

# **Acknowledgement of Receipt and Review of School Corporation's Disciplinary Policy, Extracurricular Activities Drug Policy, Athletic Code, Concussion and Cardiac Arrest Acknowledgement, Picture Policy, and Technology Usage Form**

The undersigned parent/legal guardian has received a copy of the Sunman-Dearborn Community School Corporation's written disciplinary policies for East Central High School, a copy of the Extracurricular Activities Drug Testing Program, a copy of the Athletic Code, a copy of the Picture Policy, and a copy of the Technology Usage agreement for East Central High School. I further have reviewed all policies listed above.

- Public Law 16-1990 effective July 1, 1990, requires each student's parent or legal guardian to acknowledge in writing that the parent or legal guardian has reviewed the disciplinary policy.

Student handbook duly adopted by the Sunman-Dearborn Community School Board 5/16/2019.

## **PARENT/STUDENT DENIAL OF SERVICES OR ACTIVITIES**

If the parent and student choose NOT to participate in the activity listed on the policy page previous, they will need to request a form to sign denying such. These forms are only available in the main office. (Note - To participate in the activity in the future, the parent and student MUST sign a permission form to replace this denial.)

**\*\*Please note that you CANNOT deny the student disciplinary policy. To be a member of East Central High School, you must acknowledge receipt and review of the rules for our school.**

### **East Central High School Contact Information**

Telephone: (812) 576-4811

Fax Number: (812) 576-2047

Address: 1 Trojan Place, Suite A

St. Leon, IN 47012

Location: I-74 & State Road #1

Website: <http://echs.sunmandearborn.k12.in.us/>

Twitter: @EastCentralHS

Facebook: East Central HS

Athletics Website: [www.ECTrojansAthletics.com](http://www.ECTrojansAthletics.com)

Athletics Twitter: @ECTrojanSports

Athletics Facebook: East Central Trojan Athletics

## **GUIDANCE REMIND MESSAGING**

- Class of 2020 Text: 81010 and Message: @echs20
- Class of 2021 Text: 81010 and Message: @echs2021
- Class of 2022 Text: 81010 and Message @echs2022
- Class of 2023 Text: 81010 and Message @echs2023

This handbook was School Board adopted May 16, 2019.

# **I. School Corporation Policy Information**

## **A. Sunman-Dearborn Community School Corporation Technology Usage Agreement**

The internet and various forms of technology are a collection of networks that allow access to an unprecedented amount of information and resources. When properly utilized, the internet can enhance collaboration, communication, learning, and classroom instruction. We are pleased to be able to provide this level of technology to both staff and students.

With access to such a great wealth of information and resources, both staff and students (collectively referred to as "users") must understand and practice proper ethical use. All users must understand their responsibilities regarding procedures, policy, and security before using the network.

### **Important General Usage Guidelines**

- A. S-DCSC seeks to provide access to digital and online materials for learning. Only websites that are related to work, instruction, or research are authorized for use.
- B. All games are strictly forbidden from use unless they are educationally related to the curriculum being taught.
- C. Streaming video and audio is not authorized unless educationally or instructionally related. (i.e. music videos, YouTube, etc.)
- D. All music sharing programs (Spotify, Pandora, Napster, Morpheus, etc.) are banned from use on campus.
- E. External and personal email, chat rooms, and instant messaging are not authorized for use on campus. Only school-approved and issued accounts (such as Google Apps for Education, iXL, Renaissance Place, and education websites) will be allowed for educational purposes.
- F. File storage on campus computer systems is to be used for educational, instructional, or work related use only. Do not store games, videos, inappropriate pictures, hacking utilities, etc. on any computer or network resource.
- G. Any unauthorized access or attempted access to the student information system will result in strict disciplinary action.
- H. The use of slanderous language via any electronic communication is strictly prohibited.
- I. No student or staff member shall access inappropriate material via the internet while on campus and using school resources. This includes, but is not limited to, pornographic sites, child pornography, racist sites, illegal activities, and any other site that is unlawful, immoral, or unethical. This policy includes all technology resources such as computers, mobile devices

(including cell phones).

## Computer Usage

Numerous devices are located throughout the building for student use as regular parts of the curriculum. Computers are to be used only for their rightful purpose for school use. Any non-school usage or unacceptable transmissions that are obscene, harassing, indecent, or inciting shall be immediate grounds for suspension and possible expulsion. Students are required to keep their passwords and IDs secure. In addition, in an effort to maintain a secure and efficient network, personal software applications are not allowed without school authorization. Violation of these rules may result in further disciplinary action.

Students will be allowed to bring chromebooks to class with teacher permission. Students are expected to use their chromebooks for instructional purposes during class time. Misuse of laptops for non-instructional purposes may lead to students no longer being permitted to bring their computers to school as well as any further disciplinary action deemed appropriate by the school administration. Further disciplinary action may include, but is not limited to, detentions, Fri/Sat schools, ISS, OSS, expulsion, and/or withdrawal from the class. Depending on the seriousness of the offense, disciplinary action may also include loss of internet and/or computer privileges for the remainder of the school year.

Users must never share their accounts with other users. Users are responsible for the accounts they have been issued. Therefore, it is extremely important that the password issued to the user be kept confidential to ensure proper network security.

Users are restricted from downloading, storing, or using any program designed to exploit network vulnerabilities. Copyrighted material such as music, pictures, media files, and programs shall not be downloaded or stored on any campus computer without proof of purchase or written consent from the owner. Any user identified as intentionally sending or infecting computers will be subject to disciplinary action and/or legal action.

## **B. Technology Usage Additional Guidelines**

### Conditions, Rules, and Acceptable Use Agreement

Internet: Sunman-Dearborn Community Schools (S-DCSC) has actively pursued advanced technology to provide access to learning opportunities for our students and staff. We believe that computers connected to the internet will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff and significantly expand their knowledge base. The internet is a tool for lifelong learning that will open the door to many advanced educational tools. **PROPER AND ETHICAL USE:** With this learning tool students and staff must understand and practice proper and ethical use. All students and staff must attend in servicing regarding procedures, ethics, and security involving the use of the internet before receiving an account name and password in order to use the system.

### I. CONDITIONS AND RULES FOR USE

#### **A. Acceptable Use**

1. The purpose of the internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of S-DCSC. Access to the internet is made possible through an appropriate provider to be designated by S-DCSC at its sole discretion. S-DCSC and all users of the internet must comply with existing rules and acceptable use policies, which are incorporated into this document.
2. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or

obscene material, or material protected by trade secret.

3. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

## **B. Privilege**

The use of the internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. S-DCSC, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend, or close any user account, at any time, based upon its determination of inappropriate use by the account holder or user.

## **C. Monitoring**

The S-DCSC reserves the right to review any material on user accounts, computers, and file server space in order for S-DCSC to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and file server space, S-DCSC will respect the privacy of those accounts.

## **D. Network Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not use abusive language in your messages to others.
2. Use appropriate language. Do not use profanities, vulgarities, or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
3. Do not reveal any personal information about yourself, students, or colleagues. This includes personal addresses and phone numbers.
4. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network is assumed to be private property.
7. Personal purchases on the school internet are prohibited.

## **E. No Warranties**

S-DCSC makes no warranties of any kind, whether expressed or implied for the services it provides. S-DCSC will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by the S-DCSC negligence or by the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. S-DCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they contain and consider how valid that information may be.

## **F. Security**

1. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system.
2. If you feel that you have identified any security problem on the network, you must

notify a system administrator. Do not demonstrate the problems to other users.

3. Do not use another individual's account.
4. Attempts to log on to the network as a system administrator may result in cancellation of user privileges.
5. Any user attempting to operate a malicious piece of software designed to hack, crack, or alter any part of the network, elevate user privileges, or produce unnecessary bandwidth consumption will face disciplinary action.
6. S-DCSC may deny internet access to any user identified as a security risk for having a history of problems with other computer systems.

#### **G. Vandalism and Harassment**

1. Vandalism and harassment will result in cancellation of user privileges.
2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, the internet or other networks that are connected to the internet backbone. This includes, but is not limited to, defacing hardware, changing network or individual computer settings or configurations, uploading or creating computer viruses, trojans, and other malicious software. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email.

#### **H. Procedures for Use**

1. Student users must always get permission from their instructors before using the network or accessing any specific file or application. Follow written and oral classroom instructions.
2. All users have the same right to use the equipment. Therefore, users shall not play games (network or local) or use the computer resources for other non academic activities. In addition, users shall not waste or take supplies, such as paper, printer cartridges, diskettes, or cd's provided by the S-DCSC.

#### **I. Encounter of Controversial Material**

Although the district employs an internet filtering device, users may encounter material that is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by S-DCSC to restrict access to internet material shall not be deemed to impose any duty on S-DCSC to regulate the content of material on the internet.

### **II. PENALTIES FOR IMPROPER USE**

- A. Any user violating these rules, applicable state and federal laws, or posted classroom and district rules are subject to loss of network privileges and any other district disciplinary options.
- B. In addition, pursuant to the State of Indiana Law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Indiana Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

### **III. ECHS Daily Chromebook Expectations**

(in addition to the SDCSC Chromebook Policy Handbook):

- A. The chromebooks must remain in the protective case at all times.
- B. While in the restroom, the chromebook and case must be placed in a safe/secure location.
- C. The school provided student identification card provided must remain in the outside slot of the protective case.

- D. The chromebooks are not allowed in the lunchroom (must be taken to locker prior to lunch)
- E. Chromebook chargers are to be left at home. Students are to charge them nightly.

**If you're involved in ECHS Extracurricular Activities (sports/clubs)**

- A. For away events: chromebooks will remain on a locked bus or at ECHS in a locked locker.
- B. For home events: chromebooks will be locked in your issued athletic locker.
- C. For practices: chromebooks will be locked in your issued athletic locker.

**USER:** I understand and will abide by the above Conditions, Rules, and Acceptable Use Agreement. I further understand that any violation of the above Conditions, Rules, and Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; disciplinary action and/or appropriate legal action may be taken.

**PARENT OR GUARDIAN:** (If you are the parent or guardian of a student under the age of 18, you must also read and sign this agreement.) As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes only. I also recognize that it is impossible for the S-DCSC to restrict access to controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

## **C. East Central High School Athletic Code**

East Central High School has adopted the Athletic Code as the guidelines and governing method to promote and maintain the goals and objectives expected of all students involved in the program. The code is adopted for all interscholastic sports with the intent of creating a uniform understanding for all athletes, managers, and cheerleaders in grades 9 through 12.

East Central Athletic Code provides guidelines for positive behavior and actions in the athletic program. All student athletes should work with others; develop a positive sense of sportsmanship and competition; be punctual; be responsible; set a good example for others; represent self, teams, school, and community in a positive manner; keep school work, grades, and academics a priority; appreciate and enjoy being an East Central Athlete.

All athletes are, of course, East Central students first with all regulations, policies, and school rules applying. The Athletic Code is an extension of all school policies which applies at all times. The athlete, a student who is a member of one or more interscholastic sports, agrees to abide by all school regulations and display legal and acceptable behavior and understands that the athletic code is in effect at all times at school and in the community, including evenings, weekends, summer, school breaks, and any involuntary leave. (Involuntary leave is any suspension from school or suspension from athletics.) Further note that all times includes from the point a student becomes an athlete until he or she graduates or leaves the athletic program, not just for a particular sport season. (School's suspension of an athlete, including full-year suspension, is not a voluntary leave from the athletic program, and the Athletic Code would still be in effect during the period of suspension.) The athlete understands that any athletic code violations will be subject to the Athletic Council. This policy applies to any athlete who is found to be in violation of the Athletic Code by a member of the East Central faculty or school personnel as reported to the Athletic Council via these staff members and/or through the knowledge of local, state and federal authorities. Once reported, the Athletic Director will convene the Athletic Council to determine appropriate action. The Athletic Council includes the Athletic Director, Asst. Principal, a Fall Coach, a Winter Coach, and a Spring Coach.

### **1. Athletic Eligibility**

- a. Athletes must be fully-enrolled as a full-time students at East Central before he or she can practice or participate.
- b. Athletes must also have a completed IHSAA consent and physical form on file each year before he or she can practice or participate. (This requires a physical exam and signature by a fully licensed medical doctor dated after May 1st.)
- c. Athletes are responsible to be aware of IHSAA eligibility rules and adhere to them to maintain eligibility.
- d. Athletes must finish in good standing and be a productive member of the team. There should be no attendance or discipline issues to be considered in good standing.
- e. Students must be in attendance a minimum of four periods of the school day to participate in an extracurricular activity on any given day. Any unusual circumstances such as college and/or military participation days, funerals, medical, school sponsored field trips would require documentation from the principal and/or athletic director.
- f. Athletes who violate the discipline policy face the same penalties as the rest of the student body. School punishments override athletics participation. Any kind of Friday School, ISS, ACDC, OSS, and/or expulsion means there will be no participation allowed for the student-athlete in competition or practice. It is also possible the athletes may face additional punishment as deemed appropriate by the Athletic Council.
- g. All coaches have the right to remove an athlete from their specific team for conduct they feel detrimental to the athletic program or team. Coaches must document all of the athletes actions and discipline before removal. These situations will be discussed with the Athletic Director before action is taken.
- h. Athletes who hope to play at the college level also understand that he or she must meet the eligibility requirements of the NCAA/NAIA pertaining to possible participation and athletic scholarships.

## **2. Injuries**

Athletes are aware that injuries may occur during athletics and that the athlete assumes the risk for such injuries sustained during participation in competition, training, and practices. Injuries could include, but are not limited to, various types of abrasions, cuts, scrapes, bruises, strains, sprains, concussions, broken bones, ligament problems, muscle problems, tendon problems, etc. The school recommends athletes purchase student insurance. Athletes and their parents/guardians are responsible for the costs incurred for the treatment of any injury related to athletic participation.

## **3. Violations to the Athletic Code**

- a. Once a student is admitted as a student-athlete, the Athletic Code and/or violations will accumulate throughout the student's high school career at East Central.
- b. All suspensions will be consecutive in regards to the athletic team schedule submitted at the start of each IHSAA season.
- c. All suspensions will be rounded up in regards to number of games (i.e. 5.5 rounded up to 6 games/contest)
- d. Athletic Council includes the Athletic Director, Asst. Principal, a Fall Coach, a Winter Coach and a Spring Coach.
- e. Athletes may appeal the punishment to the school principal. The Principal can reduce, maintain, or increase punishment of athlete's discipline based on the information provided.
- f. The Athletic Director and/or Athletic Council may reduce discipline by 10% if an athlete turns themselves in for any violation of the Athletic Code.

- g. Only one reduction can be used for each violation of the Athletic Code.
- h. Multi-Sport Athletes will serve any suspensions into the next sport or season.

