



VISION

Community School Corporation of Eastern Hancock County challenges our students by providing engaging quality work and respects them as individuals who make good choices.

STUDENT HANDBOOK

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COLORS: Royal Blue and White
MASCOT: Royals
ENROLLMENT: 348
SONG: (To the Tune of "Go You Northwestern")

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GENERAL INFORMATION

WELCOME TO EASTERN HANCOCK HIGH SCHOOL

Welcome to Eastern Hancock High School for 2011-'12! We hope that this school year will be both enjoyable and challenging. High school should be an awesome time in your life with friends, activities and great educational experiences. In order to get the most out of your education, we need to challenge you and get you to do things you didn't think you were capable of. Your time is too precious to be wasted. School should be hard enough to "stretch" you academically and cause you to grow. Working together with students and families, we will try to make your high school years your best yet!

David Pfaff, Principal

SCHOOL SONG

(Sung to the tune of "GO YOU NORTHWESTERN")

GO EASTERN ROYALS, WE ARE ALL FOR YOU.
PROUDLY WE WILL HAIL THEE AS WE
FIGHT FOR THE WHITE AND THE BLUE.
RAH! RAH! RAH!
GO EVER ONWARD, VICTORY WE SAY,
WE ARE THE BEST AND WE'LL MEET THE TEST.
IT'S EASTERN HANCOCK ALL THE WAY!
E-A-S-T-E-R-N H-A-N-C-O-C-K
EASTERN HANCOCK ROYALS.
FIGHT!

Office Hours

The main office is open from 7:30am until 3:45pm or at other times by appointment. Department offices are open from 8:00am until 3:00pm. The High School phone numbers are: **(317) 936-5595, (317) 462-0095** or **(317) 326-2267**. Summer hours: 8:00am until 3:00pm.

Visitors

PARENTS ARE ALWAYS WELCOME IN OUR SCHOOL. All visitors to the building must check in at the Guidance office. According to Eastern Hancock School Board Policy 9150 it is necessary to invoke some control over visitation by outside individuals in order to maintain the safety and orderliness of the school program. To ensure that disruptions to the school day are kept to a minimum, visitors are asked to comply with the following:

- 1) Any visit to a class or student lunch period must be approved in writing and in advance by the building principal or his designee.
- 2) Any visitor who wishes to speak with a staff member will be asked to wait in the Guidance Office while the staff member is called to come to the Guidance Office.
- 3) No visitor (other than custodial guardians) will be allowed to see a student without approval of the principal or his designee.
- 4) Any visitor who is cleared to enter the building from the Guidance Office will be issued a visitor's badge as well as a written "pass" stating their business, time entering and expected time leaving.
- 5) Any individual who refuses to comply with guidelines for school visitors will be removed from the premises and is subject to action by the Hancock County Sheriff's Department.

Staff E-Mail Directory

A complete and up to date e-mail directory can be found on the Eastern Hancock School District's website at <http://www.easternhancock.org/>.

Instant Alert System

All homes and parents will be electronically notified of school closings, delays and other important school information through Honeywell's Instant Alert System. This system can be accessed through the Eastern Hancock home page at <http://www.easternhancock.org/>.

All students will have a small fee added to their textbook rental each year to pay for the service. Parents can elect to receive phone calls at home and/or work, emails, and/or text messages any time there are emergency or important announcements. Instructions on how to specify how you prefer to be contacted are available in the High School Office.

OUTSIDE SELLING

The school does not permit the selling of any items at school regardless of whether it is for personal profit or to be donated to a non-profit organization. The school system will designate approved fund-raisers each year.

School Fees & Textbook Rental

Book rental is a major part of school fees. Some fees are derived from workbooks, paperback books, practice sets, etc. which must be purchased outright. Textbooks are rented to students on a prorated basis to help minimize the costs to each student.

Payment of Textbook Rental

Textbook rental may be paid at the beginning of the school year or paid per semester. Cost is figured on a semester or yearly basis. Forms to apply for assistance are also available. This is based on financial need. Students will be charged for excessive damage to textbooks, school property, and lost books or P.E. locks.

Lost & Found

A lost and found is located in the hallway outside of the cafeteria. All clothing and books should be placed there. Valuable items should be turned in at the Main Office.

Teacher Assistants

Teachers follow the guidelines in the Faculty Handbook in selecting a student as a teacher's assistant.

Extra-Curricular & Co-Curricular Participation

At Eastern Hancock, we believe that those students who participate in different aspects of student life are the most successful. All growing young people need the balance of both academic as well as extracurricular challenges. The faculty and administration endorse energetic student participation in a variety of endeavors in addition to their academic work. Listed below is the most current array of clubs and activities to choose from but stay tuned, things are beginning to happen here all the time!

Academic Competition	Band & Choir
SADD	Honor Society
Athletics	FCA
Cheerleading	Royal Decree/Publications
Drama Club	Royal Guard
FFA	Student Council
Dance Team	Dances

SCHOOL SERVICES

Administration

The administration is available for conferences with students and/or parents. We feel a significant part of our duties should include contact with students. Our goal is to enhance student life so that all students are afforded the opportunity to have successful and positive experiences at EASTERN HANCOCK.

Telephones

The office telephones are for business use and student emergencies only. Messages will be delivered to students from parents or guardians for appropriate reasons in emergencies.

A student may come to the office and ask to use their cell phone to call a parent if they have a good reason to do so.

Cafeteria Meals

Students will have individual cafeteria accounts, which will be established and paid directly to the cafeteria cashier. Each student will have an I.D. number, which will be required when using money in the student's individual account. Students may still use cash; however, the I.D. number will always be needed when purchasing food items. The same I.D. number can also be used for LIBRARY/MEDIA checkout services.

Custodians

The custodians are very important people in our school system. They keep the building clean and presentable at all times. Their job is difficult and never ending. Be considerate and appreciative of their efforts, they are here for you. Kindly assist these people by using the waste cans, not writing on desks, etc., to help make our school a cleaner, better place to live and learn.

Use of Video Cameras on Campus and in Buses

To assist with providing safety and security for students as well as protection from theft and vandalism, the School Board authorizes the installation and use of video recording devices on campus and in school buses.

Building cameras are operating 24/7 and are intended to increase the security of our students, staff and buildings. Cameras are NOT used for the direct surveillance of student or staff behavior. However, if a discipline issue arises, video images captured by campus/bus cameras could become a part of the investigative process.

Lockers

A locker is assigned to each student at the beginning of the school year. Students are not to share lockers or move to another locker without office approval. Students should keep their locker combinations confidential. These lockers are provided for outerwear, books and materials. The student alone is responsible for the contents of their locker. Since lockers provide only minimum security, we strongly suggest that students refrain from having valuables stored in their lockers.

THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOSSES DUE TO THEFT. Students are reminded that lockers are school property and in certain situations may be opened and/or searched by authorized personnel.

Work Permits

This policy is based on Indiana State Child Labor Laws. All minors age 14, 15, 16, and 17 must obtain a work permit to be employed. The schools grant the work permits. **REQUIREMENTS TO RECEIVE AND MAINTAIN A WORK PERMIT:**

- Age 14, 15, 16, and 17 years of age.
- School attendance in good standing.
- Meet school's academic performance standards.
- A work permit will not be issued with two or more failing grades.

Work permits may be revoked by the school or at parents' request if GPA and/or attendance significantly decrease.

- A. A student who receives two failing grades on a progress report will receive probationary status. A work permit will be revoked with two failing grades on a report card.
- B. If a student is removed from a class due to the ten absences policy his/her work permit will be revoked.

OBTAINING A WORK PERMIT:

Work permits are issued in the main office. The "Intent to Employ" card may be issued from our office or the employer. The student should bring the completed form signed by his/her parents/guardians, his/her employer and himself/herself to the office. A new permit is needed when the employee changes employment. **WORK PERMITS ARE ISSUED ONLY AFTER A STUDENT ACQUIRES A JOB.**

School Calendar & Daily Announcements

All school events must be cleared through the main office where the Master Calendar is maintained. School functions are given priority; however, other groups may also use the facilities when they are vacant. Inquire at the main office for additional information.

All announcements should be submitted by email to ehnews@ehancock.org or brought to the publications department.

LIBRARY MEDIA CENTER

The Library Media Center exists to support the curriculum of the school and to provide a place for students to do research and word processing tasks, find books and magazines for independent reading, and study quietly. Students must have signed an Acceptable Use Policy form in order to be able to use the library computers.

Atmosphere, Discipline

The library is available to all students who are willing to abide by the rules of common courtesy. Any student who chooses not to respect the rights of others to pursue their educational goals will lose the privilege of coming to the library for a period of time specified by the librarian or, ultimately, will lose the privilege of coming to the library altogether.

Coming to the Library

The library is open at 7:30 unless there is a faculty meeting and stays open after school until 3:30. Students may come to the library with a pass from a classroom teacher at other times unless the library is scheduled for a class or other school activity. Students who come with no pass will not be allowed to stay.

Book Circulation and Fines

Library books circulate for three weeks. Students may recheck books when they become due unless another student has requested that book. The library no longer charges fines for overdue books; however, an overdue list is generated by the library every week, and those students who have overdue books lose all library privileges until the books are returned. This means that they may only visit the library with a class. If a student loses a book or damages a book so that it needs to be replaced, he or she must pay for the book. The student again loses all library privileges until the book is paid for. A student who returns books on time and follows library procedures should always be in good standing in the library.

HEALTH SERVICES

Students who become ill during the school day should report to the office immediately and get permission to sign out to the nurse's office. Ample and proper facilities and personnel are available for all cases of injury and illness. Students may be in the nurse's office for up to one class period, as space is available. Students are responsible for turning in homework assignments and for getting assignments for the next day. With a temperature elevation and/or vomiting or other serious illness or injury parents/guardians will be notified to pick up the student immediately. No student will be permitted to take another student home unless he/she has permission from both parents involved and authority from the office. It is the responsibility of parents/guardians to update immunization record, pertinent medical information, and emergency numbers.

The school nurse is available each day. The school nurse is always on call for emergencies. Parents/Guardians needing to contact the nurse may do so at (317) 936-5324 ext. 333.

Medication

We prefer not to administer medication at school; however, if it is absolutely necessary, the following guidelines should be observed:

The medication must be brought to school by the parent/guardian, unless special provisions are made with the school nurse. The medicine should be delivered to the office in the original container from the prescribing physician or licensed pharmacist, properly labeled with the name of the student, physician, date, dosage instructions (quantity and times) and the name of the medication.

All medication will be kept in and dispensed from the school office. Students are asked to be responsible about coming to the office at the correct time to receive their medication.

The nurse or office staff will supervise the taking of any medication.

Parental permission is required for over-the-counter or prescription medication, stating the name of the medicine, the reason for the medication, dosage and/or administration.

To give medication at school, **WRITTEN PERMISSION IS REQUIRED** from parents/guardians stating the name of the medicine, the reason for the medication, dosage and/or administration.

