on the dangers of vaping, tobacco, nicotine, and smoking. The session must be attended within two weeks of the offense. The Resource Officer will issue a ticket and the student will be remanded to appear before the city judge.
- Second violation in a school year** – The student will receive a two day suspension from school and attend a one hour school session on the dangers of vaping, tobacco, nicotine, and smoking. The session must be attended within two weeks of the offense. The Resource Officer will issue a second ticket and the student will be remanded to appear before the city judge.
- Third violation in a school year** – The student will receive a five day suspension and/or be recommended for expulsion. The Resource Officer will issue a ticket and the student will be remanded to appear before the city judge.

If the vaping device contains THC or any other illegal drug, handbook guidelines for "Drugs and Alcohol" apply.

## **UNAUTHORIZED AREA**

Students are not to be in areas of the building, classrooms, and hallways without a staff member or their expressed permission. Students are expected to have a valid pass whenever they are out of a classroom during class time. Students are not permitted in their cars in the parking lot at any time except to park on arrival, use of off campus pass, or dismissal. Unauthorized areas include all areas of the school or grounds that are unsupervised, such as hallways and lobbies during lunch and parking lots.

## **UNLAWFUL ACTIVITY – (I.C. 20-22-8-15)**

In addition to misconduct on school property or at school functions, I.C. 20-33-8-15 authorizes the School Board to suspend or expel a student for engaging in unlawful activity on or off school grounds *if*:

- 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- 2) the student's removal is necessary to restore order to protect persons on school property; including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions

## **WEAPONS/FIREARMS**

The possession, handling, transmittal or use of any firearm, destructive device or deadly weapon is prohibited.

- a) For purposes of this rule, the following devices are considered to be a firearm:
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - the frame or receiver of any weapon described above;
  - any firearm muffler or silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device;
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch diameter; or
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediate examples, and from which a destructive device may readily be assembled.
- b) For purposes of this rule, a destructive device is:
- an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, mine, Molotov cocktail, or a device that is substantially similar to an item described above;
  - a type of weapon that may readily be converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device. However, students are also prohibited from possessing such devices.
- c) For purposes of this rule, a deadly weapon is:
- a weapon, device, taser, or electronic stun weapon, equipment, chemical substances or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; or
  - an animal that is capable of causing serious bodily injury; or
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.

A student determined to be in possession of a firearm or destructive device on school property or of bringing a firearm or destructive device to school or on school property in violation of this rule is subject to suspension and recommendation for expulsion for one calendar year, with a return at the beginning of the first school semester after the end of the one year period, and referral to law enforcement. A student determined to be in possession of a deadly weapon on school property or of bringing a deadly weapon to school or on school property in violation of this rule is subject to suspension and recommendation for expulsion for up to one calendar year, and referral to law enforcement.

## **GROUND FOR SUSPENSION OR EXPULSION**

In accordance with *Indiana Code 20-33-8-14*, grounds for suspension or expulsion are student misconduct or substantial disobedience.

Examples of student misconduct or substantial disobedience include but are not limited to the following:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of school building or corridor or room therein with the intent to deprive others of its use.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or school personnel to conduct the education function under his/her supervision.
2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
3. Intentionally causing or attempting to cause physical injury, behaving in such a way as to cause physical injury, or intentionally behaving in such a way as could cause physical injury to any person. Self-defense or reasonable action undertaken with the belief that it was necessary to protect some other person does not; however, constitute a violation of this provision. Self-defense can be defined as: closing the distance between yourself and another person in an attempt to control them, pushing someone off you in an attempt to leave the area, covering yourself with your arms as a protective measure
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

5. Harassing by using extreme or inappropriate communications (electronic, verbal or written) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, sex, national origin, religion, alternative lifestyle, or physical characteristics are forbidden.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Failing in a substantial number of instances to comply with directions of teachers or other school personnel's supervision.
8. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules and/or State or Federal law.
9. Falsely accusing any person of sexual harassment, of violating a school rule, or of violating a State or Federal law.
10. Aiding, assisting, agreeing, or conspiring with another person to violate student conduct rules and/or State or Federal law.
11. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test/quiz copies or scores.
12. Taking, recording, displaying and/or distributing pictures (digital or using any media), video or audio recordings without the consent of the student or staff member in a situation not related to school purpose or education functions.
13. Possessing sexually-related materials which include images displaying uncovered breasts, genitals or buttocks.
14. "Sexting" or using a cellphone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. *[In addition to student disciplinary actions, phone/devices will be confiscated and images suspected to violate criminal laws will be referred to law enforcement authorities.]*
15. Engaging in any activity forbidden by State or Federal law that constitutes an interference with school purposes.
16. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or educational functions and are validly adopted in accordance with Indiana law.
17. Being absent or truant from school without the knowledge or consent of the parent or guardian or school or absent from school when there is an attempt to evade the School Attendance Law.
18. Possessing, using, transmitting, or being under the influence of caffeine-based substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
19. Violation of the school's technology policy and rules.
20. Violation of the school's discrimination and/or harassment policies.
21. Violation of any student conduct rule established by the building principal of which students have been provided notice.
22. Being in a bathroom stall with another individual.

## FORMS OF DISCIPLINE

In dealing with students who have not exhibited sufficient self-discipline to live and work in harmony with others, school personnel may be but are not limited to employ all of the following techniques:

1. Reprimanding
2. Counseling
3. Restricting extracurricular activities
4. Conferring with parent(s)
5. Assigning additional work
6. Rearranging class seats
7. Referring student to guidance or administrative personnel in the schools (counselor, social worker, assistant principal, dean, or principal)
8. Detaining after school (detention):
  - a. Students may be detained after school for a reasonable length of time.
9. Placing on school probation
10. Removing from class; subject to procedural due process
11. *I.C. 20-33-8-25(b)(7)* allows a teacher to remove a high school or middle school student for up to 5 class periods
12. Single Period Class Suspension
13. In-school suspension (no more than 3 in-school suspensions will be issued to a student in a school year)
14. Out-of-school suspension
15. Refer to (Lake County Juvenile Court) Authorities
16. Expulsion

## AFTER-SCHOOL DETENTIONS

One-hour detentions begin at 2:45 p.m. and end at 3:45 p.m. Monday through Thursday. **Failure to serve detention(s) will result in suspension(s).** Students are to use detention time for school related work and must comply with supervisor's guidelines to avoid additional disciplinary action.

## **IN-SCHOOL SUSPENSION**

In-school suspension will only be assigned at the discretion of an administrator for offenses found in this handbook. No more than 3 in-school suspensions per semester will be assigned to a student in a school year; alternative disciplinary action will be taken for violation of the policies outlined in this handbook and may include the student being placed on a non-compliance contract, being suspended and/or being recommended for expulsion.

## **INVALIDATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT**

In accordance with *Indiana Code 20-8.1-3-17.2*, any student under the age of eighteen (18) receiving a second out-of-school suspension during a year, a third referral for truancy or an expulsion for disciplinary reasons, may have his/her name sent to the Indiana Bureau of Motor Vehicles which will invalidate the student's license or permit.

## **STUDENT SUSPENSION, REMOVAL AND EXPULSION POLICY (SCHOOL BOARD POLICY 5610)**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions, school officials may find it necessary to remove a student from the school. In this event and in accordance with provisions of *Indiana Code 20-8.1-5.1*, the Board of School Trustees authorizes administrators and staff to use the following guidelines:

1. Removal from Class or Activity – In accordance with *Indiana Code 20-33-8-9*, the high school teacher will have the right to remove a student from his/her class activity for a period of up to one (1) school day if the student is assigned regular or ALTERNATIVE school work to be completed in another school setting.
2. In accordance with *Indiana Code 20-33-8-7*, a student may be suspended for ten (10) school days, or as extended if expulsion has been recommended.
3. In accordance with *Indiana Code 20-33-8-3* and due process procedures defined by school board policy, a student may be expelled from school for a period in excess of ten (10) school days up to one calendar year and to the beginning of the next semester, depending upon the conduct, as determined by the expulsion examiner.

## **SUSPENSION PROCEDURE**

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

1. A meeting will be held with the student prior to suspension, except where the nature of the misconduct requires immediate removal. In such situations, however, the meeting will be held as soon as reasonably possible after the issuance of the suspension.
2. At the meeting, the student will be provided with a written or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented. The student will be provided an opportunity to explain his or her conduct.
3. Following issuance of a suspension, the parent/guardian will be notified in writing. The notification will include the dates of the suspension and will describe the student's misconduct and the action taken by the principal (principal's designee).

## **EXPULSION PROCEDURE**

When a principal or his/her 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 an expulsion examiner to conduct an expulsion meeting.
2. An expulsion will not take place until the student and the student's parent/guardian are given written notice of their right to appear at an expulsion meeting. Failure to request and/or to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. If an expulsion meeting is timely requested, the principal (or designee) will present evidence to support the charges against the student. The student/parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
4. If an expulsion meeting is held, the expulsion examiner 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/parent.
5. The student/parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

6. A student expelled for more than the current semester will be provided with a review prior to the start of the subsequent semester.

### **OUR DISTRICT'S TIP REPORTING SERVICE**

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. **App:** Search for "SafeSchools Alert" in the App Store to download for free
2. **Phone:** 219.306.8063
3. **Text:** Text your tip to 219.306.8063
4. **Email:** [1789@alert1.us](mailto:1789@alert1.us)
5. **Web:** <http://1789.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.





