



East Central High School

2023-2024



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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 05/11/2023.

PARENT/STUDENT DENIAL OF SERVICES OR ACTIVITIES

If the parent and student choose NOT to participate in the activity listed on the policy page, they will need to request a form to sign denying such. These forms are only available in the high school 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

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 High School

Athletics Website: www.ECTrojansAthletics.com

Athletics Twitter: @ECTrojanSports

Athletics Facebook: East Central Trojan Athletics

This handbook was School Board approved on May 11, 2023

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.

I. CONDITIONS AND RULES FOR USE

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 5136).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the

Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology-related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to State and Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms, and cyberbullying awareness and response. Users of Corporation Technology

Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school-sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may use Corporation Technology Resources to access or use social media only if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

This policy shall be posted on the Corporation's website.

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 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 include 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.

I. Athletic Eligibility

- A. Athletes must be fully-enrolled as 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.

II. 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.

III. 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 IHSA 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 an 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.

IV. 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.

V. 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 the season.
 3rd Violation Suspended 365 days after a 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 the season.
 3rd Violation Suspended 365 days.

| <u>Sports</u> | <u># of Events</u> | <u>25%</u> | <u>50%</u> |
|----------------------|---------------------------|-------------------|-------------------|
| 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.

Girls Athletics

Volleyball Golf
 Swimming Cross-Country
 Soccer Basketball
 Softball Tennis

Boys Athletics

Football Cross-Country
 Tennis Soccer
 Basketball Swimming
 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

| | |
|-------------|---|
| Mission: | The mission of East Central High School: Learning Today. Leading Tomorrow. |
| Philosophy: | <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 potential. 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 doing so, 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 operate 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 operate 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 April 28, 2020. 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 the Central Office or your building Principal.

G. STUDENT SAFETY REPORTING SYSTEM

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

1. Phone: 1-866-547-8362
2. Mobile App: Search for Stay Safe. Speak Up! on the App Store or Google Play
4. Web: <https://staysafespeakup.app/Welcom/district/SDCSC>

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 Stay Safe, Speak Up Terms of Use and Privacy Policy, is available online at <https://staysafespeakup.app/Welcom/district/SDCSC>.

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 meningitidis* 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

J. Criminal Organization Activity

Criminal organization activity is strictly prohibited. Criminal organization activity is when a student knowingly or intentionally actively participates in a criminal organization, and/or knowingly or

intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

K. Various Health Matters (HB1468)

Telephone/Call

National Suicide Prevention Lifeline: 9-8-8

National Human Trafficking Hotline: [1-888-373-7888](tel:1-888-373-7888)

Teen Dating Violence/Domestic Violence: [1-800-799-7233](tel:1-800-799-7233)

National Sexual Assault Hotline: [1-800-656-4673](tel:1-800-656-4673)

Text

Suicide Prevention: "Start" to 678678

Crisis Text Line: "IN" to 741741

National Human Trafficking Hotline: [233733](tel:233733)

Domestic Violence: "Start" to 88788 (National Domestic Violence Hotline)

National Teen Dating Abuse Helpline: "Loveis" to 22522

Sexual Assault: "Home" to 741741

II. Contact Information

| ADMINISTRATION | | |
|--|-----------|--------------------------------------|
| NAME | EXTENSION | EMAIL |
| Black, Tom Principal | 11901 | tblack@sunmandearborn.k12.in.us |
| Rosfeld, Jamie Assistant Principal | 11902 | jrosfeld@sunmandearborn.k12.in.us |
| Moore, Kevin Athletic Director | 11931 | kmoore@sunmandearborn.k12.in.us |
| Swinney, Chad Assistant Principal | 11903 | crswinney@sunmandearborn.k12.in.us |
| ADMINISTRATIVE STAFF | | |
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| Jill Bingham Athletic Secretary | 11932 | jbingham@sunmandearborn.k12.in.us |

