

**COWAN JUNIOR-SENIOR
HIGH SCHOOL
2018-2019
9401 S. Nottingham St.
Muncie, IN 47302**

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This Agenda Book Belongs To:

Name _____

Address _____

Phone _____ Grade _____

MISSION STATEMENT

“To Prepare Our Students for Life’s Challenges”

SCHOOL SONG

Yea for Cowan, Yea for Cowan
Yea School we’re for you.
We will fight with all our might
We’re loyal through and through

Yea for Cowan, Yea for Cowan
Yea School we’re for you.
We will fight with all our might
Yes we’ll be true.

C-C C-O-W
W-W W-A-N
C-O-W W-A-N

Cowan Blackhawks Go! Fight! Win!

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**COWAN JR. SR. HIGH SCHOOL
STUDENT HANDBOOK**

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The Cowan Jr. Sr. High School handbook provides the key provisions of school board policy. The board policy manual should be consulted for the full text of a particular policy. In addition, should any provision of the handbook contradict board policy, the board policy will prevail.

ALCOHOL/ILLEGAL DRUGS/TOBACCO/PARAPHERNALIA

At NO TIME will consumption, possession, or distribution of alcohol, illegal drugs, or tobacco be accepted by Cowan Jr/Sr High School. This includes, but is not limited to, on the school grounds immediately before or after school hours, anytime when school is in session, or any function directly or indirectly connected with Cowan Jr/Sr High School. If suspected of violating this expectation, the administration of Cowan Jr/Sr High is within their rights to question and search students, their vehicles or lockers in an effort to maintain a safe environment for all students. If the administration deems it appropriate, due process procedures will be followed and if needed the proper authorities will be contacted.

ANTI-BULLYING POLICY

The school board of Cowan Community School Corporation is committed to providing a safe, positive, productive, nurturing educational environment for all of its students. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

I. Definitions

1. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - a. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. Has the effect of substantially interfering with the targeted student's academic performance; or
 - d. 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.

2. This policy applies regardless of the physical location when the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students within Cowan Schools and the bullying behavior results in substantial interference with the school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

II. Reporting Procedures

1. Any student who believes that he or she has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal. The student(s) also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Reports may be made to those identified above or made anonymously through the mailbox located near the counselor's office or the anonymous reporting link on the school's website.
2. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

III. Investigation

1. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee in a timely manner.
2. Once the incident is determined to be a bullying incident and the investigation is completed, appropriate disciplinary response and follow up services for both the targeted student and the bully are determined. The nature of the incident, disciplinary response and proposed follow up services will be determined by the severity of the bullying issue.
3. Law enforcement will be contacted if the nature of the bullying incident rises to the level of a criminal offense.

APPOINTMENTS TO SEE TEACHERS OR ADMINISTRATORS

Cowan Jr/Sr High fully supports parental/guardian involvement in your student's education. If you would like to speak with a teacher or an administrator, appointments can be made by contacting the given party. The administration encourages parents to first contact teachers regarding any class related questions via email or by phone, as they have the best perspective of issues within their classroom. However, if at any time you need to reach an administrator, we are more than happy to help. Students are also welcome to make appointments to see an administrator or counselor in the Student Services office.

AR/STAR TESTING REQUIREMENTS

- **ALL students at Cowan Jr.-Sr. High School will take part in the Accelerated Reading Program.**
- **ALL STUDENTS, regardless of reading level, WILL EACH TAKE TWO AR QUIZZES per grading period which will be recorded as 20-point Quiz grades for that Quarter (grading period).**
- *English students, who are NOT reading AT GRADE LEVEL or above, must earn AR goal points for the grading period.*
- The amount of points needed will depend on each child's reading level.
- The table below shows the reading levels students in grades 7, 8 & 9 need to attain per Quarter in order to be exempt from AR Goal Quiz Points.

STAR Reading Level Requirements by Quarter for English 7, 8 & 9

	Required STAR Reading Level		
Grade Level	7	8	9
Beg Qtr 1	7.0	8.0	9.0
End Qtr 1	7.3	8.3	9.3
End Qtr 2	7.5	8.5	9.5
End Qtr 3	7.8	8.8	9.8
End Qtr 4	8.0	9.0	10.0

STAR REQUIREMENTS

- Students will take a STAR Reading test each quarter (grading period) except for the first quarter, when they will take two (2) STAR Reading tests.

- These scores will determine each student’s reading levels to see if the student will need to read for AR Goal points, or if he/she will be exempt from them for the next Quarter.
- **From 10th grade on, as long as the student maintains a Reading Level of 10.0 or higher, he/she will be exempt from reading for AR Goal Quiz Points, but WILL STILL BE REQUIRED to read 2 AR books per Quarter for the 20-point quiz grade.**

Seventh, eighth, and ninth graders who score AT OR ABOVE THE REQUIRED LEVEL on the STAR reading test for the Grading period (Quarter) will be EXEMPT from AR goal points for THAT grading period ONLY.

AR GOAL POINTS REQUIREMENTS

- **Accelerated Reader** counts for a certain percentage of the student’s final weighted grade for the Quarter, depending on the grade they are in.
- Students earn points toward this goal ONLY when they score 70% correct or higher on 20-question quizzes, or 60% correct on 10-question quizzes
- **This percentage will be recorded AT THE END OF THE GRADING PERIOD.**
- Earning a very low AR score or a score of zero **WILL CERTAINLY LOWER the Quarter Grade.**
- **AR is an important part of the English grade. The following table shows the weighted percentage of AR for each grade level.**
- **Failure to achieve this point goal percent WILL lower final grade.**

GRADE IN SCHOOL	% OF FINAL GRADE
7TH	10%
8TH	10%
9TH	10%
10TH	10%
11TH	10%
12TH	10%

ATTENDANCE POLICY

In order for your child to receive the best education possible, they must be in good standing regarding attendance. Not only is it vital for learning, but it is also deemed vital by Indiana State law. The following speak to the different definitions and procedures regarding school attendance:

Truancy

Truancy may be defined in a variety of ways: (1) the willful refusal to attend school in defiance of parental authority, (2) choosing to not attend a class during the school day, (3) Failure to be in an assigned location as expected by teacher or staff. **Habitual truancy**, as defined by Indiana code, is a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

ABSENCES

There is a seven (7) day absence limit **per semester**. All absences after seven (7) will be unexcused and make-up work will not be permitted. Excessive absences from school could result in removal from a credited class and/or recommendation for expulsion (through the due process procedure). Credit may not be granted for any class that semester.

Junior High students may be referred to juvenile probation on the twelfth (12) absence.

Absences confirmed through physician verification or for any of the reasons listed below, will not count toward the seven (7) day limit. Verification for any of the reasons listed below must be received within three (3) days of return to school. Pre-arranged vacation **will be** counted on the seven (7) day limit and **may not** be used to extend that limit. **An extension of the seven (7) day absence limit per semester shall occur for properly verified absences for the following reasons:**

- a) Serving as a page in the General Assembly
- b) Death in the immediate family
- c) Absences certified as necessary by a doctor
- d) Doctor or dental appointments
- e) Election workers
- f) Pre-arranged religious holidays
- g) Suspensions
- h) Students who are subpoenaed to court
- i) Active duty with the Indiana National Guard pursuant to orders of not more than 10 days
- j) A dangerous communicable disease or infestation with parasites transmittable through normal school contacts
- k) Other reasons granted by the principal

College Visits:

Juniors are allowed one (1) college visit per year. Seniors are allowed two (2) college visits per year. Students need to obtain a letter/note from the college or university for the absence to be excused. College visits will not count towards the seven (7) day limit.