### CPHS DISCIPLINE POLICY

<b>Violation</b>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>
<b>Bullying</b>	Detention/Suspension/Expulsion	Suspension/Expulsion	Expulsion
<b>Bus Insubordination</b>	Detention/Suspension from bus ISS/Suspension/Expulsion	Suspension from bus ISS/Suspension/Expulsion	Suspension from bus ISS/Suspension/Expulsion
<b>Cheating/Plagiarism</b>	See Academic Integrity Policy	See Academic Integrity Policy	See Academic Integrity Policy
<b>Computer Policy</b>	Detention/Suspension/Payment Replacement/Loss of computer Use	Detention/Suspension/Payment Replacement/Loss of computer Use	Removal from class Suspension/Expulsion
<b>Disrespect Threats to Staff</b>	ISS/Suspension/Expulsion	Suspension/Expulsion	Suspension/Expulsion
<b>Disruptive Behavior</b>	Detention/ISS/Suspension	ISS/Suspension	Suspension/Expulsion
<b>Electronic Devices (Cellphones, Laser Pointers, etc.)</b>	Warning/Detention/ISS Suspension	Detention/ISS/Suspension	Detention/ISS/Suspension
<b>False Fire Alarm Bomb Threat</b>	Expulsion/Charges filed Arrest		
<b>Fighting</b>	Suspension/Expulsion Arrest	Suspension/Expulsion Arrest	Suspension/Expulsion Arrest
<b>Forged Pass</b>	Loss of pass or aide privileges for semester/Detention(s)	ISS/Suspension	Suspension/Expulsion
<b>Gang Activity</b>	Suspension/Expulsion Arrest	Suspension/Expulsion Arrest	Suspension/Expulsion Arrest
<b>Improper Affection</b>	Detention(s)/ISS/Suspension/ Expulsion	Detention(s)/ISS/Suspension/ Expulsion	ISS/Suspension/ Expulsion
<b>Inappropriate Dress</b>	Change clothes/Detention(s)/ISS	Change clothes/Detention(s) ISS	Change clothes/ISS/ Suspension
<b>Insubordination</b>	Detention(s)/ISS/Suspension	Detention(s)/ISS/Suspension	Suspension/Expulsion
<b>Lying</b>	Detention(s)/ISS/Suspension	ISS/Suspension	Suspension/Expulsion
<b>Possession or Use of Alcohol</b>	Expulsion		
<b>Possession or Use of Explosives</b>	Expulsion		
<b>Possession or Use of Tobacco Products</b>	Suspension and/or Ticket issued to student 17 and under, 2 day Suspension for student 18 and over	2 day Suspension and/or Ticket issued to student	Expulsion
<b>Possession or Use of a Drug/Facsimile Paraphernalia with Drug Residue</b>	Expulsion/Arrest		
<b>Possession of Drug Paraphernalia</b>	Expulsion/Arrest		
<b>Possession of a Weapon or Facsimile</b>	Expulsion/Arrest		
<b>Profanity/Obscenity</b>	Detention(s)/ISS/Suspension	Detention/ISS/ Suspension/Expulsion	Suspension/Expulsion
<b>Reckless Driving</b>	Warning/Loss of Parking Privilege	Loss of Parking Privilege	
<b>Stealing/Vandalism</b>	Replacement/Restitution Detention(s)/ISS/Suspension Charges filed/Arrest	Replacement/Restitution ISS/Suspension/Charges filed Arrest	Replacement/Restitution Suspension/Charges filed Arrest/Expulsion

*\*The above grid provides a general guideline of possible disciplinary consequences with the understanding that the principal (principal's designee) reserves the right to assign appropriate discipline that may differ from what is outlined.*

# III. Student Services

## STATEMENT OF BELIEF

Secondary school counselors are integral to the total education program, working closely with parents and teachers in a proactive manner that engages all stakeholders in the delivery of programs and services to help students achieve success in school. As professionals, counselors align and work with the school's mission to support the academic achievement of all students as they prepare for the ever-changing world of the 21<sup>st</sup> century.

## CORE SEQUENCING

Students are assigned classes in the five academic core areas (English, World Language, Math, Science, and Social Studies) based on their ability level until completion of their Diploma track. It is the belief of Crown Point High School that all students should be challenged academically while in attendance at CPHS to help promote lifelong learning as well as provide the needed curriculum and instruction to best prepare all students for future successes. Students can receive further information from their counselor.

## DIRECTORY INFORMATION

Except as provided below, the school corporation may release without parental consent certain "student information" including the student's name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, dates of graduation, awards received, listing on an honor roll, receipt of scholarship, and similar information as set for in Board Policy 8330, as amended from time to time, to newspapers, magazines, radio and television, colleges, civic organizations or similar groups, or publish such information in its own publications, programs, or yearbooks. Student information may be displayed on the school website, video production, or by any other means. Such disclosures will be made unless, in response to the School Corporation's annual notification, the parent in a timely manner notifies the school corporation in writing that he/she does not want directory information disclosed without his/her expressed prior written consent. The parental notification must be received each year that the parent does not want the directory information disclosed. In addition, in accordance with Federal and State law, student names, addresses, and telephone listings will be released to recruiting officers for the United States Armed Forces, or an institution of higher education upon request unless, in the case of requests by a branch of the Armed Forces, the parent or student has notified the School Corporation in writing prior to the end of the student's sophomore year that the student or the parent does not want the student's name released.

## COURSEWORK POLICY

### Philosophy

CPHS Policies to Assess Learning are designed to promote learning in a personalized environment. Students are encouraged to take ownership of their learning and will be asked to demonstrate proficiency of essential skills in each individual course.

### Informing Learning Proficiency

Learning in the personalized environment is informed when accomplished independently...

- By assessments administered to students when instruction and learning pauses
  - Examples include a test, quiz, writing task, projects, or interview;
- While learning occurs during instruction when the teacher intentionally
  - observes a student performing or demonstrating skill or knowledge
  - listens to or reads a student explanation of a skill, a process, or thinking
  - interacts with a student while in whole group, small group, or one-to-one settings;
- By performance tasks when a student is using knowledge, skills, and processes in application, synthesis, evaluation or creation when instruction pauses or is occurring; and/or
  - when the student determines a means of explaining, demonstrating, or proving their learning
- To inform individual learning in a cooperative work product, the teacher creates a means for each student in the group to explain, demonstrate, or prove learning.
- Student work designed for practice, preparation or review, done independently, and demonstrating proficiency, the score can be counted.



- When there is evidence the student is not demonstrating proficiency on an assignment designed for practice, preparation, or review it is **discouraged** to count the score.

### **Deadlines/Late Assignments**

- Students have a responsibility to submit assignments by established deadlines. Assignments inform the teacher of student learning and design of instruction.
  - 1-day late = 10% penalty
  - 2-5 days late = 20% penalty
  - 6+ days late = 50% penalty
    - Extenuating circumstances may occur that may warrant an extended due date (family emergencies, hospitalization, etc.). Requests for extensions should be submitted to the teacher via voicemail or email prior to the due date.

### **Absent Work**

When missing school, students should check for assignments/information in BUZZ and/or request assignments from teachers. All class work should be completed within the number of school days equal to the class period absences. Extended illnesses will be handled on an individual basis. Some classroom assignments and activities such as group discussions and labs may not be replicated and a natural loss of learning will occur due to absence(s).

Students/parents may contact teacher(s) via email at [www.cps.k12.in.us](http://www.cps.k12.in.us) by selecting "Crown Point High School" and choosing the tab "Our School." Under the school tab, select "Faculty & Staff Directory." When requesting homework, please give teachers a 24-hour notice to gather assignments. Assignments that cannot be emailed will be dropped off in the Guidance Office by the teacher and should be picked up in the Guidance Office. It is the responsibility of the person picking up homework to also pick up any books or materials needed from the locker. Please do not give locker combinations to other students.

### **JANUARY/EARLY GRADUATION**

Students wishing to graduate in January of their senior year or June of their junior year must have COMPLETED all classes for the Core 40 diploma and must have met a Graduation Pathway. The Early Graduation Application must be submitted by the 5<sup>th</sup> day of the school year to the assigned guidance counselor for the student. Students are required to meet with their guidance counselor in the spring of their junior year to ensure all coursework/credits have been satisfied.

### **PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND SPECIAL EDUCATION PLACEMENT**

In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973 and Public Law 94-142, the school is compelled to keep parents/guardians fully informed of the law and the rights afforded under this provision. Complete information regarding these provisions as well as procedures outlining identification, evaluation, and placement can be obtained from CPHS administration and/or guidance.

### **SCHEDULING PROCESS – DROPPING & ADDING A COURSE**

Designing your schedule is a serious decision. The high school budget is prepared, staff is hired and the master schedule is developed based on the student's course requests. Crown Point High School students are encouraged to invest quality time in planning their schedules.

Such planning should consist of consultations with parents, school personnel, college personnel, and anyone who might provide insight to help students make wise decisions. The Crown Point High School philosophy is to prepare students for their futures by teaching them to make good decisions and accept the consequences for not doing so.

- After May 1<sup>st</sup> changes in a student's schedule will be made for either semester for the following reasons only:
  - Errors made by the school in developing the schedule.
  - The school's need to balance class sizes.
  - Medical reasons with documentation.
  - To correct inappropriate placement – a student has failed a class and needs to repeat the course or when a student is placed at an inappropriate level.
  - To increase the academic content of the schedule – changes may be considered to change to a more academically challenging course – subject to availability.
  - Scheduling conflicts – lack of enrollment to offer a course or too large of a course enrollment.
- Crown Point High School DOES NOT accept requests for teacher changes.
- Withdrawing from a class after the 9<sup>th</sup> week of the semester will result in a W/F.

- For complete details regarding scheduling please visit the “Guidance” page on the CPHS website.

**OCCASIONALLY, INDIVIDUAL SITUATIONS ARISE THAT WILL BE REVIEWED BY THE SCHOOL COUNSELOR TO DETERMINE WHETHER OR NOT A SCHEDULE CHANGE IS NEEDED. THESE SITUATIONS WILL BE CONSIDERED BY THE STUDENT’S TEACHER, PARENTS OR GUARDIANS AND COUNSELORS AND A RECOMMENDATION WILL BE MADE TO THE STUDENT’S ASSISTANT PRINCIPAL OR DEAN WHO WILL MAKE THE FINAL DECISION. FORMS ARE AVAILABLE ONLINE.**

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **WORK PERMITS**

***Indiana Code 20-33-3-1 et seq.***

Students under eighteen (18) must have a work permit for most jobs. Work permits are available in the Main Office.

1. A student applying for a work permit must show a birth certificate and Intent to Employ form *before* the permit will be issued by the high school.
2. An issuing officer may deny a certificate to a student whose attendance is not in good standing or whose academic performance does not meet the corporation’s standard.
3. A student may appeal the refusal to issue a certificate to the school Principal.
4. A work permit may be revoked by the issuing office if, after issuance of the permit, there is a significant decrease in the student’s grade point average or attendance. The student may appeal the revocation to the school Principal and the issuing officer will conduct periodic reviews of the student’s attendance and grade point average for consideration of reissuance.