**4. Drug Testing Policy**

East Central High School has implemented a drug testing program for athletes and cheerleaders which will be done by a professional testing agency on a random basis during the school year. All students involved in the athletic program are required to sign a drug-testing consent form. Punishment will be directed by the Athletic Director.

**5. Athletic Code Violations**

**a. Positive School Drug Test - Administered by East Central High School**

- 1st Violation                 Suspended 25% of season.
- 2nd Violation                Suspended 50% of season.
- 3rd Violation                 Suspended 365 days after failed test.

**b. Minor Violations:** Tobacco, Minor Consumption, Alcohol Possession. Punishment will be directed by the Athletic Director. Athletes may appeal to present their case to the Athletic Council and have the right to appeal to the principal.

- 1st Violation                 Suspended 25% of season.
- 2nd Violation                Suspended 50% of season.
- 3rd Violation                 Suspended 365 days.

<b>Sports</b>	<b># of Events</b>	<b>25%</b>	<b>50%</b>
B/G Basketball	22	6	11
B/G Tennis	22	6	11
B/G Cross Country	14	4	7
B/G Soccer	16	4	8
B/G Swimming	18	5	9
B/G Track & Field	16	4	8
B/G Golf	18	5	9
Football	10	3	5
Baseball/Softball	28	7	14
Volleyball	30	8	15
Wrestling	18	5	9
Cheerleading	10 / 16	3 / 4	5 / 8

**c. Major Violations:** All major violations - Including, but not limited to, actions leading to arrest or detainment, vandalism, theft, illegal drugs and/or school handbook violations - will go in front of the Athletic Council to determine punishment.

All sports (and cheerleading) pertain to all the above information and are sanctioned by the State and Athletic Department.

<b>Girls Athletics</b>		<b>Boys Athletics</b>	
Volleyball	Golf	Football	Cross-Country
Swimming	Cross-Country	Tennis	Soccer
Soccer	Basketball	Basketball	Swimming
Softball	Tennis	Wrestling	Baseball
Track	Cheerleading	Golf	Track

*\*\* Remember: Athletic Program participation is a privilege, not a right!*

## **D. East Central High School Extracurricular Activities Drug Testing Program**

The Mission and Philosophy of East Central High School

<b>Mission:</b>	The mission of East Central High School: <b>Learning Today. Leading Tomorrow.</b>
<b>Philosophy:</b>	<p>We believe that the primary goal of education in America is to prepare young people for effective participation in our democratic society. This participation entails the mental, social, physical, emotional, and moral development of each. In order to meet this challenge, we at East Central High School believe that the efforts of all facets of the community are needed, including the student, parents, home, community, school and agencies, as well as, local, state, and federal governments. The total school, home, and community must cooperate to provide an environment which encourages self-respect, respect for others, scholastic achievement and appropriate self-direction. The school and community must exhibit genuine concern for each individual youth and act as models of good citizenship. They must also ensure that the school curriculum, extracurricular activities, teaching methods, materials and equipment are varied and extensive enough to meet the needs, interests, and abilities of all students. East Central High School is a comprehensive high school which includes a vast curriculum and wide range of activities. It is our goal to provide an extensive program to help each student achieve their maximum potential and be as prepared as possible to enter their chosen place in society upon graduation. The staff and students of the school must recognize and constantly attempt to fulfill their separate, interdependent roles in the cooperative educational process. The staff's role is to teach, guide, assist, and challenge: The students' role is to cooperate and pursue their maximum achievement within the realm of their potentials. If all community and school members meet their obligations, we believe that the result will be students who are well-adjusted individuals capable of effectively pursuing their life goals in an ever-changing society based upon democratic principles.</p>

## I. INTRODUCTION

The effective date of this program is August 20, 1998. This program does not affect the current policies, practices, or rights of East Central High School with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. East Central High School reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage. A refusal of a drug and/or alcohol test under reasonable suspicion circumstances qualifies as a failed test thus falling under the extreme situations policy.

## II. REASONABLE CONCERN

East Central High School has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Dearborn and Ripley Counties of Indiana, indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Statistics show that the mission of East Central High School has not been realized. Our commitment to maintaining the extracurricular activities in East Central High School as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

## III. PURPOSE

The drug test program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The purpose of this program is to prevent students from participating in extracurricular activities, including operating a motor vehicle on school grounds, while he/she has drug residues in his/her body, and to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No students shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

## IV. SCOPE

Participation in extracurricular activities is a privilege. This policy applies to all East Central High School students in grades 9-12 who wish to participate in any extracurricular activities that are listed in a current student handbook and any other school-sponsored extracurricular activities not listed. For the purposes of this policy, *extracurricular* is defined as any school sanctioned activity the student participates in which he or she does not receive a grade. Since operating a motor vehicle is also considered a privilege, and affects the safety of others, this policy also applies to any student who operates a motor vehicle on school property.

## V. DRUG EDUCATION

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy and the policy will be explained to him or her at this time. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

## VI. CONSENT FORM

Each student who participates in extracurricular activities, including driving a vehicle on school property, must sign and return the mandatory consent form prior to participation in any extracurricular activity or operating a motor vehicle on school property. Failure to comply will result in non-participation. Each extracurricular participant shall be provided with a consent form, a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing

program at East Central High School.

## VII. TESTING PROCEDURES

- A. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
- B. No students will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- C. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a sample of fresh urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- D. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any extracurricular activities. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
- E. All specimens registered below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a head strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
- F. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the remainder of the school year. This result will be reported to the parent/guardian.
- G. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
- H. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and street drug" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also performance enhancing drugs such as steroids may be tested.
- I. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

## VIII. CHAIN OF CUSTODY

- A. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
- B. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.
- C. Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses,

he/she may notify the administrator that he/she is taking a prescription medication.

- D. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
- E. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to retest.
- F. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide the urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
- G. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the principal/administrative designee.
- H. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container; instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

## IX. TEST RESULTS

- A. This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities or operating a motor vehicle on school property.
- B. The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.
- C. If the test is verified "positive," the principal/administrative designee will meet with the student and his/her parent/guardian at the school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact to help. If a counseling program is available through the school corporation at the time of a verified "positive," the student will be referred to complete the school-sponsored program. The student will be prevented from participating in extracurricular activities or operating a motor vehicle on school property until after a "follow up" test is requested by the principal/administrative designee and the results are reported.
- D. A "follow up" test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities and operating a motor vehicle on school property. If a student was referred to a counseling program by the school corporation, the student must also complete the counseling program to be allowed to resume extracurricular activities and operating a motor vehicle on school property. If a second "positive result" is obtained from the "follow up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, East Central High School reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive"

and did not make satisfactory explanation.

- E. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
- F. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee have access to.
- G. A positive result from nicotine will not be considered a violation in the case of a student who operates a motor vehicle on school property and does not participate in any extracurricular activities. This sentence shall not be interpreted to allow students to use or possess tobacco products on school property.

## X. FINANCIAL RESPONSIBILITY

- A. Under this policy, Sunman-Dearborn Community Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. (Once a student has a verified "positive" test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
- B. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
- C. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

## XI. CONFIDENTIALITY

Under the drug testing program, any staff, coach, or sponsor of East Central High School who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in a case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the East Central High School commitment to confidentiality with regards to the program.

## XII. OTHER RULES

Apart from this drug testing program, East Central High School Athletic Department and the coaching staff of each sport have their own training rules and requirements as listed in the board approved Athletic Handbook. Coaches have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team will be subject to the consequences as defined in those rules and requirements.

In addition, East Central High School extracurricular and co-curricular activities and the sponsor of each activity have their own training rules and requirements. Sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of an activity will be subject to the consequences as defined in those rules and requirements. Any student banned from participating in a co-curricular performance such as band or choir, will be given an alternate assignment to earn credit for the activity without detriment to their grade.

## **E. ECHS Picture Policy**

BY SIGNING THE FIRST PAGE OF THIS HANDBOOK I AGREE TO THE FOLLOWING:

This is to give notice that East Central High School has security cameras installed in the school. The cameras are for administrative use only and the investigation of student activity that could be deemed a violation of school rules.

East Central High School also reserves the right to take pictures of students during the course of normal school operation and extracurricular events as a part of class, sporting events, or other

such activities. These pictures will only be published without names and other vital information unless permission is granted from the parents (or student if they are 18 years of age or older) for publication on our website and other means of public media. The school newspaper and yearbook will be exempt from this policy as they continue to utilize pictures and student names as they have in the past for their sole use in East Central publications.

## **F. Asbestos Notification AHERA Rule 40 CFR 763**

The Asbestos Hazard Emergency Response Act (AHERA) of 1986, requires that the employees, participants, and students attending our schools be informed of the presence of any asbestos containing materials in the facilities of the Sunman-Dearborn Community School Corporation. The information provided below is a result of federal, state and local inspections.

The asbestos present in the High School is contained within the fuse hoods in the science labs. The material is in a manageable condition and will not cause a hazard to the occupants of the building.

The asbestos present in the Middle School is contained within the fume hoods in the science rooms. The material is in a manageable condition and will not cause a hazard to the occupants of the building.

The three current elementary schools (Bright, Sunman, and North Dearborn) are free of asbestos materials.

A management plan has been written and approved for the control and elimination of these materials. Each building has such a plan of file. As part of this management plan, an inspection of all asbestos-containing materials is conducted by Antesco, Inc. every three years with the last being done on January 7, 2016. Additional re-inspections are conducted twice each year by the school corporation.

Should you have questions regarding the management plan or health risks that might be caused by the presence of asbestos, contact the Director of Support Services at Central Office or your building Principal.

## **G. SAFE SCHOOLS — ALERT**

Our District's Tip Reporting Service

Safety is one of our district's top priorities. We use Safe Schools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

- 1. Phone: 812.717.4533
- 2. Text: text your tip to 812.717.4533
- 3. Email: 1207@alert1.us
- 4. Web: <http://1207.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the Safe Schools Alert Terms of Use and Privacy Policy, is available online at <http://1207.alert1.us>.

Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## **H. MENINGITIS**

One type of meningitis is caused by a bacterium called *Neisseria meningitidis*. Infections caused by this bacterium are serious and may lead to death. Symptoms of an infection with *Neisseria meningitides* may include a high fever, headache, stiff neck, nausea, confusion, and rash. This

disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. The bacteria are spread from close person to person contact through the exchange of nose and throat secretions, by activities such as kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are two vaccines that can help prevent cases of this disease in teens and young adults. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine (Menactra and Menveo) at 11 or 12 years of age, with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school.

The state of Indiana requires all students in grades 6-12 to have the appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is required for all students in 6th -11th grade. A second booster dose is required for students entering 12th grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1) for the 2019-2020 school year.

All students in grades 6-12 must have acceptable documentation of required immunizations on record at the school they are currently attending. An acceptable record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many local health departments and private healthcare providers offer this vaccine. Please contact your health care provider for specific instructions regarding your child.

More information about meningococcal disease can be found at:

The Centers for Disease Control and Prevention (CDC) website:

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

IN State Department of Health website: <http://www.in.gov/isdh/25455.htm>

## **I. NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment practices as they relate to students and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

The following person is designated to handle inquiries regarding the non-discrimination policies of the Corporation or to address any complaint of discrimination:

Superintendent  
Sunman-Dearborn Community School Corporation  
1 Trojan Place, Suite B  
St. Leon, IN 47012  
812-623-2291

## II. Contact Information

<b>Administration</b>		
<b>NAME</b>	<b>EXTENSION</b>	<b>EMAIL</b>
Black, Tom Principal	11901	tblack@sunmandearborn.k12.in.us
Rosfeld, Jamie Assistant Principal	11902	jrosfeld@sunmandearborn.k12.in.us
Stonefield, Don Athletic Director	11931	dstonefield@sunmandearborn.k12.in.us
Schwarz, Scott Assistant Athletic Director	11937	sschwarz@sunmandearborn.k12.in.us
Swinney, Chad Assistant Principal	11903	crswinney@sunmandearborn.k12.in.us
<b>Administrative Staff</b>		
<b>NAME</b>	<b>EXTENSION</b>	<b>EMAIL</b>
Ascherman, Linda Guidance Secretary	11915	laascherman@sunmandearborn.k12.in.us
Banks, Tim Head Custodian	11941	tbanks@sunmandearborn.k12.in.us
Colegate, Cheri Office Secretary	11904	ccolegate@sunmandearborn.k12.in.us
Delisle, Pam Library Assistant	11972	pkdelisle@sunmandearborn.k12.in.us
Eckstein, Denise Attendance Secretary	11905	deckstein@sunmandearborn.k12.in.us
Grubbs, Tina Cafeteria Manager	11981	tigrubbs@sunmandearborn.k12.in.us
Houser, Cindy Nurse	11961	houserck@sunmandearborn.k12.in.us

Leech, Kevin Librarian	11942	kleech@sunmandearborn.k12.in.us
Lieland, Madden ISS Supervisor	11413	mklieland@sunmandearborn.k12.in.us
Murdock, Rhonda Guidance Director	11912	rmurdock@sunmandearborn.k12.in.us
Skipton, Linda Treasurer	11906	lskipton@sunmandearborn.k12.in.us
Tupper, Lisa Guidance Counselor	11913	latupper@sunmandearborn.k12.in.us
Wynn, Brad Guidance Counselor	11914	bawynn@sunmandearborn.k12.in.us

<b>TEACHERS</b>		
<b>NAME</b>	<b>EXTENSION</b>	<b>EMAIL</b>
Anderson, Shelly	11408	sanderson@sunmandearborn.k12.in.us
Bauer, Mary	11002	mbauer@sunmandearborn.k12.in.us
Beckner, Kathryn	11403	ksbeckner@sunmandearborn.k12.in.us
Behlmer, Tim	11602	tbehlmer@sunmandearborn.k12.in.us
Bentley, Jody	11057	jbentley@sunmandearborn.k12.in.us
Boger, Fred	11601	fboger@sunmandearborn.k12.in.us
Bovard, Ann	11508	aebovard@sunmandearborn.k12.in.us
Boyd, Tom	11111	tboyd@sunmandearborn.k12.in.us
Burkhard, Nancy	11705	nburkhard@sunmandearborn.k12.in.us
Carleton, Tara	11704	tcarleton@sunmandearborn.k12.in.us
Cecil, Elizabeth	11007	eacecil@sunmandearborn.k12.in.us
Crabill, Todd	11701	twcrabill@sunmandearborn.k12.in.us