Absence Procedure:

An absence is anytime that a student is not in school. When a student is not in school parents are asked to call and verify the absence before 9:00 a.m. **that morning**. If a phone call is impossible, notes will be accepted only the day the student returns. If the absence is excused, the student will have the same number of days to make up assigned work missed. However, in-class work or unannounced quizzes will not be made up. If an absence is unexcused, the student **will not be permitted to make up work missed for credit**. Students are unexcused if a phone call or note is not received by the school from the parent. **Long-term assignments are due on a specific “due-date” even if an absence occurs. A long-term assignment is defined as one given a week in advance of due date.**

Any student who is more than ten minutes late to first period class will be counted absent unless excused by the principal or assistant principal. Students more than 5 minutes tardy during the school day will be considered truant. Parents will be notified as to excessive absences using the following guidelines:

- a) After five days – notification by mail and possible parent conference.
- b) After seven days – notification by mail. A parent-student conference may be scheduled. Credit may be lost upon the tenth (10) absence. Expulsion from school or the Delaware County Probation Office may be notified.

PERFECT ATTENDANCE AWARD

The Perfect Attendance Award will be given to students who have not been absent any portion of any period during the entire school year. The only exception will be absence due to teacher assigned activities i.e. field trips.

AUTOMOBILES

Students who wish to drive to school must register the vehicles they will drive. Each student driven car on the school property must be registered. **Students may not ride mopeds, bicycles, motorcycles, etc. to school.** ALL registered cars must display the registration tag from the rear mirror. Failure to do so may result in loss of driving privileges or further disciplinary action may be taken. The following are guidelines for student drivers:

1. Register your vehicle in the main office
2. Students may not enter the parking lot during the school day unless permission is obtained from the office.

3. Any parking lot accidents are to be reported to the office and to proper authorities.
4. Reckless or negligent driving on the school grounds at any time will result in suspension of driving privilege.
5. There is to be no smoking by any student in any car while in the parking lot.
6. **Student drivers with a chronic record of tardies may lose driving privileges.**
7. Individuals and vehicles must be licensed as required by law.
8. The school retains the right to inspect student vehicles while on school property.
9. All student drivers must be eligible through the random drug testing procedure.
10. No loitering in or near automobiles on school property before or after school hours.

BEFORE AND AFTER SCHOOL

1. Any student arriving before 8:00 AM should remain in the athletic hallway until the first bell rings, unless he or she is attending a scheduled meeting.
2. After arriving on school grounds, students are not to leave unless permission is granted from the office.
3. No student should be in the building after 3:10 PM unless supervised by a teacher or for detention. Students waiting to be picked up after 3:10 PM must wait in the main lobby outside the front office.
4. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume the next day.

BUS RULES

RIDING A BUS TO SCHOOL IS A PRIVILEGE, NOT A RIGHT.

Violation of regulations may result in a loss of privileges. Driving a school bus carries a major responsibility. All students are expected to behave appropriately and follow the guidelines set by the bus driver. Failure to do so will result in a report to the office. **Buses will have cameras to monitor student behavior and safety. Administrators and the Transportation Director are authorized to view cameras at their discretion. Discipline concerns may result in the loss of bus privileges or further discipline action. Parents/Guardians will be responsible to bring and pick up students who are removed from the bus.** Students may only ride the bus they are assigned to, unless written permission from a parent/guardian has been submitted to the office and approved by the administration. The administration reserves

the right to decline requests if needed to ensure the safety of all students.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast & lunch are offered at a reasonable price (**\$1.50 for breakfast & \$2.50 for lunch**). **Food brought or delivered to school from “fast food” restaurants should not be brought into the café, unless prearranged with an administrator.** Students are required to clean up their area of the lunch room, failure to do so will be addressed as needed. **FOOD IS NOT TO BE TAKEN FROM THE CAFETERIA.** Additionally, if a student runs out of lunch money funds, they will be permitted to charge up to \$10.00. After a form of notice, students who are more than \$10.00 in the negative could be offered an alternative lunch. An alternative lunch will cost \$.40.

CELL PHONES

Students are encouraged to leave cell phones at home for safekeeping. However, if you bring a cell phone to school, **it must be kept in your locker and turned off. Students are not to have a cell phone in their possession during the school day** (These guidelines may be waived if a teacher has received permission from administration to allow for classroom use only). Students are not to use a cell phone anywhere on school grounds during school hours (8:10 AM - 3:00 PM). If a teacher or staff member suspects a student does have a cell phone out they have the right to confiscate the phone and submit it to the office and a referral will be written. If an administrator has reasonable suspicion to believe that a cell phone might have proof of violated discipline codes beyond possession of a cell phone, only the administrator or designee may search the contents of the phone in compliance with search and seizure regulations. **If you need to get an urgent message to your child, please call 289-7128 and we will be happy to help.** The following is the Cowan Jr/Sr High School’s protocol regarding cell phone violations:

- 1st - Cell phone must be picked up by a parent and 3 Hour Friday Detention.
- 2nd - Cell phone must be picked up by a parent and 3 Hour Friday Detention.
- 3rd - Cell phone must be picked up by a parent and 1 Day of In-School Suspension.
- 4th - Cell phone must be picked up by a parent and this will be viewed as Insubordination and the student will serve 1 day of Out of School Suspension.

******IMPORTANT INFORMATION REGARDING CELL PHONES******

Students and parents, please be aware that the school corporation is legally responsible to report certain issues to the proper authorities. In the eyes of the law, possession and distribution of nude or sexual photos via a cell phone, in some cases, violates laws that protect against child pornography/exploitation. "SEXTING" is an issue in many schools, and our respective professional organizations have notified us of the obligation to inform you that such violation must be reported to the local police and in some circumstances students, if found guilty, may be required to be registered as sex offenders. Please speak with your children regarding this issue. Thank you.

***Cell phones are not to be used in restrooms/ locker rooms before or after school hours.**

CHANGE OF ADDRESS

Please inform the office if you change your address, telephone or name.

CHARGES FOR DAMAGE OR LOST ITEMS

Students will be assessed a fee for lost or damaged school owned books or supplies.

CLASS RANKING AND GRADING SYSTEM

Students are required to be enrolled in six (6) classes each semester. Selection of Valedictorian and Salutatorian will be based on eight (8) semesters.

1. Grade point averages are cumulative and computed at the end of each semester for students in grades 9-12.
2. **All subjects are included in computing grade point averages.**
3. At the end of each semester, grade point averages are put in ranked order (from highest to lowest) to determine each student's rank in class.

WEIGHTED GRADES

AP Calculus, AP Chemistry, AP U.S. History, AP Physics, AP Spanish IV, English 11 Dual Credit & English 12 Dual Credit courses will receive weighted grades. The earned grade in the course will be weighted an additional 1.00 when computing the grade point average and will also be used for class ranking. The change is the equivalent of one letter grade. The grade earned must be a minimum of C- to be weighted. Also, "College Prep" courses: American Literature & Comp., English Literature & Comp., and Pre-Calculus, will be weighted an additional 0.5. This change is equivalent of one-half letter grade. Also, the grade earned must be a minimum of C- to be

weighted. It is strongly recommended for students to take American Lit & Comp. or English Lit & Comp. prior to taking a Dual Credit English course.

GRADING

It will be each teacher’s responsibility to give, record, and clarify grades assigned. Within 5 school days from the beginning of the school year each student will be given, in writing, the requirements, necessary to earn A, B, C, and D. Grades will be based on points earned for the home/class work, tests, and other projects.