| | | |
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| Eckstein, Denise Attendance Secretary | 11905 | deckstein@sunmandearborn.k12.in.us |
| Grubbs, Tina Cafeteria Manager | 11981 | tlgrubbs@sunmandearborn.k12.in.us |
| Leech, Kevin Librarian | 11942 | kleechee@sunmandearborn.k12.in.us |
| Murdock, Rhonda Guidance Director | 11912 | rmurdock@sunmandearborn.k12.in.us |
| Smith, Bethany Treasurer | 11906 | blsmith@sunmandearborn.k12.in.us |
| Tiemann, Angela Nurse | 11961 | amtiemann@sunmandearborn.k12.in.us |
| Tupper, Lisa Guidance Counselor | 11913 | latupper@sunmandearborn.k12.in.us |
| Wynn, Brad Guidance Counselor | 11914 | bawynn@sunmandearborn.k12.in.us |

| TEACHERS | | |
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| Zins, Heather | 11216 | hmzins@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 the student population is approximately 1,300 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 20% 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. From 2012- 2021 East Central High School earned an "A" letter grade by the Indiana Department of Education. In 2014, 2015, 2017, 2018, & 2019 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!

E. EAST CENTRAL HIGH SCHOOL DISTINCTIONS AND TRADITIONS

| | |
|------------|-------------------|
| Nickname | Trojans |
| Colors | Red, Black, White |
| Conference | EIAC |

F. FIGHT SONG

Fight - Fight - Fight - Fight
 Tro - jans are we
 Win - Win - Win - Win
 For Hon - or and Glor - y
 Tough and Strong
 U - Nit - ed we'll be
 Tro - jans, Tro - jans, You're the Best
 E - C - H - S
 On - ward to Vic - tor - y!!!!

G. EAST CENTRAL HIGH SCHOOL ALMA MATER

From gentle hills and valleys to bounty farmland plains,
 In southeast Indiana, the home you proudly claim.
 You've watched the decades pass on by.
 You've done your best to guide us. That's why

We praise our Alma Mater, East Central High.
 Ready you stand, in our great land -
 Old East Central, New East Central -
 Dreams of old and dreams to be.
 So, keep preparing strongly for the future of us all.
 You give the strength we use to try.
 We know you're there behind us. That's why
 We praise our Alma Mater, East Central High.

H. DAILY TIME SCHEDULE

7:45 Breakfast will be served. Students must remain in the cafeteria.
 7:55 Students released from the cafeteria to lockers and 1st period classes.
 8:10 - 9:02 Period 1
 9:07 - 9:54 Period 2
 9:59 - 10:46 Period 3
 10:51 - 12:16 Period 4
 A 10:46 - 11:16
 B 11:16 - 11:46
 C 11:46 - 12:16
 12:21 - 1:08 Period 5
 1:13 - 2:00 Period 6
 2:07 - 2:54 Period 7
 2:55 - 3:00 Load buses
 3:05 Building will be closed to all students unless accompanied by a teacher,
 coach, or sponsor.

I. SPECIAL SCHEDULES

2-Hour Delay Schedule

| | |
|-----------------|----------|
| 10:10-10:42 | Period 1 |
| 10:47-12:12 | Period 4 |
| (10:42 – 11:12) | A Lunch |
| (11:12 – 11:42) | B Lunch |
| (11:42 – 12:12) | C Lunch |
| 12:17-12:44 | Period 2 |
| 12:49-1:16 | Period 3 |
| 1:21-1:48 | Period 5 |
| 1:53-2:20 | Period 6 |
| 2:27-2:54 | Period 7 |

Special Activity Schedule

| | |
|---------------|------------------|
| 8:10-8:52 | Period 1 |
| 8:57-9:38 | Period 2 |
| 9:43-10:24 | Period 3 |
| 10:29-11:54 | Period 4 |
| (10:24-10:54) | A Lunch |
| (10:54-11:24) | B Lunch |
| (11:24-11:54) | C Lunch |
| 11:59-12:40 | Period 5 |
| 12:45-1:26 | Period 6 |
| 1:33-2:14 | Period 7 |
| 2:19-2:54 | Special Activity |