STUDENTS ARE NOT ALLOWED TO KEEP MEDICATION IN HIS/HER LOCKER, PURSE, BOOK BAG, AND CLASSROOM OR ON HIS/HER PERSON. The only exception to this policy is for medical reason (e.g., asthma inhaler) and the student must have written permission from the physician and parent/guardian to carry medication. Cough drops do not require a physician's note.

STUDENTS ARE NOT ALLOWED TO GIVE OTHER STUDENTS MEDICATION THAT THEY HAVE BROUGHT FROM HOME. This policy also includes over-the-counter medication.

NO MEDICATION WILL BE SENT HOME WITH A STUDENT ON THE BUS. Parents must come to the school to pick up any medication, this includes inhalers. All medication left in the nurse's office, will be discarded at the end of the school year.

Diagnosis

Only a physician is qualified to make a medical diagnosis. If the nurse or other school personnel has reason to suspect a possible health problem, the parent/guardian will be notified with the suggestion that the student see a physician.

Immunization

Indiana law requires all students to have a complete immunization record on file with the school corporation. The Parent/Guardian is responsible for sending written notification to the school nurse when these records are brought up to date. All new students to the corporation are required to have a complete immunization record by the **FIRST DAY OF ENROLLMENT IN SCHOOL.**

Minimum immunization requirements for students in grades 9 – 12:

- 5 doses of diphtheria-tetanus-pertussis, or tetanus-diphtheria vaccine (DPT/Td)
- 1 dose of Tdap
- 4 doses of trivalent oral polio vaccine (TOPV), or inactivated polio vaccine (IPV)
- 2 doses of MMR for measles, mumps, and rubella on or after the first birthday
- 2 dose of Varicella, unless written documentation is provided by the parent(s) stating the student has had chicken pox disease.
- 3 doses of Hepatitis B vaccine
- 1 dose of Meningococcal vaccine-MCV4

The Tdap, a tetanus booster, a 2nd Varicella vaccine, and the Menactra vaccine (MCV4) for meningitis, are now included in the minimum immunization requirement.

Exclusion from school activity may be initiated for failure to comply with the minimum immunization guidelines per Indiana State Law until written documentation is provided.

In order for a student to be exempted from complying with minimum immunization requirements for medical or religious reasons, the parent/guardian is required to submit to school a written request for exemption and the request must be FILED ANNUALLY with the corporation. In the case of a medical exemption, the signature of a physician is required.

Screening Programs

Vision screening will be conducted for all students new to the high school and on an as needed basis for any reason. The hearing screening will be conducted for students in grade 10 and for all students new to the high school and on an as needed basis for any reason. The parent/guardian will be notified in writing if a medical evaluation is recommended for a student. Reports containing medical recommendations and findings must be returned to the school nurse in writing as soon as possible. Any student or staff member is welcome to come into the Clinic for evaluation of height, weight and/or blood pressure by the school nurse.

Parent's Access to Child's Health Record

IC 16-4-8-14

Sec. 14 (a) Except as provided in subsection (b) a custodial parent and a non-custodial parent of a child have equal access to their child health records.

A provider may not allow a non-custodial parent access to the child's health records if:

- a court has issued an order that limits the non custodial parent's access to the child's health records and the provider has received a copy of the court order or has actual knowledge of the court order.
- a provider incurs additional expense by allowing a parent equal access to health records under this section, the provider may require the parent requesting the equal access to pay a fee to cover the cost of the additional expenses.

ACADEMIC & GUIDANCE SERVICES

The Guidance Staff at Eastern Hancock High School is dedicated to assisting students with their personal, vocational, and educational planning. For academic and guidance services, students may set up meetings with the counselor and/or teachers in the guidance office. If possible, students should schedule meetings around academic courses.

Class Ranking

Valedictorian, Salutatorian and Top Ten will be determined at the end of the 5th grading period of the senior year.

College & Scholarship Applications

At times, the Guidance Department may set an earlier due date than the application's due date. This due date must be honored to allow time for processing.

College Visitations

EHHS allows students and parents to visit college campuses during the school day. Juniors may take one college visitation day. Seniors may take two college visitation days. Students will need to pick up a college visitation form **two** days prior to their planned visit and follow all required steps to be excused from school that day. College Visitation Forms are available in the Guidance Office. Required documentation must be presented upon return to school. If all proper procedures are followed, these absences will not count towards the attendance policy.

Commencement

To be eligible to participate in the Eastern Hancock commencement ceremony, all credits required for graduation must be complete, all disciplinary actions incurred must be served and all school fees must be paid in full.

Correspondence, Online & Night Classes

A student desiring to take a correspondence, online or night class for high school credit must have approval of the Principal or Guidance Counselor prior to entering into this work.

Diplomas

A student may graduate from Eastern Hancock High School with any of the following diplomas:

- **Core 40 with Academic Honors Diploma:** The Academic Honors Diploma goes beyond the normal requirements for graduation. Students must have a cumulative GPA of 3.0 with all semester grades of a "C-" or above in courses that count toward the diploma and a total of 47 graduation credits
- **Core 40 with Technical Honors Diploma:** The Technical Honors Diploma goes beyond the normal requirements for graduation. Students must have a cumulative GPA of 3.0 with all semester grades of a "C-" or above in courses that count toward the diploma and a total of 47 graduation credits.

- **Core 40 Diploma:** The Core 40 is a set of essential high school courses that are necessary for admission to most colleges. Students must earn 42 graduation credits.
- **General Diploma:** The General Diploma meets minimum local and state requirements. Students must earn 42 graduation credits.

Please refer to the EHHS Course Description Guide <http://hs.easternhancock.org> for individual diploma requirements.

End of Course Assessments

Students must pass End of Course Assessments in Algebra and English 10 or qualify for a state waiver for graduation purposes.

Grading Scale & Weighted Grades Policy

Letter Grade	4.0 Scale	12pt. Scale	% Scale
A+	4.0	12	100
A	4.0	11	99-93
A-	3.667	10	92-90
B+	3.333	9	89-87
B	3.0	8	86-83
B-	2.667	7	82-80
C+	2.333	6	79-77
C	2.0	5	76-73
C-	1.667	4	72-70
D+	1.333	3	69-67
D	1.0	2	66-63
D-	.667	1	62-60
F	0.0	0	59-0

High School Grading Policy:

- Student must receive a passing grade of 60% (D-) or higher to earn graduation credits.
- Teachers determine the weight of assignments, quizzes, tests and final exams in calculating grades.
- All percentages of .5 and above are rounded to the next whole number. Example: 76.5% - 76.9% will be rounded to 77%.
- Progress Reports and Report Cards are based on a cumulative grading system for the semester. The final grades of the semester are the grades posted on student's transcripts.
- AUDITS: Students may apply to audit a weighted class after the twelfth week of the semester. If the audit is approved by the Audit Committee, grades for audited courses will be recorded on report cards only. No credit will be given for an audited course and the grade will not be used in calculating the grade point average and class rank.
- Repeating a Class: Students may opt to repeat a class. After the course has been repeated, the lower of the two grades is recorded as an audit and will not appear on the transcript. The higher grade will appear on the transcript. If a C or above is obtained, a 2.0 will be posted as the new GPA and will be used in determining class rank and grade point average.
- Students who have failed required core course(s) must retake the course(s) to earn graduation credits.
- All semester grades will be calculated into the Grade Point Average (GPA) and class rank. GPA's are computed on a 4.0 scale as preferred by post secondary institutions and scholarship applications.

Weighted Grades Policy

The purpose of establishing a weighted grade system is to promote academic achievement. It encourages able students to take the more demanding course of study while rewarding the additional effort and learning required.

Level 1 Courses	+1 Point	Level 2 Courses	+0.5 Point
A = 5.0, A- = 4.667, B+ = 4.333, B = 4.0, B- = 3.667, C+ = 3.333, C = 3.0, C- = 2.667		A = 4.5, A- = 4.167 , B+ = 3.833, B = 3.5, B- = 3.167, C+ = 2.833, C = 2.5, C- = 2.167	
AP Biology		Anatomy & Physiology	
AP Calculus		Advanced Composition /Genres of Literature	
AP Chemistry		Advanced Life Science – Animal	
AP English Literature		Advanced Life Science – Plant & Soil Science	
AP Language Arts		Advanced Life Science - Foods	
ACP German / AP German		AGRI 102 – Agribusiness Management	
AP Physics		AGRI 115 – Natural Resource Management	
AP Spanish		AGRI 116 – Horticulture Science	
All AP Courses		CP Chemistry I	
		Pre-Calculus	
		All Dual Credit Courses	

Harmony Internet Component for Parents and Students

It is important for parents and students to be able to keep track of academic progress. Parents and students can check grades, attendance and discipline on-line through the Eastern Hancock home page at <http://corp.easternhancock.org>. Passwords and User ID can be obtained from the Guidance Office.

Honor Roll & Honorable Mention Roll

EHHS believes it is important to acknowledge students for academic success. At the end of 9 weeks and the end of the semester, students who have earned all A's and B's on their Report Card will be placed on EHHS Honor Roll List. This will be posted in the hallway outside the Main Office area. For Awards Programs, the first semester Honor Roll will be recognized. Second semester awards certificates will be available in the main office during the summer and at registration.

Incompletes

If a student is unable to complete the semester due to extenuating circumstances, please contact the Director of Guidance or Principal. Together, they will determine a reasonable time line to complete the semester.

Job Shadowing

Students in Grades 10-12 are allowed to be released from school to job shadow for one (1) day. Job Shadowing is treated like a field trip (refer to page 27, Activities Outside of Classroom) and should not be scheduled in the last two weeks of a grading period. Job Shadowing requires a Job Shadowing Application to be completed and turned in to the Guidance Office prior to the job shadowing day. The job shadowing application requires parental permission and the name, address and phone of person being shadowed.

All 10th graders enrolled in Career Information and Exploration I class will complete a class project in which job shadowing is required. The Career Information and Exploration teacher is not responsible for setting up this experience.

National Honor Society

Any student completing three semesters at EHHS with a GPA of 3.25 or above on a 4 point scale will be invited to apply for membership into the Chapter. A student must show at least one leadership position, involvement in the community, and good character through teacher input. Any student meeting these criteria will be invited to be inducted into NHS. Violations of school policy, illegal activity, and/or non-participation of NHS scheduled events may be grounds for removal from NHS.

Report Cards & Progress Reports

All Progress Reports and Report Cards are issued to students the week following the end of the grading periods. Progress reports and report cards can be viewed via the Harmony program. The Guidance Office will keep copies of these reports and will be happy to arrange parent conferences and/or answer questions if desired.

Scheduling Process

The two weeks before and after each semester begins are the grace periods for schedule changes. These changes should be requested based on diploma requirements, educational needs and career goals only. ALL SCHEDULING IS DONE THROUGH THE GUIDANCE OFFICE.