Semester grades will be determined by averaging the two (2) nine (9) weeks and semester exam. Each nine (9) weeks grade will count 40% and semester exam will count twenty percent (20%) of the semester grade.

Grading Scale:

All teachers will use the following scale:

100-98	A+	89-88	B+	79-78	C+	69-68	D+	59- F
97-93	A	87-83	B	77-73	C	67-63	D	
92-90	A-	82-80	B-	72-70	C-	62-60	D-	

The following codes may appear on report cards for the detailed reasons:

Code	Explanation
I	The grade is incomplete for various reasons and if make-up work is submitted by the deadline, the grade will be refigured. If work is NOT submitted in time, the grades will be calculated with scores of “0” from the incomplete work
W	Withdrawn from class
WF	Withdrawn from class with a failing grade/will be assigned by an administrator when a student is removed from class due to discipline or poor attendance

Any and all class change requests must be approved prior to the 3rd meeting of the class for the semester. No changes will be approved after classes have met 3 times.

CLINIC – ILLNESS AT SCHOOL

Students needing to be seen in the clinic must report to student services. Students will never be permitted to go home until the parent or guardian has given authorization. Under no circumstances should students stay in a restroom or leave for home without proper authorization from the office. The school nurse or principal will make

a determination regarding the appropriateness of sending a student home.

COUNSELING SERVICES-CONFIDENTIALITY POLICY

As a counseling department, we recognize the importance of student confidentiality. Philosophically, we work to respect students' trust and keep session information private by restricting access to records or information. Our goal is to create a comfortable environment by respecting student privacy in an effort to encourage honesty on the part of the student. By law, counselors are required to intervene when there is potential risk of danger to harm ones self or others.

DAILY CLASS SCHEDULE

Regular Schedule (M/W/F)

1st Period 8:10 - 9:00
2nd Period 9:04 - 9:56
3rd Period 10:00 - 10:50
4th Period A Lunch 10:54 - 11:20
B Lunch 11:24 - 11:50
C Lunch 11:54 - 12:20
5th Period 12:24 - 1:14
6th Period 1:18 - 2:07
7th Period 2:11 - 3:00

CRT Schedule (T/Th)

CRT 8:10 - 8:38
1st Period 8:42 - 9:26
2nd Period 9:30 - 10:16
3rd Period 10:20 - 11:04
4th Period A Lunch 11:08 - 11:34
B Lunch 11:38 - 12:04
C Lunch 12:08 - 12:34
5th Period 12:38 - 1:22
6th Period 1:26 - 2:11
7th Period 2:15 - 3:00

***Two Hour Delay Schedule**

1st Period 10:10 - 10:40
2nd Period 10:44 - 11:14
3rd Period 11:18 - 11:48
4th Period A Lunch 11:52 - 12:18
B Lunch 12:22 - 12:48
C Lunch 12:52 - 1:18
5th Period 1:22 - 1:52
6th Period 1:56 - 2:26
7th Period 2:30 - 3:00

*Career Center students would need to report to the library or study hall for 3rd period

Cowan Resource Time – C.R.T.
Procedures & Expectations 2018-2019

1. You **MUST** have something school related (AR book, homework, study materials, etc.) to work on each day when you come to CRT. If you show up empty handed, you will have to go back to your locker to get something. If that makes you late, you will take a tardy.
2. Sleeping is **NOT** an option.
3. No food or drinks are permitted in the classroom. If you bring them, you will have to throw them away.
4. You are expected to work quietly and independently in your assigned seat. There will be **NO** talking. If you need to work with someone on an assignment, you need to bring a note from that teacher stating that you need to work together.
5. If you need to go to one of your teacher's classrooms, you need to show up with a yellow CRT pass from that teacher. **You will not be allowed to leave CRT unless you have a CRT pass.**
6. If you have a pass to leave, you must sign-out of your assigned CRT and then sign-in to the classroom you are going to. Once you arrive at the classroom and sign-in, you will stay in that classroom until the end of CRT.
7. There will be **NO** restroom passes given during CRT.

CRT has been implemented to allow students a time during the school day to receive additional resources to help them become successful.

DISCIPLINE

One of the responsibilities of school personnel is to maintain discipline. Discipline situations will be treated as learning experiences. The only purpose of a discipline assignment is to correct unacceptable behavior. Although students may be given a choice of discipline, disciplinarians are free to offer the choices they feel will be most effective. Some possible choices:

(A) **Suspension from Class** –the student will sit in the office during that class hour only.

- (B) **Lunch Time Detention** – the student will be required to spend his/her lunch period in the office, and must bring a book to read or an assignment to complete. ONLY a basic school lunch will be served-extras will not be purchased.
- (C) **Friday Detention – 1 Hour (1 Hour FD)** from 3:05 PM - 4:05 PM. The school will not furnish transportation. Not coming to detention will result in further discipline.
- (D) **Friday Detention – 3 Hour (3 Hour FD)** from 3:05 PM - 6:05 PM. The school will not furnish transportation. Not coming to detention will result in further discipline.
- (E) **Suspension from School** – out of school suspension will last from one to ten days.
- (F) **In-School Suspension** – students are required to complete assignments, quizzes and tests for that day. Credit will be granted in most cases.
- (G) **Social Probation** – A student will not be allowed to attend or participate in athletic contests, dances or other after school activities if the following occur:
- Fails to successfully complete assigned detentions
 - When otherwise designated by administration for discipline referrals or academic failures.
 - Students exceeding ten (10) days of absence and/or ten (10) tardies may be put on Social Probation for the semester.
 - Fails to pass a random drug test.
- (H) **Educational Contract** – the administrator, student, teachers and parents enter into an agreement that specifies the behavior of the student, the positive rewards and consequences of not living up to the contract. A violation of the contract may lead to expulsion, suspension, or other discipline.
- (I) **Expulsion** – a student may be expelled from school following the state due process guidelines.
- (J) **Loss of Driving Privileges** – I. C. 9-24-2-1 prohibits the Bureau of Motor Vehicles from issuing a driver's license or learner's permit to a student less than 18 who is under:
- At least a second suspension from school for the school year
 - An expulsion from school
 - Considered habitually truant under I. C. 20-33-2-11
 - Withdrawal is not permitted to have license reinstated
The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.
- (K) **A Referral to Juvenile Court.**
- (L) **Community Service** – principal may assign a maximum of 120 hours of community service. (M) **Loss of work permit**

- (N) **Priority Suspension School – upon the 2nd out of school suspension of 3 days or more, student will serve suspension at Y.O.C.**
- (O) **Priority Expulsion School – student serves expulsion at Y.O.C.**

DRESS

Appropriate dress is everyone's responsibility. All students are encouraged to use good judgment when selecting their clothing to be worn at school. Clothing is expected to be neat, clean, and non-offensive. **Any clothing which attracts undue attention, or which may be deemed disruptive to the school function may result in the individual being sent to the office.** Students sent to the office will be issued a warning and given three options:

1. Change clothing in question
2. Cover the clothing in question
3. Be suspended and sent home.

If a student chooses to change clothes, but leaves school to do so, he/she will be marked as absent (unexcused) for the time out of class. Repeated dress code violations could result in referral and discipline assignment.

