



**EASTBROOK
MIDDLE SCHOOL
HANDBOOK**

2023-2024

WELCOME TO EASTBROOK MIDDLE SCHOOL

**560S 900E
Marion, IN 46953**

School Phone Number (765) 668-7136
School Fax Number (765) 668-7137
www.eastbrook.k12.in.us

Middle School Daily Schedule		Middle School 2 Hour Delay Schedule	
1st	8:05 - 8:52		
2nd	8:56 - 9:43	1st	10:05 - 10:40
3rd	9:47 - 10:34	2nd	10:44 - 11:19
HR	10:38 - 11:08	3rd	11:23 - 11:58
4th	11:12 - 11:59	4th	12:02 - 12:37
5A	12:03 - 12:23	5A - Lunch	12:37 - 1:12
5B - Lunch	12:23 - 12:53	5B - Lunch	1:12 - 1:47
5C - Lunch	12:53 - 1:23	6th	1:51 - 2:26
6th	1:27 - 2:14	7th	2:30 - 3:05
7th	2:18 - 3:05		

PLEDGE OF ALLEGIANCE

Each morning, all students recite the Pledge of Allegiance:

**“I pledge allegiance to the flag of the United States of America
and to the republic for which it stands;
one nation under God, indivisible, with liberty and justice for all.”**

The pledge is followed with a moment of silence each morning.

Eastbrook Community Schools

Administrative Staff Directory

Mr. Brett Garrett	Superintendent	(765) 664-0624
Mrs. Elizabeth Duckwall	Principal	(765) 668-7136
Mr. Sam Garver	Asst. Principal	(765) 668-7136
Mr. Nate Brown	Athletic Director	(765) 664-1214
Mr. Justin Simos	Special Services	(765) 662-1890
Dr. Brenda McVicker	Curriculum & Assessment	(765) 668-7136

Eastbrook Middle School Staff Directory

STAFF MEMBER	EXTENSION #	EMAIL
• Mr. Greg Allison	SS 3200	gallison@eastbrook.k12.in.us
• Mrs. Mary Ball	6th 3008	mball@eastbrook.k12.in.us
• Mrs. Ericka Ballinger	Aide	erballinger@eastbrook.k12.in.us
• Mrs. Jodi Brodkorb	Nurse 5106	jbrodkorb@eastbrook.k12.in.us
• Mr. Dave Brown	Sci 3201	dbrown@eastbrook.k12.in.us
• Mr. Tim Bruckner	Math 3202	tbruckner@eastbrook.k12.in.us
• Mrs. Amy Cox	Sec 3002	amycox@eastbrook.k12.in.us
• Mr. Adlai Deisler	SS 4237	adeisler@eastbrook.k12.in.us
• Mrs. Tabitha DeLong	Choir 1205	tdelong@eastbrook.k12.in.us
• Miss Mae Elizabeth Gimre	6th 3009	mgimre@eastbrook.k12.in.us
• Mrs. Della Hayes	SPED 3203	dehayes@eastbrook.k12.in.us
• Mr. Caleb Hemmick	6th 3006	cahemmick@eastbrook.k12.in.us
• Mrs. Sarah Holt	6th 3011	sholt@eastbrook.k12.in.us
• Miss Sue Jackson	P.E. 3205	sjackson@eastbrook.k12.in.us
• Mrs. Jennifer Jarck	ELA 3206	jjarck@eastbrook.k12.in.us
• Mrs. Jan Marsee	ELA 3213	jmarsee@eastbrook.k12.in.us
• Mrs. Teresa Mize	Tech 5108	tmize@eastbrook.k12.in.us
• Mrs. Julie Nearnardner	Lib 4224	jnearnardner@eastbrook.k12.in.us
• Miss Tena Newby	SPED 3208	tnewby@eastbrook.k12.in.us
• Mrs. Kara Pinkerton	Art 4225	kpinkerton@eastbrook.k12.in.us
• Mr. Mark Pinkerton	Tech 5110	mpinkerton@eastbrook.k12.in.us
• Mr. John Ragan	Eng 4207	joragan@eastbrook.k12.in.us
• Mrs. Emily Ramsey	Sec 3001	eramsey@eastbrook.k12.in.us
• Mrs. Amy Richards	Coun 3002	arichards@eastbrook.k12.in.us
• Mrs. Carrie Ross	Sci 3212	cross@eastbrook.k12.in.us
• Miss Robin Russell	Aide	rrussell@eastbrook.k12.in.us