## IV. Academics

### COLLEGE APPLICATIONS AND TRANSCRIPTS/E-TRANSCRIPTS – NAVIANCE

Crown Point High School has partnered with Naviance to provide a safe, paperless way to send transcripts directly to colleges and universities you choose. Students should log into their Naviance account via their RDS student account to make transcript requests. The transcript administrator in the office will upload your transcripts after they have been checked and approved to those colleges which you have indicated. Transcript requests for scholarship purposes should be made in person in the Guidance Office or via e-mail to the secretary. Letter of recommendation requests should be made in person directly to the teacher/faculty member from whom you are requesting a letter. If you are a current student who needs a transcript for other purposes, you may contact the office directly to place your request. Step-by-step instructions for utilizing Naviance to request transcripts are on the CPHS website.

Students can verify when their transcripts have been sent online by logging into their individual Naviance accounts and looking at the “office status” column. **Students must allow 10 school days for processing transcripts and counselor recommendations. Students must request teacher recommendations directly from their teacher, which their teacher will then upload into Naviance. Requests for transcripts to be sent to colleges having a November 1 deadline must be placed in Naviance at least ten (10) days before Fall Break and for those with a January deadline, at least ten (10) days before winter break.**

### COMMENCEMENT PARTICIPATION

Participation in commencement exercises is a privilege that seniors earn by completing necessary academic requirements. Students who have earned a minimum of 40 credits and are in good standing may participate in commencement ceremonies. Students with unusual circumstances and/or less than the required number of credits must seek permission from the Principal. Students may only participate in one commencement ceremony during their high school career.

### DUAL CREDIT

Classes in Business, English, Industrial Technology, Family and Consumer Science, Science, Math, Social Studies, and World Languages are offered as an option for CPHS students to take courses that satisfy requirements for earning both a high school diploma and college credits. Students who earn dual credits in these courses will have a separate Indiana University, Purdue University, University of Southern Indiana, Vincennes and/or Ivy Tech Community College transcript showing the course name, grade earned and credit hours established. If enrolling in another college or university, students may present their college transcript for evaluation and possible transfer credit. **It is the responsibility of the student and his/her family to check with the college or university to be sure dual credits will be accepted. It is important to remember that a student enrolled in dual credit opportunities is building both a high school and a collegiate transcript. Earning exceptional grades is very important as future college enrollment and financial aid dollars are impacted by GPA.**

### ENROLLMENT IN SECONDARY COURSES

#### OFF-SITE/ONLINE CLASSES

Students who are attending Crown Point High School and wish to expand their education by taking additional secondary classes must adhere to the following:

1. Discuss and review classes with counselor.
2. Secure approval **from counselor prior to registering for courses.**
3. School must be accredited by the State of Indiana and/or NCA.
4. Upon completion of the course a transcript is to be sent to Crown Point High School. *All Grades received will be counted in student's G.P.A.*

### GRADUATION REQUIREMENTS

Students must complete seven full semesters with a Core 40 Diploma to qualify as a graduate. Forty credits are required to earn a Core 40 Diploma and 47 credits must be earned to obtain an Academic Honors or Technical Honors Diploma. Students are also required to complete 40 hours of community service as part of the graduation requirement. Students are encouraged to earn 10 hours of service each year that they are in high school. Community service hours will be adjusted for

those who enter Crown Point High School after their freshman year. The State of Indiana recognizes three different types of diplomas for graduation certificate. It is possible for several scenarios to occur with regard to these classes. The following guidance is provided in an effort to help student make appropriate academic decisions.

Scenario	Action
Student passes both the course and the ECA/ISTEP+	<ul style="list-style-type: none"> <li>Student <i>HAS</i> met the graduation testing and credit requirement</li> </ul>
Student fails both the course and the ECA/ISTEP+	<ul style="list-style-type: none"> <li>Student <i>HAS NOT</i> met the graduation testing or credit requirement</li> <li>Student retakes the course and retakes the ECA/ISTEP+ at the end of instruction</li> </ul>
Student passes the ECA/ISTEP+; fails the course	<ul style="list-style-type: none"> <li>Student <i>HAS</i> met the graduation testing requirement but <i>HAS NOT</i> met the graduation credit requirement</li> <li>Credit for the course is a state requirement for graduation, therefore, the school must establish a “retake” policy for this situation</li> </ul>
Student fails the ECA/ISTEP+; passes the course	<ul style="list-style-type: none"> <li>Student <i>HAS NOT</i> met the graduation testing requirement but <i>HAS</i> met the graduation credit requirement</li> <li>The school must schedule ECA/ISTEP+ retesting</li> <li>The student must receive both notice of the retest and review or remediation targeted to the specific skill(s) in which the student is deficient</li> <li>The school should refer to I.C. 200-32-4-4 and I.C. 20-32-4-5 for graduation eligibility requirements for students not passing the graduation testing requirement</li> </ul>

## Course and Credit Requirements

<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school.</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>

## 40 Total State Credits Required

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

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

## CORE40 with Academic Honors

(minimum 47 credits)

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcripted college credits in dual credit courses from priority course list
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcripted college credits from the priority course list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

## CORE40 with Technical Honors

(minimum 47 credits)

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the lists of priority courses resulting in 6 transcripted college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys: Reading for Information - Level 6, Applied Mathematics - Level 6, and Locating Information-Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.



For the class of 2023 + and students in the class of 2021 – 2022 who have not passed the ISTEP+ exam, Graduation Pathways will be utilized. In addition to completing all coursework necessary to earn a Core 40 Diploma, a CPHS student will demonstrate college and/or career readiness in the following manner:

Graduation Requirements	Graduation Pathway Options
1) <b>High School Diploma</b> (Students must complete the course requirements of one of the following.)	<ul style="list-style-type: none"> <li>• Core 40 designation;</li> <li>• Academic Honors designation;</li> <li>• Technical Honors designation;</li> <li>• General designation.</li> </ul>
2) <b>Learn and Demonstrate Employability Skills</b> (Students must complete <u>at least one</u> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> the following: <ul style="list-style-type: none"> <li>• <b>Project-Based Learning Experience;</b> OR</li> <li>• <b>Service-Based Learning Experience;</b> OR</li> <li>• <b>Work-Based Learning Experience.</b></li> </ul>
3) <b>Postsecondary-Ready Competencies</b> (Students must complete <u>at least one</u> of the following.)	<ul style="list-style-type: none"> <li>• <b>Honors Designation:</b> Fulfill all requirements of either the Academic or Technical Honors designation; OR</li> <li>• <b>ACT:</b> College-ready benchmarks; OR</li> <li>• <b>SAT:</b> College-ready benchmarks; OR</li> <li>• <b>ASVAB:</b> Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li> <li>• <b>State- and Industry-recognized Credential or Certification;</b> OR</li> <li>• <b>Federally-recognized Apprenticeship;</b> OR</li> <li>• <b>Career-Technical Education Concentrator:</b> Must earn a <u>C average</u> in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li> <li>• <b>AP/IB/Dual Credit/Cambridge International courses or CLEP Exams:</b> Must earn a <u>C average</u> or higher in at least three courses; OR</li> <li>• <b>Locally Created Pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li> </ul>

## ADDITIONAL GRADUATION INFORMATION

Credit may be earned beyond the minimum of credits required for graduation. The State of Indiana defines a credit as time spent with a certified teacher. Students wishing to graduate early must have a Core 40 Diploma and report their intentions to their counselor for approval by the 5<sup>th</sup> day of the school year of their senior year. When a student fails a required course, the failed class should be repeated as soon as possible. College entrance requirements and the requirements for NCAA/NAIA academic eligibility often exceed the minimum requirements established for graduation. Therefore, each student is responsible for learning as early as possible the requirements for admission and/or athletic academic eligibility necessary to achieve post-secondary goals. Pre-planning is critical as admission to these programs varies at each institution and is often based on academic performance, college entrance examination scores, and the rigor of coursework pursued in high school.

## GRADE REPLACEMENT

The intent of grade replacement is to allow the student to take a class over in order to demonstrate a higher proficiency. The grade for the course retaken will show on the transcript detail screen as a new course with the year and semester it was taken and the original course will have the grade replaced with an N and will be an audit. This means the original grade will not count toward the grade point average, there is no negative impact. The original course title will remain because it denotes the student taking the original course during the school year. By taking a course over a student has developed a better understanding of subject matter and is ready to progress to the next level.

## HONOR ROLL

The Honor Roll has two classifications:

- (1) High Honors ...GPA 4.0 and higher
- (2) Honors ...GPA 3.0 to 3.99

9 Week Grading Intervals: October 23, 2020; January 14, 2021; March 13, 2021; and May 29, 2021

## INCOMPLETE GRADES

Students who have had an extended illness may receive an incomplete for a grading period or semester. Incomplete grades are given for other reasons such as projects not finished or reports not turned in. All work must be completed within ten (10)

school days following the end of the grading period or semester. Incomplete grades not converted to passing grades within the allotted time will automatically be changed to an F.

### CPHS Laude Program for Academic Recognition

Latin Designation	GPA minimum	*Honors Diploma	Definition
<i>cum laude</i>	3.8500	Academic or Technical	<i>With praise</i>
<i>magna cum laude</i>	4.1000	Academic or Technical	<i>With high praise</i>
<i>summa cum laude</i>	4.2500 (9 <sup>th</sup> and 10 <sup>th</sup> grade) 4.3000 (11 <sup>th</sup> grade) 4.3500 (12 <sup>th</sup> grade/after 7 <sup>th</sup> semester)	Academic or Technical	<i>With highest praise</i>

\* Any students receiving an Academic Honors Diploma (3.0 GPA or better and meets criteria) are recognized at graduation.

\* Students must be on track to receive an Academic Honors Diploma at the time of graduation to be recognized as *summa cum laude*, *magna cum laude*, or *cum laude*.

\* Students graduating one or two semesters early must still meet GPA and Academic Honors Diploma benchmarks for 12<sup>th</sup> grade students.