Student of the Month Program

EHHS recognize outstanding students each month that have been nominated by faculty and staff members for outstanding service, leadership, character, and improvement. Nominations are made by faculty and staff members, including bus drivers, cafeteria, and maintenance personnel.

Transcript Request

Students may submit requests of official transcripts to a college, vocational school, or place of employment through Docufide on the school website, in writing or verbally. Only students and their parents will have access to personal school records.

Transfer of records from one educational institution to another or to a college may be mailed upon request of that educational institution without consent of student or parent/guardian. However, upon request the parent/guardian of a student (if under 18) or the student (if over 18) may request copy of the records be sent to another education agency by contacting the high school office in person. Because of confidentiality, no records will be mailed to anyone other than educational agencies without written consent of the parent/guardian (if under 18) or the student (if over 18). However, official copies of transcripts must be mailed directly to the institution for security reasons. Students, parents/guardians, and graduates are welcome to copies of their transcripts and may pick one up upon request.

Vocational School

EHHS Juniors and Seniors who have been accepted into the Vocational School Program will be released a half day from school to attend Ebbertt Education Center in Anderson or New Castle Area Vocational School in Knightstown or New Castle. The purpose of a vocational program is to prepare students for a career or extended training in selected career fields. See the Guidance Department for details of the various programs.

The following criteria will be used to select students: 1) attendance, 2) GPA, 3) disciplinary history, 4) graduation requirements, 5) available space, and 6) transportation.

Failure to complete the vocational program will result in the student receiving a failing vocational grade for the semester. Students will return to EHHS full-time and be able to continue to earn credits for the three classes in which they are already enrolled.

All students who are enrolled in the vocational program must secure their own transportation. All students are responsible for getting to buildings and classes on time, phone calls to both buildings regarding any attendance problems, and notifying both buildings of special events.

Withdrawal from School:

Students are required to attend school until one of the following is met: 1) Graduation, 2) Student turns eighteen, 3) Student becomes sixteen years of age but is less than eighteen years of age and provides proof of financial hardship (student must be employed to support family or a dependent), severe illness or order by a court that has jurisdiction over the student indicating the need for withdrawal.

Workforce Program

Seniors at EHHS can be released a half day to attend a pre-approved place of employment. Student must request to participate in the Workforce Program during spring scheduling and remain in the program for the entire. Selection into the program is the same as for the Vocational School Program. Additional requirements: Students may not work in a family owned and/or operated business without administrative approval and place of employment is limited to the surrounding area. Student must be enrolled in a 4th period class of related instruction while participating in the Workforce Program. EHHS retains final approval on all workforce job placements.

Failure to maintain a workforce position will result in a meeting with the workforce coordinator, parent and administrator. At this meeting, procedures for completion of the course will be discussed.

ATTENDANCE POLICY

Philosophy

Frequent and prolonged absence is in violation of the compulsory school attendance statute. Attendance is taken in each class period of the day. Excessive absence, whether excused or unexcused, may result in failure and/or withdrawal from a course or school. In addition, students are encouraged to plan locker stops, restroom breaks, and social visits in such a way that they will still be on time to class. Students are encouraged to make up all work missed when they are not in class, regardless of the type of absence. In this way, the educational process is interrupted the least and students can move forward academically with the greatest efficiency. Credit will only be allowed, however, for excused and off-site approved absences.

The student must initiate requests for make-up work. The length of the absence will determine the deadline for make-up. All students will be given one day per day of absence(s).

Reporting Absences

In the event a student must be absent for a school day, the parent/guardian must report the student absent by calling the attendance secretary at (317) 326-2267 that day between 7am. and 10am., or the attendance voice mail at (317) 936-5595 or (317) 467-0095 any time before 10am. the day of the absence if at all possible. Direct phone contact is required and need not be followed by a note unless specified by the administration. If the parent/guardian is regularly unable to telephone the office, arrangements should be made for another means of accounting for student absence. If a phone call has not been received by 10 a.m. to verify the student absence, school officials may call the parent/guardian for verification. **ALL ABSENCES MUST BE CLEARED WITHIN THREE DAYS OR THEY BECOME UNEXCUSED.**

An illness of three days or longer will require doctor verification for the entire absence to be excused. Please update home and work phone numbers regularly with our attendance secretary.

Reasons for an Excused Absence

The following absences will be considered EXCUSED:

- Personal illness or injury
- Doctor, Dental, Mental Health, Probation and Driver Exam Appointments
- Family funeral or other approved funerals
- Applying for the military
- Departmental, State, and National Contests which are approved by the administration
- Any student issued a subpoena to appear in court as a witness in a judicial proceeding
- Working at Election Polls
- All activities approved by the administration

Unexcused Absences

Any absence from school for any reason not included as an excused absence or a prearranged absence is an unexcused absence. Examples include but are not limited to:

- Truancy: absence without consent of parent/guardian or knowledge of school.
- Failure of parent/guardian to notify school of student absence and inability of school to locate the parent/guardian.
- Suspension.
- Any absence immediately before-after a school scheduled vacation for the purpose of extending a vacation.
- Car trouble.
- Oversleeping.
- Missing the bus.
- School closing assumptions.
- Personal business.
- Incarceration.
- Job interviews.
- Senior pictures.
- Family Vacations.
- Transporting siblings to appointments.

Credit for Missed Work

While on suspension – Full credit for work completed while in the Out of School Suspension Program

Day of skipping – no credit

Day of truancy – no credit

Unexcused absence – no credit

Absence Request Policy

Eastern Hancock High School recognizes that occasionally parent work schedules do not coincide with school vacations. In those instances the school wishes to work together with parents and students so that the educational interests of all students are served. **This policy is aimed at assisting families in hardship cases and is not intended to extend vacations such as Christmas and Spring Break.** If a parent wishes to take a student out of school for a family trip or vacation, the following conditions will apply:

- Unless the reason for absence is among those approved by the State of Indiana and listed on Eastern Hancock High School Student Handbook, page 16, the absence will be considered UNEXCUSED.
- The student must fill out an absence request form, which can be picked up in the main office.
- All absences, whether excused or unexcused will count toward the student's limit of nine absences per semester.
- If the parent notifies the high school office of the absence at least one week in advance and if the student notifies each of his/her teachers at least one week in advance, the student has the opportunity to turn in course work before the absence and receive full credit. The teacher may determine that some assignments, group projects, and labs can not be reasonably completed before the absence or created after the absence. In cases where comparable work can not be completed before or after the absence, the teacher will notify the student that a grade of "zero" will be assigned. A grade of "0" will be recorded for all work not completed.

- If the provisions of this policy are not fulfilled, work missed during the absence cannot be made up for credit.
- In emergency situations the Principal may grant an emergency exception to this rule.

Addressing Excessive Absences

Absences will be monitored through the High School office on a semester-by-semester and class-by-class basis. **REGARDLESS OF EXCUSED OR UNEXCUSED STATUS, THE FOLLOWING ACTIONS WILL BE TAKEN:**

- FIVE ABSENCES: LETTER SENT TO PARENT ACKNOWLEDGING EXCESSIVE ABSENCE PATTERN. A DOCTOR'S SLIP AND/OR PHONE CALL FROM PARENT DIRECTLY TO PRINCIPAL MAY BE REQUIRED.
- Seven absences: letter sent to parent acknowledging excessive absence pattern. A doctor's slip and/or phone call from parent directly to Assistant Principal or Principal may be required.
- Nine absences: letter sent to parent acknowledging excessive absence pattern. A doctor's slip and/or phone call from parent directly to Principal may be required. A STUDENT WILL BE PLACED ON AN ATTENDANCE CONTRACT AFTER NINE ABSENCES.
- Ten absences: Student is subject to withdrawal from class or from school, pending parental request for an appeal hearing. An appeal letter will also accompany a ten-day letter.

Nine Day Rule

1. ***The 9-Day rule for absences applies to ALL student absences except for certain attendance exemptions.*** The exemptions to the absence limit are listed and explained below:
 - Extended illness (2 or more consecutive school days). Only the first day of the illness will count toward the 9-Day limit. The extended absence must be documented by a physician's statement indicating that the student was unable to attend school due to the said illness. The physician's statement must also provide dates of the illness and be on file by the end of the day of the student's return to school. Failure to produce the physician's statement in the required time will result in all days missed being counted toward the 9-Day limit.
 - Suspensions and Expulsion
 - Death in the immediate family
 - General Assembly Page
 - Required Court Appearance or Probation Appointment
 - Election Day Worker
 - Field Trip (Sponsored by the school)
 - College Day (the visit must be pre-arranged through the guidance department)
 - School List (permission to be absent given by the principal)
 - Alternative Placement Days
 - Job Shadowing
2. Students are allowed up to 9 absences in a class per semester, at which time he/she will be placed on an attendance contract. The 10th day of absence in any one or all classes in a semester will result in a student and his/her parent or guardian being notified that the student is no longer eligible for credit in that particular course or courses.
3. Students who are not eligible for credit because of the 9-Day Rule may be placed in a study hall for the remainder of the semester.
4. Attendance is taken period by period, so it is possible that a student may lose credit in one class and not others. However, a student must carry at least 4 classes to be considered a full-time student. The student will be allowed to re-enroll at the start of the next semester.
5. Students who lose credit for a class because of the 9-Day Rule will receive a W/D (withdrawal) on their report card for the class. The W/D will also be placed on the student's permanent file at the end of the semester.
6. **APPOINTMENTS MADE DURING THE SCHOOL DAY FOR A STUDENT TO SEE A PHYSICIAN OR DENTIST WILL BE CONSIDERED AN EXCUSED ABSENCE WITH PROPER VERIFICATION. HOWEVER, THE STUDENT'S ABSENCE WILL COUNT TOWARD THE 9-DAY LIMIT ON ABSENCES FOR CLASSES MISSED DURING THE APPOINTMENT. PARENTS ARE ENCOURAGED TO ALTERNATE APPOINTMENT TIMES THROUGHOUT THE DAY.**

Attendance Appeal/Due Process

1. A student's parent/guardian may appeal the loss of credit due to the 9-Day limit on absences to the Attendance Committee.
2. The decision to allow students to remain in class who have surpassed the 9-Day absence status rests with the Attendance Committee.
3. The hearing must be requested within 5 days after the parent/guardian has been notified of the student's attendance status.

Hearing Process

1. The Attendance Committee will be made up of a minimum of 5 faculty members, and one administrator.
2. Students, through their parents, will be given the opportunity to explain to the Attendance Committee why the student had to miss more than 9 days of school and why the student's loss of credit should be reversed.
3. The Assistant Principal or his/her designate will be responsible for presenting to the Attendance Committee a report or overview of the student's attendance.
4. The Attendance Committee may require a student or parent to have an Indiana Department of Education Certificate of Child's Capacity filled out by a physician so that the committee may review it.
5. The Attendance Committee will vote in a closed session after discussion on whether to waive the 9-Day limit (W/D) and to allow the student to continue in the course or courses and receive credit. The Attendance Committee may take one of two actions:
 - a. Reverse the student's loss of class credit status.
 - b. Deny the student class credit status.
6. Appeals of the committee's rulings must be filed with the Principal within five days of notification of the committee's ruling.