Eastbrook Middle School Staff Directory (continued)

•	Mrs. Nicole Shady	SPED	3204	nshady@eastbrook.k12.in.us
•	Miss Elizabeth Shrontz	Life Sk.	4229	eshrontz@eastbrook.k12.in.us
•	Miss Katy Sunderland	SPED	3012	ksunderland@eastbrook.k12.in.us
•	Mr. Ryan Wamhoff	Band	4233	rwamhoff@eastbrook.k12.in.us
•	Miss Savannah Watts	ELA	3209	swatts@eastbrook.k12.in.us
•	Mr. Brett Wilson	Bus/Ag	4206	brwilson@eastbrook.k12.in.us
•	Miss Susan Zent	Math	3210	szent@eastbrook.k12.in.us

ACADEMIC LIFE

EDUCATIONAL RECORDS

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

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Eastbrook School Corporation to amend its record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation, an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.

(Note: FERPA requires a school corporation to make a reasonable attempt to notify the student of the records request unless it states in the annual notification that it intends to forward records on request).

4. The right to file a complaint with the US Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
US Department of Education
600 Independence Avenue
Washington, DC 20202-4605**

GRADES AND REPORTS

During a student's career, Eastbrook Community Schools collects and records data concerning the student. The school corporation recognizes that collecting, maintaining, and preserving the rights of privacy of the student and parents are equally essential. Disclosure of the data to the student or parents provides the student or parents a right to correct inaccurate data.

The school year is divided into four nine-week grading periods. The primary purpose of grades and grading is to assist teachers, parents, and students in better assessing the education levels achieved by the students and in planning for future experiences.

Grading Scale

100 - 90	A – Excellent
89 – 80	B - Above Average
79 – 70	C – Average
69 – 60	D - Below Average
F	- Failure
P	– Pass
U	– Unsatisfactory
I	- Incomplete Grade*

*Incomplete grades are to be made up by the first week of the next grading period in which the incomplete grade was posted unless unusual circumstances exist. Student grade reports are issued following each nine-week grading period. End of the year report cards will be mailed home to the parents. See the calendar for grading period dates.

STAFF & PARENT COMMUNICATION

It is essential to have good two-way communication between the educational staff and parents. We encourage you to contact us if you have a question or concern. For classroom and academic issues, it is best to first contact your student's teachers as they have daily contact with your student. All teachers' phone extensions and email addresses are listed in the front of this handbook. They are also available online at www.eastbrook.k12.in.us. Also, ParentSquare and StudentSquare are applications that our teachers are extremely adept at using and many announcements and messages home may be communicated through those apps. If your concern is not addressed sufficiently, please contact the principal, assistant principal, or guidance counselor. If you feel you need to address your concern in person, please call ahead to schedule an appointment so we can prepare for your arrival.

HONOR ROLL REQUIREMENTS

Students who receive at least two A's and the rest B's and P's in a grading period are placed on the honor roll. A grade of C or lower in any subject disqualifies the student from honor roll. Students who receive all A's and P's for the semester will receive special recognition.

HOMEWORK POLICY

Homework is an integral part of a student's learning process that provides the student with an opportunity to continue his/her learning outside the classroom. Through this experience, students learn how to develop the lifetime learning skills of organization, self-discipline, and responsibility. In order for homework to be an effective part of the learning process, an open working relationship must exist among the teacher, student, and parent. The teacher is

responsible for developing homework assignments that are meaningful and appropriate. The students and parents are responsible for supporting a homework attitude that is conducive to learning.

ATTENDANCE POLICY

If a student is going to miss school, the parents are to call the school to report the absence at 668-7136. Please call before 9:00 A.M. IT IS ESSENTIAL TO CALL THE SCHOOL WHEN AN ABSENCE OCCURS to excuse the absence and also so that each student may be accounted for. A parental phone call will excuse the absence, provided that the student has not been excessively absent or truant. Regular attendance and promptness are essential to a sound education. It is the student's responsibility to maintain regular, quality attendance habits. Unexcused absences, truancy, and cutting class do not meet this responsibility. The following policy of attendance applies to all Eastbrook Middle School students.