**\*Final Laude distinctions will be determined after the completion of the seventh (7<sup>th</sup>) semester of CPHS student's senior year.**

Recognition	Group	Criteria
Group pictures by class at CPHS Main Entrance - Updated in August of each year	10-12 <sup>th</sup> grade only summa cum laude	Individual GPA
Composite picture posted after graduation in the Academic Hall of Fame	summa cum laude	Individual GPA
Press release	summa cum laude	Individual GPA
Honor Roll - CPHS website and press release	Honor Roll	Individual GPA
Graduation Recognition – program designation	All laude	Individual GPA
Graduation Recognition - stole	All laude	Individual GPA
Graduation student academic speaker (2)	summa cum laude	Application & Selection
Laude Celebration	All 12 <sup>th</sup> grade laude	Individual GPA
Kiwanis recognition in Spring	9-11 <sup>th</sup> grade only summa cum laude	Individual GPA
Recognition banners in the cafeteria	summa cum laude	Individual GPA



## NATIONAL HONOR SOCIETY

National Honor Society evaluates on four (4) criteria: scholarship, leadership, service and character. Sophomore and Junior students with a 3.60 GPA or higher are sent a letter home explaining eligibility. Students will be given an activity form to fill out highlighting their activities and leadership positions. Faculty and staff are sent out forms in which they evaluate eligible members on their character. The student and faculty forms are both collected and given to the Faculty Council. This council consists of five (5) volunteer faculty members approved by the principal. The Faculty Council then uses the forms to evaluate each eligible member on their scholarship, leadership, service and character. A majority vote among them determines acceptance or rejection. Sophomores not accepted into NHS are eligible to go through the process again as Juniors, provided their GPA is still 3.60 or higher. Upon acceptance into NHS students are expected to maintain their GPA, attend monthly meetings, and be involved with the service projects. Failure to do this will result in participation consequences and could ultimately lead to the student's removal from NHS. Students interested in becoming members of NHS should seek community service opportunities outside of school and leadership roles within their extracurricular activities. All students must have a minimum of five community service hours per semester enrolled at CPHS. The selection process is subject to change at any time. If this occurs, students will be notified at an informational meeting.

## POST SECONDARY ENROLLMENT/DUAL ENROLLMENT

Crown Point High School will permit students to enroll in college courses that grant credit toward both high school and/or college attendance. Said enrollment may be either full or part-time. This program is in accordance with the provisions of Indiana law and the rules of the State Board of Education.

### STUDENT QUALIFICATIONS

1. Notify the principal in writing prior to each semester.
2. College courses approved for high school credit must be courses not currently offered at Crown Point High School.
3. Schedule an appointment with his/her counselor to discuss:
  - a. Eligibility
  - b. Course selection [attempt to coincide with 511 IAC 6-2-(d)]
  - c. Credit to be earned
  - d. Consequence of failure
  - e. Student schedule – *must attend at least four periods at CPHS*
  - f. Student financial obligation
  - g. Responsibility of student, parents, and school
4. One high school credit will be granted for each three credit hours earned in dual credit circumstances.
5. Signature of counselor or designee.

## REPORT CARDS

Report cards are available online through RDS Parent Access.

## GRADES

Credit is awarded at the end of each semester for demonstration of essential skills proficiency in a course.

Grades convey an evaluation by the teacher of the student's progress in school. *AP classes have one additional point and honors classes a half-point for weighted grades.*

GRADE	PERCENTAGE	GPA
A+	96.50-100.00	4.0
A	92.50-96.49	4.0
A-	89.50-92.49	3.7
B+	86.50-89.49	3.3
B	82.50-86.49	3.0
B-	79.50-82.49	2.7
C+	76.50-79.49	2.3
C	72.50-76.49	2.0
C-	69.50-72.49	1.7
D+	66.50-69.49	1.3
D	62.50-66.49	1.0
D-	59.50-62.49	0.7
F	59.49% and below	0.0

- Grades are rounded to the hundredth decimal.
- Example – 89.494 rounds to 89.49 and 89.495 rounds to 89.50.

### **Semester Grades**

- 80% of the semester grade is determined by school work as it is accumulated throughout the semester.
  - Teachers may choose to implement course weights within this section of the course to ensure that essential proficiencies are given appropriate attention.
  - Stakeholders should work to ensure clarity on course weights prior to due dates.
- 20% of the semester grade is determined by student performance on a final exhibition of course essential skills (summative assessment/final exam) at the end of the semester.
- Advanced Placement and dual credit courses may have to make adjustments to serve the institution granting credit.

### **TRANSFER CREDITS**

Crown Point High School reserves the right to accept, reject, or limit transfer credits. Decisions regarding the consideration of transfer credits are based on the following criteria:

1. Accreditation of the school or program.
2. Comparable curriculum.
3. Minimum state requirements regarding minutes spent with properly certified instructors.

## **V. General Information**

### **CREDIT ACCELERATION PROGRAM (CAP)**

Students who are assigned to CAP (Alternative School) are subject to all rules and policies included in this handbook as well as the CAP policies/rules.

### **ANNOUNCEMENTS**

Announcements are only made about issues pertaining to school. All announcements must have the signature of a sponsoring teacher or coach before being communicated over the public address system or displayed on the video announcements throughout the building. In an attempt to preserve academic classroom minutes and prevent unnecessary interruptions, most announcements will be communicated via the video announcements. Bulletin boards throughout the building are available for announcements. The posting of announcements on the board must be approved by an administrator. The organization responsible for placement shall remove items immediately after the date of the event.

### **BOOK RENTAL and CLASS FEES**

At the beginning of each school year, students are assessed book rental fees, which are a percentage of the cost of the books used. Book rental, e-books and class fees are to be paid on the school year basis, semester basis, or by arrangements with the principal, and are paid in the Main Office. Payments made directly to the office should be by check or cash. Credit card payments are taken online at [www.cps.k12.in.us](http://www.cps.k12.in.us) using the RDS Parent Access account. At the end of the course, the issuing teacher collects books. If a book has had excessive wear or damage, the student is charged an additional fee. If a student has lost or ruined a book, no other books will be issued until the lost or damaged book is paid for or arrangements are made for payment with the principal or his designee. It is the responsibility of the student to return the rental books to his/her class at the end of the semester and/or school year.

### **CAFETERIA**

Students may eat lunch prepared by the cafeteria or bring their lunches from home. Extra items, including milk, may be purchased in addition to the regular menu. Those eligible will receive a reduced lunch price. *Forms for a reduced-price lunch may be picked up in the Main Office.* Prices are subject to change. Breakfast and other items are served in the cafeteria from 7:10 a.m. to 7:30 a.m. The cost of these items vary. *Forms for a reduced-price breakfast may also be picked up in the Main Office.*

Students are expected to keep their tables and the cafeteria clean by using waste cans provided and by returning their trays to be recycled. Trays, dishes, and utensils are not to be removed from the cafeteria and students must remain in the cafeteria or Learning Commons during the duration of their lunch period.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

## **DRIVING AND PARKING PROCEDURES**

The private use of motor vehicles by corporation students shall be regulated. Student parking at the high school is limited. Parents/Students can sign up for a parking permit online using RDS. Only students with an APPROPRIATE PARKING PERMIT AND A PROPERLY DISPLAYED TAG will be allowed to park on school grounds during school hours. Failure to follow the driving and parking guidelines at Crown Point High School will result in loss of parking privileges, towing at the owner's expense, and/or report to authorities. Students who do not abide by school rules may have their permit revoked.

## **ELEVATORS**

Elevators are to be used by CPHS staff and any students who have secured authorization with medical documentation. Students found misusing the elevators will be subject to disciplinary consequences including detention, and/or suspension.

## **EMERGENCY SCHOOL CLOSINGS – DELAYS**

If it becomes necessary to cancel or delay school, information will be given on [www.cps.k12.in.us](http://www.cps.k12.in.us) and School Messenger. Cancellations and delays will also be broadcast on the following radio stations:

WJOB (AM 1230) Hammond  
WWCA (AM 1279) Gary  
WZVN (FM 107.1) Merrillville  
WAKE (AM 1500) Valparaiso  
WMAQ (AM 670) Chicago

## **FOOD/BEVERAGES**

Sack lunches may be kept in students' lockers from arrival time to lunchtime, but no food should be kept in lockers overnight. Food and/or beverages are classroom issues and will be enforced per teacher discretion. Beverage containers placed on lockers must be closable; open containers outside of the cafeteria may be confiscated. The selling of items (food, etc.) that are not part of a school approved fundraiser is prohibited.

## **GRIEVANCE PROCEDURES**

Any parent or guardian of a student enrolled in Crown Point High School, or any high school student eighteen (18) years of age or older may file a complaint with the school principal if he/she believes grounds for such a violation exists. The complaint must be made to the school principal within thirty (30) days of the alleged violation.

## **HEALTH SERVICES**

The school clinic is located in the hallway between the Guidance Office and Assistant Principal's Office. The nurses' office is open from 7:00 a.m. to 2:35 p.m. If a nurse is not available, students should report to the Assistant Principal's Office. The

nurse handles first-aid situations. The school nurse or office will notify parents to arrange for transportation before a student is sent home due to illness or injury. If an injury requires medical attention, an attempt will be made to contact parents. If a parent cannot be reached, the student will be taken to a doctor or hospital. Written permission from the nurse or Assistant Principal's Office is required to leave school for medical reasons. Those students who fail to comply and leave school without permission will be considered truant. Students who are ill should not report to school expecting the nurse to care for them.

Health and immunizations records are maintained by the school nurse. Students taking medication during the school day are to store the medication with the nurse and take it under the nurse's supervision. A doctor's note and parental note are required, indicating the need and dosage schedule.

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement be filed annually and include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Topical sunscreen products. USDA- approved topical, non-aerosol sunscreen products are exempt from this requirement. While on school property or at a school sponsored event or activity, a student may possess and use a topical, non-aerosol sunscreen product. A school employee may assist a student in applying the sunscreen product with written permission from the student's parent or guardian.

**THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR PAYMENT OF MEDICAL/TRANSPORTATION EXPENSES.**

## **IDENTIFICATION CARDS**

The ID card identifies the person as a CPHS student. It also helps in an emergency situation. This card will be used for hall passes, early dismissal, Learning Commons use, computer usage, dance entry, and identification purposes. One ID card will be issued at the beginning of the school year or when a student enrolls at Crown Point High School. If a student loses his/her ID card, he/she must obtain a replacement card from the Learning Commons.