Early Release Schedule

| | |
|-------------|----------|
| 8:10 - 8:32 | Period 1 |
| 8:37 - 8:59 | Period 2 |
| 9:04 - 9:26 | Period 3 |

| | |
|---------------|-------------------------|
| 9:31 - 9:53 | Period 5 |
| 9:58 - 10:20 | Period 6 |
| 10:25 - 11:50 | Period 4 |
| | A Lunch (10:20 - 10:50) |
| | B Lunch (10:50 - 11:20) |
| | C Lunch (11:20 - 11:50) |
| 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 for 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 by appointment 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 7th 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 15th of their junior year if they plan to attend college during the Spring semester.**

The Department of Education has made provisions for students requesting graduation for less than seven semesters in a four year high school of grades nine-twelve. When these special circumstances exist, a student may petition high school administration for such a graduation opportunity.

WAIVER PROCEDURES:

The student wishing to graduate with **less than seven semesters** must secure a recommendation from his/her guidance counselor and principal.

- The waiver may be granted only under the following conditions:
 - The waiver is for the purpose of enrolling in an accredited post-secondary educational institution, and the student has been accepted for enrollment.
 - **The student and parent will review the FAFSA requirements and file the application no later than April 15th of their junior year.**
 - Or, the waiver is for the purpose of furthering the student's education through military enlistment and the student has an enlistment contract that contains an educational component.
 - The counselor must communicate with the student's parents, explain the procedure to them, and receive approval during the Spring semester of their 10th grade year. A Request for Early High School Graduation Form must be completed, along with a counselor checklist.
 - Prior to the effective date of the waiver, those students shall be permitted to participate in any curricular activity and shall enjoy the same rights and privileges as a regular student at East Central High School.
 - After the effective date of the waiver, these students shall NOT be permitted to continue as regular members in school sponsored activities which require meetings on school time during the regular school day.
 - After the effective date of the waiver, these students shall NOT be permitted:
 - To attend school events as an ECHS student
 - To attend dances (i.e. Prom)
 - To participate in extracurricular activities
 - To participate in any student related activities, awards ceremonies, etc.

- Students completing work for graduation with less than seven semesters are encouraged to graduate from East Central High School at the same time and in the regular manner as seven/eight semester graduates.
- Six-semester graduates will have the option of participating in any honorary action afforded during the commencement ceremony not including Student Body President or Senior Class President.
- In the event the request for waiver is denied by the high school principal, such denial may be appealed to the school superintendent.

Failure to meet the requirements of this waiver would effectively prevent the student from graduating high school.

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, a student wishing to change their schedule must meet with their counselor in order to change their 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 completed 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 attendance record and disciplinary record. The parent or guardian of any such student shall complete an application for enrollment of the transfer student and shall provide the records referred to above. 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. Students 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 the 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.

P. SUNMAN-DEARBORN ONLINE ACADEMY (S-DOA)

Sunman-Dearborn Online Academy (S-DOA) is an instructional and curriculum delivery program offered to all students enrolled at Sunman-Dearborn Community Schools (S-DOA Handbook). Students interested in S-DOA should speak to their individual counselor about this educational program.

Q. ALTERNATIVE LEARNING ACTIVITIES FOR OPT-OUT STUDENTS

Situations may arise in which parents have requested that their child not participate in a particular instructional activity. School Board policy authorizes that such requests are to be honored if the reason relates to a conflict between the subject matter and religious beliefs or values held by the parents. Requests may not be honored, however, if the reason relates not to subject matter but to pedagogy or other concerns. In such cases, the parent should be referred to the Superintendent.

When a student is to be excused from an activity, the teacher should:

1. prepare an alternative activity in the general subject area which the student can work at on his/her own to reinforce and/or extend acquired learning of content and/or skill or develop new knowledge or skill.
2. keep a record of the alternative activity for communication with the parents, if such information is requested.