Donohue, Pam	11502	pdonohue@sunmandearborn.k12.in.us
Dunaway, Jeannette	11407	jhines@sunmandearborn.k12.in.us
Ernst, Julie	11410	jernst@sunmandearborn.k12.in.us
Focke, Matt	11132	mfocke@sunmandearborn.k12.in.us
Foster, Mark	11603	mfoster@sunmandearborn.k12.in.us
Gilmour, Jessica	11706	jrgilmour@sunmandearborn.k12.in.us
Gulasy, Melissa	11133	mgulasy@sunmandearborn.k12.in.us
Harris, Tom	11501	tharris@sunmandearborn.k12.in.us
Hutzel, Krista	11212	khutzel@sunmandearborn.k12.in.us
Jansing, Jill	11405	jjansing@sunmandearborn.k12.in.us
Johnson, Roy	11122	rjohnson@sunmandearborn.k12.in.us
Kennedy, Bill	11112	bkennedy@sunmandearborn.k12.in.us
Ketcham, Susan	11412	sketcham@sunmandearborn.k12.in.us
<b>NAME</b>	<b>EXTENSION</b>	<b>EMAIL</b>
Kurumado, Shun	11131	skurumado@sunmandearborn.k12.in.us
Lamb, Joe	11708	jwlamb@sunmandearborn.k12.in.us
Lawrence, Nicholas	11703	njlawrence@sunmandearborn.k12.in.us
Lewis, Steven	11801	slewis@sunmandearborn.k12.in.us
Loveless, Brandon	11509	bsloveless@sunmandearborn.k12.in.us
Lyon, Matt	11311	mslyon@sunmandearborn.k12.in.us
Maluvac, Tim	11313	tmaluvac@sunmandearborn.k12.in.us
Martin, Jill	11312	jmartin@sunmandearborn.k12.in.us
McConnell, Ashley	11301	amcconnell@sunmandearborn.k12.in.us

McDaniel, Brad	11506	bmcdaniel@sunmandearborn.k12.in.us
Meiners, Jacob	11401	jwmeiners@sunmandearborn.k12.in.us
Moorman, Rick	11503	rmoorman@sunmandearborn.k12.in.us
Noeth, Amie	11504	anoeth@sunmandearborn.k12.in.us
Oehlman, Deysi	11006	doehlman@sunmandearborn.k12.in.us
Oehlman, Nathan	11707	noehlman@sunmandearborn.k12.in.us
Osman, Brenda	11302	bosman@sunmandearborn.k12.in.us
Owen, Bill	11803	bowen@sunmandearborn.k12.in.us
Pieczonka, Suzanne	11402	spieczonka@sunmandearborn.k12.in.us
Pettit, Kelly	11223	kpettit@sunmandearborn.k12.in.us
Reinshagen, Juanita	11505	jreinshagen@sunmandearborn.k12.in.us
Reynolds, Robert	11806	rreynolds@sunmandearborn.k12.in.us
Rowland, Cassandra	11005	cmrowland@sunmandearborn.k12.in.us
Schiering, Grant	11805	gschiering@sunmandearborn.k12.in.us
Stanley, Kati	11406	kastanley@sunmandearborn.k12.in.us
Stonefield, Dennis	11807	destonefield@sunmandearborn.k12.in.us
Tanner, Donna	11101	dtanner@sunmandearborn.k12.in.us
Trossman, Marcie	11409	mtrossman@sunmandearborn.k12.in.us
Tucker, Jen	11404	jtucker@sunmandearborn.k12.in.us
White, Lauren	11315	lwhite@sunmandearborn.k12.in.us

### **III. General Information**

#### **A. EAST CENTRAL HIGH SCHOOL MISSION STATEMENT**

Learning Today. Leading Tomorrow.

## B. ACCREDITATION

East Central is fully accredited by the Indiana Department of Education - First Class Commission and ADvancedEd (NCA).

## C. PROFILE OF EAST CENTRAL HIGH SCHOOL

East Central High School is the only high school of the school corporation. Students in grades 9-12 attend the school, and student population is approximately 1,200 students. An equal balance of male and female students is enrolled. The school population is predominantly white Caucasian with only 1% diversity. A total of 18% of the high school population falls within the free/reduced status.

The faculty consists of 65 teachers, 3 administrators, 3 counselors, and 14 teaching assistants. The school has a 20:1 student-to-teacher ratio, and operates on a schedule of 7 periods a day. The year is divided into two semesters with two nine-week grading periods per semester. In the spring of 2011, East Central High School was recognized by Washington Post as "one of the nation's top 1,900 schools" and has been recognized as an exemplary school by the Department of Education. In 2012, 2013, 2014, 2015, 2016, 2017, & 2018 East Central High School earned an "A" letter grade by the Indiana Department of Education. In 2014, 2015, 2017, & 2018 East Central was recognized as a 4-Star school by the state of Indiana. East Central is academically in the top 10% of high schools in the state of Indiana.

## D. THE COMPLETE EC STUDENT

A true EC student is one who takes great pride in everything: one's self, school, study habits, school work, actions, manners, appearance, and community. A true EC student is one who displays the maturity expected of a young lady and young gentleman. The true EC student is positive, proud, hard-working, and respectful of the rights and property of others. He/she shows EC pride and constantly challenges him/herself and others to meet the qualifications of a true EC Student!

## H. DAILY TIME SCHEDULE

7:45	Cafeteria open to early bus students. Breakfast available until 8:09
7:55	Building open to students
8:00-8:07	Buses arrive
8:07	Warning bell
8:12-9:04	Period 1
9:09-9:56	Period 2
10:01-10:48	Period 3
10:48-12:18	Period 4
	A Lunch                      10:48-11:18
	B Lunch                        11:18-11:48
	C Lunch                        11:48-12:18
12:23-1:10	Period 5
1:15-2:02	Period 6
2:07-2:54	Period 7
2:55-3:00	Load buses
3:05	Building closed to all students unless with teacher, coach, or sponsor.

## I. SPECIAL SCHEDULES

### 2-Hour Delay Schedule

10:12-10:44	Period 1
10:49-12:14	Period 4
(10:44 – 11:14)	A Lunch
(11:14 – 11:44)	B Lunch
(11:44 – 12:14)	C Lunch
12:19-12:46	Period 2
12:51-1:18	Period 3
1:23-1:50	Period 5
1:55-2:22	Period 6
2:27-2:54	Period 7

### Special Activity Schedule

8:12-8:54	Period 1
8:59-9:40	Period 2
9:45-10:26	Period 3
10:31-11:56	Period 4
(10:26-10:56)	A Lunch
(10:56-11:26)	B Lunch
(11:26-11:56)	C Lunch
12:01-12:42	Period 5
12:47-1:28	Period 6
1:33-2:14	Period 7
2:19-2:54	Special Activity

### Early Release Schedule

8:12 - 8:34	Period 1
8:39 - 9:01	Period 2
9:06 - 9:28	Period 3
9:33 - 9:55	Period 5
10:00 - 10:22	Period 6
10:22 - 11:52	Period 4
	A Lunch (10:22 - 10:52)
	B Lunch (10:52 - 11:22)
	C Lunch (11:22 - 11:52)
11:57 - 12:19	Period 7
12:24 - 12:54	Homeroom

## J. BUILDING HOURS AND LOCATIONS FOR STUDENTS

1. During the regular school day, the building is open to students from 7:55-3:05 in the assigned areas. Students in the morning report to the cafeteria until the 7:55 bell.
2. Students are required to be in their assigned area all day. Students are not permitted in the middle school, outside, or in the parking lot during the regular school day.
3. The school building closes to students each day when the buses leave, and students should leave school grounds by 3:05.
4. Students are not permitted in the building in any areas earlier or later than described unless they are with their teacher, coach, or sponsor in an official school activity. Only students who are members of the group are permitted in the building during practices or meetings and should remain in the appropriate designated area.

## K. EMERGENCY PROCEDURES

East Central High School maintains a **school safety plan**, which is updated every school year. Copies of this plan are available for review in the high school office. Due to safety considerations in preventing an attack; school maps, classroom details, and specific procedures will not be published for the public. However, each staff member has a detailed plan and instruction on implementation. Safety drills are conducted on a regular basis to practice these procedures and comply with the State of Indiana's regulations.

Each school in the district has a School Safety Specialist licensed by the State of Indiana. East

Central High School's safety specialist is an administrator or designee.

Sunman Dearborn Schools has implemented a notification system for all schools. This system, called School Messenger, will allow the schools to call parents (home phone, e-mail, or cell phone) in case there are school closings, delays, early dismissals, or other important information for parents to know. Should we have an emergency at school during the day, we will activate this system for parent notification.

#### L. SCHOOL CLOSINGS for EMERGENCIES

In the event of a storm which results in hazardous and dangerous conditions from snow, sleet, ice, wind chill, extremely cold temperatures, fog, and drifting, the following procedures apply:

##### 1. School Closing

A school closing will be announced by the superintendent when hazardous conditions arise.

##### 2. Area Radio Stations

This includes local stations: WSCH, Aurora; WRBI, Batesville, Harrison, and Cincinnati radio and TV stations. This includes both a delay and school closing for the entire day.

##### 3. Delayed School or Early Dismissal

Whenever inclement weather threatens, roads are checked between 3-6:00 a.m. If deemed too hazardous, school may be delayed. Such a decision must be finalized by 5:45 a.m. at the latest in order to initiate notifications. A delay will be 2-hour as announced.

Once school is in session and it is deemed an early dismissal is necessary, area radio stations will be notified of the dismissal time as well as buses. Proper instructions appropriate to the situation will be instructed to the staff and students over the public address system.

##### 4. Delayed Dismissal

Should conditions be deemed too dangerous to release school, all students and staff will remain at school until conditions permit dismissal. In an extreme situation, everyone might be at school an extended amount of time. Students are held in their last class until instructed otherwise over the PA system or by their teacher.

#### M. VISITORS

Alumni and parents are welcome and must sign in at the front office. However, there may be times when visitors are not permitted in classrooms due to testing, activities, etc.

## IV. Academics

#### A. GUIDANCE DEPARTMENT

The following counselors are assigned the following students:

A – G	Mr. Brad Wynn
H – O	Mrs. Lisa Tupper
P – Z	Mrs. Rhonda Murdock

Students may see a counselor by signing the computer in the guidance office. Students will be called in by their counselor as soon as time permits. In urgent situations, advise the guidance secretary in order to be seen immediately.

#### B. GRADUATION REQUIREMENTS

8 Semesters of Attendance (7 Semesters for early graduates, see below) Classes 2020-2022 require passing scores for the ISTEP+ Math & English. Class 2023 and beyond fall under the new Graduation Pathways requirement. See the ECHS Curriculum and

Instructional Planning Guide for further information regarding Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors Diplomas. The curriculum guide will also give more detail on Graduation Pathways and course descriptions.

### C. EARLY GRADUATION

The Sunman-Dearborn Community School Corporation normally requires students to attend school for 8 semesters in order to be eligible for graduation. Students must successfully complete all necessary diploma and graduation requirements as outlined by the Indiana Department of Education and the Sunman-Dearborn School Board. However, it is recognized that a student may graduate in 7 semesters if all academic and diploma requirements are successfully completed.

A 7-semester graduate will complete all diploma and graduation requirements by the end of the 7th semester in order to be eligible for early graduation. The student will plan to graduate in December after the completion of the 1st semester of the senior year.

The student will not be eligible for extracurricular activities during the subsequent semester. This includes athletics, dances, prom, and any other student activities. The graduate, however, will be permitted to attend all senior activities at the end of the school year. The graduate is expected to attend graduation practice, if the student wishes to participate in the graduation ceremony. It is agreed by all parties that the student will be entitled to participate in the graduation ceremony and associated functions at the end of the school year. In addition, the student will be permitted to pursue any awards or scholarships given provided the student has completed all necessary applications and adhered to all deadlines.

All information pertaining to graduation (i.e., announcements, gowns, pick up of materials, etc.) is the responsibility of the student. The student will need to contact the school regarding specific dates for material deliveries and all graduation activities. All fees must be paid prior to the conclusion of the 7th semester of attendance.

Diplomas will be issued after the graduation ceremony in June. If a student is planning to attend college a letter will be issued to the student after the end of the 7<sup>th</sup> semester indicating that they have qualified for mid-year graduation. **The student and parent will review the FAFSA requirements and file the application by April 15<sup>th</sup> of their junior year if they plan to attend college during the Spring semester.**

### D. SCHEDULE CHANGES OR WITHDRAWAL FROM CLASS

Students should take great care in selecting their courses. Each schedule is reviewed by the guidance counselor and/or Guidance Director to determine the best course of action for each student.

All schedule changes and/or adjustments must be made prior to the last student day of the 2nd semester. After the last student day of the 2nd semester, there will be NO schedule changes unless there are certain conditions. These conditions are as follows:

- Need to meet high school graduation requirements
- Need to meet college entrance requirements
- Need to balance over-crowded classes
- Academic misplacement
- Computer-entry error
- Late staff changes

Upon meeting a condition, student must meet with counselor in order to change the schedule.

Students dropping a course at any time during the semester, after the first full week, will receive a failing grade (WF) for the course. However, no courses may be dropped or added at any time unless a justifiable reason is determined by the school. Furthermore, students may not request a particular teacher, class period, or lunch schedule. A minimum load of six

courses per day is required.

#### E. FINAL EXAMS

The dates for final exams vary but are generally scheduled for the last week of each semester.

\*An excusal from final exams will take a medical note in order to take them on a different day. Pre-approved absences during finals week are not allowed.

#### F. INCOMPLETES

No incompletes will be issued at the end of the grading period; however, students with excused absences will have the opportunity to complete the work and grade changes will be made within a specific time period. Students absent from school are responsible for all work and information missed in each class. Upon return to school, it is the student's responsibility to make arrangements with the teacher to complete all missing work as soon as possible. All incompletes must be removed before credit is earned for the course. There is no make-up period for the end of the year. All work must be complete at that time.

#### G. GRADES/REPORT CARDS/GRADING SCALE CONVERSIONS

Report cards are issued at the end of each semester. The 1st semester report card is distributed upon return to school in January. If absent on the day of distribution, students may pick up report cards in the guidance office. The 2nd semester report card is mailed in June. Semester grades are based on the average of the two quarter grades (42.5% each) and final exam (15%).

A+	97-100	4.33
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	59 and below	0.00
WF	Withdraw/Fail	0.00
I	Incomplete	0.00
WX	Expelled	0.00

#### H. HONOR ROLL, HONOR GRADUATES, NATIONAL HONOR SOCIETY

Students who attain the following grade point averages will earn the following honors:

Honor Roll	3.33
Exemplary Honor Roll	3.80
Honor Graduate	3.80
National Honor Society consideration	3.50

Honor rolls are released at the end of each grading period by the guidance office. Honor graduates will be announced at graduation.

## I. PERMANENT RECORDS

A complete record of each student's high school performance is kept on file in the guidance office. The student's permanent record, or transcript, includes test results, grades, grade point average, class rank, attendance, enrollment information, and health data. Copies of transcripts may be requested by the student, parents, or an approved institution such as a college or prospective employer.