- **Students must be in possession of their ID card at all times during the school day and at all Crown Point High School activities.**
- **Your ID must also be submitted to staff members upon request.**

## **INDOOR AIR QUALITY**

The Indoor Air Quality (IAQ) Coordinator and the contact details for the coordinator must be published in student handbooks.

The corporation IAQ Coordinator is:

Buildings and Grounds  
1151 East Summit Street  
Crown Point, IN 46307  
219/663-5701

Vehicle Idling: In accordance with *Indiana Code 410 I.A.C. 33-4-3*, all vehicles including buses and private vehicles driven by parents, students, and/or visitors are prohibited from idling for more than five minutes on school property.

## **LOCKERS**

All lockers and storage areas for student use on school premises remain the property of the school. These areas have no expectation of privacy and are subject to inspection and search (*I.C. 20-33-8-32*). Students are not to share lockers or locker combinations with others. Lockers are to be locked when not in use. Students should not keep money or other valuables in their lockers. If a student locker needs repair, the student should go to the Main Office for a LOCKER REPAIR form. If a student has withdrawn or is expelled from school, the student has two weeks to clean out the locker of personal items under supervision and return all books and school property to the registrar.

## **LEARNING COMMONS**

Learning Commons resources include books, magazines and pamphlets, and other printed instructional material as well as DVD's, audio compact discs, and other non-print materials. Computers equipped with online research tools are also available. The Learning Commons is open from 6:40 a.m. to 3:30 p.m. unless otherwise noted.

Check out periods vary. Most books may be checked out for two weeks; magazines and pamphlets for one week; some reference books overnight. **A student ID is required to check out materials.** Cloud-based printing is available for students. The automated catalog includes information on print and non-print materials and may be used by students having trouble locating a particular item. Students must pay for or replace damaged or lost materials. A student may use the Learning Commons every day during regular school hours and during lunch hours with a pass. A student using the Learning Commons should follow instructions as indicated:

1. Students must sign-in when arriving at the Learning Commons
2. A current student photo ID is required to use the computers in the Learning Commons.
3. Students misbehaving or misusing the Learning Commons may lose privileges for a period of time and/or be assigned discipline to be determined by the media specialist and administration.

## **PASS PROCEDURE**

Students in the hall during class time must be able to produce an authorized pass that is dated, timed and filled out and signed in ink by a faculty/staff member. Students who are found outside of the classroom during class time without a pass will be subject to disciplinary consequences. Students must be in possession of their student ID card during regular school hours.

## **REFUND FOR MEAL FEES**

Refunds for withdrawn students will be made within thirty (30) days of the withdrawal date, provided a forwarding address is given. Funds remaining in returning student accounts at the end of the school year will roll forward to the next school year. Refunds will be made for amounts \$5.00 and over. Overpayments less than \$5.00 will remain in the fund in which it was applied unless the parent submits a request for reimbursement.

## **STUDY HALLS**

Students will report to Study Hall prepared with schoolwork and materials. Study hall is recognized as a class with regard to attendance and behavior. Failing to follow the Study Hall supervisors' rules will be considered insubordination. Study Hall students are not to be released to assist staff in clerical or non-instruction tasks without written authority of the principal or designee. Students must obtain a pass from a teacher before leaving Study Hall. Study Hall supervisors will not issue passes to students to the Learning Commons.

## **TEXTBOOK RENTAL AND FEES**

Fees collected by our school pay for textbooks/e-books, consumable materials and supplies, and are due upon registration. The total cost for book rental and all class fees for the year are on each student's schedule.

Payments may be made by cash or check in the Main Office, and credit card payments are also accepted online through your Parent Access.

If you have not made arrangements for payment, or paid your account in full by the date designated upon registration, your account will be turned over to a collection agency and fees will be charged. Assistance with textbook rental is available, pending qualification. *Forms are available in the Main Office.*

It is the responsibility of the student to return the books to the issuing teacher. You will be charged the replacement cost for lost or damaged books. Additional books will not be issued until the cost of the book is recovered or arrangements have been made for payment.

## **REFUND FOR TEXTBOOK RENTAL AND FEES**

Refunds for withdrawn students will be made within thirty (30) days of the withdrawal date, or as soon as staff can confirm that all materials have been returned and are in good condition. A forwarding address must be provided. All other refunds will be processed twice a year, at the end of each semester.

If fees are owed for a prior year, current refunds will be applied to those fees and the parent will be notified. If fees are owed for a sibling, permission will be requested from the parent to apply the refund to those fees.



Refunds will be made for amounts \$5.00 and over. Overpayments less than \$5.00 will remain in the fund in which it was applied unless the parent submits a request for reimbursement.

**VISITORS**

Parents needing to confer with an administrator, counselor, or teacher should call the school to set up an appointment. Upon arrival at the school, parents are to sign-in with the Main Office and obtain a visitor’s pass. Other visits by friends or relatives of CPHS students are not allowed. SPECIAL EXCEPTIONS MUST RECEIVE APPROVAL BY THE PRINCIPAL OR DESIGNEE. CPHS visitor sign-in is located in the Main Office. Any person(s) found to be in violation of the policy may be subject to trespassing charges.

**ZERO PERIOD**

A student may go to a teacher’s classroom between 7:15 a.m. and 7:30 a.m. (excluding Wednesdays) for assistance with school work. A teacher may require that a student attend Zero Period to complete make-up work or receive one-on-one assistance.

**VI. Extra-curricular Activities**

**STUDENT GROUPS**

Academic Decathlon	Academic Super Bowl	Athletics
Band	BPA	CASS
Choir	CPTV	FCCLA
Debate	Hoosier Barbell Club	Excalibur
Inklings	Latin Club	Orchestra
Pro Start	Quiz Bowl	RoboDogs
Science Olympiad	Spell Bowl	Speech
Students Issued Parking Permits	Theatre	VEX Robotics

\*CPCSC reserves the right to add or remove groups on a year-to-year basis as new student groups form.

**STATEMENT OF BELIEF**

It is the belief of those concerned with the development of youth that membership and participation in extra-curricular activities has a positive effect in the development of constructive attitudes for citizenship and life skills.

It is the position of Crown Point Community Schools that participation in extracurricular activities is a privilege. High standards of conduct are expected for students participating in these activities.

**GUIDELINES FOR PARTICIPATION**

All student activities are carried out under the basic rules and regulations of the high school; and those participating are expected to follow the established guidelines, even if the activity takes place after school or on a non-school day. Students must be in attendance all day in order to be considered eligible to participate in an extracurricular activity unless permission is granted for unusual circumstances by an administrator.

It is important that participants and their legal guardians be aware of the philosophy, rules, and regulations under which they will be given the opportunity to participate. It is the responsibility of the sponsor to see that those in the activity stay within the guidelines. Violators will be dealt with by school administration. The basic requirement for membership into any organization is desire; however, some activities have requirements such as standards for membership in the National Honor Society, the ability to play an instrument to be in the marching band, and so on.

## **CLUBS AND ORGANIZATIONS**

Crown Point High School offers a variety of co-curricular and extracurricular clubs and activities. All students are invited and encouraged to participate in extracurricular activities. Your involvement will increase your interest in school and will help you to become a well-rounded person. A current list of clubs may be found on the Crown Point High School webpage, [www.cps.k12.in.us](http://www.cps.k12.in.us).

## **DANCES**

All dances must be scheduled and approved by an administrator. Dances may occur following an athletic event on Friday or Saturday which will end no later than 11:00 p.m. An administrator must approve any deviations from these times.

### **GENERAL RULES**

1. All rules and regulations for Crown Point High School will be in effect.
2. Only students of Crown Point High School will be admitted to dances unless prior arrangements have been made with an administrator.
3. Appropriate school clothing/attire is acceptable unless the event has a specific theme or is designated as formal or semiformal.
4. Jostling, pushing, piggyback riding, lying on the floor or other disruptive behavior is not permitted.
5. Students may not leave the building after being admitted to a school sponsored dance unless they are leaving the dance and all school property for the remainder of the evening.

## **FUNDRAISING PROJECTS**

All student fundraising activities must have a staff sponsor and be approved by an administrator.

## **PRACTICE/REHEARSAL TIME**

When a practice is held on an evening prior to a school day, the practice must end no later than 9:45 p.m. and the building must be cleared no later than 10:00 p.m. All students must leave before teachers and/or coaches. When a practice is held on an evening when there is no school the next day, the practice must end no later than 10:30 p.m. and the building must be cleared no later than 10:45 p.m. Athletic practices for various teams will be scheduled through the Athletic Directors' office.

## **SCHEDULING EXTRA-CURRICULAR EVENTS**

An administrator must approve all extra-curricular activities at least one week in advance of the activity. Once the activity is posted on the school calendar, it becomes an official school function. All activities which take an organization or club off school grounds must be properly chaperoned.

## **STUDENT PARTICIPATION IN ACTIVITIES WITH CONFLICTING DATES**

When a student is involved in two activities falling on the same date, the student should bring the conflict to the attention of both advisors and/or coaches involved. The advisors or coaches will inform the assistant principal for extra-curricular activities and attempt to work out a solution satisfactory to the student and in the best interest of the activities. If the parties cannot arrive at a satisfactory solution, the assistant principal will confer with the student and the advisor or coaches involved and then decide in which activity the student will be allowed to participate.

## **INTERSCHOLASTIC ATHLETICS**

Interscholastic athletics are maintained in ten (10) sports for both boys and girls. All students must have a physical examination before they can practice for any sport. All students interested in athletics are invited to try out. Announcements may be made in local and school newspapers and through school announcements as to when the call-out meetings or try-outs will be held.

### **FALL**

*(Boys)* Cross Country, Football, Soccer, Tennis – *(Girls)* Cross Country, Golf Soccer, Volleyball

### **WINTER**

*(Boys)* Basketball, Swimming, Wrestling – *(Girls)* Basketball, Gymnastics, Swimming

### **SPRING**

*(Boys)* Baseball, Golf, Track – *(Girls)* Softball, Tennis, Track, Unified Track

### **YEAR**

Cheerleading, Dance

While all members of freshman teams are freshmen, JV and Varsity teams may include students from all four grades. Most sports have three teams:

1. Freshman teams, in which participants show interest and desire coupled with a basic ability but little experience.
2. Junior Varsity teams, in which participants do not yet demonstrate varsity level ability but are gaining experience.
3. Varsity teams, in which participants have the best ability and/or the greatest amount of experience.