ABSENCE LIMIT

Excessive absences, for whatever reason, materially contribute to a student not being able to receive the learning experience needed. It is felt that more than **seven (7) days** of absence in any semester is excessive. The exception to this statement would be due to extended illness or injury which is supported by doctors' documentation for the specific dates of absence(s).

When a student has been absent five (5) days, excused or unexcused, from school, the home will be notified of the days absent. If the seven (7) days, excused or unexcused, are exceeded in a semester without authorized clearance, the student may be recommended for expulsion. Before expulsion is filed, the student's parents will be required to meet with the principal and teachers to determine whether the student is capable of completing the semester. If completion can be accomplished, the student will be allowed to attend on a probationary status. During the probationary period, each additional absence MUST BE ACCOMPANIED BY A DOCTOR'S NOTE.

All absences will count toward the seven (7) day limit except the following:

1. suspensions
2. prior request and approval for religious holiday
3. doctor/dental appointments (only for student as the patient)
4. doctor's written verification that student is mentally or physically unfit for school attendance
5. funerals

NOTE: Field trips, school-sponsored events, court appearances when subpoenaed, being a page at the General Assembly, or working at election polls will NOT be considered an absence from school.

ABSENCE(S) FROM SCHOOL WILL BE CLASSIFIED AS FOLLOWS:

EXCUSED

An excused absence is an absence verified by the parent or school administration. Each day of absence would allow the student a day for make-up work. If a student has been absent three days, he/she has three days upon return to school to complete the work. All school work made up within the allowed time will be counted.

UNEXCUSED

An unexcused absence is an absence that is beyond the seven day limit per semester or an absence not verified by the parent or school administration.

MAKE-UP WORK

It is the student's responsibility to contact the teacher concerning make-up work. Students who are absent from school and qualify for make-up work should make arrangements with each teacher as to the nature of the make-up work and when it is due. Each day of absence would allow the student a day for make-up work. If there is an exam on the day they return, the exam may be taken the next school day.

TRUANCY

Truancy is any absence without the parents' or guardians' approval or knowledge. A student is also considered truant if he/she is in the school building but not in class or accounted for (i.e. skipping class). School personnel will investigate the incident. If truancy is confirmed, the following actions will be taken:

Make-up work will be completed, corrected, but NOT counted.

- a. First offense will result in assignment of the student to one (1) day in ISS and a detention.
- b. Second offense will result in three (3) days ISS and a parent conference.
- c. Third offense will result in a five (5) days ISS and recommendation for expulsion.

STUDENT CODE OF CONDUCT

Introduction

Disruptive behavior, which interferes with the academic process, constitutes a violation of the rights of others in terms of their desire to utilize the services and facilities of the staff and school. Students are expected to exhibit proper behavior on school property, on school buses, at off-site school-sponsored activities, and on the way to and from school. Students are responsible for their behavior and subject to corrective action by school officials.

Some disruptive behaviors are more serious than others and require different approaches to correct the problems. Any or all of the following techniques may be used to ensure that all students have an opportunity to obtain an education in an environment that is clean, safe, and orderly. Reprimand, assignments of additional work, referral to the principal, parent conference, individual counseling by school personnel, and restriction of extracurricular activities, probation, in-school suspension, out-of-school suspension, and expulsion are means available to school personnel in dealing with students involved in school discipline problems.

SCHOOL PURPOSES: Purposes for which a school corporation operates include:

- (1) To promote knowledge and learning
- (2) To maintain an orderly and efficient educational system
- (3) To take any action under the authority granted to school corporations and their governing bodies by Indiana statute.

DRESS CODE

Cleanliness and proper dress are important in setting the pattern of school and social conduct. There is considerable evidence to indicate a close relationship between student dress and behavior. Student dress and grooming are the responsibility of the student and his/her parents or guardians. Health considerations require the wearing of footwear.