The following are examples of clothing or items that are considered to be inappropriate:

- A. Wearing pants so undergarments are visible
- B. Torn, ripped or altered clothing is in poor taste. **NO HOLES** in clothing that expose bare skin, this includes pants.
- C. Shirts or blouses with low plunging, loose fitting necklines.
- D. Shorts or skirts which do not extend to the tip of the "pinky" finger, or deemed too short by the administration.
- E. Clothing which promotes or advertises drugs, alcohol, or tobacco products.
- F. Clothing with slogans or symbols which contain racial slurs.
- G. Clothing which contains sexual symbols, slogans, or connotations.
- H. Clothing which contains offensive language.
- I. Hats, bandannas, hoods or sunglasses worn in the building.
- J. Shirts or blouses which expose the midriff when standing.
- K. Spaghetti straps, tank tops, mesh net shirts or strapless tops.

- L. Clothing which reveals undergarments or lack of undergarments.
- M. Heavy coats, mittens, gloves, scarves, pajamas or blankets
- N. House slippers
- O. Leggings/Tights that expose undergarments, lack of undergarments, or are deemed too revealing for school.

EXTRA-CURRICULAR ACTIVITIES/SCHOOL TRIPS

Participation in all extra-curricular activities is considered a privilege. Students may participate under the following conditions:

- A. A student must be in attendance at school on the day of a scheduled contest or practice **for entire day**. The student who misses school due to illness or other reasons on or the day before an activity will not be allowed to participate or attend until the activity sponsor and Principal or Assistant Principal have determined the validity of the student’s excuse for being absent from school. **Students who leave school sick will not be allowed to participate in practice or contests on that day.**
- B. Students participating in extra-curricular activities represent the school and community. As a result, behavior that reflects positively on both is required. If at any time a student demonstrates choices that misrepresent the school or group, Cowan Jr/Sr High reserves the right to remove that student from any or all participation.
- C. Students participating in extra-curricular activities are to be eligible through the random drug testing policy.

The following criteria must be met for a student to participate in out of state field trips:

- 1. Student must have a good attendance record.
- 2. Student must be performing adequately academically.
- 3. Student may not be a discipline concern.
- 4. Student must have paid textbook rental and other fees.
(Fall trip – 50% paid) (Spring trip – 100% paid)

The Cowan Jr. / Sr. High School Administrative Team is responsible for final determination of student eligibility.

CRIMINAL ORGANIZATION (GANG) ACTIVITY

It is the policy of Cowan Community School Corporation (#5840) to prohibit criminal organization (gang) activity and similar destructive or illegal group behavior on school property or school buses or at school-

sponsored functions. It is also the policy to prohibit reprisal or retaliation against individuals who report criminal organization (gang) activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization (gang) activity and similar destructive or illegal group behavior.

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal. The principal will take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Additionally, any student who has reason to believe that another student is taking part in gang activity should report the issue to the principal immediately.

GRADUATION REQUIREMENT

Specific graduation requirements for the various diploma types are described in detail in the Curriculum and Course Handbook distributed by the Guidance Department on an annual basis. The minimum requirement for graduation is 44 credits. Parents are encouraged to contact the guidance office with specific questions about graduation requirements and diploma types.

HARASSMENT POLICY

Cowan Community School Corp. harassment policy is located in the By-Laws and policy manual of Cowan Community Schools. A copy of this manual is available to students, staff, parents, and community members in each of the schools' main offices and the superintendent's office for public view.

The following individuals serve as "Compliance Coordinators" for Cowan Community School Corporation:

Dennis Chambers	Greg Kyle
Superintendent – 289-4866	Assistant Principal – 289-7128

HOMEWORK POLICY

Cowan Jr/Sr High School recognizes the importance of assigning meaningful and quality homework to students. Homework fosters student achievement, independence, and responsibility and serves a vital link between school and home. Therefore, it is the policy of Cowan Jr/Sr High School that meaningful and quality homework is assigned to support our students and their education.

ACADEMIC JACKETS

In an effort to reward high school students who have shown outstanding effort in the classroom, academic jackets can be earned in two different ways:

1. Student earns 3 semesters of all A's – student/parent can purchase jacket from the Guidance Department.
2. Student earns 5 semesters of all A's – school will purchase jacket.

Chevrons will be earned for each semester a student receives all A's. Chevrons will be awarded once a student receives/purchases their academic jacket.

HONOR ROLL

Cowan Jr/Sr High School recognizes both the "A" honor roll and the "A/B" honor roll. Being on the honor roll qualifies a student to have his/her name listed with the media as an honor roll student. If you do NOT wish for your child's name to appear in the paper please contact the office.

JUNIOR HIGH RETENTION

Cowan Jr/Sr High School may find it necessary at times to recommend the retention of a student in Grade 7 or Grade 8 for the next school year. The following are conditions that may warrant retention:

1. The physical, social, and emotional maturity of the student
2. Poor academic performance during the course of the year
3. Poor performance on standardized assessments
4. Attendance and discipline concerns

Recommendations for retention will be made by the principal and the Student Intervention Team. Notification to parents or guardians will be made prior to a decision so that advanced steps can be taken to prevent any unnecessary retention. **The final decision rests with the principal.**

LOCKERS

Each student will be assigned a locker and is expected to use only the locker assigned to them. Lockers are to be locked at all times and used to store personal items and unused books. Students should not "set" or "jam" their lockers for any reason. This can cause damage to the locker and the student will be responsible for the damages. When a problem with the locker persists, students are asked to notify Student Services. All of the lockers made available for students are the property of the School Corporation. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents at any time. **ONLY PACKED/SEALED FOOD**

FOR LUNCH or AFTER SCHOOL EVENTS (as authorized by the office) MAY BE PROPERLY STORED IN LOCKERS.

LOST AND FOUND

Students who find lost articles are asked to take them to the **Main Office** where the owner can claim them. Lost articles not claimed within a reasonable time will be given to charity.

MEDIA CENTER

The media center plays an important part in the educational program of the school. The media center is to be regarded as a place in which students may engage in quiet study or research activities.

1. Books may be checked out for two weeks and may be renewed for another two-week period.
2. Each student is responsible for the book charged to his name. Therefore, in case a book is lost or damaged, the person whose name appears on the card will be expected to pay for the book.
3. Each student will present his/her pass **to the librarian when entering the library**. Students will be required to have the librarian sign their pass before leaving the media center.
4. The media center must be kept in an atmosphere conducive to study at all times.
5. Students taking items from the media center without properly checking them out will be guilty of theft.
6. No food or drinks are to be brought to the media center.
7. Students with over-due books will not be able to check out new material until over-dues are returned.

MEDICATION

(Consent forms may be found on the Cowan web site on the school nurse page.)

Children that require medication (including inhalers and cough drops) at any time during the school day must adhere to the following guidelines:

1. Prescription medicine must have a copy of the prescription, a faxed order from the physician, or a copy of the pharmacy label that can be kept on file. The medication must be in original pharmacy container with pharmacy label attached or, if a Dr.'s sample it must come labeled with child's name and include written directions by Dr.'s office. A parental note must include what time to give medication and a date when to start and stop medication.

2. Medication that a parent believes a child should carry with them such as inhalers, must have a note on file from their doctor. The note must say the child understands why medication is needed, when the medication should be used, and the child understands how to self-administer.
3. Non-prescription medication must come in the original container from the store. A note from the parent must include the reason for giving medication, dosage, and schedule of when medicine should be given. If medication is to be given on an as needed basis the note must state the reason. (Ex: headache, earache, braces pain, etc.) The note may also say to follow the package directions for dosage. The school must not exceed the package directions for dosage and frequency unless we receive a written and signed direction from a physician.
4. Medication that is possessed by the school for administration during school hours or at school functions for a student may be released to a student's parent or an individual at least 18 years of age and designated in writing by the student's parent to receive the medication.
5. A school corporation may send medication home with a student if the student's parent provides written permission for the student to receive the medication.
6. The school will not administer any drug (including cough drops) without parental permission.
7. All medication must be turned into the office or clinic where it will be kept, unless in compliance with rule # 2.