R. BOOK SELECTION PROCESS

Classroom

Each Textbook Coordinator shall select members of the staff who are directly involved in the program for which the materials and/or equipment will be used. Their responsibility is to review and evaluate suggested resources, using the criteria listed on page one (1) of board policy [2520A](#), and make recommendations to the Superintendent. The Superintendent shall review the recommendations and, if necessary the materials and equipment, and submit the recommendations to the School Board. The School Board will then review the recommendations, and either refer them back to the Superintendent or approve their use.

Library

The School Media Specialist shall be responsible for the selection of all materials housed in a library or media center. Instructional staff are to submit a prioritized request list of the materials they would find most useful. The School Media Specialist shall then determine which of the requests can be accommodated and proceed to review the selections prior to purchase. The selection criteria are the same as those used for the selection of basic text materials. Any material that contains content or a manner of presentation that could be controversial, as

defined in [Policy 2240](#) and criterion #4 in [2520 F1](#), should be approved by the principal prior to purchase. If there is any concern on the part of the principal that the material might be inappropriate, s/he should personally review the materials, and if still uncertain, contact the Superintendent. Any material that contains content or a manner of presentation that could be controversial, as defined in Policy 2240 and criterion #4 in Form 2520 F1, should be approved by the School Board prior to purchase.

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 absence 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 a 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 at school/class any time between 8:10-8:30. 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 School (3 hours) |
| 5th tardy | 2 Friday Schools (3 hours each) |
| 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 trancies 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 8:10. 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. 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.
4. EC prohibits pajamas and sleepwear.
5. EC prohibits excessively ripped or torn clothing that is torn above fingertip length. .
6. 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.
7. EC prohibits hats, sunglasses, headgear, or coats to be worn during the school day.
8. EC prohibits jewelry that presents a threat to a person or property.
9. Footwear must be worn in the building at all times.
10. 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 (8:10-2:54) 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, cyberbullying, 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.

F. 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 cyberbullying. 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.

G. 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, 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.

H. 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.

I. 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 the 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.

J. BUILDING/BUS/EXTRACURRICULAR POLICY VIOLATIONS

Examples of violations, but not limited to:

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

K. CONSEQUENCES

The consequence will vary according to the severity of the violation. Violations will result in one or more of the following consequences. Consequences are listed in the 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 within 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 must report to the assigned location and be seated by 3:00 p.m. **DO NOT BE LATE.** Refusal to attend will result in 2 days of 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. 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 in attending the ISS program for two days.
- g. Any disturbance in Friday School may result in 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. **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 students will need to do the following:

- a. Students report to the ISS Room by 8:10 a.m. each day they are assigned to ISS. If not present by 8:10, additional days of ISS may be assigned.
- b. Students must bring all books and materials when reporting in the morning. This includes pencils, pens, calculators, etc.
- c. Students will 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. Students will complete all assigned work given by teachers or the ISS supervisor and will turn in all assignments into ISS supervisor when finished.
- e. Students 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 students may not attend or participate in any curricular or extracurricular activity of which ECHS is a part, including sports activities, music activities, dance, prom, etc.
- g. If a student is absent during an assignment to ISS, the 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.*

L. 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 participating 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.

M. 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 or 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.

N. 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

O. 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
- Harassment of student or staff member

P. 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 Parent Notification by Driver

2nd Violation Parent Notification by Administrator

3rd Violation 1 Day Bus Suspension

4th Violation 3 Day Bus Suspension

5th Violation 5 Day Bus Suspension

Additional Violations Possible Bus Suspension, for the remainder of the school year

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 a period of time

Discourtesy Detention, Friday School, or ISS and clean up

Altering Food, Warning, Detention, Friday School, or ISS and/or 3-10 days OSS (Refer to theft code) and possible referral to legal authorities
Throwing, Theft,
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*

Computer/Program

Unauthorized use or seeking/accessing such programs or other information

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 reports to law enforcement agency as well as expulsion.* |
|---------------|---|

Electronic Device

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

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|---------------|--|
| 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

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|---------------|--|
| 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

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

Fighting

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|---------------|---|
| 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

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|---------------|---|
| 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 |

Incitement

Inciting a problem, fight disturbance, disruption

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|---------------|-----------------------------------|
| 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

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

Running in the Hallway

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

Student Driving

Unsafe operation, speeding, moving violation.