Students are expected to dress appropriately for school and all school functions. The above points are made in order to protect the schools from a material and substantial disruption because of the appearance of the students and to ensure that the rudiments of decency in appearance and morals will be exhibited within the schools. Clothing that constitutes a safety or health hazard, a hindrance to the educational processes, or a case of obscenity will not be permitted.

1. Clothing with profane, obscene, vulgar words, or words that advertise tobacco, alcohol, or drugs is not permitted on school premises.
2. Footwear must be worn at all times.
3. Bare midriffs and low cut tops are prohibited.
4. Shirts, dresses, and tops may be sleeveless provided there are at least three fingers of cloth on the shoulder and it is not see-through. Shirts that have been cut excessively in the armpit area exposing skin are not acceptable.
5. Pants must be worn high enough on the hips so that underwear does not show.
6. Sleepwear is not permitted. No house slippers, pajamas, or blankets.
7. Headgear, including bandanas and sunglasses, is not to be worn inside the building.
8. Skirts, dresses, and shorts; minimum length must be to the end of fingertips as arms fall to the side.
9. Ripped clothing or tears/holes are not permitted above fingertips as arms fall to the side.
10. Jewelry that presents a danger (spiked bracelets and rings, sharp objects, wallet chains, chains dangling freely, etc.) will not be permitted.
11. Book bags, backpacks, (or purses large enough to hold textbooks) and oversized coats are to be kept in students' lockers during the day.

EXPULSION

Expulsion is a disciplinary action in which a student is suspended from school attendance in excess of ten (10) school days for up to one full year. An expulsion may be short-term (i.e. grading period, semester) or long-term (i.e. calendar year). If a suspension and/or expulsion is taken at the end of the school year, it may be carried over into the next school year.

IN-SCHOOL SUSPENSION (I.S.S.)

In-school suspension is a disciplinary action that denies a student's attendance in his/her regularly scheduled classes and extracurricular activities for a period of time not to exceed ten (10) school days per offense. All make-up work will be counted.

OUT-OF-SCHOOL SUSPENSION (O.S.S.)

Out-of-school suspension is a disciplinary action where a student is denied school attendance for ten (10) school days or less. This includes all extra-curricular events, i.e. athletics, musicals, dances, etc. during the suspension period. If a suspension and/or expulsion is taken at the end of the school year, it may be carried over into the next school year. Make-up work will not be given credit during the suspension period.

DETENTION

Detention is a disciplinary action for a variety of infractions. Students will meet before school or after school. Students are required to study and read quietly (not sleep). Failure to attend a detention session will result in an additional assignment(s) to detention, and it may result in a suspension from school.

STUDENT EXCLUSION FROM CLASS BY A TEACHER

When a teacher believes that the seriousness of the situation and/or class disruption warrants the removal of a student from class, then the teacher may exclude the student from class for the remainder of one (1) class period. If the teacher wishes to remove the student for an entire class period, a conference with the teacher, student, parent, and principal must be held prior to the student returning to class to develop a behavior plan. If the principal believes that the removal should be longer, then he/she may remove the student up to five (5) days. During the exclusion period, the student may make the work up as required by the teacher.

TARDY TO CLASS

Teachers require that students must be in class, on time, daily. Students need to realize that being tardy to a class causes a disruption for the teacher and the class. If a teacher keeps a student after class causing him to be tardy to his next period class, the student needs to obtain a written pass from the teacher. He/she should present the pass to his/her next teacher upon entering class. Situations creating tardiness that are beyond the control of the student will need to be cleared by the office.

Chronic tardiness creates a discipline situation. The following procedure will be in effect regarding tardiness to class:

- Each tardy will be recorded by the classroom teacher. The teacher's record will be the official account of student tardiness.
- It is the student's responsibility to periodically check his/her record for accuracy BEFORE a chronic situation accumulates.
- Tardy notices will be sent to parents on the proper discipline form after the 3rd tardy.
- A student receiving a 4th tardy to the same class or study hall in a semester will be assigned to an after school detention.
- A student receiving a 5th tardy to the same class or study hall in a semester will be assigned to ISS.
- Further tardiness can result in the student being suspended from school.
- Chronic or habitual tardiness could result in a recommendation for expulsion.