OFF LIMIT AREAS

Students are not to be in the following areas without teacher or administrative permission:

1. In East, West, or North halls during lunch hour.
2. In the parking lot during school hours.
3. On the gym floor with street shoes on.
4. Teachers work room located near office.
5. In the courtyard.

PERMISSION TO LEAVE EARLY

If a student is requesting early dismissal, he or she must report to the office **before** classes begin and provide a written note to the office and be added to the "permission to leave" list that is compiled with daily absence report. If a note is not sent, then a parent must call into the office to make the request. Students must sign out in the office before leaving the building and should sign in if they return the same day. The

“permission to leave slip” must be given to the teacher whose class they are in at the appointed time they are to leave. The student should use this early release slip to notify their teachers they will be leaving early and get assignments for periods they will be absent from school.

PESTICIDES

Occasionally, there is a need to apply pesticides/herbicides on school grounds. Any applications will be completed by or under the guidance of certified applicators. Applications will be completed at times, or in areas, where students are not present. Parents/Staff may request being added to a list to be notified at least 48 hours prior to applications by contacting the Office of the Superintendent at 765-289-4866.

RANDOM DRUG TESTING

Participation in extracurricular activities as well as driving to and from school is a privilege. This program applies to all Cowan Jr/Sr High School students in grades 7-12 who wish to participate in extracurricular activities during the current school year. It also includes any student who wishes to drive to and from school during the current school year.

REFERRALS

Referrals are noted incidents of student misbehavior. Teachers use this form to notify the Principal or Assistant Principal of student’s misbehavior as observed by the teacher. Referrals require disciplinary action to attempt to correct student misbehavior or misconduct. Written referrals become a part of the student’s records and are kept in the office. If it becomes necessary to exclude a student from school because of continual disciplinary problems, the referral will be used to document due process of progressive disciplinary actions. Parents are notified by mail of referral notices and actions.

REPORT CARDS

<u>End of Grading Period</u>	<u>Report Cards sent home</u>
Wed. 10-3-18	Thurs. 10-4-18
Thurs. 12-20-18	Tues. 1-7-19
Fri. 3-8-19	Tues. 3-12-19
Wed. 5-22-19	Fri. (Mailed) 5-28-19

REQUEST FOR PRE-ARRANGED VACATIONS

If a situation occurs where a student will be having an extended non-health related absence, we request a parent/guardian contact the Principal or Assistant Principal regarding the absence. If it is

“excused” by an administrator, make-up assignments will be accepted, but the student will be responsible for speaking with teachers and making arrangements. Note: pre-arranged vacations/absences still count towards the maximum 7-day allotment.

RIGHTS-RESPONSIBILITIES-REGULATIONS

The Cowan Community School Corporation hereby adopts the following statement relative to student conduct. Any violation of the following statement could result in suspension or expulsion of any student from Cowan Junior-Senior High School. Procedures are in compliance with IC 20-33-8.

GROUND FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging the other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
 - b. blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. setting fire to or damaging any school building or property.
 - d. prevention of or attempting to prevent by physical act the convening or continued functioning of any school or 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 any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property or repeated theft involving school property of small value.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property or repeated theft involving private property of small value.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action

undertaken on the reasonable belief that it is necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, but not defined under item #14.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by medical prescription from a physician is not a violation of this subdivision. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the principal or his designee before possessing, using, or providing the medication or substance.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens. Examples of things that are not to be possessed or provided to another person are: pipes, rolling papers, roach clips, etc.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug,

- hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, controlled substance or intoxicant of any kind;
- e. possessing, using, transmitting, or being under the influence of caffeine-based substance, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
 - f. engaging in speech or conduct, including clothing, jewelry or hairstyle, which is, profane, indecent, lewd, vulgar or offensive to school purposes.
13. Knowingly possessing or using on school hours an electronic paging device or a hand held portable telephone in a situation not related to school purpose or educational function.
 14. Students will not possess or use a laser pointer on school property or while attending a school-sponsored activity on or off school property unless under the supervision of a staff member and in the context of instruction.
 15. Possession of a firearm.
 - a. no student shall possess, handle, or transmit any firearm on school property.
 - b. the following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - *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 firearm silencer

 - *any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, 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

 - *any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

 - *an antique firearm

*a rifle or shotgun which the owner intends to use solely for sporting, recreational or cultural purposes

c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student at the beginning of the first semester after a one year period.

d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

16. Has a dangerous communicable disease or infestation with parasites transmittable through normal school contact that poses a substantial threat to the health or safety of the school community.

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

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

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

GUIDELINES FOR EXPULSION

1. In the event the principal or his designee is faced with a situation warranting expulsion or exclusion, he:(a)may suspend the student summarily for a period of ten (10) school days or less pending a hearing; (b)must notify in writing the superintendent or his designee of his request to exclude or expel the student; and (c)must notify the parent or guardian within twenty-four (24) hours relating the specific acts which the student has done constituting a course for probable expulsion, and citing these acts as the reason for the suspension which the principal is imposing. (d)If the student is NOT suspended pending hearing, the principal does not send a notice to the parent.
2. When the principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:
 - (a)The superintendent (or designee) may conduct an expulsion

meeting, or may appoint one of the following persons to conduct the expulsion meeting:

*legal counsel

*a member of the administrative staff who not involved in the events giving rise to the expulsion

(b)An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above.

(c)The request to appear at the expulsion meeting will be in writing, delivered by certified mail or personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

(d)At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

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

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the Superintendent within 10 days of the receipt of notice of the action taken. The Superintendent has the right to decline the request. If the Superintendent hears the appeal, he or she will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The Superintendent will then take any action deemed appropriate.

GUIDELINES FOR SUSPENSION BY PRINCIPAL/DESIGNEE

1. The principal or his designee may suspend a student from all portions of the school program for a period of ten (10) days or less.
2. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to: (a)a written or oral statement of the charges; (b)if the student denies the charges, a summary of the evidence against the student will be presented; and, (c)the student will be provided an opportunity to explain his or her conduct.
3. The meeting shall precede suspension or the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

4. The principal or his designee must: (a) investigate the incident, (b) suspend the student, (c) make a reasonable attempt to notify the parent or guardian within twenty-four (24) hours of the term of the suspension, and the misconduct of the student.
5. Indiana code 9-24-2-1 enacted by the General Assembly may be enforced.
6. A student may not be suspended if: (a) the end of the semester comes before the end of the suspension; or (b) the action automatically prevents the completion of the overall course within the normal time. (c) when "a" or "b" occurs, the procedure for expulsion must be followed
7. A student who is suspended from school will be expected to make up missed class work. A student will be allowed to complete and receive credit for all classwork (homework, projects, quizzes, tests, etc...). The student will complete the missed test(s)/project(s) within the same number of days that they were suspended. For example, if a student is suspended for three (3) school days, that student will have three (3) school days to complete his/her missed test(s)/project(s). **Students assigned to Priority School will be provided all homework assignments and will be expected to complete all work for full credit.**

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio station WLBC and a School Messenger will be sent out. If no report is heard it can be assumed that school will be in session. Please do not call the school, radio stations or administrator.