## J. POWERSCHOOL PARENT PORTAL

Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students. Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. Everyone stays connected. Parent Portal can be accessed on the school website at: <http://echs.sunmandearborn.k12.in.us/> or by downloading the PowerSchool mobile app.

## K.. SUNMAN-DEARBORN OPEN ENROLLMENT TRANSFER POLICY

Sunman-Dearborn Community School Corporation may enroll students who do not meet the requirements of legal settlement in our school district, subject to the determination by the School Administration that there is space for such students, and subject to a review of any such student's prior academic performance report, attendance record, and disciplinary record. The parent or guardian of any such student shall complete an application for enrollment of the transfer student, shall provide the records referred to above, and shall meet with the Principal or his/her designee for an interview. The Principal or his/her designee may also meet with the student and shall make a recommendation to the Superintendent regarding enrollment of the student. The Superintendent shall make a determination to accept or deny the transfer request. Employees' students who live outside Sunman-Dearborn School Corporation and request transfer will be given preference for approval when all criteria as stated above are met (space, academic performance, etc.). Transfer students who do not enroll prior to ADM date, shall pay prorated cash transfer to compensate for unpaid state aid.

## L. WORK PERMITS

Employees under 18 years of age in Indiana are under US Department of Labor work restrictions and therefore require an official work permit. Any student needing a work permit must first be hired by an employer and then request the appropriate paperwork (Indiana or Ohio) from the guidance secretary. East Central supports Indiana's Bureau of Child Labor policies and therefore reserves the right to refuse or revoke a work permit issued to a student based upon poor grades and/or attendance. Students are expected to be passing at least five subjects and be in good standing regarding attendance. Any student with poor grades, excessive absences, or an ongoing history of tardiness to school will be in jeopardy of losing the permit.

## M.. REQUESTING HOMEWORK

Homework may be requested when a student has been absent for two or more days. A request for homework must be received by 10:00 am to the Study Hall monitor at 812-576-4811 ext. 11413 or via email. When requesting, please specify whether you want the work sent with another student (please provide first and last name) or sent to the front office for pick-up. Homework pick-up is between 2:30 - 3:30 pm.

## N. STUDY HALL

Study halls are designed to provide students with an opportunity to complete part of their homework assignments during the school day in a quiet atmosphere. Students are expected to come to study hall with something to do. Issues such as visits to the restrooms, lockers, etc. should be taken care of during passing periods. Additionally, students must obtain passes from their classroom teachers to go anywhere else while they are assigned to study hall. Student must present the pass to the study hall teacher before the student reports to the other location.

Failure to do so may be considered truancy. All rules relating to attendance apply to study hall. Students are allowed one study hall per semester.

## O. ACADEMIC MISCONDUCT

According to the Indiana University's Office of Student Conduct, Academic Misconduct is "any activity that tends to undermine the academic integrity." Cheating, fabrication, and plagiarism are a few examples of academic misconduct.

- Cheating is any illicit attempt to obtain assistance or information.
- Falsification is the forgery of information or deception from the truth.
- Plagiarism is the use of information without due permission and acknowledgement.

East Central High School expects all students to conduct themselves ethically and honorably, and therefore does not condone or tolerate cheating, falsification, or plagiarism of any kind. All assignments, quizzes, tests, and other graded work are to be the product of the individual student being evaluated, unless the teacher has specifically stated otherwise

The following actions may be considered as acts of academic misconduct: plagiarism, taking photos/screenshots of assessments/assignments, communicating (talking, texting, passing notes, etc.) during an assessment, copying another's assessment/assignment, allowing others to copy your work, roving eyes, using prohibited materials (such as screenshots, crib sheets, cheat sheets, etc.) during an assessment, copying files and/or printing another student's work, having someone do your assignment for you, stealing assessments and/or answer keys, selling assessments/assignments/answer keys, purchasing materials off the internet, altering a grade, taking an exam for someone else, using coercion (bribery, blackmail, threats and/or intimidation) in pursuit of a better grade, manipulating technology settings. This is not an exhaustive list of academic misconduct, and other actions may qualify.

If an act of academic misconduct occurs, students will receive grade and discipline consequences.

# V. Attendance

## A. INTRODUCTION

**Students are expected to be at school every day.** Being in class every day is important and necessary for students to achieve their best school work and to fulfill required time in class to earn credits. Absences can jeopardize good grades, passing grades, and/or issue of credits. Attendance habits carry directly over to habits outside of school. **Be responsible; employers will demand good attendance and punctuality!**

## B. STATE LAW REGARDING ATTENDANCE

### *Compulsory Attendance Law*

- An individual is required to attend school from the fall term the individual becomes seven years of age until the date on which the individual graduates, legally withdraws, or reaches at least eighteen years of age.
- A child commits a delinquent act when failing to attend school as required by law and is within the jurisdiction of the Juvenile Court. A child who is habitually absent from school may be reported to the Juvenile Court. Juvenile court proceedings can result in probation, out-of-home placement, community service, psychological services, and/or curfew.
- It is unlawful for a parent/guardian to fail, neglect, or refuse to send his or her child to school in compliance with this law.

## C. EDUCATIONAL NEGLECT

- Indiana Juvenile Law categorizes educational neglect within the scope of child neglect. Neglect is the impairment or endangerment of a child's physical or mental condition as a

result of the inability, refusal or neglect of the parent/guardian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.

- A person who knowingly or intentionally deprives a dependent of the education required by law commits Neglect of a Dependent, a Level 6 felony. This law does not require that a person intend for the child not to receive an education, only that he or she knows there is a high probability that his actions or inactions are preventing the child from getting an education. Such a violation is punishable by up to 2 ½ years confinement and a fine of up to \$10,000.

#### D. ATTENDANCE PROCEDURES TO REPORT A STUDENT ABSENCE

If a student must be absent, a parent needs to call the attendance secretary prior to 9:30 a.m. on the day of the absence. The attendance secretary must receive a parent call on the day of the absence (even if it is a medical appointment). If no call is received, attempts will be made to contact the parent at home or at work to find the reason for the absence. No parent call on the day of an absent may prevent the student from receiving credit for any make-up work.

It is the student's responsibility to submit any medical note for his/her absence. A parental absence (classified in same category as unexcused) may occur in the following four areas:

- Student illness
- Illness in the family
- Death in the immediate family (documentation required upon return to school, could change to funeral absence)
- An emergency or unusual circumstance which necessitates the student's presence at home.

#### E. ABSENCES/LIMITATIONS

Perfect attendance is defined as no absences and no tardies to school. East Central tracks period attendance. All students will report to their first period class by the time the first period bell rings. Students are limited to 5 parent/unexcused absences per semester. Absences due to medical reasons, field trips, and college visits will be placed in a separate category. Medical excuses must be original and from the office of a practicing physician. All medical excuses must be presented to school within one week of the student's return to school. Follow-up phone calls are randomly made on parent and medical notes.

The following intervention timeline will be used to address absences:

- Absence 3: Letter mailed home. Contract completed with student, possible referral to Ripley/Dearborn County Juvenile Probation (only if unexcused, no parent phone call).
- Absence 5: Letter mailed home. Phone call or personal contact made with student/parent.
- Absence 6: 10-day suspension and recommendation for expulsion. Referral to Ripley/Dearborn County Juvenile Probation. If the 6th absence occurs in the last 10 days of a semester, the 10-day suspension may be waived or shortened to meet student due process rights. (Final exams cannot be denied.)

A student who misses more than 5 sessions of any class (parent or unexcused) in a semester will not receive credit for that class.

#### F. TARDY

Being on time to school and to every class is every student's responsibility and obligation. Be in one's assigned room and seated by the bell. Students are permitted five (5) minutes of passing time between periods. Students need to plan their time so they can get a drink, use restrooms, go to their locker, and get to each class on time.

There are two categories for being late to class:

- Tardy to school in the morning - This means arriving to school/class any time between

8:12-8:30. Exceptions will be made for a late bus. If students arrive late, they must report to the office to sign in and to receive their admit-to-class pass. Upon signing in, students will meet with the assistant principal, if needed.

- Tardy to a class during the day (excluding 1st period) - This means entering class within five minutes after the late bell 2nd through 7th period. After the first five minutes (unless a pass is provided), students are considered absent (unexcused) for that class hour.

**Penalties (per class per semester)**

1st & 2nd tardy	Documented by teacher in PowerSchool
3rd tardy	Detention
4th tardy	Friday/Saturday School
5th tardy	2 Friday/Saturday Schools
6th tardy	Full Day ISS, 2 week driving suspension

*Further disciplinary action for excessive tardies (more than six) may include OSS and recommendation for expulsion. Excessive tardies may also result in a referral to the county probation department for violation of Indiana mandatory attendance policies.*

**G. TRUANCY (HABITUAL)**

A student is truant from school when absent any part (or all) of a day without parental knowledge. When a student is truant a third time in a school year, he/she is considered a habitual truant and is subject to suspension from school or ISS as well as IC 9-24-2-1, which is loss of driver's license. See student vehicle operator's license.

- Any student who is suspended from school two times or is expelled for any reason is subject to IC 9-24-2-1.
- Any student under the age of 18 is also subject to a probation report to the county of residency probation department and BMV license suspension if he/she has two or more truantries or three or more unexcused absences.

**H. SIGNING IN**

Students arriving late or returning from an appointment must sign-in at the attendance office. Sign-ins fall under the same jurisdiction as attendance: Illness, Medical, or Special Emergency only.

**I. SIGNING OUT**

Students and parents should make every effort to make medical appointments outside of school hours; however, should an unavoidable situation arise making it necessary for a student to leave school, a medical statement and parent contact with the office are required prior sign-out. Sign-out notes should be brought to the office prior to the start of school at 8:12. Sign-outs require direct parent communication or parent pick-up. Notes of students driving or leaving with someone other than a parent must be verified by a phone call from a parent prior to the student leaving school. Unauthorized departure is truancy. Sign-outs come under the same jurisdiction as attendance: Illness, Medical, or Special Emergency only.

**J. RELEASE TIME: JOB INTERVIEWS AND COLLEGE VISITS**

Juniors and Seniors may receive two days per school year for job interviews or college visits. Documentation from the college/employer confirming the appointment is expected on the day of return. In addition, parent contact must be received prior to the absence for a job interview

or a college visit. Underclassmen will not be excused for job interviews or college visits.

#### K. ADVANCED ASSIGNMENTS/PRE-ARRANGED ABSENCE

Parents should request a pre-arranged absence only as an absolute necessity. If such a situation becomes necessary, note the following:

- The student/parent should submit a request **in writing** to the attendance officer one week in advance.
- When approved, the attendance officer will authorize the student to make necessary arrangements with each teacher concerning completion of school work.
- The student is responsible for all school work missed.

\*An excusal from final exams will take a medical note in order to take them on a different day. Pre-approved absences during finals week are not allowed.

#### L. FIELD TRIPS

Students with 5 or more absences will NOT be eligible for field trips. This rule includes all unexcused absences, parent excused absences, and medically excused absences. Excused Funeral, Military, or College Visits will not count into this policy. This rule is in place to ensure students do not miss any more time for classes that are not associated with a field trip.

## VI. Conduct

#### A. INTRODUCTION

*All students should be good citizens and respect the rights and property of others. The administration develops policies that address most of the situations that occur at East Central. If a situation occurs which is not specifically stated or covered, the administration shall proceed with actions they deem appropriate to the circumstances.*

The rules and policies of ECHS apply whenever a student is

1. On school grounds immediately before, during, or immediately after school hours
2. Any time the school is being used by a school group (including summer programs)
3. On the bus to and from school OR traveling to or from a school activity, function, or event
4. At any school-sponsored activity (extracurricular), even off school grounds
5. Using property or equipment provided by the school

#### B. INFORMATION TO AUTHORITIES ON SCHOOL ISSUES POLICY

Students are expected to be truthful when discussing school situations with staff members. Students who lie, knowingly deceive, withhold information, or provide false information are subject to disciplinary action, including suspension or expulsion.

#### C. DRESS POLICY

An individual's grooming and manner of dress have a bearing on how others react to that person and therefore affect behavior. Our policy acts in the interest of creating and promoting a positive learning environment. Clothing styles and fads change and not every situation can be addressed within a code. East Central permits clothing that fits modestly and appropriately. Students must comply with the spirit of the dress code.

1. Pants must be worn at the waist. Baggy pants hanging below the waist are prohibited.
2. Shorts and skirts/dresses must be fingertip length when the student is standing.
3. Leggings and tights may be worn with shorts or fingertip length skirts, but not by themselves.
4. EC prohibits sleeveless shirts, tank tops, and low neckline tops exposing cleavage. Shirts and tops are to be hip length or longer when the student's arms are raised. Bare midriff

apparel is not to be worn.

5. EC prohibits pajamas and sleepwear.
6. EC prohibits excessively ripped or torn clothing.
7. EC prohibits clothing with objectionable language or promoting/advertising drugs, alcohol, suggestive sexual remarks, hate, violence, weapons, gangs, tobacco, racism; clothing not in good taste; clothing that detracts from the learning environment.
8. EC prohibits hats, sunglasses, headgear, or coats to be worn during the school day.
9. EC prohibits jewelry that presents a threat to person or property.
10. Footwear must be worn in the building at all times.
11. Book bags and backpacks are to be kept in lockers at all times. Students are permitted to have backpacks and bookbags in 7th period class in preparation to leave school.

#### D. ELECTRONIC DEVICE CONTROL POLICY

Possession of electronic equipment at a school activity before or after the normal school day of (8:12-2:54) shall not violate school rules. Electronics serve many needs in a positive way outside of school, but during the day they can be the source of many disruptions thereby detracting from the learning process. Electronic devices of all types are prohibited during class time. These items are subject to confiscation until 2:54 p.m. All items confiscated will be held for parental pick-up during school operational hours (but after 2:54 on the day of confiscation) 7:00 a.m. - 4:00 p.m. The school and its staff assume no liability or responsibility for any stolen or confiscated item. Electronic devices may be used during passing times and lunch without penalty, as long as content is appropriate for school.

#### E. BULLYING POLICY

The State of Indiana has ruled that schools must address bullying.

*Bullying is a conscious, willful, repeated and deliberately hostile act intended to inflict pain, discomfort, embarrassment, and/or induce fear through violence, the threat of violence or humiliation. Bullying can be any gesture, written or verbal expression, or physical act that a reasonable person should know will hurt another person, damage another person's property, place another student in reasonable fear of harm to the student's person or damage to the student's property.*

Some possible forms of bullying:

1. **Verbal Abuse:** teasing, name calling, mocking, taunting, and put downs.
2. **Emotional Cruelty:** isolation, rejection, ignoring, spreading rumors, and manipulating others.
3. **Physical violence:** hitting, kicking, pushing, slapping, spitting, tripping, choking, the taking or defacing of property, and physical acts that demean and humiliate.
4. **Harassment:** threats, extortion, coercion, ethnic, racial, religious, and sexual taunting.
5. **Electronic persecution:** bullying behaviors via the internet or electronic device.