GENERAL RULES OF CONDUCT

Definitions

HABITUAL: This is a condition that refers to the number of referrals made on a particular student. A habitual situation is determined by the number of discipline referrals. Five or more referrals constitute a habitual situation.

INSUBORDINATION: A student is insubordinate when he or she intentionally fails to comply with the directions of an administrator, teacher, student teacher, school bus driver, and/or any authorized school personnel.

Students and parents can refer to the “**Infractions/Actions Guidelines**” in this handbook for suggested consequences should students break the rules of school. In most cases, these disciplinary actions will apply. School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

a) A middle school teacher may remove a student from the teacher’s class or activity for a period of up to 5 school days, if the student is assigned regular or additional work to be completed in another school setting.

b) If a teacher removes a student from class under a) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student’s parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.

3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FOR SUSPENSION AND/OR EXPULSION

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved

by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or school property.
 - d. Prevention of, or attempting to prevent by physical act, the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. Bullying

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

another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
 4. Any student or parent who has knowledge of conduct in violation of this rule, or any student who feels he/she has been bullied in violation of this rule, should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.
 5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
 6. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
 7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
 8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
 9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
 10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:

An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch.

A combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:

A weapon, taser 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; or

A biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

The superintendent (*shall immediately*) (*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. 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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES:	I.C. 20-33-8-1 et seq.	I.C. 35-31.5-2-86
	I.C. 35-47.5-2-4	I.C. 35-47-1-5

SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) A written or oral statement of the charges;
 - (b) If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board at the appeal hearing will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-18
I.C. 20-33-8-1

BUS DISCIPLINE

All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the bus driver and the building principal in accordance with the school corporation's code of conduct. In matters of student discipline, students' conduct and/or statements may be recorded on audio and/or video tape. Habitual or gross disregard for bus discipline could result in loss of transportation privileges for a period of time.

First offense: Warning and parent call from bus driver (administration notified by referral).

Second offense: Bus driver removes student from bus for one day, parent call from bus driver (administration notified by referral).

Third offense: Bus driver notifies administration by referral, student loses bus privileges 3 – 5 days, parents notified through administration.

Fourth offense: Referral to administration, student loses bus privileges for remainder of school year.

In addition to the regular code of school conduct, the drivers also have jurisdiction over the following:

1. Students are not to ride buses to which they are not assigned.
2. Unauthorized persons are not permitted to ride the school bus at any time. Eastbrook students, drivers, aides, and approved chaperones are the only ones allowed to ride an Eastbrook school bus.
3. Students should be seated, and remain seated, immediately upon entering the bus in the area or seat the driver assigns.
4. Consumption of food on the bus is not permitted.
5. Students may use their own individual water bottles to drink water as long as their use does not create a disturbance on the bus.
6. Students should be ready to board and be present at the pickup location when the bus arrives. Buses will not wait for students still in their homes or not at the approved bus stop. In the case of the bus arriving later than the regular pick-up time, the driver will not wait if the student is not physically at the stop.
7. Students are required to ride the bus for the entire route going and coming from school. Drivers are responsible for the students and will not allow departure from their charge without permission from the Transportation Director or designee. Parents or guardians need to make contact prior to the event, except in the case of an emergency.
8. Students may use cell phones on the school buses as long as their use does not cause a disturbance on the bus. The driver has the right to take the cell phone from the student if a disturbance occurs and turn it into the school office. The driver is not responsible for the condition of the phone.
9. All school rules and regulations as adopted in the student handbook apply while the student is on the bus or at the bus stop.
10. Riding a school bus is a PRIVILEGE-NOT A RIGHT. Don't jeopardize this privilege with inappropriate behavior on the bus!

Infraction/Action Guidelines

Listed below are possible consequences for misbehavior. Disciplinary consequences will be determined by the administration.

MINOR INFRACTIONS

1. Class Disruptions

Level One – The teacher may send the student to ISS for the remainder of class period and parent notification.

Level Two - Teacher sends student to ISS for the remainder of class period; teacher contacts parent, written referral sent to office.

Level Three - Repeat violations or major disruptions are referred to the office where suspension may be recommended by the administration.