PHONE NOTIFICATIONS

Cowan Community School Corporation utilizes an automated call system which will be used to notify you of school closings and various other events or issues taking place within our school. Please make certain you provide a working phone number during registration for this service. Also, if you would like to change the phone number contacted by the service, please do so by calling our office.

RULES for 7th & 8th GRADE CLASSROOMS

- ✓ Come In Prepared To Learn
 - ✓ Respect Your Teachers, Classmates, & Classroom
 - ✓ Always Have Paper, Pencil, and Your Classroom Books
 - ✓ Passes to Your Locker to Get Forgotten Materials Will Result in a Tardy
 - ✓ You Must Be In Your Seat When the Bell Rings or You Will Be Tardy
 - ✓ You Must Have Your Agenda Book to Use the Restroom
 - ✓ Late Work Will NOT Be Accepted
- **If Rules are Broken the Following Will Occur:**
1. Verbal Warning
 2. Call/Email Home
 3. Office Referral

SCHOOL RULES

The following are general expectations for all Cowan students. Our philosophy regarding any school rules is that we expect our students to show **RESPECT** to themselves, each other, adults, our equipment, and the building. As a staff we hope to model positive behavior and interaction for our students to create a safe and healthy learning environment.

1. **For the safety of all students, book bags or large purses WILL NOT BE PERMITTED in the classrooms.** Any bag or purse that is large enough to hold a normal size textbook should be placed in a locker. Book bags may be used to transport books to and from school, but must remain in lockers during the school day. Drawstring bags may be used to carry items to and from P.E.
2. **Public displays of affection (PDA's) are considered inappropriate in school. Never will necking, kissing, embracing or any other actions that bring inappropriate notice to an individual be considered proper and permissible. If students choose to disregard this expectation, consequences will follow.**
3. **Food and beverages are to be consumed in the cafeteria. Foods and beverages should not be taken into the gym or classroom without approval. Open drink containers are not allowed to be brought into the building (fountain drinks, coffee cups, soda cans, etc).**
4. Students are to comply with all reasonable requests made by teachers and staff members. A request is deemed reasonable unless it is immoral or illegal. Disagreements with a teacher or staff

member may be brought to the attention of the Principal or his/her designee.

5. Students may not leave the building during the day without permission.
6. All students' personal items of considerable value should be left at home for safekeeping. The school will assume no responsibility for items lost or stolen. Do not carry large amounts of money in your pockets or leave it in your locker.
7. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in-groups.
8. Use of profane, loud or improper language will not be tolerated.
9. Improper or inappropriate use of electronic devices that include but not limited to: cell phones, video cameras, computers, IPODS or any type of digital camera while at school, or attending a school sponsored activity, is grounds for discipline.
- 10. Plagiarism, copying homework or any other method of taking credit for school work that is not your own will result in a "zero" for the assignment and possibly a loss of class credit. **Students will be considered in violation of this rule if they provide answers or let another student copy from them.****
11. Fidget devices and tools should not be in classroom unless approved by resource teacher or administration.

SCHOOL DANCES

1. School dances must have administrative approval. Students attending the dance must attend the dance directly after the prior event, (i.e. homecoming). If there is no prior event, the student must be in attendance no later than ½ hour after the start time. Example: Students will not be allowed to leave the homecoming game and then reenter the building for the homecoming dance.
2. Once a student leaves the dance, he/she may not return.
3. Students wanting to bring guests from other schools must pick up a request form from the office, fill it out completely, and return it to the office prior to purchasing tickets for the dance.
4. The administration reserves the right to restrict students from attending dances based on their behavior during the general school day. Students who have served an out of school suspension will be required to request permission to attend dances and prom.
5. Students participating in dances are to be eligible through the random drug testing policy.

SEARCH AND SEIZURE

The School Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion.

- A. As used in this section, “reasonable cause for a search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of: 1. evidence of a violation of the student conduct standards contained in the student handbook; 2. anything which because of its presence presents an immediate danger of physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the School Corporation and are provided for the use of the students; subject to inspection, access for maintenance, and search pursuant to this section. 1. Locker searches will be conducted in accordance to I.C. 20-33-8-32. 2. A teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- C. The principal or another member of the staff designated by the principal and acting at the direction of the principal may search a student during a school activity if the principal has reasonable cause for a search of a student.

Searches of a student shall be limited to: 1. searches of the pockets of the students; 2. any object in the possession of the student such as a purse or briefcase; and/or 3. a “pat down” of the exterior of the student’s clothing. Searches of a student with removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with sub-section G of this section. These searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search.

- D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a

motor vehicle onto school premises. The principal or a member of the staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.

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

SENIOR TRIP

In order for a senior to be eligible for the Senior Trip (New York Trip), students must have a minimum of 30 credits before the beginning of their senior year. Any senior who does not have 30 credits before the first day of their senior year, will NOT be eligible to go on the senior trip.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an non-emancipated

minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/per parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Directory Information
According to Cowan School Board Policy #8330, the
superintendent may allow access to the school campus or give

students' directory information to organizations that make students aware of educational or occupational options. Directory information shall not be provided to any organization for profit-making purposes. The board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; and/or scholarships. By Indiana law (IC 20-33-10-1)

Indiana schools can no longer deny the military access to "student directory information" which includes students' names, addresses, and phone numbers (if that phone number is listed or published). This law states that "a high school shall provide access to the high school campus and the high school's student directory information to official recruiting representatives of: 1. The armed forces of the United States, 2. The Indiana Air National Guard, 3. The Indiana Army National Guard, and 4. The service and academics of the armed forces of the United States – for the purpose of informing students of educational and career opportunities available."

Parents do have a right under one sub section of this law to submit a signed written request to the high school at the end of the student's sophomore year to indicate that the parent does not want their student's directory information to be released.

The administration at Cowan Jr. Sr. High School will comply with the new law. If the student and/or the parent requests that this directory information not be released to military recruiting representatives, the following procedure should be followed:

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within five (5) days after receipt of the Superintendent's annual public notice.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask *COWAN COMMUNITY SCHOOL CORPORATION* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
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 interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

TARDIES

Tardies cause a major interruption to the educational flow of a classroom. Therefore, excessive tardies will be dealt with as follows:

This scale is based on aggregate (total) tardies PER SEMESTER

- 5th (1st violation) Tardy-Tardy Notice Warning**
- 6th (2nd violation) Tardy-Referral/Written Warning**
- 7th (3rd violation) Tardy-Referral/Lunch Detention**
- 8th (4th violation) Tardy-Referral/1 Hour Friday Detention**
- 9th (5th violation) Tardy-Referral/3 Hour Friday Detention**
- 10th (6th violation) Tardy-Referral/3 Hour Friday Detention**
- 11th (7th violation) Tardy-Referral/1 Day Out-School Suspension**
- 12th (8th violation) Tardy-Referral/Will be viewed as insubordination**

TECHNOLOGY POLICY

Technology tools (computers, software, and networks) are available throughout the school corporation. These resources are to be used to enhance the curriculum and provide a strong technological education for all. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. A technology contract for students must be signed by their parents and on file for all students. **In addition, Google training will be provided for all students who have access to Google Apps for Education (GAFE) at Cowan. An additional contract will be signed by students who have received this training and subsequent access to GAFE.** Any intentional violations of the corporation technology policy by students may result in disciplinary action by the school. This may include loss of technology privileges.

TRANSCRIPT REQUESTS

Students needing a transcript will make those requests online at www.parchment.com. Once registered on this website students can print or send transcripts electronically to the school or university of their choice. While this service is mostly free of charge, there are certain schools and universities that charge a small fee to receive transcripts from the parchment website. If this is the case for your school or university, report to the guidance department and they will send the request so the student is not charged.