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|---------------|--|
| 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/Fraudulent Tag

Note: Cars without tags can be towed anytime at owner's expense.

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

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, referral to law enforcement

Truancy

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

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

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.

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.

Q. 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 an application for admission into ARSP. 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 ensure 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 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 it was offered.

R. 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 it 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. 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 (inside and outside) in good order 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 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 the end of the 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 objects, 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. Cash, Check, or Credit payments are accepted.

2. Book Fines

Any student that has 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.

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 with 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). 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 Identimetrix 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). 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 the 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 newspapers and magazines. Most materials circulate for two weeks and can be renewed. Fines will be charged for overdue and lost materials in the amount of \$0.10 per day to a maximum of \$3.00 for late materials and the price of replacement for lost materials. Emails are sent out to students each Friday to let

them know about late materials or fines. Other services offered include copying, printing, 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 starts.
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 by 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 to 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 of the 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 the 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 ensure 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 are 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 in 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

Art Club provides its members additional time, support, and materials (when available) for their artistic projects and endeavors. All students in grades 9-12 are welcome. Occasionally, students may have the opportunity for local art involvement.

AV CLUB

This club gives members the opportunity to participate in many other activities. Members do sound reinforcement and lighting in the Performing Arts Center as well as assisting Trojan Media Productions with broadcasting its many events, filming short films, commercials and promos.

BUSINESS PROFESSIONALS OF AMERICA (BPA)

Our BPA chapter is part of the Nationwide organization. Students are able to put their business skills to the test by competing in tests, presentations or group projects at the Regional, State and National level. Students are able to develop leadership abilities and learn skills used in the

business world. While participating in this group, members will be able to attend social events and leadership conferences held at various times throughout the year.

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.

ECO CLUB (ENVIRONMENT CRUSADERS FOR HEALTHY OPPORTUNITIES)

ECO is an active club that addresses problems that occur in the environment. One of its major activities is recycling. ECO 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.

ENGINEERING AND ROBOTICS CLUB

In the Engineering and Robotics Club we allow members to explore further into these areas that they have an interest in. It can be used to create any number of projects from Woodworking to Robotics, from a Medieval Trebuchet to a Stair Climbing Robot. In this club you can become a Tinker or a Techie or both and create something that you have always wanted to. We meet once a week, right after school till 4:30.

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.

FISHING CLUB

Freshman through seniors have the opportunity to join one of the largest student organizations for fishing. We participate in the Indiana Bass Federation and Student Angler Federation, this allows

fishery club members opportunities to fish around the US.

FRENCH CLUB

The French Club plans activities that promote the French language and culture. The 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.

GSA (Gay Straight Alliance)

GSA is a social organization dedicated to providing a place for students in the LGBTQ community and straight allies to strengthen community bonds. The group meets on a monthly basis to connect, establish friendships, and discuss issues that concern the LGBTQ community.

JAPANESE CLUB

The Japanese Club gives students the opportunity to learn Japanese tradition, culture, history and language. The club meets every other Tuesday from 3:10 to 4:30pm 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 on an as needed basis starting in September. Listen to announcements for further details. The 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

The Spanish club enriches the knowledge of the Spanish culture, while promoting the study and appreciation of the Spanish Language. This club is not limited to students taking Spanish but for anyone that would like to have the cultural exchange. You get to meet new people, make new friends and learn a little Spanish along the way. The club normally meets the first Thursday afternoon of each month following classes.

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. For spirit, the group organizes Homecoming, pep rallies, and dances. For philanthropy, the group takes on Hoxworth Blood Drive, Special Olympics, St. Jude for the Kids, Wounded Warriors, and partners with other groups to raise community needs.

TONAL ECLIPSE

Tonal Eclipse is a mixed choral group that performs a variety of music ranging from pop to classical. Members of this group must be enrolled in vocal jazz or advanced concert choir.

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 the 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 the second semester. They travel regularly and compete on multiple competitive circuits.