Sign-in & Sign-out Procedures

Students must be accounted for at all times. Therefore, students are expected to utilize passes and the following sign-in and sign-out procedures consistently:

1. Students should make proper arrangements for any anticipated absences as much in advance as possible through the office.
2. Upon return to school, all students must check in through the office. Students arriving late to school **MUST** sign-in at the office. Failure to sign-in could result in their being counted absent for the entire day and/or further disciplinary action.
3. A copy of daily lists of students and their excused/unexcused status will be available to faculty members.
4. All documentation and verification slips will be placed in the student's file in the Main Office.
5. To sign-out from school to an appointment, students who drive will present a note to be released from class. The note will be turned into the office when the student signs-out. Other students will wait in class until a parent/guardian arrives in the office to pick-up the student. The parent/guardian will then sign the student out.

Medical Appointments

Parents are encouraged to schedule medical, dental, and clinical appointments for their student outside of school hours whenever possible. The following procedure will be followed for students who are excused for appointments:

1. The parents/guardians should call the attendance secretary (317) 326-2267 and give their name, student name, grade level, the doctor's name, date, and time of the appointment.
2. The parent/guardian will report to the office; at that time the office personnel will summon the student from class. The parent will sign-out the students. If the student drives, the student may sign him/herself out.
3. The student must sign-in upon returning to school from an appointment and present a written verification from the office visited. **WITHOUT SUCH VERIFICATION, THE ABSENCE WILL BE UNEXCUSED.**

Truancy

Truancy is defined as the willful refusal by a student to attend school in defiance of parental/guardian authority, being off school grounds or leaving school grounds without parental/guardian or school authorization. Truant students will be subject to disciplinary intervention. Additionally, if a student is habitually truant (truant on more than one occasion), and at least thirteen (13) years of age, this student's identity will be submitted to the Bureau of Motor Vehicles in accordance with state law (IC 20-8.1-3-17.2) in addition to other penalties set out in this policy.

Unexcused Absences from Disciplinary Assignments

Unexcused absence from after-school detention will result in a Friday Night School. Unexcused absence from Friday Night School will be considered grounds for suspension. **Misbehavior in after-school or Friday Night School will cause the student to be dismissed without credit for time served and will result in additional penalties.**

Extra-Curricular Participation

In order for a student to participate in any extra-curricular activity they must be in school at least three periods during the last half of the day of the activity with the exception of the need to attend a doctor, dental or related appointment.

STUDENT DISCIPLINE

The responsibility for development and maintenance of self-discipline falls to a combined effort of students, parents, teachers, administrators, and to our community, which establishes the value system we accept. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools.

Indiana State law delegates authority to teachers and any other school personnel to take an action, which is reasonably necessary to carry out, or to prevent interference with an educational function. Teachers may suspend a student from class through referral to the office for the period as well as have input into the determination of consequences for inappropriate behavior. Administrators have the sole authority for suspension and expulsion.

We, at EASTERN HANCOCK, have a disciplinary philosophy, which reflects the following goals:

1. Treat all students consistently
2. Maintain a productive learning atmosphere
3. Avoid preferential treatment or labeling of students
4. Emphasize fairness
5. Stress taking responsibility for actions
6. Provide a framework for behavior which protects the educational atmosphere
7. Establish early and regular communication with the home.

Student Responsibilities

Student will be the most successful when they follow the guidelines in this handbook.

1. Students shall comply with all reasonable requests of any/all adults charged with their supervision and learning.
2. Student behavior shall be respectful physically, mentally, and emotionally and shall promote the normal continuity of school time.
3. Fighting, threatening or intimidating students or school personnel by the use of physical or verbal abuse, insult, sexual harassment, physical contact, or use of any kind of weapon is inappropriate.
4. Public display of affection (PDA), including: kissing, embracing, fondling, and inappropriate touching or other displays of affection are not appropriate behavior in the school setting.
5. Students are to respect and take care of all personal/school property and grounds. All trash should be placed in appropriate containers.
6. Students are to stay in class except in rare instances where they have written permission from a teacher or an administrator. Students must stay in the building unless signed-out through the office.

7. Students are to move efficiently and promptly through the hallways to classes without running, pushing, creating congestion or otherwise interfering with smooth passing periods.
8. Students are to complete all classroom assignments honestly and to the best of their abilities. Use of unauthorized aid is forbidden. Students will take an active part in learning at all times.
9. Students are expected to complete all work for days absent. Students will be allowed approximately the same number of days as the length of the absence to complete make-up work.
10. Students will not engage in lewd, vulgar, indecent or offensive speech or actions.
11. All students should be out of the building by 3:30 p.m. unless they are involved in a school-sponsored activity and accompanied by an adult supervisor.

Students Rights

Occasionally students have grievances with a teacher or an administrator. We encourage students to follow the proper channels in resolving these issues by using the following guidelines:

If a student has a teacher problem:

- Talk to the teacher FIRST. Avoid interrupting instructional time; wait until the beginning or end of the period.
- If the problem is still not solved and the student needs further assistance, the counselor, assistant principal or the principal should be seen during your study periods, homeroom or lunch period.
- If there is a detention or record keeping problem. Solve these problems only during study time, homeroom, or lunch periods. Do not expect to be immediately released when teachers have been given these notices.
- If there is a question about being marked absent or tardy to a class, WAIT to discuss this with the teacher during the regularly scheduled class.

Detention Study Hall (DSH)

Eastern Hancock High School will operate a detention study hall, which will meet from 3:25 to 4:10 p.m. on Tuesdays and Thursdays. Students are responsible to bring something to study. There is to be NO sleeping. Transportation home will be the responsibility of the student and his/her parents. Assignment to DSH will be made by the Principal or Assistant Principal. Failure to serve an assigned DSH will be considered insubordination and the student will be assigned a Friday Night School.

Friday Night School (FNS)

Eastern Hancock High School will operate a Friday Night School, which will meet from 3:25 to 6:10 p.m. on selected Fridays. Students are responsible to bring something to study. There is to be NO sleeping. Transportation home will be the responsibility of the student and his/her parents. Assignment to FNS will be made by the Principal, or Assistant Principal. Failure to serve an assigned FNS will be considered insubordination and the student will be assigned an Out of School Suspension and/or expulsion from school.

Habitual Offender

Multiple offenses indicate that a student's focus is away from the educational process. Once a student has accumulated 10 infractions (with no more than one (1) of them a tardy), he/she may be deemed a habitual offender by the Administration and **may be removed from school.**

STUDENTS MAY BE PLACED ON A DISCIPLINE CONTRACT PRIOR TO EXPULSION.

Discipline Guidelines

The discipline grid (page 45-46) suggests a progressive discipline system. It is important to note, however, that each case is disposed based on severity. For major breaches of the handbook, the Administration of Eastern Hancock High School can choose to enter an offending student on the grid at an advanced level.

LEVEL 1 - Infractions in this level will accumulate by class (unless noted otherwise) per semester. On each offense the teacher involved will create a discipline record in HARMONY. The teacher will notify the student that the discipline record has been created.

LEVEL 2 – Infractions at this level are more severe in nature and more dangerous to the individual and the school community. Offenses at the second level will be cumulative for all classes and activities per school year (for example a fight in two different classes during the

same school year will be considered two offenses for fighting and would receive a 3 to 5 day out-of-school suspension and would necessitate a parent/guardian conference with school officials). The same referral process as used in Level 1 will be used.

LEVEL 3 – These infractions are so severe that the school will seek immediate removal of the student from the school.

Search & Seizure

A student shall submit to a search by school administrators if there is sufficient reason to merit such a search. Failure to cooperate in a reasonable search may result in suspension or expulsion of that student. A reasonable search may be conducted on the student, his/her possessions, his/her automobile, or his/her locker by school authorities. Lockers are the property of the school and may be searched at any time.

Drugs & Alcoholic Beverages

All EHHS students are to adhere to the policies set forth below as well as to the laws of the State of Indiana regarding controlled substances and alcohol. This section applies on school grounds; being transported to and from a school activity; at any time the school is in use by a school group; or off school grounds at any authorized school function.

Knowingly possessing, using, transmitting or selling controlled substances, intoxicants or alcoholic beverage of any kind, prescription medicine without a prescription, any substance represented to be a controlled substance or alcoholic beverage, or any over-the-counter medications including diet aids is strictly forbidden and could result in expulsion from school for one calendar year.

- The School Nurse must be notified of any medication brought to school.
- Possession of drug paraphernalia including pipes, rolling papers, clips or other devices related to the use/abuse of illegal substances is strictly forbidden.

Tobacco Products

Students are not permitted to possess or use tobacco products of any kind or anything represented to be tobacco. This section applies on school grounds; being transported to and from school activities; at any time the school is in use by a school group, or off school grounds at any authorized school function. **A 3 to 5 day OSS assignment and/or citation may be issued.**

Drug Testing Upon Reasonable Suspicion

If there is a reasonable suspicion that a pupil may have or is violating the policies entitled **Drugs and Alcoholic Beverages or Tobacco Products**, the school reserves the right to demand that the pupil submit to a drug test immediately in the least intrusive manner available to achieve accurate results. Failure to submit will be treated as a positive drug test result.

RACIAL, SEXUAL, RELIGIOUS, ETHNIC HARASSMENT AND VIOLENCE POLICY

It is the policy of Eastern Hancock County Schools that racial, sexual, religious, ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents (including but not limited to: intimidation and bullying) will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence are prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events. Some examples of harassment and violence may include, but are not limited

to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion or ethnic group.

If a staff member or student feel that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or any member of the staff or the Corporation Compliance Officer, the Superintendent, or designee.

Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, or other inappropriate verbal or physical conduct of sexual nature:

Verbal or physical sexual advances and/or comments regarding physical or personality characteristics of sexual nature;

Verbal or physical contact of a sexual nature constitutes sexual harassment when the allegedly harassed has indicated by his or her conduct or verbal objections that it is unwelcome.

A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome, in order for any such subsequent conduct to be deemed sexual harassment. To report unwelcome sexual conduct, the accuser of the incident must inform the EHHS administration.

EXAMPLES of SEXUAL HARASSMENT

- Verbal harassment or abuse.
- Subtle pressure for sexual activity.
- Persistent remarks about another person's body
- Physical assault.

BULLYING

Eastern Hancock is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students, and the Board encourages the promotion of positive interpersonal relations among all members of the school community.

Every student and parent is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student.

Bullying, as defined in State law, means overt, repeated acts or gestures including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

This policy applies when a student is on school grounds immediately before, during, after school hours, or 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; or using property or equipment provided by the school.