2. Hallway Disruptions (including, but not limited to, public displays of affection, dress code violation, and horseplay)

Level One - Student is given a verbal warning for inappropriate behavior.

Level Two - Student is sent to the office with a referral; student may be assigned detention and/or suspended, parent notification.

Level Three - Repeat violations or major disruptions will be referred to the office where the administration will determine suspension placement.

3. Tardiness

Level One - A verbal warning is given on 1st tardy and a written warning on 2nd or 3rd tardy to class.

Level Two - The student will be assigned to after-school detention on the 4th tardy to a class.

Level Three - Additional tardiness will result in suspension placement.

4. Cell phones/Pagers/Electronic or Wireless Communication Devices

Level One – Students must surrender devices (this would include ALL parts of the devices, such as the battery or headphones.) The device will be confiscated and a referral written. It is the students responsibility to pick up the phone at the end of the school day.

Level Two - Student must surrender device. There will be a five consecutive school day hold on the device for the second offense, and the student will serve 3 days of ISS. It is the students responsibility to pick up the phone at the end of each day.

Level Three - Repeat violations will be referred to the office where the administration will assign 5 days of ISS or Out of School Suspension, and the student will not be allowed to carry a cell phone for the remainder of the school year.

MAJOR INFRACTIONS

5. Disrespectful Behavior (including, but not limited to, insubordination and profanity)

Level One – Students will be assigned detention(s) with parent notification.

Level Two – Suspension for one to five (1-5) days; completion of conduct component; possible probation referral; parent conference.

Level Three – Suspension for six to ten (6-10) days; recommendation for expulsion of one to two (1-2) semesters..

6. Excessive Absences

Any student exceeding seven (7) absences per semester that are not exempted by the administration may be suspended, and/or referred to probation.

7. Fighting and/or Peer Harassment

First offense - Legal authorities notified when applicable; students may be sent home for the remainder of the day; five (5) days suspension; complete conflict resolution component and/or anger management component; parent notification.

Second offense - Legal authorities may be notified; six to ten (6-10) days suspension; recommendation for expulsion

of one to two (1-2) semesters.

8. **Habitual offender**

When a student has failed in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when properly under their supervision and where such failure constitutes an interference with school purposes or an educational function, the student has demonstrated insubordination and will be suspended for six to ten (6-10) days, and may include recommendation for expulsion for one (1) semester.

9. **Stealing or Vandalism**

First offense – Suspension placement for one to five (1-5) days; restitution; complete theft component; probation referral; parent notification.

Second offense – Suspension placement for six to ten (6-10) days; restitution; probation referral; recommendation for expulsion for one to two (1-2) semesters.

10. **Tobacco/Vape and/or Tobacco/Vape Paraphernalia** (Use or Possession)

First offense – Suspension placement for five (5) days; parent notification. Any student caught with a vape or cigarettes may be issued a court citation by the SRO in addition to school discipline.

Second offense – Suspension for six to ten (6-10) days; recommendation for expulsion for one (1) semester with an option for long-term placement in alternative school. Any student caught with a vape or cigarettes may be issued a court citation by the SRO in addition to school discipline.

11. **Truancy** – Make-up work will be completed, corrected, but NOT counted.

First offense will result in assignment of the student to one (1) day in ISS and a detention.

Second offense will result in three (3) days ISS and a parent conference.

Third offense will result in five (5) days ISS and recommendation for expulsion.

SEVERE INFRACTIONS

12. **Alcohol** (Use or Possession)

Legal authorities notified; suspension for six to ten (6-10) days; recommendation for expulsion for one to two (1-2) semesters.

13. **Deadly Weapons**

Legal authorities notified; suspension for six to ten (6-10) days; recommendation for expulsion for one (1) calendar year.

14. **Dealing/Attempting to Deal Drugs, Alcohol, or Look-alike Drugs**

Legal authorities notified; suspension for six to ten (6-10) days; recommendation for expulsion for one to two (1-2) semesters.

15. **Drugs and/or Drug Paraphernalia** (Use or Possession)

Legal authorities notified; suspension for six to ten (6-10) days; recommendation for expulsion for one to two (1-2) semesters.