Students are encouraged to request assignments in advance from their teachers if they are going to miss a class for a performance, scheduled contest, or trip. Such absences are not included toward denial of credit.

**ELIGIBILITY**

Regular attendance at school is required of all participants. **Athletes must be in attendance all day in order to be considered eligible to participate in a contest or practice that day unless permission is granted for unusual circumstances by an administrator.**

Students must be in school Friday in order to participate in weekend events unless excused by an administrator. A student must meet the guidelines established by the IHSAA to be eligible.

**CROWN POINT HIGH SCHOOL ATHLETICS**  
**Crown Point High School 2022—2023**

**IHSAA CERTIFICATION OF ELIGIBILITY**

Note: An athlete must be passing in 5 classes in order to be eligible. The spring semester (Saturday, June 3, 2023) will be used to determine academic eligibility for the fall season next year.

**Note: It is the student athlete’s responsibility to enroll in at least 5 classes for eligibility.**

<u>GRADING PERIOD END</u>	<u>ELIGIBILITY DATE</u>
Friday – October 7, 2022	Saturday – October 15, 2022
Tuesday – December 20, 2022	Wednesday – December 28, 2022
Friday– March 10, 2023	Saturday – March 10, 2023
Friday – May 26, 2023	Saturday – June 3, 2023

If there have been snow days, etc. allowances may be granted by the IHSAA. However, generally they will enforce the 8-day rule from the last day of actual classes for a grading period.

*Please remember: If an athlete has been **ineligible**, and passes in 5 classes (i.e. on Friday, October 7, 2022), the athlete may participate for the first time on Saturday, October 15, 2022 at 8:00 AM.*

**NCAA ELIGIBILITY**

The NCAA Eligibility website is: [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org). The Eligibility Center will aid student athletes with registration, academic and amateurism certification process. Students who have questions about their academic eligibility should meet with the College & Career Counselor at Crown Point High School.

# CROWN POINT HIGH SCHOOL

## Athletic and Extra-Curricular Code of Conduct

### I. POLICY STATEMENT

It should be recognized by both the student and the Crown Point Community School Corporation that the enjoyment of and the participation in high school athletics and student groups is a privilege, which carries with it varying degrees of responsibility, recognition, and reward. Participating student represent their school and other members of the student body, so it is their duty to conduct themselves in a matter that is positive for themselves, their families, their school, and their community.

Local and State laws related IHSA regulations, the CPHS Student Handbook, the CPHS Athletic and Extra-Curricular Code and disciplinary action by the principal or his designee (Athletic Director) shall govern participants in CPHS's extra-curricular athletic activities and student groups.

This code applies to all students who are members of school sponsored extra-curricular sports and student groups. A student is governed by this code from his/her first sport/group participation at CPHS to completion of his/her last sport season or school group season at CPHS during his/her high school career.

This code and its penalties shall serve as the minimum standard. Each coach or sponsor may impose individual rules and penalties regarding his/her particular sport or student group (grooming, attendance, curfew, etc.). Each student will be informed of these additional rules prior to the start of that particular season.

### II. VIOLATIONS

**CATEGORY A:** It is a violation of the CPHS Athletic and Extra-Curricular Code if...

1. A student is found to be in possession of or using any kind of tobacco product including vaping/Juul.  
Rationale:
  - a) The use of tobacco/vaping is injurious to one's health.
  - b) It is illegal to purchase tobacco/vaping products under the age of 18.
2. A student is found to be in attendance at a place where illegal consumption or possession of alcohol and/or a controlled substance is taking place.  
Rationale:
  - a) Student are to conduct themselves in a manner that is positive for themselves, their family, their school and their community.
3. A student is found to be engaging in conduct that
  - a) reflects discredit upon CPHS or the IHSA.
  - b) creates a disruptive influence on the discipline, order, moral or educational environment of CPHS.  
Rationale:
  - a) Rule B, Section 1 of the IHSA by-laws.

**CATEGORY B:** It is a violation of the CPHS Athletic and Extra –Curricular Code if...

1. A student is found to be in possession or consuming any alcoholic beverage.  
Rationale:
  - a) The use or possession of alcoholic beverages by any person under 21 years of age is illegal.
  - b) Alcohol reduces maximum physical and mental performance and is injurious to one's health.
2. A student is found to be in the unauthorized possession of a controlled substance as defined in the Indiana Controlled Substance Act. (In addition, if a student/athlete tests positive on a Random Drug Testing for controlled substance.) The use of CBD products that have THC and cause a positive test is also a Category B violation.  
Rationale:
  - a) The use of possession of a controlled substance is illegal.
  - b) Their use reduces physical and mental performance and is injurious to one's health.

**CATEGORY C:** It is a violation of the CPHS Athletic and Extra-Curricular Code if...

1. A student is found guilty of committing an act constituting crimes (felonies or serious misdemeanors) and/or juvenile delinquencies and status offenses as defined by the Indiana Penal Code.  
Rationale:
  - a) Rule B, Section 1 of the IHSA by-laws.

### III. PENALTIES

Violation Category	1st Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
A	Level 1	Level 2	Level 3	Level 4
B	Level 2	Level 3	Level 4	
C	Level 3	Level 4		

- Penalty Level 1:** The athlete/group member is to be disciplined by the head coach in which he/she is currently participating in or the group sponsor in conjunction with the Athletic Director/Administrator. A report must be filed in the Athletic Office/Assistant Principal's Office.
- Penalty Level 2:** The athlete/group member will not be allowed to continue to participate in inter-school competition until he/she has served a suspension of 25% of the regular season contests of the varsity season of his/her sport or group's season, regardless of the level at which the athlete or group member participates.
- Penalty Level 3:** The athlete/group member will be suspended from participation and practice in all sports/groups at CPHS for 1 calendar year.
- Penalty Level 4:** The athlete/group member will be denied the privilege of participating in sports/student groups at CPHS for the remainder of their high school career.

### IV. ENFORCEMENT PROCEDURES AND CLARIFICATION

- A. The athlete/group member and his/her parents and/or his/her coach/sponsor will be informed of the violation and the penalty by the Athletic Director/Administrator at an informal hearing to be held in the Athletic Office/Assistant Principal's Office.
- B. The athlete/group member must complete the season with the athletic team/student group under which he/she is serving suspension. If the athlete/group member quits the team before the season is completed, the entire suspension will be served on the next team on which he/she plays/participates.
- C. At the head coach's/sponsor's discretion, the athlete/group member may be allowed to practice with the team and accompany the team to contests during a Level 2 suspension.
- D. Although practice during the suspension period is up to the individual coach, an athlete/group member may begin practice up to 10 days before the end of a Level 3 suspension, in order to get the ten (10) days of practice in to be able to participate when the Level 3 suspension has been completed.
- E. Any "jamboree" or "controlled scrimmage" will constitute an athletic contest.
- F. In regular season tournaments, the minimum number of contests will be counted in the suspension. Example: in a double elimination tournament, the participating team, regardless of the number of actual contests played, will count the tournament as two (2) contests for the purpose of suspension.
- G. If a suspension period includes a fraction of a contest, all fractions greater than or equal to .5 will be rounded up. Example:  $5.75 = 6$  games,  $8.33 = 8$  games.
- H. All suspension periods will be calculated based on the length of the varsity schedule of that sport/student group calendar dates. Example: a freshman basketball player with a 16 game schedule would serve a Level 2 suspension of 5 games based on the varsity's 20 game schedule.
- I. If an athlete has not completed his/her suspension before IHSA tournament competition begins, then she/he will not be eligible for any part of the tournament. For suspension purposes, the entire IHSA tournament will count as one regular season contest.
- J. Cause of suspensions will be established by charges of law enforcement officials or agencies, by investigations by members of the CPHS administration, faculty, paid or volunteer members of the athletic staff, or by the admission of the athlete.

### V. PARENTAL ASSISTANCE

Any parent seeking help or assistance involving his/her child's use of drugs, alcohol or tobacco, prior to a report or investigation by the school or any involvement with law enforcement, should contact school administration. As a result, the athlete/group member will receive a lesser consequence than what is outlined above. This consequence may include an athletic/participation suspension, or drug/alcohol counseling. The Athletic Director and Principal will determine the severity of the consequence.



## **VI. SELF-REPORTING**

Athletes/group members are encouraged to seek help and to self-report. An athlete/group member can eliminate the penalty for a first offense under Category B (alcohol and Drugs) if 1) he/she reports the conduct to the Athletic Director, Head Coach or Counselor prior to the school's investigation of the conduct and 2) the student will be referred to their guidance counselor to determine if counseling services are needed. The guidance counselor will make recommendations on services available in the community. By self-reporting this will still count as a Level 2 Penalty and, if there is a repeat offense, the athlete/group member will receive a Level 3 Penalty which is suspension from athletics/school group for one (1) calendar year. Agencies and counseling resources are attainable from the high school guidance counselors. Any counseling services will be at the expense of the parent or guardian.

## **VII. COUNSELING**

An athlete/group member who did not self-report and who is found to have violated the Code under Category B for the first time will be offered the opportunity to reduce his/her penalty by 50% by the successful completion of a substance abuse program. Agencies and counseling resources are attainable from our guidance counselors. Any counseling or services will be at the expense of the parent or guardian. Reduction of penalty through counseling can only be implemented on a first offense.

## **VIII. SOCIAL NETWORKING AND MEDIA POLICY**

### Social Media

Social Media refers to internet-based applications designed to create and share user generated content. Any form of digital magazines, internet forums, web-blogs, podcasts, photographs, video, rating and social bookmarking found on websites such as Twitter, Facebook, Instagram or Tumblr that is open to public viewing is considered to be social media. As the user of these platforms, student-athletes/group members are expected to conduct themselves responsibly as members of their respective team, the CPHS Athletic Department and the school. Users must understand that any content shared is expected to follow acceptable social behaviors outlined in the athletic code/extra-curricular code for Student-Athletes/group members, Crown Point High School, the IHSA and state and federal law. Violations of this policy are subject to investigation and sanctions outlined in the athletic and extra-curricular code for Student-Athletes/group members and are also subject to review by state and federal law enforcement.