What to do if you believe you are being bullied:

Any student who believes she/he has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

What will happen after a report has been made:

- 1) All complaints about bullying behavior that may violate this policy shall be promptly investigated.
- 2) If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action.
This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.
- 3) The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation and False Reporting

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated.

Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purposes of getting someone in trouble is similarly prohibited and will not be tolerated.

Retaliation and intentionally false reports may result in disciplinary action as indicated above

Social Networking/Digital Platforms

The Community School Corporation of Eastern Hancock County acknowledges that students are not restricted from using any on-line social networking sites or digital platforms such as My Space, Facebook, Twitter, and other similar sites while away from school and off school grounds. EHHS students using social networking sites and digital platforms should understand that they are responsible for any and all content they make public via on-line social networks or digital platforms, and all such material is expected to comply with state, local, and federal laws, rules, regulations, and procedures. If a student's off-campus speech or behavior results in substantial disruption of the learning environment, for other students or staff, the student may be subject to disciplinary action by the school.

The Community School Corporation of Eastern Hancock County further acknowledges a student's right to free expression within the confines of the law. In recognition of a student's rights to freely express themselves, EHHS suggests students conform to the following guidelines in using social networking sites and digital platforms. Students must learn to assume responsibility for their actions as well as accept consequences of said actions.

- Students shall conform to reasonable standards of socially-acceptable behavior, as determined by the school community, at all times;
- Students shall not infringe upon the rights of others through personal attacks, use of derogatory or demeaning language;
- Students shall respect the person, property, and rights of others in accordance with school policy and the law;
- Students should not use obscenities, defamatory statements, disruptive tactics, nor advocate violations of the law, rules, regulations, school policies or procedures, and;
- In no event should a student's actions or expression of opinions substantially impact the educational process of EHHS of its students.

NOTE: Students and parents should know that anything posted online enters the public record. Law enforcement agencies, future employers, and college admission personnel, among others, have used social networking sites as a means of gathering information.

Racial Harassment

The term "race" or "racial" as used in this policy refer to all forms of discrimination prohibited by Title VI of the Civil Rights Act of 1964, i.e. race, color, and national origin.

Racial harassment includes, but is not limited to, the following:

1. Verbal harassment or abuse
2. Repeated remarks to a person with racial or demeaning implications
3. Engagement in racial harassment accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase

Use and Possession of Weapons

According to the Gun Free Schools Act, possession or use of a weapon on school property or at school functions carries a one-year mandatory expulsion. A weapon is defined as any object which could be used to seriously harm another individual.

Possessing a Firearm

1. The following devices are considered to be a firearm under this rule:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - 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, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - An antique firearm.
 - A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.

Possessing a Deadly Weapon

1. The following devices are considered to be deadly weapons as defined in I. C. 35-41-1-8:
 - A weapon, tazer or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

Unlawful Activity

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

Hazing

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk to harm or humiliate that person, in order for the student to be initiated into or affiliated with a student organization. "Student organization," means a group, club or organization having students as its members or participants. It includes, but is not limited to the following; grade levels, classes, teams, extra curricular activities or particular school events.

Any student who believes he or she has been the victim of hazing, or any person with knowledge or belief of conduct, which may constitute hazing shall report the alleged acts immediately to the Athletic Director, Assistant Principal or the Principal. These incidents will be taken seriously and dealt with accordingly.

Retaliation and False Reporting

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of hazing is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated.

Suspected retaliation should be reported in the same manner as bullying.

Inappropriate Devices

A. Mobile Phones/Electronic Devices

Students are prohibited from using mobile phones and other electronic communication devices during the school day. They are to be turned off and out of sight during the school day (8:10-3:14). Students may use mobile phones during their lunch period in the cafeteria only, unless they have specific permission.

First Offense: Phone/electronic device released to a student at the end of the next school day.

Second Offense: Phone/electronic device released to student two school days after the offense.

Third and Subsequent Offenses: Phone/electronic device released to student two weeks after the offense.

Phones will be available for 30 minutes after dismissal from school. If the phone/electronic device is not picked up by the end of the school year, the school will dispose of it.

In the event of an emergency, parents/guardians and students are to call the school directly. Parents/Guardians may call the office to relay emergency information. Students are not to call their parents/guardians directly to pick them up if they feel sick. Students must report to the nurse's office and the nurse will contact their parents/guardians.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyberthreats, invasion of personal rights, cheating on test/exams, or other forms of illegal behavior during the instructional and non-instructional day. Photographing, videotaping or otherwise recording individuals is strictly prohibited without administrative approval. Students shall not capture, display, send or possess pictures of a sexual nature. A violation of any of these may result in suspension or expulsion.

If a mobile phone or other electronic device rings, vibrates or is otherwise evident during testing, the device will be confiscated and the student removed from the test situation.

B. Miscellaneous Devices

While the use of CD players, mp3 players, and radios will be left up to the individual teachers, lasers or chains will not be allowed in classrooms.

C. Cameras

The inappropriate taking of pictures of fellow students can result in school disciplinary actions as well as criminal and civil charges.

Dissemination of Illegal Images

IC 35-42-4-4

Child exploitation; possession of child pornography; violation classification; exemption; definitions

"Disseminate" means to transfer possession for free or for a consideration.

"Matter" has the same meaning as in IC 35-49-1-3.

"Performance" has the same meaning as in IC 35-49-1-7.

"Sexual conduct" means sexual intercourse, deviate sexual conduct, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, sadomasochistic abuse, sexual intercourse or deviate sexual conduct with an animal, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of either the child or the other person.

(b) A person who knowingly or intentionally:

(1) manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;

(2) disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age; or

(3) makes available to another person a computer, knowing that the computer's fixed drive or peripheral device contains matter that depicts or describes sexual conduct by a child less than eighteen (18) years of age; commits child exploitation, a Class C felony.

(c) A person who knowingly or intentionally possesses:

(1) a picture;

(2) a drawing;

(3) a photograph;

(4) a negative image;

(5) undeveloped film;

(6) a motion picture;

(7) a videotape;

(8) a digitized image; or

(9) any pictorial representation;

that depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value commits possession of child pornography, a Class D felony.

Disruption of Educational Atmosphere

Behavior that disrupts the educational mission of the school will not be tolerated. Examples of disruptive behaviors include (but are not limited to) insubordination, swearing, vulgarity, dress code violations, horseplay, and out of area violations. Repeated disruptions can result in a student's attending the Out of School Suspension Program.

Cheating

All students at Eastern Hancock High School are expected to do their own work. Cheating can be defined as (but not limited to) copying from another student, plagiarism, theft of materials or answers or allowing one's work to be copied.

Penalties for cheating are:

1st offense-"0" on the assignment & teacher will notify the student's parents. A detention will be assigned and exclusion from National Honor Society.

2nd offense-"F" for the semester and teacher will notify parent. A Friday Night School will be assigned.

Plagiarism

The Indiana University Code of Student Rights, Responsibilities, and Conduct (2005) defines plagiarism as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge.

a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

b. A student must give credit to the originality of others and acknowledge indebtedness whenever:

1. Directly quoting another person's actual words, whether oral or written;
2. Using another person's ideas, opinions, or theories;
3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4. Borrowing facts, statistics, or illustrative material; or
5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

(quoted from *Code of Student Rights, Responsibilities, and Conduct, Part II, Student Responsibilities, Academic Misconduct*, By action of the University Faculty Council (April 12, 2005) and the Trustees of Indiana University (June 24, 2005).)

Out of Area

Any student who does not have a valid educational reason or expressed permission of school personnel to be in a specific area of the school may be deemed "out of area".

Other Policies & Procedures

Each teacher (or other corporate employee charged with the supervision of students) may formulate reasonable and lawful rules of behavior, which are not in conflict with the policies and regulations of the school and the school corporation. Students will be apprised of these policies and teachers will submit a copy of these rules to the Principal's office.

Repeated violations of the student discipline code will result in the student being deemed a "**HABITUAL OFFENDER**" and subjecting the student to Due Process and Expulsion.

ACTIVITIES OUTSIDE OF CLASSROOM

Field Trips & Job Shadowing

Students may be excluded from a field trip at any time because of attendance, discipline, dress and/or grades.

Dress requirements will be announced in advance to students. Students choosing not to go on field trip will attend classes.

Field trip authorizations will be signed by parents and returned to the teacher/supervisor of the field trip before leaving school property.

Cafeteria Behavior

- Be courteous to everyone.
- Keep orderly lines.
- Stay seated except when getting food or returning trays.
- Use proper table manners.
- Clean up the table and surroundings before exiting the cafeteria.
- Food & drinks other than water are not to be taken out of the cafeteria.
- Never throw, toss or play with food.

School Bus Safety Rules and Conduct Code

Student safety is the primary concern of the Community School Corporation of Eastern Hancock County School District's Transportation Department. The following safety rules and conduct codes have been established to help insure student safety while riding the school bus. Safety demands complete cooperation. Violations of any of the safety rules and conduct codes, or any other dangerous or disruptive acts on the bus, may result in suspension of bus riding privileges. A School Bus is an extension of the classroom and actions not allowed in class will not be allowed on the bus.

1. Be on time at the designated school bus stop. We suggest being at the stop five minutes before the scheduled bus stop time.
2. Stay off the road at all times while waiting for the bus.
3. Do not move toward the bus until the bus has been brought to a complete stop. Wait for the driver's signal if crossing the road. Cross in front of the crossing arm, never behind the bus.
4. Do not leave your seat while the bus is in motion.
5. Keep hands and head inside the bus at all times. Windows can be opened to the legally designated line only.
6. Loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Quiet voices must be used on the bus.
7. Eating, drinking, chewing gum and smoking are not allowed.
8. Do not throw anything in the bus or out the windows. Keep the bus safe and clean at all times.
9. Be absolutely quiet at railroad crossings.
10. Get on and off at your assigned bus stop only. The bus driver is not permitted to do exceptions to this rule without proper authorization from a school official.
11. Do not bring large art projects or instruments, animals, pets, or large objects on the school bus. Under no circumstances should firearms, explosives, or weapons be brought onto a school bus. Lunch boxes, smaller musical instruments, and small athletic equipment (those which can easily be transported on a student's lap or under the seat) must be kept out of the aisle.
12. Never tamper with or vandalize the bus, seats or any bus equipment.
13. When getting off the bus, if you need to cross the road, walk out in front of the crossing arm in front of the bus. Watch traffic in both directions. Wait for a signal from the bus driver permitting you to cross.
14. Sit in your assigned seat only. The seat each student occupies and the back of the seat in front of the student are the responsibility of the student. Damage to school property will be the student's or guardian's financial responsibility.
15. Remain in the bus in the event of an emergency. Listen to the instructions given by the driver and follow the safety rules.
16. Observe all school conduct rules at the bus stop and while on the bus. School conduct rules apply on the regular bus routes as well as any extra curricular events.
17. The use of cameras is prohibited, including cell phone cameras.
18. Cell phones shall not be used on the bus unless the bus driver authorizes it, and the use of cell phone cameras, and any other electronic recording device is prohibited.
19. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly. The bus driver reserves the right to assign seating for any student(s) for any reason. .