EC prohibits bullying by a student or group of students against another student or an employee with the intent to harass, ridicule, humiliate, isolate, intimidate, or harm the other student through overt, repeated acts or gestures, including transmitted verbal or written communications, cyber-bullying, and/or physical acts, or any other similar behavior.

Parents or students should report suspicions of bullying and harassment to the school principal or designee. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for the victims and others impacted by the violation. Educational outreach and training will be provided to school personnel, parents, and students concerning the

identification, prevention, and intervention in bullying.

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

Following an expulsion, a principal may require that a student who is at least 16 years of age and wishes to re-enroll after an expulsion attend an alternative school or alternate educational program.

Students judged by the office personnel to be harassing others are subject to disciplinary action ranging from reprimand, detention, Friday School, suspension, and/or expulsion.

Harassment (including vandalism) on school trips or to staff members at school or away from school is subject to disciplinary action.

## CYBERBULLYING

Every student should feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality. Bullying, as defined above (physical, relational, or verbal) is never justifiable or excusable.

In addition, using data or computer software accessed through a computer, computer system, or computer network of the school corporation is prohibited. This includes on school grounds, immediately before or after school hours, or at any other time the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or school activity, function, or event; using property or equipment provided by the school; using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation; bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

Parents or students who suspect that repeated acts of cyberbullying are taking place should report the matter to administration. School personnel will investigate all reports of bullying and/or cyber-bullying. Counseling, corrective discipline and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for the victims and others impacted by the violation.

## ANTI-HARASSMENT (POLICY 5517)

It is the policy of the School Board to maintain an educational and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation Community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers,

contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

You may access this entire policy by going to [www.sunmandearborn.k12.in.us](http://www.sunmandearborn.k12.in.us), click on School Board, click on Board Policies, click on Bylaws & Policies on the left side of the screen, click on 5000, click on 5517. For a hard copy of the policy, please contact the Principal/Compliance Officer at 1 Trojan Place, Suite A, St. Leon, IN 47012 or call 812-576-4811. If you need to report harassment at the corporation level please contact the Director of Financial Operations at 812-623-2291.

#### F. PUBLIC DISPLAY OF AFFECTION POLICY

Open display of affection can be very embarrassing to other students. Holding hands, kissing, embracing, and close body contact is not acceptable. Appropriate steps will be taken to curb this behavior.

#### G. DRIVING/PARKING LOT POLICY

*Student vehicle operator's license (IC 9-24-2-1)*

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

- Is a Habitual Truant under IC 20-8.1-3-17.2
- Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9
- Is under an expulsion from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-5.1-8
- Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24 (A) before graduating.
- Further driver's license restrictions also apply to those who already have a driver's license under IC 9-24-2-1.

If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in Section 1 of the chapter, the bureau shall upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

- The person becomes eighteen (18) years of age
- One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.
- The suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5.1.

The bureau shall revalidate the license or permit of a person whose license or permit was

invalidated under this section who does the following:

- Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
  - Enrolled in a full-time or part-time program of education; and
  - Participated for thirty (30) or more days in the program of education.
  - Submits to the bureau a form developed by the bureau that contains:
  - The verified signature of the school's principal or the president of the governing body and
  - Notification to the Bureau that the person has complied with subdivision (1).

Driving to school is a privilege. Failure to follow school rules may result in the loss of privileges. Students who wish to drive to school will sign a drug consent form before receiving a parking tag. The drug testing program will be administered by a professional testing agency on a random basis during the school year.

Students must register their cars and purchase a parking permit tag in the office. The vehicle registration must be completed and signed by the student's parent before purchasing a parking tag. The vehicle must display the parking tag on the rearview mirror. Incorrect registration information will void the student's driving privileges, result in tires being immobilized or the vehicle being towed at the owner's expense, and/or earn a Friday School. It is the student's responsibility to inform the office of any changes in the registration information (such as a change of car, change of license plate, etc.) or lose driving privileges.

Students should drive with extreme caution on the school grounds and obey all traffic rules. A 15 MPH speed limit is strictly enforced on school grounds. Administration will not tolerate horseplay of any kind in the parking lot.

Students should not arrive before 7:30 a.m. Students must park immediately, lock the vehicle, and enter the building. Students are not permitted to return to the parking lot or to their vehicles until the end of the regular school day without permission. Students are prohibited from loitering before school, after school, on weekends, and over breaks.

Parking in staff or handicap parking, without the proper parking tag, is a violation and may result in vehicle being immobilized or towed at the owner's expense and a Friday School. As with any public parking lot, use at your own risk. The school is not responsible for damaged or lost items during the school day, after school, nights, or weekends.

## H. BUILDING/BUS/EXTRACURRICULAR POLICY VIOLATIONS

### **Examples of violations, but not limited to:**

Abusive Language/Profanity	Vandalism
Disturbance/Disrespect/Disruption/Insubordination	Cafeteria Violations
Public Display of Affection	Computer Violations
Fighting/Inciting	Running
Gambling	Unauthorized Area
Tobacco	Misconduct
Matches/Lighters	
Theft	

## I. CONSEQUENCES

*The consequence will vary according to the severity of the violation. Violations will result in one or more of the following consequences. (Listed in order of severity of punishment)*

### 1. Detention

Detention meets from 3:00-4:00 p.m. following school on Wednesdays. Students assigned

to detention are to report to the assigned room with school work or reading to occupy themselves with the entire hour. Transportation following detention is the responsibility of the student/parents. Failure to attend detention will result in being assigned a Friday School. Inappropriate behavior or failure to comply with the supervisor's request will result in removal from detention and assignment to Friday School, ISS, or OSS/ACDC.

*Examples: of violations that **could** result in **DETENTION**: misconduct (i.e. bus or cafeteria), computer violation, class disruption, book bag violation, public display of affection, profanity, parking lot violation, etc.*

## 2. Friday School

Friday School meets on each Friday evening as necessary during the school year to enable students to fulfill various school obligations resulting from infractions of policies or to enable a student to be tutored and better achieve in school-work. Friday School is an in-school consequence that offers an alternative to suspension from school thus preventing students from missing valuable, regular school time. The following pertains to Friday School:

- a. Students will be assigned Friday School per the school discipline/attendance policy. These assignments are made by the assistant principal dealing with the referral.
- b. Friday School meets from 3:00 p.m. to 6:00 p.m. Students assigned must report to the assigned location and be seated by 3:00 p.m. **DO NOT BE LATE.** Refusal to comply with this will result in 2 days ISS.
- c. Students are required to bring school work and/or suitable reading material, remain quiet, and stay busy. This is a supervised study time under the direction of a teacher.
- d. Transportation to and from Friday School is the responsibility of the student and parents.
- e. Pick-up for Friday School is 6:00 p.m. Just as it is required for a student to arrive on time for Friday School, it is just as important that the student's transportation home be on time. Everyone must leave the building immediately following Friday School.
- f. Habitual problems which result in a student being assigned a ninth Friday School will subject the student to a possible due process for expulsion from school. A Friday School may require the student to meet with the school discipline committee. A Friday School assignment takes place beyond the required school day. Absence from Friday School will result in attending our intensive supervised study program (ISS) for two days. Friday Schools are not rescheduled if missed unless the students have a verified doctor's statement. If a student is absent from school on Friday and the absence is an unexcused absence, the Friday School will not be rescheduled but will instead result attending the ISS program for two days.
- g. Any disturbance in Friday School may result additional Friday Schools, ISS, OSS or recommendation for expulsion.
- h. Any days missed or suspended for failure to attend Friday School are counted as unexcused parent days and can lead to loss of credit or expulsion from school.

## 3. Excessive Friday School Policy

Habitual misconduct of any kind, repeated Friday School assignments, or excessive suspension may result in a recommendation for expulsion from school. After eight Friday School assignments, suspension and/or expulsion may apply.

9th Friday School	1 Day ISS
10th Friday School	3 Days ISS

11th Friday School	5 Days ISS
12th Friday School	Recommended for Expulsion

Examples of violations that **could** result in a **FRIDAY SCHOOL** : any second violation, fraudulent note or signature, abusive language, insubordination, possession of matches or lighter, unsafe driving, theft, unauthorized area, vandalism, etc.

**4. Intensive Supervised Study (ISS)**

The Intensive Supervised Study (ISS) program is an alternative to out-of-school suspension. In this classroom setting, students spend their time working under the guidance of the supervisor and are required to complete all assignments. Students will receive full credit for work completed. They are permitted **two** trips to the bathroom in the morning and **two** in the afternoon. These guidelines are strictly enforced, and exceptions will be made only with medical documentation. Furthermore, students assigned to ISS are not eligible for field trips.

Students must follow all rules and guidelines as determined by the administration or instructor of the program. Failure to comply with these guidelines will result in additional ISS days being assigned. **A student may attend ISS a maximum of three times per year.** Upon receiving ISS the fourth time in a school year, the student will be recommended for expulsion.

Should the student return to school after this type of expulsion, they will only be allowed an assignment to ISS one more time.

During your assignment to ISS you will need to do the following:

- a. Have all your books and materials with you when you report in the morning. This includes pencils, pens, calculators, etc.
- b. Report to the ISS Room by 8:12 a.m. each day that you are assigned in ISS. If you are not there by 8:12, additional days of ISS may be assigned.
- c. Follow all instructions given by the ISS supervisor. Failure to do so may result in additional days of ISS being assigned and/or may result in OSS and a request for expulsion.
- d. Complete all assigned work given by your teacher or the ISS supervisor. Turn in all assignments into ISS supervisor when finished.
- e. Return to the office with the supervisor at the end of the school day for dismissal and leave school grounds immediately after dismissal from the ISS room at the end of the school day.
- f. While assigned to ISS you may not attend or participate in any curricular or extracurricular activity of which ECHS is a part. This would include sports activities, music activities, dance, prom, etc.

If you are absent during an assignment to ISS, your ISS assignment is extended 1 day for each absence.

Examples of violations that **could** result in **ISS**: any repeated violation, fighting, inciting, possession or use of tobacco, etc.

**5. Out-of-School Suspension (OSS)**

Under the Provisions of Indiana Code 20-8.1-5-8, the principal or assistant principal may suspend a student for up to ten (10) days for certain kinds of student misconduct. This is a very serious action and repeated suspensions may provide grounds for expulsions. In any situation, if a student's presence poses a continuing danger to persons or property or an

ongoing threat of disrupting the academic process, an out-of-school suspension may be imposed.

Students who are assigned out-of-school suspension will not receive credit for any work which occurred during the period of suspension. Likewise, students will not be allowed to perform or participate in any curricular or extracurricular activities during the period of suspension or be on school grounds.

Students under OSS are not to be on school property at any time. Students who come on school property during a period of out-of-school suspensions are subject to further suspension or prosecution for trespassing.

All out-of-school suspension days are unexcused absences; however, they will not be counted toward further disciplinary action as outlined in the attendance policy unless the committee rules otherwise.

## **6. Alternative Classroom for Dearborn County (ACDC)**

All students placed on short term (1-10 days) out-of-school suspension are subject to assignment to the Alternative Classroom for Dearborn County (ACDC) at the discretion of the school. ACDC is a county-wide program that provides an alternative to out of school suspension in which students are required to report to the ACDC location to serve their suspended days. Parents are responsible for transportation to the program and students are required to report with all necessary materials for the completion of class work and are required to bring a sack lunch. Since this is an alternative educational placement, student attendance is mandatory. Failure to report to ACDC, and behave in an appropriate manner while there, could result in the student and parents being summoned to appear in court. Students will receive credit for class work completed while in ACDC. The ACDC day runs from 8:30 a.m.-2:30 p.m. and includes time for completion of class work in the morning, a supervised lunch and community service in the afternoon. More specific information on the ACDC program will be provided at the time of the suspension.

Examples of violations that **could** result in **OSS** or **ACDC**: any repeated violation, possession of chemicals, setting a fire, extortion, false alarm, fighting, failure to report to ISS, etc.

## **7. Expulsion from School**

ECHS will afford due process rights to each student when disciplinary action against the student is contemplated. The following is a brief summary of the disciplinary procedures established by the state statute and recent court decisions. Students with questions regarding these rights should request clarification from any administrator. Copies of relevant state laws may be reviewed in the principal's office.

Examples of violations that could result in **EXPULSION**: any repeated violation, use of chemicals, possession or use of drugs, weapons violation, arson, fireworks/explosives, etc.

## **J. DUE PROCESS POLICY**

Before action will be taken to suspend a student, he/she will be given the following in an informal hearing with an administrator:

1. An oral statement of the charges against the student.
2. A summary of the evidence against the student.
3. An opportunity for the student to explain his/her conduct.

If a decision is made to suspend the student, he/she will be assigned to either an ISS, OSS, and/or ACDC.

Students on suspensions are ineligible for extracurricular activities and practices for the duration of the suspension. Students who are suspended or expelled are not permitted on school grounds.

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include 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 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 part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of its use.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or participate 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.
3. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
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. However, self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent to, obtain 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.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, foreign substance, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. (Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision when properly handled via the school nurse). 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, or intoxicant of any kind. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
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 education function.
9. 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.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

11. 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.
12. Smoking or the use of any form of tobacco or nicotine in school or on school grounds, or at any school sponsored activity.
13. Knowingly possessing or using on school grounds during school hours an electronic device in a situation not related to a school purpose or educational function.

#### K. POSSESSION OF A FIREARM

No student shall possess, handle, or transmit any firearm or facsimile on school property.

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, a missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in 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.

The penalty for possession of a firearm is 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

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

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

- 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.
- Off school grounds at a school activity, function, or event.
- 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 activity may reasonably be considered to be an interference with school purposes or an educational function. This includes any unlawful activity meeting the above criteria which takes place during weekend, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

In addition to the grounds listed above, a student who is identified as bringing a deadly weapon (by IC 35-41-1- 8 "Deadly Weapon" Definition) to school property or being on school property in possession of a deadly weapon may be suspended or expelled for a period of not more than one calendar year.

Following an expulsion, a principal may require that a student who is at least 16 years of age

and wishes to re-enroll after an expulsion attend an alternative school or alternate educational program.

## L. OTHER POSSIBLE DISCIPLINARY ACTIONS POLICY

I.C. 20-8.1-5.1-18 applies to a person who...

- Is a member of the administrative staff, a teacher, or other school staff member and/or has students under the person's charge.