### Prohibited Conduct

As a student-athlete/group member, you must accept responsibility for your social media use. It is your job to project the values and responsibilities of the CPHS as a highly visible member of the institution and the larger community. Any malicious use of social media platforms shall not be tolerated. Malicious use may include but not limited to;

1. Social Media use should not violate the athletic code for student-athletes or extra-curricular code for group members.
2. Demeaning statements or threats that endanger the safety of another person.
3. Post should not contain profane, vulgar, obscene, racial/ethnic, or offensive language.
4. Incriminating photos or statements regarding illegal criminal behavior, underage drinking use of illegal drugs, sexual harassment or violence.
5. Indicating knowledge of the acts listed above.

### Potential Consequences

Any malicious use can be investigated by representatives of Crown Point as well as civil authorities. Upon investigation and the severity of the incident can result in sanctions by the appropriate body. Sanctions may include, but are not limited to;

1. Written notification from the Director of Athletics/Administration to the student identifying the offense and potential sanctions.
2. Temporary suspension from competition as outlined in the athletic and extra-curricular code.
3. Dismissal from athletic team/student group.

### Appeals

A student may appeal their sanctions to the Athletic Director/Administrator as outlined below in the appeal process.

## **IX. APPEAL PROCESS**

- A. An athlete/group member has the right to appeal an imposed penalty.
- B. The appeal must be made in writing to the Athletic Director/Administration within five (5) school days following the hearing.

- C. The Board of Appeals will consist of:
- 1) The Athletic Director and/or Assistant Athletic Director(s)
  - 2) 3 coaches, not to include a coach of the sport in which the athlete/group member currently is participating
  - 3) The Principal and or Assistant Principal(s)
- D. The Board of Appeals has the following options:
- 1) Affirm the penalty
  - 2) Change the penalty
  - 3) Reverse the penalty
- E. The Board of Appeals will vote and announce its decision to the athlete/group member 24 hours following the appeal after approval by the Principal and or Superintendent.

## **X. ACKNOWLEDGEMENT OF RECEIPT**

By reviewing and signing the Student Handbook consent form, students/parents/guardians/athletes acknowledge the rules, policies, and expectations of Crown Point High School and the Athletic and Extra-Curricular Code and agree to comply with those rules and provisions.

# **CROWN POINT COMMUNITY SCHOOLS**

## **Drug Testing Program**

### **STUDENT DRUG TESTING PROGRAM**

Crown Point Community School Corporation is committed to providing a safe and orderly learning environment. A concerted effort has been taken to secure the facilities and manage the behavior of the student population. In an effort to address this growing concern, a program of deterrence will be instituted as a proactive approach to the maintenance of a drug-free school. Because substance abuse poses such an immediate threat to the safety of student drivers, students involved in extracurricular activities, and students involved in athletics, a program of deterrence will be instituted as a proactive approach to maintaining a drug-free school environment.

### **STUDENT GROUPS TO BE PLACED IN THE RANDOM DRUG TESTING POOL \***

Academic Decathlon	Academic Super Bowl	Athletics
Band	BPA	CASS
Choir	CPTV	FCCLA
Debate	Hoosier Barbell Club	Excalibur
Inklings	Latin Club	Orchestra
Pro Start	Quiz Bowl	RoboDogs
Science Olympiad	Spell Bowl	Speech
Students Issued Parking Permits	Theatre	VEX Robotics

\*CPCSC reserves the right to add or remove groups on a year-to-year basis as new student groups form.

### **SCOPE**

This policy applies to all Crown Point Community Corporation students in grades 9-12 who are issued student parking permits and/or who participate in school sponsored extracurricular activities and/or athletics. These programs are privileges afforded our students.

### **CONSENT**

It is mandatory that the parent/guardian of each student in grades 9-12 sign the online consent prior to the student being issued a parking permit or allowed to participate in extracurricular activities or athletics. Failure to comply will result in non-participation. For first-year CPHS students and students who were not in the testing pool last year (2021-2022), parents will be asked to consent or decline to random drug testing as part of the registration process. Students who were enrolled in the CPHS Random Drug Testing (RDT) program in 2021-22 will remain in the testing pool for the remainder of their high school careers (graduation) unless a request is made to have them removed. Once that consent/decline is given, it cannot be

changed unless contact is made with Assistant Principal Mike Depta. The parent/guardian is consenting for the student to participate in the drug-testing program at Crown Point Community School Corporation for the remainder of their high school career. If a parent/guardian has not submitted a consent form at the beginning of a school year they may submit the online form prior to the student electing to complete or perform athletics or an extracurricular activity. Students who apply for a parking permit after the school year has begun must have their parent/guardian complete the online form prior to being issued a parking permit. Parents who wish to remove their student from the pool must contact Assistant Principal Mike Depta. **Removal from the testing pool will exclude that student from driving to school as well as participating in extra-curricular activities and athletics for one calendar year.**

## **BANNED SUBSTANCES**

For the purpose of this policy, the following substances or their metabolites that can be tested for are considered illicit or banned for Crown Point Community School Corporation students:

<i>Alcohol</i>	<i>Amphetamines</i>	<i>Cocaine Metabolites</i>
<i>Barbiturates</i>	<i>Benzodiazepines</i>	<i>Methadone</i>
<i>LSD</i>	<i>Marijuana Metabolites</i>	<i>Phencyclidine Opiates</i>
<i>Methaqualone</i>	<i>Propoxyphene</i>	<i>Other Illegal Drugs</i>

## **Random Drug Testing Progressive Discipline**

	Athletics	Extra-Curricular	Students with Parking Permits
Self-Report*	Enrollment in intervention/counseling program		
	Follow-Up testing		
1 <sup>st</sup> Violation**	Enrollment in intervention/counseling program		
	Any Student who refuses to submit a sample will be subject to progressive discipline as if they had submitted a positive test.		
	Suspension for 25% of scheduled competitions and performances	Suspension for 25% of scheduled performances	Suspension of parking privileges until negative follow-up test is produced
2 <sup>nd</sup> Violation**	Enrollment in intervention/counseling program		
	Suspension for 365 days from the date of the infraction for competitions	Suspension for 365 days from the date of the infraction for performances	Suspension for 365 days from the date of the infraction for parking privileges
3 <sup>rd</sup> Violation**	Enrollment in intervention/counseling program		

	Suspension from competitions for remainder of high school career	Suspension from performances for remainder of high school career	Suspension of parking privileges for remainder of high school career
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\*Students who self-report and have a positive follow-up test will be moved to 2<sup>nd</sup> violation.

\*\*Students committing violations “out of season” will be subject to progressive discipline outlined in the extracurricular/athletics Code of Conduct.

\*\*Students involved in multiple activities (in-season at the time of a positive test) will serve suspensions for each activity.



# CROWN POINT HIGH SCHOOL

## CPHS 2.0 FULLY-ONLINE COURSES 2022-23

This section is designed as an addendum to the Student Handbook. Policies and procedures presented in this section apply to students engaged in fully-online courses through the CPHS 2.0 program. Policies presented in this section are in addition to those offered in previous sections.

### Table of Contents:

1. Crown Point High School 2.0 – Next Generation Learning
2. Description of CP 2.0 Fully-online Courses
3. Is Online Learning right for me?
4. Parent/Guardian responsibilities
5. Fully-online courses available for 2020-21
6. Guidance, Enrollment and Scheduling
7. Attendance Policy
8. Bring Your Own Device (BYOD)
9. Computer Specifications
10. Who to Contact with Questions?
11. Student and Parent/Guardian Participation Agreement

### 1. Crown Point High School 2.0 – Next Generation Learning

Fully-online courses at CPHS are part of the larger corporation-wide effort to offer increased personalization, flexibility and challenges to students. The CP 2.0 guiding principle are designed to

- Prepare all students for college, careers, and life-long learning in ways that support the Crown Point Community School Corporation Mission.
- Respond to the needs of all students through personalized learning opportunities
- Expand course offerings to include more options for students.
- Use technology to enhance critical thinking, problem solving, communication, collaboration, creativity and innovation.
- Promote students' responsibility for their own learning (choices).
- Address student challenges, including skill deficiencies, retention, enrichment, and opportunities for accelerated students.
- Generate data that serves all stakeholder groups – teachers, students, parents, administrators and community.
- Create flexible scheduling opportunities for students and teachers by removing traditional barriers.

### 2. Description of CP 2.0 Fully-online courses

IMPORTANT NOTE: CPHS 2.0 fully-online courses are designed as cohort-based learning experiences where the depth of content, rigor, and assessments match traditional CPHS classrooms. These courses offer students increased control over their learning, but are NOT offered as self-paced courses. Weekly engagement, assignment, and assessment deadlines apply, just as they do in a traditional classroom.

- CPHS 2.0 fully-online courses are web-based and accessible from anywhere there is Internet access.
- All course content is provided online through a learning management system (Buzz). All students will access this system by clicking on the Buzz icon in their RDS Student Access account. The majority of instruction and assignments will be submitted electronically.
- Final exams and other key assessments will occur in a proctored environment at CPHS.
- Each course has a CPHS highly qualified teacher that works directly with students and evaluates course assignments and assessments.
- Teachers are available to respond to student questions through email, discussion boards, phone calls, and occasional web conferencing. Students should expect a response from the teacher within 24 hours on weekdays.
- Students do not meet on a regular basis with their teacher, but they can request assistance during Zero Period, Resource Period, or other scheduled meetings.
- To engage in a fully-online course, students need to have a computer with Internet access. This can be a rented chromebook or a certified BYOD.
- To prepare students to be successful online-learners, each student must complete an online orientation course in BUZZ. Failure to complete these requirements will prevent enrollment in the online course.
- Students and parents must agree with the conditions of the participation agreement. This form does not need to be returned to the school.



### 3. Is Online Learning Right for Me?

Online learning is an additional opportunity for students to pursue their educations. However, even if a student is comfortable with texting, chat rooms, social networking, and building relationships online, using Internet tools for rigorous academic work comes with new challenges for many students.