20. The driver has full authority of the bus while students are being transported. For misconduct, the driver, upon notifying the parent/guardian, may suspend a student from riding for one day. The building administrator may recommend a three or five-day suspension from riding. Further misconduct will result in the riding privilege being revoked for the remainder of the semester.

Student Driving/Parking Regulations

Since bus transportation is provided for all students; driving to school is a privilege, not a right. *Parking permits will be required and may be purchased at a nominal fee at the time of registration or when a driver's license is acquired.* Vehicles may be towed and/or their owners fined that do not display a valid parking permit. Driving privileges may be suspended or revoked for the following violations:

- Reckless driving or speeding (10 M.P.H. limits on school grounds).
- Excessive vehicle noise.
- Unauthorized use of vehicle during the school day or at school activity.
- Repeated tardiness to school.
- Any accident on school property when the student is at fault.
- Unsafe starts.
- Failure to follow parking regulations and signs.
- Failure to yield right of way to buses.
- Failing a random school drug test.

To drive to school, students must be licensed drivers, and must have their automobiles covered by insurance. The school is not responsible for the automobile or its contents.

There is to be no loitering on the parking lot or visitation of the parking lot without permission. A vehicle found to be illegally parked may be towed at student's expense or assessed a fine equal to the towing fee.

Students should NOT park at angles, on sidewalks, or in spaces reserved for visitors parking.

THE BUREAU OF MOTOR VEHICLES IS ALSO REQUIRED TO INVALIDATE A STUDENT'S LICENSE OR PERMIT AFTER NOTIFICATION OF A SECOND SUSPENSION OR WITHDRAWAL FROM SCHOOL BEFORE THE AGE OF 18.

Dress Regulations

The reason for a dress code is to present a pleasant and appropriate educational environment.

- A. Students should be clean and well groomed.
- B. Students are required to wear shoes.
- C. Hats or any head coverings are to be taken off when entering the building.
- D. The length of shorts or skirts shall not be shorter than two inches above the knee. Anything worn over leggings must also meet the two inch minimum.
- E. Clothes with holes, rips or tears will not be acceptable. Holes, rips or tears may be patched as long as it is done neatly and does not leave loose threads and frays.
- F. Tank tops(**anything less than a 3 inch wide strap covering the top of the shoulder**), halter tops, strapless tops, shirts with large side arm openings, see through netting or lace, or bare midriff attire will not be acceptable.
- G. **Tops with plunging or revealing necklines will not be allowed.**
- H. Students shall not wear clothing which visually demonstrates any illegal or morally questionable activity. This includes, but is not limited to, any article of clothing which advertises alcohol and/or drugs, or tobacco products, clothing with unacceptable language and/or connotations.
- I. During Friday Night School, normal school attire is required.
- J. Sunglasses may not be worn in the building.
- K. All pants and slacks must be worn at or above the waist.

If there is a question regarding the above, an administrator will make the final decision.

DISCIPLINE INTERVENTION

Investigative Procedure

- Eyewitness accounts, on or off school grounds, of a "code" violation by a school employee are sufficient cause for investigation.
- Reports from the police, probation office, or other official government agencies are sufficient evidence upon which to act.
- A student may admit a violation. A student's parent may also report his/her student's violation. In both of these instances the school will usually consider these as sufficient evidence to pursue discipline.
- Reports from other parents, other students, or school patrons will be used in investigations, but are not, in and of them, sufficient evidence to suspend a student.

OUT OF SCHOOL SUSPENSION PROGRAM(OSS)

YOUR ATTENDANCE IN THIS PROGRAM IS MANDATORY. If you do not attend, you will be counted TRUANT and this will count against your days of truancy that lead toward expulsion from school.

Philosophy: The OSS Day Program is a cooperative venture involving students, parents, community, teachers and school staff. The program is designed to provide learning experiences while encouraging the student to develop positive attitudes towards self, learning and the community. Community support is essential for the OSS Day Program to be effective and successful. Strong ties will be needed with relevant agencies.

Location: The OSS Day Program is located at 35 East Pierson Street, Greenfield, IN. The building is just east of the Hancock County Courthouse and on the south side of Main Street.

Assignment: Assignment to the OSS Day Program is by the student's Principal or Assistant Principal. Students can be assigned from 1-10 days OSS.

Operation hours and closing procedures of OSS:

The OSS Program schedule of hours is 8:00am to 2:45pm Monday through Friday. Doors will open at 8:00am and close at 3:30pm. Students must be dropped off and picked up during these hours. Students are to bring their own lunch or bring \$3.00 to purchase a lunch. In the event of inclement weather or another emergency, students should listen to the local television and/or radio stations for school closing information. If the student's school corporation is closed for the day the student will be rescheduled for OSS. If the student's school corporation is on delay the student should report to OSS Day Program at the time their school is starting the day. The OSS Program will follow the Greenfield-Central School Corporation's closing or delays.

Transportation: Transportation to and from the OSS Day Program is the responsibility of the student's parents/guardians. Students who drive can drive their own vehicle to the OSS Program will be allowed to do so and park in the gravel lot to the west of the OSS Day Program building. Students will give their vehicle keys to OSS staff upon entry to building and receive them back upon release at the end of the day.

If a student is to be dropped off by a parent, the parent will need to enter the OSS building and sign their child into the program. At the end of the day, parent is also expected to sign their child out.

Security: Steps have been taken to provide the students and staff the safest environment possible. Each student is subject to search and constant video surveillance is used inside the OSS facility. The Hancock County Sheriffs department is on site at the OSS facility on a daily basis.

Re-Entry to Student's School From OSS Program:

The student and their parent or guardian may meet with their school Principal or Assistant Principal prior to starting classes again at their school.

Due Process

The Fourteenth Amendment to the Constitution guarantees due process to individuals. Due process in education implies that rules and regulation of schools are published and distributed; that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, the student is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur; and may result in the mandatory attendance to the OSS Program, that if expulsion or exclusion from school is a recommended consequence and if the student or his/her parents/guardians wishes, a hearing must be held. Appeals to the Superintendent, School Board, and to the civil courts may follow in sequence.

Code Enforcement

Alleged violations of the above general rules shall be reported to a school employee. An investigation by the Principal will follow and discipline intervention dispensed.

Students should recognize that repeated violation of the same regulation in guideline indicates the past discipline measures have been ineffective. Repeated violations will therefore require equal or greater consequences.

Technology Acceptable Use Policy

During their educational experiences at Eastern Hancock, students will use many different technology tools, including the internet, in support of research and education. Electronic information research skills are now fundamental to preparation of citizens and future employees. Through their individual corporation network accounts, students have access to the internet and they are able to explore thousands of libraries, databases, websites, and other resources. They also have access to online testing and online coursework. Students may also be provided with a Google user account as part of a primary Google education online account held by Eastern Hancock Schools. Through their Google account, students are assigned an email address to use for school related email communication and they will have online file storage space. To remain eligible as users, students' use must be in support of and consistent with Eastern Hancock's educational objectives.

We believe that the benefits to students from access to the internet exceed any disadvantages. Families should be aware, however, that some material accessible via the internet may contain items that are inaccurate, illegal, defamatory or potentially offensive to some people. Teachers will directly supervise and guide students toward appropriate materials. Within reason, freedom of speech and access to information will be honored. It is the joint responsibility of school personnel and parents to set and convey appropriate standards for students to follow when using school owned property, technology and the internet.

Federal law requires that school corporations monitor student internet activities during the school day to ensure that students are not accessing inappropriate sites. For this reason, students may not access the internet during school hours via personal property (i.e. cell phone, personal air card or other means that circumvent the corporation networks). Software is installed on computers throughout the Eastern Hancock campus that provides monitoring, filtering and reporting functions. Software is also used to aid staff when supervising students. Among other things, this software provides an overview mode on teacher/administrator computers that displays the active screen of all computers in a classroom.

Users should not expect that files stored on corporation computers, networks or other corporation storage space will always be private. Electronic messages and files stored on corporation storage space may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Students are responsible for good behavior with school owned technology tools and on district networks and the internet, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply, as well as all applicable district policies and guidelines.

“Cyber-bullying” is a form of bullying when a child, preteen or teen is embarrassed, humiliated, threatened, harassed, tormented, or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies, or mobile phones. **This behavior will not be tolerated at Eastern Hancock.**

The following are examples of network or internet behaviors that are NOT permitted:

- deviating from teacher directed procedures
- cyber-bullying
- visiting chat rooms and/or accessing email from a site other than school (example – hotmail, etc.)
- accessing or transmitting offensive, abusive or obscene messages or images
- damaging or attempting to damage hardware, software or networks or modifying or attempting to modify system files and settings
- violating copyright laws and plagiarism
- using another’s password or giving another user your password
- trespassing in another’s folders, work or files
- intentionally wasting limited resources, such as bandwidth and hard drive space
- employing the network for commercial purposes.
- downloading any form of media for other than classroom/educational use.
- accessing the internet via personal property during school hours (i.e. cell phone, personal air card or other means that circumvent the corporation networks)
- violation of any local, state, or federal statute.

Access is a privilege – not a right. Access entails personal responsibility. Violations of this policy may result in a loss of technology use privileges (including access to the district’s network and internet), legal referral, and/or other disciplinary action. If the violation involves use of personal property, that property may be confiscated and held at the school pending notification of the violator’s parent/guardian.

The Community School Corporation of Eastern Hancock County makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The district will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature or quality of information stored on district hard drives, servers, or other storage devices; nor for the accuracy, nature or quality of information gathered through district provided internet access. The district will not be responsible for personal property used to access district computers or networks or for district provided internet access. The district will not be responsible for unauthorized financial obligations resulted from district provided access to the internet.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Photographs and Student Work on the Internet

The school, classroom, and district websites highlight many aspects of student life and can feature news items and online school newsletters. Full student names may be used, independent of photographs, for student listings such as honor rolls and team rosters, and in news articles. Students may be included in photographs and/or audio and video recordings on our websites and we may also include examples of students’ creative work. Only the first name and last initial will be used to identify students in online photographs.

Rights of Parents and Students - Parents may request that school and district websites exclude their student’s name, photographs, and/or creative work. These requests should be directed in writing to the appropriate building principal.