A person may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under section 18 may include the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Assigning additional work
- Re-arranging class schedule.
- Requiring a student to remain in school after regular school hours to do additional work or for counseling
- Restricting extracurricular activities
- Removal of a student by a teacher from that teacher's class for a period not to exceed one class period if the student is assigned regular or additional school work to complete in another school setting
- Assignment by the principal of
  - A special course of study
  - An alternative educational program
  - An alternative school
- Removal of a student from school sponsored transportation

## M. EXTREME SITUATIONS POLICY

Any student who exhibits extremely negative behavior, gross insubordination, or repeated violations is subject to suspension and possible expulsion.

Examples of Extreme Behavior, including but not limited to:

- Weapons
- Fires/Fireworks/Explosives
- Assault
- Alcohol/Drugs
- Chemicals (Use or Possession)
- Malicious Intent/Hacking (Computer Use)
- False Alarm
- Major Theft
- Severe Destruction of Property/Vandalism
- Extortion
- Violation of any School Policy (Habitual Misconduct)
- Threats/Bullying
- Obscenity (verbal or physical)
- Safety violations
- Endangering others

- Gross verbal attacks
- Inciting a problem
- Suppressing or preventing normal school operation
- Distributing unauthorized literature or signs
- Sexual Misconduct

## N. VIOLATIONS and PENALTIES

### **Abusive Language to School Employees/Students/Others**

1st Violation	1 Friday School, ISS, or OSS
2nd Violation	1-5 Days OSS
3rd Violation	10 Days OSS and possible recommendation for expulsion

### **Academic Misconduct**

1st Violation	Reprimand, Parent Notification, and Zero on Assignment
2nd Violation	Reprimand, Parent Notification, Zero on Assignment, and 3 Days ISS
3rd Violation	Withdraw from course with a WF

### **Alcoholic Beverages**

1st Violation	10 Days OSS, recommend expulsion, refer to law enforcement.*
---------------	--

### **Arson**

1st Violation	10 Days OSS, restitution for damages, recommendation for expulsion, possible prosecution
---------------	--

### **Assault on School Employee**

1st Violation	10 Days OSS, recommend expulsion
---------------	----------------------------------

### **Bus Misconduct**

1st Violation	Detentions, Friday School, ISS, and/or Bus Suspension
2nd Violation	Friday School, ISS, and/or up to 5 Days Bus Suspension
3rd Violation	Friday School, ISS, and/or possible suspension of riding privilege for remainder of the semester

### **Book Bag/Purse (Inappropriate Use)**

1st Violation	Detentions, Friday School, ISS, suspension, and/or expulsion
---------------	--

### **Bullying and Cyberbullying**

Due to the varied levels that bullying can manifest, discipline will range from a written warning to expulsion from school, depending on the severity or repeated nature of the act(s).\*

### **Cafeteria**

Skipping Line	Warning, Detention, Friday School, or ISS, and restricted to end of line for period of time
Discourtesy	Detention, Friday School, or ISS and clean up
Altering Food, Throwing, Theft,	Warning, Detention, Friday School, or ISS and/or 3-10 days OSS (Refer to theft code) and possible referral to legal authorities
Disrupting, Enticing, or Endangerment	

### **Chemicals**

Possession of irritants such as mace, scents, and such gases designed for respiratory and nasal discomfort

1st Violation	3 Days OSS
2nd Violation	10 Days OSS, recommend expulsion

### **Use of Chemicals**

1st Violation	10 Days OSS and recommend expulsion & possible referral to legal authorities* Unauthorized use or seeking/accessing such programs or other information
---------------	--

### **Computer/Program**

1st Violation	Detention, 1-3 Friday Schools, or ISS and possible WF from course
2nd Violation	Friday School, ISS, 3 Days OSS, and possible WF from course
Malicious Intent	3-10 Days OSS and possible expulsion, WF from course, further computer and/or Hacking enrollment restricted
Vandalism/Theft	Regular vandalism/theft codes possible, WF from course, and restriction of computer privileges and possible future computer enrollment.

### **Disruption of Class or Disrespect**

1st Violation	Reprimand, Detention
2nd Violation	Friday School or ISS
3rd Violation	ISS or 1-5 Days OSS
4th Violation	5-10 Days OSS and request made for expulsion

### **Dress/Appearance/Inappropriate Jewelry**

1st Violation	Clothes item change or removal and one detention
2nd Violation	1 Friday School or ISS and clothes item change or removal
3rd Violation	2 Friday Schools or 2 days ISS
4th Violation	3-5 Days ISS

### **Drugs**

Narcotics, stimulant drugs, drug paraphernalia, or look-alike drugs/paraphernalia, possession, using, transmitting, under influence, or intoxicant of any kind.

1st Violation	10 Days OSS and recommend incident report to law enforcement agency as well as expulsion.*
---------------	--

### **Electronic Device**

Cell Phone, MP3, iPod, iPad, Tablets, etc. when used or seen during class time.

1st Violation	Parent must pick up. If item confiscated is borrowed, the borrower will also receive leveled punishment listed (Detentions, Friday Schools, ISS, etc.)
2nd Violation	Parent must pick up, 1 Detention
3rd Violation	Parent must pick up, 1 Friday School
4th Violation	Parent must pick up, 1-3 Days ISS
5th Violation	Parent must pick up, 3-5 Days OSS
6th Violation	Parent must pick up, 10 Days OSS and recommend expulsion

### **Extortion**

1st Violation	5 Days OSS
2nd Violation	10 Days OSS and recommend expulsion

### **False Alarm**

1st Violation	10 Days OSS, recommend expulsion and possible report and prosecution by law enforcement and state fire marshal's office.
---------------	--

### **Failure to Report to or Removal from ISS**

1st Violation	5 Days OSS
2nd Violation	10 Days OSS, recommend expulsion

### **Fighting**

1st Violation	2 Days ISS 2 Days OSS, possible report and prosecution by law enforcement
2nd Violation	10 Days OSS, recommend expulsion and possible report and prosecution by law enforcement

### **Fireworks, Explosives**

1st Violation	10 Days OSS, recommend for expulsion
---------------	--------------------------------------

### **Fraudulent Signatures or Notes**

1st Violation	1 Friday School
2nd Violation	1-3 Days ISS
3rd Violation	5-10 Days ISS
4th Violation	10 Days OSS, recommendation for expulsion

### **Inciting**

Inciting a problem, fight disturbance, disruption

1st Violation	1-5 Days ISS
2nd Violation	5 Days OSS and possible expulsion

### **Insubordination**

Refusal to comply with a reasonable request

1st Violation	1 Friday School or 1-3 Days ISS
2nd Violation	3-5 Days ISS
3rd Violation	3-5 Days OSS
4th Violation	10 Days OSS, recommendation for expulsion. (Note: Gross insubordination will move to a more appropriate severe violation.)

### **Physical Contact/Public Displays of Affection**

1st Violation	1 Detention
2nd Violation	1 Friday School
3rd Violation	2 Friday School
4th Violation	3-5 Days ISS

### **Possession of Matches or Lighters**

1st Violation	1 Friday School
2nd Violation	5 Days ISS
3rd Violation	10 Days OSS, recommendation for expulsion

### **Possession of Tobacco, Smoking, or Use of Tobacco Products**

Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form (including but not limited to Electronic Cigarettes and/or Vaporizer Pens)

1st Violation	3 Days ISS and refer to law enforcement.
2nd Violation	5 Days ACDC (if available), refer to law enforcement
3rd Violation	10 Days OSS, refer to law enforcement and recommendation for expulsion*

## **Profanity**

1st Violation	Detentions or Friday School
2nd Violation	2 Friday Schools
Repeated Acts	1-3 Days ISS per incident

## **Running in the Hallway**

1st Violation	1 Detention
2nd Violation	1 Friday School or ISS

## **Student Driving**

Unsafe operation, speeding, moving violation.

1st Violation	Friday School or ISS and/or 5-Day driving suspension
2nd Violation	Friday School or ISS and 30-Day driving suspension
3rd Violation	3 Days OSS and driving privileges suspended for 1 semester

## **Student Parking Violation**

1st Violation	Detentions and/or driving suspension
2nd Violation	1-3 Friday Schools or ISS and/or driving suspension
3rd Violation	Driving suspension for a semester and car towed

**Note: Cars without tags can be towed anytime at owner's expense.** This includes fraudulently using a tag

## **Theft**

Note: Major theft will automatically move to a second violation.

1st Violation	1-3 Friday Schools, 1-5 Days ISS, or 1-5 Days OSS and restitution
2nd Violation	10 Days OSS and possible recommendation for expulsion

## **Truancy**

Truancy is the unauthorized student absence from school without parent's knowledge or permission for an excusable reason by school administration.

Truancy violations (up to and including):

1st occurrence	3 Friday Schools
2nd occurrence	3 Days ISS
3rd occurrence	5 Days OSS
4th occurrence	10 Days OSS & recommended expulsion

## **Unauthorized/Unassigned Area**

This includes being anywhere in the building or on the school grounds without permission, being in the hall without an unauthorized pass from a teacher, or being in the middle school without a pass from the high school office.

1st Violation	1-3 Friday Schools
2nd Violation	1-3 Friday Schools or ISS
3rd Violation	3 Friday Schools or ISS
4th Violation	3 Days OSS

## **Vandalism**

This is defined as defacing school property, causing damage to school related items and/or personal property, and mistreatment of vending machines. On some rare occasions, this may require a referral to the courts.

- |               |  |
|---------------|--|
| 1st Violation | 1-3 Friday Schools, 5 Days ISS, or 3 Days OSS, and restitution |
| 2nd Violation | 5 Days OSS and restitution                                     |
| 3rd Violation | 10 Days OSS and recommendation for expulsion and restitution.  |

*Note: More serious incidents of vandalism will automatically move to the second or third penalty and is up to the discretion of school authorities.*

### **Water Devices/Nerf Guns**

Water guns, water balloons, squirt bottles, Nerf guns, etc. on school grounds

- |               |             |
|---------------|-------------|
| 1st Violation | 2 Days OSS  |
| 2nd Violation | 10 Days OSS |

### **Weapon**

Possession of object considered to be a weapon, explosive device, or look-a-like weapon/device

- |               |   |
|---------------|---|
| 1st Violation | 10 Days OSS, recommendation for expulsion |
|---------------|---|

Intention to harm others or use of weapon against other person(s)

- |               |  |
|---------------|--|
| 1st Violation | 10 Days OSS and recommendation for expulsion. Weapon confiscated and report made to proper legal authorities |
|---------------|--|

\*Denotes an ARSP eligible offense.

The principal or principal's designee will initiate a parent conference when necessary for serious situations (in addition to the normal student/parent notification).

## **O. SUPPORT PROGRAMS**

At times support programs are available through the school and may include such services as counseling and educational/support groups. The purpose of the support program is to provide information and assistance to students to avoid future problems or offenses. If a student and parent agree to participate in the support program, the expulsion may be reduced or waived. If a student fails to follow through with a contractual alternative to expulsion, the student must serve the original conditions of the expulsion.

### **At Risk Support Program or ARSP (Alternative to Expulsion)**

At any time during the expulsion process a student may choose to make application for admission into. A student's admission and continued placement in the program is contingent upon certain conditions being met. These conditions include, but not limited to the following:

1. Both the student and guardian sign and agree to the student/parent contract.
2. Both the parent and student will consent to and the student must pass random drug tests at the school's request. If a student is facing expulsion due to a drug or alcohol violation, the student will provide the school administration with the results of a drug or alcohol from an approved treatment facility (contact ECHS for approved facilities). Any plan or plans of treatment prescribed by the treatment facility shall be followed through to completion. To insure that the school can work together with the treatment facility to monitor the student's progress, a release of information will be signed by the parent if the student is under eighteen (18) years of age and both parent and student if the student is eighteen years of age or older. If no treatment plan has been recommended, individual counseling sessions with the ECHS Guidance Department will be established for the student. The costs of any tests and treatments that are prescribed by the Guidance Department shall be the responsibility of the parent or legal guardian.
3. Any student that is currently under probation, pending charges from law enforcement, and/or a habitual offender of school rules will not be eligible for this program.
4. Should a student who is under 18 years of age choose **not** to participate in and the expulsion is upheld, the Bureau of Motor Vehicles will be notified. As a result of this notification, the Bureau of Motor Vehicles will invalidate the student's driver's license until

the student becomes 18 years of age or is re-enrolled in school.

Students who are accepted into shall not be eligible to return to school until they have served the amount of time stipulated in the suspension order. Additionally, they must have successfully completed the requirements set forth in before they may be considered for reinstatement into regular school. To be considered for reinstatement, the assessment (required) and enrollment in recommended treatment programs (if deemed necessary) must be completed within two weeks from the date was offered.

#### P. OTHER SITUATIONS

The administration develops rules and regulations that address most of the situations occurring at East Central. If a situation occurs which is not specifically covered, the administration shall proceed with actions they deem appropriate to the circumstances.

## **VII. Student Rights**

#### A. CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS

East Central High School/Sunman-Dearborn Community Schools has a policy of providing equal opportunity. All courses are open to all students regardless of religion, race, color, sex, handicapping conditions, or national origin, including limited English proficiency.

Educational services, programs, instruction, and facilities will not be denied to anyone in the East Central High School or the Sunman-Dearborn Community Schools as the result of his or her race, color, sex, handicapping conditions, or national origin, including limited English proficiency. For further information, clarification, or complaint please contact the following persons: Title IX (Gender Equality) Coordinator, Superintendent, Sunman-Dearborn Community Schools, 1 Trojan Place, Suite B, St. Leon, IN 47012, (812) 623-2291 and Section 504 (Special Education Rights) Coordinator, Assistant Principal, East Central High School, 1 Trojan Place, St. Leon, IN 47012, (812) 576-4811.

Any other information concerning the above policies may be obtained by contacting the corporation superintendent at 1 Trojan Place, St. Leon, IN 47012, (812) 623-2291.

#### B. GRIEVANCE CONSIDERATION

Any student who feels they are being wrongfully treated in accordance with standard school policy by a staff person, student, group, organization, or the school has the opportunity to have the wrongdoing corrected.

A student may proceed with the following steps to have a grievance of wrongdoing considered and subject to correction when applicable. In each case, proceed with the next step only when is necessary.

1. Read and be thoroughly knowledgeable of the school, organization, club, or groups, policies, and instructions which govern the group and each member.
2. Discuss the concern with the teacher, sponsor, or coach in charge. If still concerned, then:
3. Discuss the matter with the department head.
4. Discuss the situation with the counselor. The counselor will work with the student in settling the situation. If necessary, the counselor will then refer the student to the proper authorities in the regular chain of command.

#### C. RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act has been in effect since June 17, 1976. Under the provision of this law, the parents or guardians of a student may request to review the students' records. An appointment will be made with a school official to allow the parent or guardian to review the records and to ask any questions. The same right is available to

students who are 18 years of age or older.