Students should examine the following statements when determining if a fully-online course is appropriate for their style of learning. Students with these skills and characteristics have a better chance for success in a fully-online course.

- I will share my thoughts and experiences in an online environment as part of the learning process.
- I express my ideas effectively through formal and informal writing.
- I routinely engage in critical thinking, including synthesizing and analyzing ideas.
- I am self-disciplined and well-motivated to complete the online course.
- I will seek help when needed with academic and technology issues.
- I will commit 4-8 hours per week on the course. (Summer school hours amounts differ due to the compressed nature of summer school – each day = 1 week).
- I think through issues carefully before responding to questions or discussion points.
- I believe that high quality learning can take place without going to a traditional classroom.
- I understand that online education may be a more convenient way to pursue learning, but it is not without challenges.
- I have consistent access to a computer and reliable Internet.

### 4. Parent/Guardian Responsibilities

Students that enroll in a CPHS 2.0 fully-online course are required to have an identified parent or guardian to help ensure success in the course. Parents/Guardians will be asked to fulfill the following roles:

- Monitor progress throughout the course to ensure the student is fully engaged and effectively participating in the course. Support is particularly important early in the semester to ensure a successful start.
- Provide support and encouragement to the student and report any problems to the online teacher or CPHS administrator. Early identification of any problems is a key to success.
- Parents/Guardians uncomfortable with the level of technological sophistication required may also designate a course mentor for their child to help with the above tasks. Individuals fulfilling this role must be at least 18 years of age.

### 5. Fully-Online Courses Available for 2022-23

The following courses will be available for enrollment:

- Online American Government (also available in summer school)
- Online Dual Credit Medical Terminology
- Online Economics (also available in summer school)
- Online English 12
- Online Health (also available in summer school)
- Online US History

Additional courses may be offered in the future.

### 6. Guidance, Enrollment, and Scheduling

Guidance service and scheduling processes for CPHS 2.0 fully-online courses will follow the same procedures that are outlined in previous sections.

- CPHS 2.0 courses will operate on the same semester schedule as traditional CPHS courses. These courses are NOT designed as self-paced courses, and students will begin and end courses on the standard semester schedule.
- Students may not enroll in a CPHS 2.0 course after the tenth day of the semester.
- CPHS guidance counselors will approve student participation in fully-online courses.
- Students may drop an online course per school policy.
- Students should only be enrolled in one fully-online course at a time; they can only enroll in two fully-online courses simultaneously with special permission from CPHS administration.
- If a student fails a fully-online course, they will need special permission from a CPHS counselor or administrator to enroll in another fully-online course.

### 7. Online Course Attendance Policy

The attendance policy for CPHS 2.0 fully-online courses will follow the same procedures that are outlined in earlier sections with the following exceptions:

- CPHS 2.0 fully-online courses are NOT self-paced. Students are expected to meet weekly deadlines within the course.

- Students are expected to login consistently throughout each week of the course.
- Students who do not submit work in a course for two consecutive weeks will be referred to their guidance counselor by the teacher. These students may then be withdrawn from the course.
- Students with special circumstances that prevent them from submitting work should contact their teacher as soon as possible.

Students who have an online class appearing on their schedule as a 1<sup>st</sup> period class are able to stay home during that period and arrive at CPHS on time for their next scheduled class. They will need to sign in with the greeter at the main entrance.

Students who have an online class appearing on their schedule as a 7<sup>th</sup> period class are able to leave CPHS after their last regularly scheduled class for the day (5<sup>th</sup> or 6<sup>th</sup> period). They will need to sign out with the greeter at the main entrance. Students who chose to be present at CPHS during their online class periods must report to the Learning Commons (previously known as the Media Center) at the beginning of those periods and sign in. Those students will need to be working on coursework during that time. Official attendance will not be taken at CPHS, but the main entrance logs and Learning Commons logs will serve as verification of when a student was in the building. Students who abuse these privileges will be subject to disciplinary action.

## 8. Computer Specifications

Students in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade are required to use a school-owned Chromebook. Students in 12<sup>th</sup> grade who were previously using a personal device may continue to do so. Crown Point Community School Corporation will allow students in 12<sup>th</sup> grade to use personal technology devices (PTD's) to access the wireless network in CPHS. This wireless access is designed to enhance the student's educational experience and outcomes. Students and parent will be given a copy of the BYOD Responsible Use Policy and Agreement Form to sign.

Although the Crown Point Community School Corporation does not recommend a specific computer, we believe a student should consider the following when making a choice:

- Size of screen for viewing
- Size of keyboard for typing
- Battery life for the entire school day
- Video Camera
- Audio and speaker/microphone and earphones
- Multiple USB ports

*Therefore, the minimum specifications for a computer in order to perform learning requirements are listed below:*

- Operating System – Windows 10 or higher, or MAC OS x 10.6 or higher, Chromium OS/Linux
- CPU – Digital Core Processor
- Memory – 4 GB or higher
- Hard Drive – 128 GB or more
- Optical Drive – Internal or External DVD Burner or CD RW/DVD-R
- Display – 13" or larger
- WIFI compatible
- Battery life for the entire school day – consider purchasing an extended-life battery
- Flash compatible
- Video recording and playing
- Audio recording and playing
- Video Card with 128 MB or more of memory
- Memory Card Reader
- Multiple USB 2.0 Ports
- Up to date virus and malware protection (optional if using a MacBook)
- Students should also have a headset with a microphone (for listening and speaking) or ear-buds for listening only
- The most current versions of the Chrome, Firefox, or Safari browsers run the Buzz Learning Management System best

These minimum specifications may be updated periodically as current technology changes or new technology becomes available.

## 9. Who to Contact with Problems or Questions

<u>Problem or Question</u>	<u>Who will help</u>
Hardware or Technical	Students having hardware or technical issues should seek assistance from the device user manual, support website, or technical support phone number. This information is provided when you purchased the device. CPHS staff will assist students in locating resources to find solutions to hardware and technical issues. Please email <a href="mailto:CPHSTech@cps.k12.in.us">CPHSTech@cps.k12.in.us</a> for assistance.
Connecting to the School Network	Students having trouble accessing the CPCSC network on the device should follow trouble-shooting instructions on the device, read the user manual, check the device tech support website, or call the device tech support phone number. CPHS staff will assist students in locating resources to find solutions to problems connecting to the network. Please email <a href="mailto:CPHSTech@cps.k12.in.us">CPHSTech@cps.k12.in.us</a> for assistance.
Software Updates	Students are responsible to monitor and update software for optimal security and performance, i.e. Java, Shockwave, Security, etc. CPHS staff will assist students in locating resources to update software. Please email <a href="mailto:CPHSTech@cps.k12.in.us">CPHSTech@cps.k12.in.us</a> for assistance.
Charging Batteries	It is the responsibility of the student to bring the device to school fully charged. If time and electrical resources are available, teachers may allow students to charge their devices in the classroom when they are not being used.
Access to the Online Course	Students will access their online course by logging into their RDS Student Access account. Once logged in, the student will see the Buzz icon on the left side of the screen. By clicking on that icon, the student should be immediately taken to their Buzz home screen where the online course tile will appear. If the course is not appearing, check to see if your CP 2.0 Orientation course is fully complete. If it is, contact the teacher of the course for assistance. There is a school directory available on the CPHS website with email and phone listings for every teacher. Note that students are not able to access their RDS Student Access accounts between midnight and 6 a.m.
RDS Student Access Accounts	Students are responsible for the security of usernames and passwords. Students who have forgotten their password should use the "Forgot your password?" link on the login page. That procedure will send a new password to the email address linked to that RDS account. Students who do not know their user name or do not have an RDS Student Access account should come to the Learning Commons for help. Students may also send an email to <a href="mailto:CP2.0StudentHelp@cps.k12.in.us">CP2.0StudentHelp@cps.k12.in.us</a> for assistance. Please note that assistance with the RDS Student Access accounts may not be available outside of school hours.
RDS Parent Access Accounts and Buzz Parent Observer Accounts	Parents are able to view "read only" versions of their child's online course by logging into their RDS Parent Access account and clicking on the Buzz icon. Clicking on their child's name on the Observer Home screen will bring up a list of that child's courses. Parents may also use the "Forgot your password?" link on the login page to receive a new password via email. Parents who have forgotten their RDS username or do not have an RDS Parent Access account should email <a href="mailto:cphsparent@cps.k12.in.us">cphsparent@cps.k12.in.us</a> . Replies will be sent during regular school hours.
Course Issues	Student assistance for course navigation, links that don't work, email, downloading and uploading assignments, discussion boards, etc. will be provided by the teacher of the course. If the problem is with the Buzz Learning Management System, the teacher will contact the Buzz administrator.
Academic Help	Once enrolled in a course, students and/or parents should contact their respective teacher with all academic questions such as: <ul style="list-style-type: none"> <li>• Accommodations for testing (e.g. students with 504's or IEP's)</li> <li>• Questions about assignments/content/directions</li> <li>• Tutoring options</li> </ul> The teachers will forward questions to additional personnel as needed. Teacher contact information will be included in each course.

## **CPHS 2.0 – STUDENT AND PARENT/GUARDIAN PARTICIPATION AGREEMENT**

Only through continuous communication and effective time management can students be successful in a fully-online course. The purpose of this documentation and agreement is to increase student and parent/guardian understanding of the participation requirements for a CPHS 2.0 fully-online course so both can better prepare to maintain a regular schedule of participation and assignment completion.

*Student* – Within each course, the teacher outlines the weekly minimum work requirements. It is essential that you submit work on time and that you and your teacher maintain regular contact with each other. You should be prepared to take proctored examinations at CPHS during the semester.

*Parent/Guardian* – Students in fully-online courses need consistent organization and encouragement to succeed. You pledge to monitor and support your student to ensure that they engage in the course on a regular basis and complete weekly assignments in a timely manner.

You understand that this course begins and ends on the same dates as the regular CPHS terms.

**Please note that this form no longer needs to be returned to the school. Remaining enrolled in an online course indicated that you and your parent/guardian are accepting all of the commitments outlined in this document. Otherwise, please work with your guidance counselor to drop this course.**