Technology Equipment Loans – Terms and Conditions

- Use of the loaned equipment must be in support of education and consistent with the educational goals of Eastern Hancock Middle/High School. Priority will be given to student requests with the most urgent and immediate needs and those that are accompanied by a teacher request/approval.
- The borrower must adhere to Eastern Hancock’s Technology Acceptable Use Policy (above.)
- The borrower is the only authorized user of the loaned equipment.
- No software is to be installed by the borrower and equipment settings shall not be altered.
- The borrower is responsible for ensuring that the equipment is not damaged, lost or stolen while on loan.
- The loaned equipment must be returned in the same condition as it was issued.
- The borrower’s parents or guardians will be held financially responsible for any damage to equipment while on loan to student.
- An authorization form signed by a parent must be on file before equipment can be checked out.

Borrowing school owned equipment is a privilege. Inappropriate use of loaned equipment and/or violations of this policy may result in a loss of technology use privileges (including access to the district’s network and internet), legal referral, and/or other disciplinary action.

Rights of Parents and Students

Parents may request that their student not be allowed to borrow school owned technology equipment or that school and district websites exclude their student’s photographs and/or creative work. These requests should be directed in writing to the appropriate building principal.

Students who abuse technology will be dealt with on a graduated scale:

First offense – removed from privileges for 3-6 weeks & Friday Night School.

Second offense – loss of privileges for semester or remainder of school year and 3 days OSS assignment.

Third offense – no longer allowed use of technology for rest of school career and 5 days OSS assignment.

RESTITUTION IF PROPERTY IS DAMAGED OR DESTROYED

Students and parent/guardians should realize that offenders may start anywhere on the scale based on the severity of the offense. Students and parents/guardians should also realize that the removal of technology privileges extends across the curriculum. If a student loses his/her privileges, they are lost in all classes. This may result in the student needing to work on his/her own outside of the school setting to accomplish what the class may be doing in school.

The provisions of these guidelines are subordinated to local, state and federal law.

CORPORATION POLICIES

PARENT PARTICIPATION POLICY

A parent (including a guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code I. C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the discretion of and upon proper notice by a school official.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent/guardian shall be notified in the following manner: Written or telephone contact by a school official in advance of the meeting, conference or hearing, followed by a letter of confirmation.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly or seriously disruptive to the student’s own educational progress or to the progress of others may be referred to the Hancock County Office of Family and Children and the child may be considered to be a “child in need of services” in accordance with I. C. 31-6-4-3 (a) (7).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (as amended on December 19, 1974) provide certain safeguards to the privacy of our patrons and our students. Parents have certain rights under this act until such times as their student is eighteen (18) years of age or is enrolled in a post-high school institution, after which the student may exercise those rights.

Although school policies may be promulgated to establish procedure, generally speaking the parents have the right to examine their child's records and request corrections if records are "inaccurate, misleading, or otherwise in violation of the privacy or other rights of students". If there is disagreement on this matter between the parents and the school, parents may request and receive an informal hearing. Even if the results of the hearing support the school, parents may place additional comments or a dissenting opinion in their child's permanent records.

The school is obliged to keep records, which show any intrusion into a child's permanent record, indicating who examined the record, the date it was examined and the purpose for the examination. School officials with a "legitimate educational interest" are exempted. Other exemptions include school officials from schools where a transfer is made and certain representatives of the state and federal government. Any other person may receive records with the written consent of the parents/guardians.

The school will also respond to a court order or subpoena, but parents will be given advance notice.

Certain "directory information" including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and similar information may be released without parental consent unless the parents notify the school district by October 1 of the current school year that they do not want certain designated directory information released without prior consent.

The Board of School Trustees has adopted a policy implementing the provisions of the Privacy Act. A copy of this policy and the Privacy Act are on file and available for inspection at the office of the Superintendent of Schools.

PARENTAL ACCESS TO EDUCATION RECORD IC20-10.1-22.4

Sec. 1 As used in this chapter, "education records" means information that:

- (1) Is recorded by a non- public or public school; and
- (2) Concerns a student who is or was enrolled in the school.

Sec. 2 (a) Except as provided in subsection (b), a non-public or public school must allow a custodial parent and a non-custodial parent of a child the same access to their child's education records.

- (b) A non public or public school may not allow a non-custodial parent access to the child's education records if:

A court has issued an order that limits the non custodial parent's access to the child's education records and

The school has received a copy of the court order or has actual knowledge of the court order.

REHABILITATION ACT OF 1973 SECTION 504 POLICY STATEMENT

It is the policy of the Community School Corporation of Eastern Hancock not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504 Coordinator of the Community School Corporation of Eastern Hancock or the Office of Civil Rights, U. S. Department of Education, Washington, D. C.

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

It is the policy of the Community School Corporation of Eastern Hancock not to exclude qualified individuals with disabilities from participation in or benefiting from the services, programs, or activities of the school corporation. It is also the policy of this school corporation not to discriminate against a qualified individual with a disability in its job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or conditions and privileges of employment.

It is the intention of this school corporation to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

Inquiries regarding compliance with this policy should be directed to the Americans with Disabilities Act (ADA) Coordinator of the Community School Corporation of Eastern Hancock or to the office for Civil Rights, U. S. Department of Education, Washington DC

Members of the public, individuals with disabilities, and groups representing individuals with disabilities are encouraged to submit suggestions to school corporation officials on how the Community School Corporation of Eastern Hancock might better meet the needs of individuals with disabilities pursuant to this stated policy.

**PUBLIC NOTICE OF
NONDISCRIMINATION ASSURANCES**

The Community School Corporation of Eastern Hancock County assures that it will comply with all requirements of Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973 as amended. Eastern Hancock further assures that it will not discriminate against any person in the United States on the basis of race color, sex, national origin, religion, or handicap, nor will anyone be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its programs and activities and operation of its facilities.

For inquiries regarding compliance as well as grievances
on the above assurances contact:

Mr. Randy Harris
10370 E. 250 N.
Charlottesville, IN 46117
317-936-5444
or
Office of Civil Rights
U.S. Department of Education
Washington, D.C.

**HATCH AMENDMENT
(GOALS 2000)
RIGHTS TO INSPECT
CERTAIN INSTRUCTIONAL MATERIALS**

In addition to any other rights with respect to the inspection of instructional materials, the parent/guardian of a child enrolled in a school within the Community School Corporation of Eastern Hancock which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

LEGAL REFERENCE: 20 U.S.C. 1232H (a)

STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATION OF SCHOOL PROGRAMS

No student shall be required without prior written consent of the student's parent/guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

- (1) policy affiliations;
- (2) mental and psychological problems potentially embarrassing to the student or his/her family;
- (3) sexual behavior and attitudes;
- (4) illegal, antisocial, self-incriminating and demeaning behavior;
- (5) critical appraisals of other individuals with whom respondents have close family relationships;
- (6) legally recognized privilege and analogous relationships, such as those of lawyers, physicians, and ministers;
or
- (7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Legal Reference: 20 U.S.C. 1231h(b)

DISCRIMINATION COMPLAINT FORM

Today's Date: _____

Complainant's Name : _____

Complainant's Address: _____

Telephone: _____

Person Discriminated Against: _____

Address: _____

Telephone: _____

- Student Parent Employee Non-Employee

- Type of Discrimination:
- Race Age Religion
 - Color National Origin Disability
 - Sex Marital Status

Specific Complaint: (Please provide detailed information including names, dates, locations, activities, and results of informal discussion. Attach any pertinent information.)

Remedy Requested:

Signature of Complainant

Date

**HARASSMENT COMPLAINT FORM
STUDENT COMPLAINT**

NAME: _____ DATE: _____
SCHOOL: _____

Who was responsible for the harassment?

Describe the harassment: _____

_____ (Attach additional
pages if necessary)

Date(s), time(s), and place(s) the harassment occurred: _____

Were there other individuals involved in the harassment? _____

If so, name the individual(s) and what their role was. _____

Did anyone witness the harassment? _____

If so, name the witness: _____

What was your reaction to the harassment? _____

Describe any prior incidents _____

Signature of Complainant or Parents/Legal Guardians:

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

DRUG TESTING PROGRAM

Mission Statement and Guiding Principles of the Community School Corporation of Eastern Hancock

Our mission is to ensure that each child is provided with the experience necessary to become a life-long, self-directed learner and to think, reason, and participate productively in a diverse society. Therefore we believe:

All students and staff have the right to learn in a challenging, safe, caring, and nurturing climate where the spirit of cooperation and respect for others is exemplified.

A key purpose of schooling is to instill, in partnership with families, beliefs and attitudes that ensure that children understand, appreciate, and demonstrate the qualities of good citizenship.

Introduction

The effective date of this Drug Testing program is August 16, 2004. This program does not affect the current policies, practices, or rights of Eastern Hancock Schools with respect to alcohol, tobacco, and other drug possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Eastern Hancock Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Reasonable Concern

The Community School Corporation of Eastern Hancock 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 among our students, indicate that education alone, as a preventive measure, has not been effective in combating substance abuse. Statistics show that the mission of the Community School Corporation of Eastern Hancock is not being realized. Our commitment to maintaining the co-curricular and extracurricular activities 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 co-curricular and extracurricular activities

Purpose

The primary purpose of this program is not intended to be disciplinary or punitive in nature but to educate our students. No student will be expelled or suspended from school nor will any student's grades be adversely affected by any positive random drug test under the random drug testing policy or refusal to participate in the random drug-testing program. No results obtained through a random drug test will be shared with any law enforcement agency. Participation in extracurricular activities is a privilege for our students. Students involved in co-curricular and extracurricular programs need to be exemplary in the eyes of other students and the community. It is the purpose of this program to educate, help, and direct students away from alcohol, tobacco, and other drug abuse and toward a healthy, safe, and drug free life. The school has a responsibility to ensure a safe environment for all its students and staff. Use of alcohol, tobacco, and other drugs is a health and safety risk not only for the user but also for all those who come in contact with him or her. It is **MANDATORY** that each student who participates in the co-curricular and extracurricular programs or who drives a motor vehicle to, from, or at Eastern Hancock Middle and High Schools sign and return the "CONSENT FORM" prior to participation in any activity covered by this policy. Failure to comply will result in non-participation until the "CONSENT FORM" is signed and returned.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all Eastern Hancock students in grades 6-12 who wish to participate in co-curricular or extracurricular activities that are listed in the current student handbook and any other school sponsored co-curricular or extracurricular activities not listed. It also includes any student who wishes to drive to school, from school or during school. Students whose only involvement in extracurricular activities is as a student driver will not be tested for nicotine (tobacco use).

Legal Obligation

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

Drug Education

All co-curricular and extracurricular participants and student drivers will be required to attend one or more drug education sessions provided by the School Corporation. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at that time. An educational presentation will also be made to educate the student 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.

Consent Form

It is **MANDATORY** that each student who participates in co-curricular or extracurricular activities, to sign and return the "consent form" prior to participation in any co-curricular or extracurricular activity. Failure to comply will result in non-participation until the "consent form" is signed and returned.

Each extracurricular participant shall be provided with a "consent form," a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Eastern Hancock Middle School and Eastern Hancock High School.