To release student records to persons, agencies, or institutions other than an educational institution, it is necessary for parents or guardians of the student, or the student if at least 18 or older, to sign a release form giving consent for us to do so. We will forward educational records.

Personally identifiable information, which includes information such as (a) the name of a student, the student's parents, or other family members; (b) the address of the student; (c) a student social security number; (d) a list of personal characteristics which would make the individual's identity easily traceable will not be released without written consent of the student's parents or guardians or the student if he/she is at least 18 years of age. The exception to this would be in the event such information is required to comply with a judicial order or lawfully issued subpoena or to comply with local, state, or federal laws, regulations, and/or standards.

Transcripts will be sent to other agencies or institutions upon written request of the parent or guardian and with written request of the student if he/she is at least 18 years of age without charge for the service.

Transcripts for personal use may be obtained from the office with proper compliance with all local, state, and federal regulations.

Release of Student Information to Military Recruiters - The district is required by federal law to comply with a request by a military recruiter for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent.

Any questions pertaining to this section should be directed to the principal.

#### D. SEARCH AND SEIZURE

Students shall be protected from unreasonable search and seizure as guaranteed in the Fourth Amendment of the United States Constitution.

School personnel have the right, correlative to their duties, to protect students from harm, and to conduct reasonable searches of students' belongings and, when necessary, of their persons, vehicle, bags, etc.

It is always preferable to obtain the students' consent before the search, but even if consent is refused, the search may still be conducted, or in such case that an emergency presents adequate time for general safety reasons.

Such a search should be made in the presence of the pupil and a witness when time permits.

#### E. STUDENT LOCKERS

Students are issued a locker for personal use in keeping books, notebooks, supplies, coats, etc. Students should keep only THEIR items in their locker and use only the locker which they have been issued. **They should not give their combination to other students.** Students should take good care of their locker. They should avoid putting various valuables and money in their locker. The locker must be kept neat and in good condition. Students should not write on lockers or put any kind of decals or stickers on lockers. Generally, lockers are school property which become the student's to use, take care of, and respect. Should there be reason to believe that a locker contains items detrimental to the health and welfare of the students or stolen items, a search may be authorized. Should a student have any kind of problem with his locker, it needs to be reported to the office or custodial staff. Locker combinations are changed prior to each school year.

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or

can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

Although used by students, lockers are the sole property of the Sunman Dearborn School Corp. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

**1. Valuables**

It is recommended that students do not bring valuables or large sums of money to school to store in their lockers. If it is necessary to bring such items, students need to make arrangements with a sponsor or teacher, or make some other special arrangements for safekeeping. Students should not leave money or valuables in their lockers. Any valuables brought to school are at the risk of the student and not the responsibility of East Central High School.

**2. Locks**

The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own lock to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.

**3. Use of Lockers**

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store contraband which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The following kinds of things are not permitted at school or in lockers as applicable:

- a. Library books not properly checked out or overdue
- b. any acid or nauseous chemical
- c. explosive device or firecracker
- d. tobacco, alcohol, drugs, medicine, drug paraphernalia
- e. super glue
- f. stolen items
- g. matches, lighters
- h. waste containers

In addition, unreturned gym or athletic equipment or wet, soiled, mildewed items are strictly prohibited. Students are responsible to keep their lockers in good order (inside and outside) and clean. Students are subject to a bookstore fine at the end of the year if lockers are not cleaned out.

NOTE: All medicine must be cleared and checked in with the school nurse.

**4. Authority to Inspect Lockers**

The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions to the proper use of lockers. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal.

**5. Inspection of Individual Student's Lockers**

The inspection of a particular student's locker will not be conducted unless the principal or his administrative staff has reasonable suspicion to believe that the locker to be inspected contains contraband. Before a particular student's locker is inspected, the student (or students if more than one has been assigned to a locker) if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require the inspection be conducted without delay in order to protect the health and safety of others present on school premises.

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school the purpose or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property or, (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of lockers are:

- a. The school corporation receives a threat of possible danger.
- b. Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.
- c. Evidence of student drug or alcohol use creates a reasonable belief of a high level of student use.
- d. Reason to search for suspected stolen goods.
- e. At end of grading period, and before or during school holidays to check for missing library books or lab chemicals or school equipment.

If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

## **6. Involvement of Law Enforcement Officials**

The principal, superintendent, or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required identify substances which may be found in the lockers or to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be locked in the lockers.

- a. If a law enforcement official requests to inspect a student's locker of its contents, the principal shall require the production of a search warrant before allowing the inspection unless the principal deems the situation too urgent to delay for the safety and welfare of the school.
- b. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the requests shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant in such situations which do not apply above or not immediately urgent.

## **7. Locker Maintenance**

Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student not enrolled in the school, or (c) a locker during any vacation period which is reasonable believed to contain rotting items such as food, wet clothes, etc.

## 8. Inspection of Policy and Procedure

The school board policy is simply a legal procedure necessary for school administrators to follow when some emergency or threat arises involving the possession of illegal and dangerous objects or substances. There is absolutely no motive or intent to harass or invade the privacy of students but rather to protect the health and safety of all students. **This policy is not related to a high incidence of problems in Sunman-Dearborn Community Schools but rather to a proper legal procedure involving illegal and dangerous object, substances, or beverages.**

# VIII. Student Services

## A. ANNOUNCEMENTS

School announcements will be made each morning and at the end of the day if necessary.

## B. BOOK RENTAL

East Central has a book rental program. Books and supplies needed for the courses are included on the book list. Students are expected to return their books at the conclusion of the year in acceptable and good condition. Students enrolling in East Central should plan to pay for books and supplies during book days, prior to the beginning of classes. Extra books for at home use are limited. Students withdrawing from school who are in good standing and who return all books in an acceptable condition will receive a prorated refund. Please note that there are some items that are not refundable such as course fees, workbooks, membership dues, etc. (Calculations are on a quarterly basis and no refunds will be issued for withdrawals once we are into the 4th quarter.) No refunds will be given for any student expulsion.

### 1. The Trojan Exchange Bookstore

School supplies, such as pens, pencils, paper, notebooks, and spirit wear may be purchased at Trojan Exchange. The Trojan Exchange is a student-run bookstore and spirit shop for ECHS. The Trojan Exchange is open during lunch, Tuesday through Friday. All sales are on a cash-only basis.

### 2. Book Fines

Any student that had lost their textbooks must pay for the book in full before another book will be issued. Lost and found textbooks are the responsibility of the student. Each student is responsible for the care, custody, and control of books rented through the bookstore. A fine is levied for damages to books while in the student's possession. These fines are set up on a fair basis per type of damage, as determined by the bookstore manager.

### 3. Delinquent Bills, Fees, and Fines

Students are required to pay for outstanding school financial obligations. Parents will be notified of such obligations. **School policy requires that overdue obligations must be submitted to small claims court by the corporation attorney.** There will be a \$20.00 Service Charge for any Insufficient Check returned. Students should pay all bills to avoid the required legal process.

## C. BULLETIN BOARDS AND SIGNS

Bulletin boards are located throughout the building where announcements and posters can be displayed. Any material placed in the various rooms must have the approval of the teacher in charge of that room. Materials placed on other bulletin boards must have approval of an administrator. No signs, posters, advertisements, or any other items may be put up anywhere without office approval.

## D. CAFETERIA EXPECTATIONS AND SERVICES

1. Students are not allowed to leave the school grounds for lunch.

2. Food is not permitted to be ordered in from a restaurant or any outside source without administrative approval.
3. Students should report to the cafeteria by the time the bell rings
4. Students are permitted in the cafeteria or snack shack hall. No other areas are permitted.
5. All food should be consumed in the cafeteria and vending machines are off limits during meal times.
6. Students sitting at a table are responsible for keeping the table and floor area clean.
7. Students are to return their tray and silverware to the dish room window and throw away their trash in the trash cans. A mess should never be left for someone else.
8. Students are not allowed to cut into the cafeteria line.
9. Throwing food or touching someone else's food is strictly forbidden.

The Food and Nutrition Services Department provides daily lunch and breakfast in accordance with standards and regulations of the National School Lunch and Breakfast Programs. The menu is posted monthly on the school's website. A la carte items are also available daily. It is recommended that students purchase the tray lunch. It is cheaper and provides a balanced meal. Students may bring their lunch from home.

Breakfast will not be offered when school operates on a two-hour delay.

### **1. Meal Assistance**

Students from families whose income is at or below established low income levels are eligible for free or reduced meals. Applications may be obtained and completed during the school year, and returned to the front office. Applications must be re-submitted every school year as the benefits will not carry over to the new school year. Please fill out one application per household. Free and reduced students must deposit money into their account or use cash to purchase a la carte items.

### **2. Student Meal Accounts**

An account will be set up for each student in the cafeteria the student ID number. Accounts with multiple students, may request for the account to be combined or separated. If you choose to use the lunch account, you must deposit money into the account with a check, cash during meal times or credit card through EZ School Pay ([www.ezschoollpay.com](http://www.ezschoollpay.com)). Accounts work like a checking account, where you should always have money in the account. Checks should be made payable to Sunman Dearborn Community Schools Cafeteria. You must have the student's full name and ID on the check or envelope. Any check that is returned for non-sufficient funds will incur a \$20.00 service fee.

All students will be enrolled to use Identometrics Biometric Finger Scanning Technology to purchase their lunch. Parents may request for their student to opt-out of using the Biometric Finger Scanning Technology by completing an Opt-Out Request Form and turning it into the cafeteria. Forms are available in the office, cafeteria or online. If a student opts out, they will be required to utilize an ID card to purchase their meals. For more information on the Biometric Finger Scanning Technology, please visit the Food and Nutrition Service Website or contact the Director of Food and Nutrition Services at 812-623-2291 ext. 13809. The Food and Nutrition Services Department is not responsible for monitoring the items a student purchases. Parents need to make sure their students understand if they are allowed to purchase meals and/or ala carte items.

### **3. Low or Negative Balance Reminders**

If a student owes more than \$13.00 he/she will be given a peanut butter or cheese sandwich, fruit, and a milk, at a cost of \$1.00. Ala Carte items and extras may NOT be purchased when accounts are in the negative. If no attempt is made to satisfy the debt, the debt will be settled in small claims court.

The School Messenger System provides weekly phone calls and emails for all low (less than \$10.00) and negative account balances. Cashiers may also notify students of their account balance when they purchase their meal. If necessary, the Director of Food and Nutrition Services or Food and Nutrition Service Manager will make a courtesy phone call or mail negative balance reminders to the household. Parents may also receive low balance reminders through EZ School Pay ([www.ezschoollpay.com](http://www.ezschoollpay.com)). Payments for meal accounts do not need to be made through EZ School Pay to utilize this service.

#### 4. Food Allergies

Parents are responsible for communicating any special dietary needs for their child, including food allergies. Substitutions will be made for students that have special dietary needs or food allergies, only when proper physician documentation and recommendations have been submitted to the school. Please contact the Food and Nutrition Service Director regarding accommodations for your student's food allergy.

Questions regarding the Cafeteria Policy should be directed to the Manager at 812-576-4811 ext. 11981.

### E. HEALTH SERVICES, SCHOOL NURSE, AND HEALTH ROOM

A nurse is on duty full-time during the school day. Students who are ill, or injured, should report to the health room for attention after receiving a **written** pass from their teachers. Any student experiencing an emergency illness must check-in directly with the nurse.

Students may be permitted to leave school grounds due to illness ONLY with the approval and arrangement of the nurse. The nurse shall sanction and approve all school departures due to emergency or illness prior to permission from the office to sign out. Emergency health forms are required annually for each student.

Health services should not be abused. Students need to be assessed by parents before leaving home and medicated accordingly. Injuries after school hours must be addressed by parents and physicians. When supplies such as ace bandages and splints are borrowed from the health room, please return them washed as soon as possible. All durable medical equipment (wheelchairs, crutches) must be kept readily available for school accidents and emergencies. These items cannot be loaned out to students returning to school from surgery, accidents, etc.

#### 1. Student Illness at Schools

If students become ill while at school, they need to notify their teachers. If the teacher deems it necessary, he/she will give a pass to the school nurse's office. **If the nurse feels the student should be sent home**, the parent will be called to come to school and get his/her child. Should the illness not be that serious or a parent not available, the nurse will keep the student in the health room or send him/her back to class.

#### 2. Medications

Students required to take prescribed medication must keep these medications on file with the nurse. The nurse will have the responsibility to dispense at proper time. **No student, under any circumstances, is to have any type of medicine on his/her person** unless approved by the administration or health clinic.

All medicines must be delivered in the original container before classes begin in the morning. A parent must bring the medications to the school nurse personally. If there is a discrepancy the parent will be notified. The school also requires written parental permission according to school policy in order to dispense any medication. The school does not stock ibuprofen or cold medicine for students.

#### 3. Sudden Cardiac Arrest (Fact Sheet for Parents/Students)

Sudden cardiac arrest is a rare, but tragic event that claims the lives of approximately 500 athletes each year in the United States. Sudden cardiac arrest can affect all levels of

athletes, in all sports, and in all age levels. The majority of cardiac arrests are due to congenital (inherited) heart defects. However, sudden cardiac arrest can also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest.

### **Warning Signs**

There may not be any noticeable symptoms before a person experiences loss of consciousness and a full cardiac arrest (no pulse and no breathing).

Warning signs can include a complaint of:

- Chest Discomfort
- Unusual Shortness of Breath
- Racing or Irregular Heartbeat
- Fainting or Passing Out

### **Emergency Signs - Call EMS (911)**

If a person experiences any of the following signs, call EMS (911) immediately:

- If an athlete collapses suddenly during competition
- If a blow to the chest from a ball, puck or another player precedes an athlete's complaints of any of the warning signs of sudden cardiac arrest
- If an athlete does not look or feel right and you are just not sure

**How can I help my child prevent a sudden cardiac arrest?** Daily physical activity, proper nutrition, and adequate sleep are all important aspects of life-long health. Additionally, parents can assist student athletes prevent a sudden cardiac arrest by:

- Ensuring your child knows about any family history of sudden cardiac arrest (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)
- Ensuring your child has a thorough pre-season screening exam prior to participation in an organized athletic activity
- Asking if your school and the site of competition has an automatic defibrillator (AED) that is close by and properly maintained
- Learning CPR yourself
- Ensuring your child is not using any non-prescribed stimulants or performance enhancing drugs
- Being aware that the inappropriate use of prescription medications or energy drinks can increase risk
- Encouraging your child to be honest and report symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint

### **What should I do if I think my child has warning signs that may lead to sudden cardiac arrest?**

1. Tell your child's coach about any previous events or family history
2. Keep your child out of play
3. Seek medical attention right away

## **4. Concussion (Fact Sheet for Parents/Students)**

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after

the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

**What are the symptoms of a concussion?** Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or “down”
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

**What should I do if I think I have a concussion?**

**Don't hide it. Report it..** Ignoring your symptoms and trying to “tough it out” often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.