VANDALISM

The taxpayers of Cowan Community Schools have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended, defacing or damaging school property of any kind (buildings, books, desks, athletic fields, etc.) will not be tolerated. Persons who willfully damage school property shall make proper restitution as determined by the Principal or Superintendent. Those individuals will be held liable for all damages and could also face criminal charges and/or expulsion (through the due process procedure). Restitution will also be required for damage due to carelessness that results in damage of school property.

VISITORS/SAFETY/SECURITY

Cowan Community Schools may utilize video surveillance in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff and visitors. School Corporation buildings and grounds are under 24 hour surveillance.

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are “hanging around” the building after hours.

Student visitors or friends of our students may not visit school unless pre-approval has been given by a building administrator

WIRELESS DEVICES

Generally cell phones are prohibited during the school day. Other wireless devices may be used exclusively for educational purposes only when allowed by the teacher with administrative approval. Abuse and misuse may result in disciplinary action.



ATHLETIC PHILOSOPHY

Participation in athletics as a student is a privilege. With this privilege comes a level of expectation and responsibility. It is the hope of Cowan Jr/Sr High School that our student-athletes will obtain a dual education while participating in sports. Not only will they be held to our high academic standards, but the life-skills they will obtain by being part of a team will better prepare them for life after graduation. As a member of Cowan Athletics, it is important that students realize they represent themselves, their families, their team, Cowan Jr/Sr High, and our community. Any actions that tarnish our image of respect will be dealt with accordingly. Additionally, we hope parents will aide in this effort as well by being positive supporters of our programs and help their students learn and grow through the athletic experience.

ATHLETIC DEPARTMENT WEBSITE

www.cowanathletics.com

ATHLETIC DEPARTMENT TWITTER ACCOUNT

@Cowan_Athletics

ATHLETIC DEPARTMENT RULES

The following are the minimum training standards for all Cowan JH and HS athletes.

1. No use or possession of tobacco products of any kind.
2. No drinking or possession of alcoholic beverages (includes possession by consumption).
3. No illegal use, possession or sale of controlled substances (drugs).
4. The privilege of participating on a Cowan Junior High or High School athletic team carries with it the responsibility to exemplify appropriate standards of behavior and to abide by the rules of conduct outlined in the Cowan Jr/Sr High School student handbook. Inappropriate behavior includes, but is not limited to, the commission of misdemeanor or felony crimes, assault, theft, fighting, etc. Possession of stolen property constitutes theft.
5. If a student-athlete is suspended from school they will serve an equal game suspension. Example: 3 days Out-of-School suspension=3 games missed due to athletic department suspension.
6. Students wanting to participate in athletics are to be eligible through the random drug testing policy.

THESE RULES ARE IN EFFECT 24 HOURS A DAY AND 12 MONTHS A YEAR.

** Athletes are reminded (as previously stated in the student handbook) they are ineligible for participation if criminal charges are pending against them.

PARTICIPATION IN DUAL SPORTS

If an athlete wishes to compete in two sports in one season they must request a meeting with the Principal, AD, and the two coaches. An agreement will be signed designating which sport is PRIMARY (with a potential to earn a varsity letter in that sport) and which is SECONDARY (JV award will be given regardless)-no athlete will be able to earn two varsity letters in the same sports season, but participation in two sports is allowed.

VIOLATION OF ATHLETIC DEPARTMENT RULES

When it is suspected or reported that athletic department rules have been violated, an investigation will be conducted by the athletic director and/or principal. The investigator(s) shall determine if the rules have been violated and if so, the penalty to be levied. The investigator(s) will notify the coach of the sport involved and may request that he/she be part of the investigation process.

PENALTIES

Violations are cumulative and carry over throughout the athlete's entire four-year career while at Cowan High School and are not sport specific. Penalties will carry over into the next sport season if the penalty is not completed prior to the end of the sport in which the violation occurs. Junior high athletes will be penalized according to the policy below but the penalties will not carry over into their high school career. (A contest is defined as an interscholastic event with another school in which there is a winner and loser. The contest counts towards a team's overall record.)

- | | |
|---------------------------|--|
| 1 st Violation | Suspension from 25% of the total number of contests scheduled in the sport in which the violation occurs. |
| 2 nd Violation | Suspension from 50% of the total number of contests scheduled in the sport in which the violation occurs. |
| 3 rd Violation | Suspension from participation for 365 days. This means the athlete will not compete on any team for 365 calendar days. The athlete, along with his/her parent/guardian must request reinstatement to compete in athletics at the conclusion of the 365 days. |
| 4 th Violation | The athlete will not be permitted to participate during the remainder of his/her attendance at Cowan High School. |

If an athlete is suspended, he/she may be allowed to participate in practice while serving the suspension. **IF AN ATHLETE DOES NOT COMPLETE A SEASON DUE TO SERVING A PENALTY OUTLINED ABOVE, HE/SHE WILL NOT RECEIVE AN ATHLETIC AWARD FOR THAT SPORT.**

APPEAL PROCESS FOR ATHLETIC DEPARTMENT RULES

If a student believes that the athletic department rules were not correctly interpreted in relation to their particular case, that student, within 2 school days, must submit in writing to the principal an appeal specifically outlining the reason(s) why he/she feels the rules were not correctly applied. If the principal believes that the athletic department rules were correctly applied, the principal may deny the appeal. If the principal believes that an error was made in applying or interpreting the rules, the principal may overrule the decision and/or reduce the penalty.

COACH'S RULES

A coach may establish additional rules for his/her sport such as: curfew hours, practice attendance, punctuality, dress and appearance, care of equipment, etc. A coach shall have the right to discipline athletes for violation(s) of their respective team rules and regulations, including dismissal of the athlete from the team.

ATHLETE'S RESPONSIBILITIES

1. Adhere to policies established by the Indiana High School Athletic Association.
2. Display high standards of social behavior.
3. Promote outstanding sportsmanship.
4. Be respectful of teachers, coaches, officials, opponents, and teammates.
5. Dress with special care when attending a contest. Keep yourself neat and clean.
6. Use socially acceptable language. Profanity and obscene gestures are not at all tolerable.

ATTENDANCE

Once a student-athlete has made the commitment to be a member of an athletic team, they are committed to attending all practices, games and team functions. At this point they are not only making a commitment to themselves, but also the TEAM. Under some circumstances a student-athlete can/will be excused from a team activity.

1. A student-athlete must be in attendance at school on the day of a scheduled contest or practice for the entire day to be eligible to participate. Students who miss part of school or an entire day because of one of the following reasons: death in family, absences certified as necessary by a doctor, doctor or dental appointments, election workers, pre-arranged religious holidays, subpoenaed to court, active duty in National Guard or other reasons granted by the administration will be excused.
2. Student-athletes who are absent from school the last day of the week for an excusable reason may participate in practices and/or contests on the following day provided their health has sufficiently improved and both the parent and coach approve.
3. It is the student-athletes responsibility to let the head coach know if they are going to be absent from a practice or game.
4. Student-athletes who miss practice or a game due to: court order or any other legal mandates, will not be punished for missing.

5. Vacations by team members during the season are discouraged. A student-athlete has made a commitment to his/her team and that comes with certain sacrifices. In the event that a family vacation cannot be avoided, an athlete must:
 - a. Notify the head coach in advance of the trip.
 - b. Be accompanied by his/her parents.
 - c. Be willing to accept change in team status/playing time when returning to the team.