If at some time during the school year, the student wishes to be removed from the random drug-testing program and thereby end his or her participation in co-curricular and/or extracurricular activities for the school year or wishes to enter the random testing pool, he or she must indicate that intention on the "change of status form" which is also attached to this policy. Students will be allowed only one such change of status during the school year.

Testing Procedure

1. *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. Student identification numbers specific to this program will be assigned to each participant. Identification numbers for each random testing will be drawn from one large pool of those agreeing to be tested. There will be only one copy of the listing of students consenting to be tested and their identification numbers. This copy will be maintained by the building principal. Testing may occur any day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Each student will be assigned to a number that will be placed in the drawing.*
2. No student 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.
3. Upon being selected for a urinalysis test under this policy by random draw 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.
4. 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 of the extracurricular activities. In addition, the parents/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.
5. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
6. 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 will be reported to the parent/guardian.
7. 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. Submitting to random drug testing will be considered an excused absence from class and there shall be no penalty to grades.

8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (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.
9. The school will select one or more laboratories to conduct the testing. 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).

Chain of Custody

1. The certified laboratory will provide training and direction 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.
2. 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. The administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class (participants may be called after school during activity time).
3. Before the student's urine sample is tested by the laboratory, the student shall 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.
4. 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. *Only the lab testing the specimen may break the seal.*
5. 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 a retest.
6. Students will be instructed to remove all coats, empty their pockets, 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 a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a 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.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. 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.

Test Results

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in co-curricular or extracurricular activities or from driving to, from, and at school.
2. 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. In addition, the student or parent/guardian may

appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.

3. If the initial test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may contact for help. The student will be prevented from participating in co-curricular and extracurricular activities until after a "follow-up" test is requested by the principal/administrative designee and negative results are reported. This non-participation includes practices, meetings, trips, and any other activities of that group. 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 "limited participation" in co-curricular and extracurricular activities. "Limited participation" allows a student to participate in practices and/or attend meetings. A student under limited participation may not participate in contests or activities as a representative of school. 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. Student driving privileges will not be suspended for positive nicotine tests. Students whose only activity is as a student driver will not be tested for nicotine.
4. Students who have tested positive without satisfactory explanation and who have provided a negative follow-up test will be granted "limited participation" in co-curricular and extracurricular activities for 25% of the season or calendar of each activity in which the student is involved. For clubs and organizations that meet the entire school year, the period for "limited participation" shall be for the next nine school weeks. For activities such as athletics that have defined seasons, the 25% period will be defined as 25% of the scheduled contests for that activity. If a student is placed on limited participation with less than 25% of the calendar or season remaining, the remainder of the 25% will be served at the beginning of the next season or calendar in which the student has previously participated. On a student's second positive test without satisfactory explanation, the period of limited participation shall be one full year. This period of limited participation can be decreased to 50% of a season or calendar by the building principal if the student produces documentation of satisfactory assessment/counseling by a school approved agency. On a third unsatisfactory positive result the student will lose eligibility to participate the remainder their middle or high school career depending on the student's grade level. A student who has tested positive three times in grades 6-8 would lose eligibility in middle school but would regain eligibility upon entering high school. Offenses under this policy will not accumulate from middle school to high school. In addition, the Community School Corporation of Eastern Hancock reserves the right to continue testing any participating student who at any time during the school year tested "positive" and did not make satisfactory explanation.
5. 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 the "negative" tests will be kept confidential to protect the identity of all students being tested.
6. 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 to which only the principal/administrative designee has access.

Financial Responsibility

Under this policy, the Community School Corporation of Eastern Hancock County will pay for all initial random drug tests and all initial "follow-up" drug tests.

An appeal (request to have a specimen retested) of a "positive" test is the financial responsibility of the student or his/her parent/guardian.

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug testing program, any school staff, coach or sponsor 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 the case of a court order being made upon that person in the course of a legal investigation. Once again, this will underscore the Community School Corporation of Eastern Hancock’s commitment to confidentiality with regards to the program.

Other Rules

Apart from this drug-testing program, Eastern Hancock’s Athletic Department as well as all other co-curricular and extracurricular activities and the coaching staff/ sponsor of each sport/activity have their own training rules, code of conduct, and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules, codes, and requirements.

**EASTERN HANCOCK SCHOOLS
CO-CURRICULAR AND EXTRA CURRICULAR
CONSENT FORM**

Students who wish to join the testing pool must read and complete this form and turn it into the main office.

Please read and complete this form. Turn this form into the main office.

I have received a copy and have read and understand the "Eastern Hancock Co-curricular and Extracurricular Activities Drug Testing Program." I *(parent name)*

_____ desire that *(student name)*_____ participates in this program, and in the co-curricular or extracurricular program (including student driving) of Eastern Hancock Schools, and hereby, voluntarily agree to be subject to its terms until I notify the school’s administration in writing otherwise (grades 6-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Please check one of the following:

___ I wish to be eligible to participate only as a student driver and in no other activities covered under this policy.

___ I wish to participate in extracurricular and co-curricular activities in addition to and/or other than student driving.

CONSENT

Student Signature Date

Parent/Guardian Signature Date

**EASTERN HANCOCK SCHOOLS
CO-CURRICULAR AND EXTRA CURRICULAR
NON-CONSENT FORM**

Students who do NOT wish to join the testing pool must read and complete this form and turn it into the main office.

XXXX Non-Consent XXXX

I, _____ (*student name*), have decided not to participate in any extracurricular activities sponsored by Eastern Hancock Schools for the remainder of this school year. In order for me to participate in the extracurricular (also student driving) or co-curricular program at a later date, I understand that I must sign a consent form.

Student Signature	Date
Parent/Guardian Signature	Date

**EASTERN HANCOCK SCHOOLS
CO-CURRICULAR
AND EXTRA-CURRICULAR
CHANGE OF STATUS FORM**

Students who wish to be removed from the random drug testing pool must read and complete this form. Turn this sheet into the main office.

XXXX Non-Consent XXXX

I (parent name) _____

wish to have (student name) _____ removed from the random drug testing pool. This decision will render my son/daughter ineligible for all extracurricular and co-curricular participation (including student driving) for the remainder of the school year and is non-revocable.

Student Signature	Date
Parent/Guardian Signature	Date

**EASTERN HANCOCK SCHOOLS
CO-CURRICULAR AND EXTRA CURRICULAR
CHANGE OF STATUS FORM**

Students who wish to be added to the testing pool must read and complete this form and turn it into the main office.

XXXX Consent XXXX

I have received a copy and have read and understand the "Eastern Hancock Co-curricular and Extracurricular Activities Drug Testing Program."

I (*parent name*)_____

desire that (*student name*)_____ participates in this program, and in the co-curricular or extracurricular(including student driving) program of Eastern Hancock Schools, and hereby, voluntarily agree to be subject to its terms for the remainder of the school year. I accept the method of obtaining urine specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time. I further agree and consent to the disclosure of the sampling, testing and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

CONSENT

Student Signature

Date

Parent/Guardian Signature

Date

EHHS Progressive Discipline Chart

Minor acts of misconduct which interfere with the orderly operation of the classroom or school function.									
		1st	2nd	3rd	4th	5th	6th	7th	8th
L E V E L 1	DISRUPTION OF EDUCATIONAL ATMOSPHERE <i>Disrespect, Horseplay, Swearing, Vulgarity, Dress Code, Classroom Disruption, Misconduct(minor)</i>	Warning	(2nd offense in same class) DSH #T	(3rd offense in same class) Behavioral contract FNS #A	(4th offense in same class) 1-3 days OSS Parent/Teacher Conference #A	3-5 days OSS Admin. Conf. #A	DSH=Detention Study Hall FNS=Friday Night School OSS=Out of School Suspension Program* *(see page 53 & 54 of Student Handb #T=Parent notified by teacher #A=Parent notified by administration		
	CHEATING	DSH & "O" on assignment #T	FNS & "F" for semester #A	Exclusion from NJHS on 1st offense					
	TARDY TO SCHOOL <small>(or late to first period) (per semester)</small>	Warning	Warning	DSH Letter	DSH #A Letter	FNS #A	FNS #A		
	TARDY TO CLASS <small>periods 2-7 (per class)</small>	Warning	Warning	DSH	DSH	FNS #A Letter	FNS #A	FNS #A Letter	1 day OSS #A
	Intermediate acts of misconduct and acts directed against persons and property.								
L E V E L 2	CELL PHONE VIOLATION	Confiscation student pick-up end of NEXT school day	Confiscation student pick-up TWO days after offense	Confiscation student pick-up TWO WEEKS after offense					
	SKIPPING <small>(5 minutes or more)</small>	FNS	3 day OSS #A	5 day OSS #A					
	TRUANCY	3 day OSS #A	5 day OSS #A	Expulsion #A					
	OUT OF AREA/PASS ABUSE	DSH	FNS	1 day OSS #A					
	INSUBORDINATION	FNS	OSS 1-3 days #A	OSS 3-5 days #A					
BUS MISCONDUCT	DSH - Written warning for minor offense	FNS	Bus privileges suspended 2 weeks #A	Bus privileges suspended one month #A	Bus privileges suspended rest of semester				

EHHS Progressive Discipline Chart

Minor acts of misconduct which interfere with the orderly operation of the classroom or school function.												
		1st	2nd	3rd	4th	5th	6th	7th	8th			
L E V E L 2	THEFT	DSH-3 day OSS & Restitution #A	FNS-5 day OSS & Restitution #A	Expulsion & Restitution #A	This grid is to be used as a guideline. Adminstration reserves the right to enter at any level if they deem appropriate and necessary.							
	VANDALISM/DESTRUCTION OF PROPERTY (including technology)	DSH-3 day OSS & Restitution #A	3 day OSS & Restitution #A	5 day OSS & Restitution #A						Expulsion & Restitution #A		
	REPEATED AND/OR MAJOR MISCONDUCT	FNS #A	3 day OSS #A	5 day OSS #A						Expulsion #A		
	THREATS/INTIMIDATION/ FIGHTING	1-3 day OSS #A	5 day OSS #A	Expulsion #A								
	OPEN DEFIANCE	3 day OSS #A	5 day OSS #A	Expulsion #A								
	TOBACCO	3 day OSS and citation #A	5 day OSS and citation #A	Expulsion and citation #A								
	INAPPROPRIATE USE OF TECHNOLOGY	Loss of privileges 18 weeks FNS #A	Loss of privileges 1 year + 3 day OSS #A	Loss of privileges permanent + 5 days OSS #A								
	VEHICLE VIOLATION Parking and Driving	Written warning for minor offenses to citation	Driving suspension 1 month & citation	Driving suspension 18 weeks & citation #A						Driving suspension 1 year & citation #A		

	Major acts of misconduct	1st
L E V E L 3	EXCESSIVE VIOLENCE, FALSE ALARMS, THREATS, DRUGS & ALCOHOL: Use, possession, transfer, under the influence; WEAPONS: Use, possession, transfer	EXPULSION