**Get Checked Out.** Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.

**Take Care of Your Brain.** A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

**How can I help prevent a concussion?** Every sport is different, but there are steps you can take to protect yourself. Follow your coach's rules for safety and the rules of the sport. Practice good sportsmanship at all times.

## F. LIBRARY USE

The library is intended to provide a positive, comfortable learning environment to meet the classroom needs of students and staff and to provide them an opportunity to pursue their own interests independently. In a world of continuous change, the library maintains a position as the

information and communication center of the school. The library staff is always glad to be of assistance to anyone who needs help while using the library. Hours are from 7:30 – 3:30 p.m. daily.

Students using the library are asked to be considerate of others. Individual students coming to the library from their classrooms are required to have a signed pass from the classroom teacher and sign-in upon arrival.

The library includes over twenty thousand volumes, as well as state and local newspapers and magazines. Most materials circulate for two weeks and can be renewed. To check out materials, borrowers must present their Student ID card. Fines will be charged for overdue and lost materials and these charges must be cleared before the end of the current school year. Other services offered include copying, interlibrary loan and use of the Ellison Die-Cutting machine.

## G. LOST AND FOUND

East Central cannot be responsible for lost items. Found articles should be turned in at the bookstore. Anyone seeking lost articles should inquire about them there.

## H. STUDENT CONVOCATIONS

Various programs are held for the entire student body or certain grade levels at various times in the school gym or auditorium. Such assemblies are held for educational reasons and as a means to communicate with students. These programs might be in the form of an address, movie, entertainment, game, student program, academic competition, etc.

When students attend any kind of program, they need to display proper behavior, show proper respect, and give their full attention to the program. It should be noted that a student not in "good standing" may lose their privilege of attending various programs and activities.

Due to extensive auditorium use, it is necessary to regulate the activities that are conducted there.

1. The auditorium may be used only after proper approval and scheduling.
2. No group should be in the auditorium without the accompaniment of the teacher or the sponsor who scheduled the activity.
3. No food or drink is allowed in the auditorium. No smoking or tobacco is allowed.
4. Stage settings must be approved by administration before plans are completed and work started.
5. All areas used during a production will be cleaned following the performance: projection booth, dressing rooms, light storage, costumes, etc.
6. Special stage lighting will be used only for final rehearsals and performances.
7. All doors will be locked when the auditorium or work areas are not in use.
8. School sponsored activities will receive priority in scheduling the use of the facility.

## I. STUDENT INSURANCE

Each fall, the school offers a student insurance policy, giving the best possible coverage at a nominal fee. The policy provides financial assistance in the event of an accident requiring medical attention during school-sponsored activities for approximately eleven months of the year. Students enrolled in physical education and industrial arts are strongly urged to participate in the student insurance program or be covered on their parent's policy. The school does not provide accident insurance for students. Parents are encouraged to check their personal policies for coverage. Any student who has enrolled in the student insurance should, if injured, secure a claim form in the office. This injury should be reported to the office immediately. A more comprehensive policy is also offered students giving twenty-four (24) hour coverage and extending through the summer months.

WE HIGHLY RECOMMEND THAT ALL ATHLETES TAKE THIS COVERAGE as well as all students. This coverage does not include football.

#### J. STUDENT IDENTIFICATION CARDS

All students will receive an EC photo ID card. All students should keep and carry these cards as they may be necessary for admission to various school functions or special situations

#### K. VENDING MACHINES

Vending machines are available for use before and after school. **Vending machines are off limits during lunch time and should not be used during class time as well.** Shaking, hitting, or kicking the vending machines is strictly prohibited.

## IX. Student Activities

#### A. EXTRACURRICULAR PARTICIPATION

There are numerous clubs, organizations, music auxiliary corps and athletic teams. Also in this category are various elected members, officer organizations such as student council and class officers. Activities are for full-time students.

#### B. COMMITMENT TO ACTIVITIES

Extracurricular activities are an integral part of the total educational process. Students are urged to participate in as many activities as their time permits after giving priority to their school work. Students should consider their obligations carefully before getting involved in any other school activities. Students are fully expected to complete all activities they begin. They shouldn't get involved in a group or activity if they cannot make all practices, rehearsals, meetings, games, performances, etc. One does not learn responsibility without commitment and completing what one begins in good standing.

Occasionally emergencies happen. If so, the student should consult with his coach or sponsor for consideration. To quit and leave otherwise means one does not leave in good standing. One jeopardizes participation in the future in other activities or returning to the same activity again unless one leaves in good standing. But the real message is - **Finish whatever is started.**

Students must be enrolled as full-time students to participate in extracurricular activities. Students participating in activities represent not only themselves and their group, but they also represent East Central High School. It is also important to understand that participation in extracurricular activities is a privilege, not a right. Therefore, members are expected to be well-behaved, good community citizens, and in good standing at school. Members are expected to be good examples of high character, demonstrate excellent sportsmanship, and worthy representatives of the school. Students must comply with the general policies of the sponsor, coach, team, club, or organization's framework in conjunction with the school. Students suspended (ISS or ACDC) from school are not permitted to participate in any extracurricular activities or practices during the suspension. To participate in an extracurricular activity, a student must be in attendance a minimum of four periods of the school day. Any unusual circumstances would require documentation for the principal and/or athletic director. Approval from the attendance office is required from Principal or Athletic Director.

Further, any student who is involved in behavioral problems of a **serious concern** (legal authorities or violation of school policies) which result in the student not being a good representative of the school is subject to suspension or termination from the activity. Such situations are subject to review by the committees involved including band council, athletic council, and/or the special circumstance committee.

#### C. FIELD TRIPS

Field trips may be an extension of a class curriculum which allows for student learning in a way

that cannot be duplicated in the classroom. It is the student's responsibility to make up all work missed. Students that are performing poorly (academically or behaviorally) in other classes may be denied participation on field trips. Students that have missed five or more days in a semester (unexcused, excused, or medical) WILL NOT be eligible for field trips. The purpose of this policy is not to limit the possibility of field trip experiences. Rather it is to insure that student participation has a limited effect upon other classroom instruction. No field trips will occur during the last month of either semester (typically December and May).

#### D. MASTER CALENDAR

Any club or group who wishes to schedule a meeting or a school event must first obtain permission from the school administration. The event will then be included on the Master Calendar of Events, which guarantees that the group will have a place and time to conduct the activity. The faculty sponsor is required to attend all meetings and must be the one to initially approve the event and submit the request to the office. The calendar of events is included on the school website.

#### E. SCHOOL DANCES

All dances and prom are for East Central High School students only unless otherwise announced by administration. At some dances, students be allowed one guest from outside the school provided the guest is at least a freshman, not older than 20 years of age, and has been previously registered in the office. All students not enrolled in high school will have to have a limited background check on file with East Central High School. An announcement will be made prior to the scheduled dance if guests are welcome to attend. Guests attending the dance are subject to the same rules and regulations as East Central High School students. In addition, the following procedures will be followed for all dances and prom:

1. All school rules apply.
2. Proper dress is required.
3. No student will be admitted more than one hour past the starting time of the dance without pre-approval from the administration.
4. All students, including guests, may be tested using AlcoBlow prior to being admitted to any dances. Students and guests testing positive will be denied admission to the dance and will receive the appropriate consequences, in addition to their parents/guardians being contacted. Refusal to submit to testing at a school-sponsored dance will result in consequences as if a positive test occurred.

## **X. Clubs & Organizations**

### ACADEMIC TEAM

The Academic Team competes in the EIAC conference in the areas of English, Math, Fine Arts, Social Studies and Science. Each discipline has a team of at least five members. Meets are during semester one. Another phase of the Academic Team competes in the Indiana Academic Super Bowl competition. This phase is based on a specific topic of study and takes place semester two. \*The team is open to all interested students.

### AOK CLUB (Acts of Kindness Club)

The purpose of A.O.K. Club is to pass kindness onto others, in hopes that others will pay it forward. The club meets about once a month and has activities such as Complement Day, High Five Day, Hearts for Valentines, Custodian and Cafeteria worker lunch, among other acts of kindness. Everyone is welcome!

### ART CLUB

The purpose of Art Club is to promote visual art at ECHS and to support students in art classes. Art Club's goals are pursued in two primary ways. First, through sponsorship of the Spring Art

Exhibit, and secondly, through finding extensions of art in the community.

### **AV CLUB**

This club gives members the opportunity to participate in many other activities. Members do sound reinforcement for band, choir and other groups; lighting for the drama productions; as well as videotaping many activities. AV Club produces many videos throughout the year for students and parents including the Senior Video and the Graduation Video.

### **BOOK CLUB**

The Book Club provides students the opportunity to discuss and critique contemporary Young Adult novels. The Book Club meets monthly and is open to all students.

### **COLOR GUARD**

Color Guard gives students an opportunity to explore the art of flag, saber, rifle, and dance. Our EC Color Guard performs at all Marching Trojans performances: competitions, football games, basketball games, parades, and large travel opportunities!

### **DRAMA CLUB**

The Drama Club provides the opportunity for students to learn the art of acting, drama, and stage productions.

### **DROP ZONE**

The DropZone - Student Tech Support Team is a unique group of high-achieving students who are helping SDSC advance their technology skills. These students specialize in 1:1 Chromebook tech support, assists in classroom technology integration, Chromebook website support as well as Google App and Extension analysis.

### **ECHO CLUB (ENVIRONMENT CRUSADERS FOR HEALTHY OPPORTUNITIES)**

ECHO is an active club that addresses problems that occur in the environment. One of its major activities is recycling. ECHO is responsible for starting and maintaining the recycling program at East Central. Another major focus is saving energy by using "green" methods, which includes lessening our carbon footprint.

### **FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA (FCCLA)**

FCCLA is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences education. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life-planning, goal setting, problem solving, decision making, and interpersonal communication. Members of this organization will participate in state and national competitions as well community service projects. This organization meets the first and third Tuesdays of each month from 3-4 p.m. in room 146.

### **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**

FCA is for Christian students from all denominations to come together and encourage each other in their faith. You do not need to be an athlete to join. FCA meets Wednesday mornings from 7:30 am - 8:00 am, in the Auxiliary Gym, and also does several events during the year. Wednesday mornings include student led devotions, doughnuts, games, and worship. Throughout the year FCA will do service projects, like operation Christmas Child, and social events like Friday night bonfires. Non-christian students who are looking for a positive and encouraging group are welcome to join.

### **FRENCH CLUB**

The French Club plans activities that promote the French language and culture. French Club meets once a month after school. Students are given the opportunity to learn about French traditions, culture, and, of course, food. All are welcome to attend and become members!

### **NATIONAL FFA ORGANIZATION/ EAST CENTRAL FFA CHAPTER**

Students who are enrolled in an agricultural science course at East Central High School also have

the opportunity to become active members of the East Central FFA Chapter. The FFA is a national organization of 600,000 members preparing for leadership and careers in the science, business and technology of agriculture. The FFA is an intra-curricular organization that will provide members opportunities to apply knowledge and skills learned in the classroom to real life situations. Participation in FFA activities will allow you to learn, to lead and to succeed in life no matter which career path you choose. Above all, the FFA offers many opportunities for fun and friendship. The East Central FFA participates in many activities on the local, state and national level. Activities range from local community service projects, fundraisers, leadership contests and conventions, field trips and other personal growth opportunities.

### **GERMAN CLUB**

The German Club allows students to experience German culture, history and cuisine inside and outside the school environment. Activities include traveling to German restaurants, plays, sporting events, open discussions with German visitors, and various other activities. The club meets once a month before or after school, as per a majority vote.

### **JAPANESE CLUB**

The Japanese Club gives students the opportunity to learn Japanese tradition, culture, history, and language. The club usually meets every other Wednesday from 3:10-4:30 p.m. in room 109.

### **MARCHING TROJANS**

Top tier competitive marching band that competes on Bands of America, MidStates, and ISSMA circuits. Membership in this group involves registering for the course, regular rehearsals outside of school, and many social and travel opportunities! Winds, percussion, and color guard performers are all welcome!

### **NATIONAL HONOR SOCIETY**

The National Honor Society is created to recognize scholarship and provide a venue for fostering service. Selected at the end of 11th grade, students serve actively during the 12th grade year. Meetings are generally held before school, usually 4 times during the year. Annual events include the daily tutoring services for underclassmen throughout the year, participation in community services opportunities and the induction and recognition banquet in the spring.

### **PROM COMMITTEE**

The junior class sponsors the prom annually. The prom committee and junior faculty sponsor are in charge of planning and arrangements. Meetings are held one time per month starting in September in room 142 or 120. Prom Committee also creates the class flag.

### **SENIOR SCHOLARSHIP COMMITTEE**

The Senior Scholarship Committee gives seniors an opportunity to raise money through fundraising projects for scholarships. Money raised by the seniors is then distributed based on participation at the Senior Scholarship Awards program in May.

### **SPANISH CLUB**

Club meetings are scheduled for the last Tuesday of each month from 3:00 -3:45. The Spanish Club is a social club that celebrates Hispanic food, culture, and dance. We do this by attending Hispanic restaurants, hosting guest speakers, and playing a variety of games. The club also raises money for specific causes like the Neediest Kids of All Christmas Gift Collection and offering financial support to the Spanish high school students who choose to study abroad through the IU Honors Foreign Language Program.

### **STUDENT AMBASSADORS**

Student Ambassadors are a small group of students (in their junior and senior year) dedicated to the positive promotion of East Central High School. They serve as liaisons between the current ECHS community and prospective students (including incoming freshmen). The Student Ambassador's main job is to be a helpful, friendly face for the new students on their first day of

school and for the remainder of the school year.

### STUDENT COUNCIL

Student Council cultivates leaders that unite the student body in a positive environment by setting a good example and making others feel connected. Student council plans and assists various school functions, such as Homecoming, pep rallies, dances, canned food drive, teacher appreciation projects, Christmas caroling and decorating, Snowball, Senior Oscar Night, and Senior Picnic.

### TROJAN PEP BAND

Voluntary group of performers that provide the high-energy entertainment for home basketball games! Programmed music is a combination of current and classic popular music!

### WINTER GUARD

Winter Guard gives students an opportunity to learn the art of color guard for competitions and other performances during second semester. They travel regularly and compete on multiple competitive circuits.

### WINTER PERCUSSION

This marching arts ensemble gives percussionists the opportunity to continue to hone their skills in the competitive arena during second semester. They travel regularly and compete on multiple competitive circuits.