SOCIAL NETWORKING

Student-athletes are responsible for all information contained in written or electron transmissions (i.e. e-mail) and any information posted on public domain (i.e. Internet, chat rooms, blogs, Facebook, YouTube, Twitter, etc.). Inappropriate, embarrassing or disrespectful information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in online social networks: however student-athletes should be reminded that they serve as representatives of their team, the athletic program and Cowan Jr/Sr High School.

Texting, tweeting and uses of other social networks to disparage or criticize the team, teammates, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of a Cowan Jr/Sr High School student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to athletic or school policy, will be considered in violation and subject to athletic discipline or suspension.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include but are not limited to depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol and tobacco.
2. Posting photos, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana and other illegal drug paraphernalia.
3. Demeaning other athletes and/or coaches, Cowan or otherwise.

Be aware that potential current and future employers and college admissions offices often access information you place on-line social networking sites. You should think about any information you post

which could potentially provide an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

AWARDS NIGHT

All awards will be presented following the sports season in which they were earned at an Awards Program. Each individual team will be responsible for having some kind of Awards Program.

AWARDS SYSTEM

- Varsity Award** *The first varsity award will be:*
Large gold chenille block letter “C” (**Beginning with the class of 2015, athletes will receive this award once they earn their letter jacket**)
Metal sport emblem insert
Service bar insert
Certificate
Succeeding varsity awards in the same sport will be:
Chenille numerals (2 years if not already earned)
Service bar insert
Certificate (2 and 3 years)
Plaque (4 years)
Succeeding varsity awards in another sport will be:
Chenille numerals (1 year if not already earned)
Metal sport emblem insert (1 year)
Service bar insert
Certificate (2 and 3 years)
Plaque (4 years)
- Reserve Award** *The first reserve award will be:*
Certificate
The second reserve award will be:
Chenille numerals
Certificate
Any succeeding reserve awards will be:
Certificate
- Jr. High Award** All athletes receive a certificate of participation upon successful completion of the season.
- Letter Jacket** **An athlete may purchase a jacket from the athletic department after he/she earns a 2nd varsity letter. Or, an athlete may receive a jacket from the**

athletic department after earning 45pts. A varsity letter = 10pts and a JV letter = 5pts. A minimum of 30pts must come from varsity letters.

Hall of Fame An athlete may become eligible for induction into the Hall of Fame after earning his/her tenth varsity letter. Induction to the Hall of Fame will be voted on by the Athletic Council on the merit of sportsmanship, attitude, contribution to school and team, and scholarship.

Athletic and manager letters will not be combined to earn athletic jackets or membership into the hall of fame.

Time Honored Award An athlete that successfully competes in 12 sports seasons during high school, regardless of the number of varsity letters won, will receive a clock.

Team Awards An athlete who is a member of a championship team (Conference County, or I.H.S.A.A. Tournament) will receive a patch as recognition for his/her achievement.

Most Valuable Player – Upon recommendation from individual varsity coaches (or team vote), “MVP” may be awarded for all varsity sports.

Each varsity coach may give one or two additional awards at his/her discretion.

Each reserve coach may give one or two awards at his/her discretion.

Cheerleaders – Each squad (or sponsor) will select a “Spirit Award” winner. Criteria for the selection of this award will be:

Citizenship	Mental Attitude
Dependability	Enthusiasm
Creativity	Talent
Friendliness	Appearance

ELIGIBILITY

In order to represent Cowan Jr/Sr High School in any interscholastic contest, an athlete must meet all eligibility requirements of the IHSAA and Cowan Junior – Senior High School.

1. Athletes may not be 20 prior to or on the scheduled date of the IHSAA state finals in their sport.
2. High School and Junior High athletes must have received passing grades at the end of their last 9 weeks grading period in school (semester grades take precedence) in **6 of 7 or 5 of 6** subjects **(depending on the number of classes a student is taking)**. Eligibility commences and expires with the distribution of grade cards. Athletes who are academically ineligible must sit out 4 ½ weeks. This includes practice and games. Grades will be rechecked at mid-term and if the athlete has raised the failing grade to passing, he/she can resume practice. If he/she is still failing, he/she will lose all eligibility for the remainder of the grading period.
3. All athletes must have a student-parent-physician's certificate completed and on file in the athletic director's office for the current school year before participating in organized practice. The athlete is ineligible until that time. The physical exam by a physician must be given between **April 1 and the athlete's first practice**.
4. *If an athlete quits a sport, he/she may not participate in another sport until that season is completed. Mutual consent of the involved coaches may waive this rule.*
5. An athlete must be an active participant in ten practice sessions (10 days) before he/she may compete in an authorized contest.
6. After an athlete misses five or more consecutive practice sessions due to injury or illness he/she must provide a physician's release form before he/she may continue with practice or contests.

EQUIPMENT

The athlete is responsible for all equipment issued to him/her. Therefore, the athlete must pay for any issued equipment that is lost, damaged, or not turned in. School owned athletic equipment should be worn only for contests. School issued equipment is to be used/worn by the athlete it is issued to.

INSURANCE

Each athlete is responsible for his/her own insurance coverage. Cowan Jr. - Sr. High School does not have an insurance plan for athletes.

TRANSPORTATION

All athletes practicing or attending contest at locations other than Cowan will be transported in a bus or van assigned and approved by the school. Athletes are expected to utilize this transportation to and from all contests.

VARSITY AWARD REQUIREMENTS

General Requirements

1. Athlete must be certified for I.H.S.A.A. tournament series.
2. Athlete must successfully complete the season. The season begins with the first official practice day for that sport as outlined by the IHSAA, and ends when the team is eliminated from the state tournament series.
3. Any or all requirements may be waived for an athlete who is injured for any portion of a sport season.
4. A senior who has successfully completed four years in any program automatically earns a varsity award in his/her senior season.

Baseball

1. Athlete must average two innings per varsity game played.
(*Example:* If twenty games are played, the athlete must have participated in forty innings.)

Basketball (Boys & Girls)

1. Athlete must play in one-third of the total varsity quarters played.
(*Example:* If twenty games are played, the athlete must have participated in twenty-seven quarters.)

Cross Country (Boys & Girls)

1. Athlete must be among top seven CHS finishers in fifty percent of all varsity meets. (*Example:* If twelve meets are conducted, the athlete must be among Cowan's top seven finishers six times.)

Golf

1. Athlete must be among the top 5 low average scorers for all matches or golf in more than ½ of the varsity matches.

Softball

1. Athlete must average two (2) innings per varsity games played.
(*Example:* If 20 games are played, the athlete must have played in 40 innings)

Track (Boys & Girls)

1. Athlete must be on the sectional roster, score a minimum of 5 points in a season, and participate in at least 2 events per meet. (*Example:* If 10 meets are held, the athlete must participate in 20 events.)

Volleyball

1. Athlete must play in one-third of the total varsity games (not matches) played. (*Example:* If sixty games are played, the athlete must have participated in twenty games.)

Wrestling

1. Athlete must participate in one-third of the total varsity matches.

Managers and Statisticians

1. Managers and statisticians are required to follow the same standards as athletes in their particular sport.
2. Managers and statisticians who attend all practices and contests may earn a varsity award. **(limit 2 per team)**
3. Managers and statisticians who attend all contests may earn a reserve award.
4. A participant in a sport may not also earn an award as a manager in that sport in the same year.
5. Manager letters will not be combined with athletic letters to earn athletic jackets or membership in the hall of fame beginning with the class of 2003.