16. **Fire Arms and/or Destructive Devices**

Legal authorities notified; suspension for six to ten (6-10) days; recommendation for expulsion for up to one (1) calendar year with the return of students to be at the beginning of the first semester after the one-year period.

17. **Look-a-like Weapons**

Suspension for six to ten (6-10) days; legal authorities may be notified; may be recommended for expulsion for one to two (1-2) semesters.

18. **Fire Alarms/Bomb Threats/False Reporting**

Legal authorities notified; Placement in ISS for up to 10 days; May be recommended for expulsion for up to the remainder of the current semester and one (1) additional semester.

19. **Other** Other offenses will be dealt with in an appropriate manner based on the severity of the act involved. This would

include any action or behavior that is not aligned with the Mission or Vision of Eastbrook CSC.

INFRACTION/ACTION GUIDELINES

The following are possible consequences for infractions of discipline.

	<u>1st X</u>	<u>2nd X</u>	<u>3rd X</u>	<u>4th X</u>	<u>Rept.</u>
Alcohol (use or poss.)	4, 8 (6-10), 10, 12				
Bullying	4, 7, 8 (1-5)	7,8 (1-10) , 9(1-5)	8 (6-10), 9(6-10),10		
Cheating/Dishonesty	4, 14	4, 14, 8 (3)	4, 8 (5)	4 (5), 10,12	
Class Disrupt.	1,2, 7	4,6, 7	4, 8 (1-5)	4, 8 (6-10)	4,8(10)10
Destructive Devices	4, 9 (6-10), 10, 12				
Disrespectful Behavior	1, 2, 4, 7	4, 5, 8 (1-5), 12	4, 8 (6-10), 10, 12		
Drugs (use or poss.) and/or Drug Paraph.	4, 8 (6-10),10,12				
Dealing/Attempt To Deal drugs Or look-alikes	4, 8 (6-10), 10,12				
Deadly Weapons	4, 9 (6-10), 10,12				
Dress Code Violation	4, 13	4, 8 (1-5)	4, 8 (5)	4, 8 (6-10),10	
False Fire Alarm	4, 8 (5-10),10, 12	4, 8 (6-10),10,12			
Fighting	4, 8(5),12	8(6-10), 10, 12			
Firearms	4, 9 (6-10), 10, 12				
Hallway Disrupt.	1,2	4,6, 7	4, 8 (3)	4, 8 (5)	4,8(10)10
Habitual Offender	4, 8 (5)	4, 8(6-10), 10, 12			
Harassment/Bullying	4, 8 (1-5)	4, 8 (6-10)	4, 8 (6-10), 10, 12		
Huffing	4, 8 (6-10), 10, 12				
Profanity	4, 7	4, 8 (1)	4, 8 (3)	8 (5-10), 10	
Stealing or Vandalism	4,5, 8 (1-5),11,12	4, 8 (6-10), 10, 11, 12			
Tardiness	1	1,2	4	4, 5, 7	4,8(1-10)
Tobacco and/or Paraphernalia	4, 5,8(5),12	4, 8 (6-10),10,12			
Truancy	4,7,8	4, 8(3)	4, 8 (5),10, 12		

1. Teacher warning, 2. Teacher warning and parent notification 3. Teacher, student, parent conference 4. Written referral, principal warning 5. Behavior Component 6. Exclusion from class 7. AM or PM Detention 8. ISS for () days 9. Out of school suspension for () days 10. Expulsion recommended 11. Restitution 12. Notify authorities 13. Cover and/or change clothes 14. Failure of assignment

STUDENT LIFE

ENROLLING IN SCHOOL

When a student initially enrolls in any Eastbrook school, he/she shall provide the following information:

1. Name and address of the last school attended.
2. Birth certificate or other reliable proof of the student's date of birth.
3. Health record, including immunization records.
4. Verification of student's parents, guardians or custodians.

New students need verification of address within Eastbrook school boundaries in the form of rental receipts, utility deposit receipts, mortgage receipts, etc. Students are to enroll at the school building of attendance.

WITHDRAWING FROM SCHOOL

Parents of students who are withdrawing from school should report to the school office to complete the proper forms. Eastbrook schools conform to Indiana state statute in regard to mandatory attendance and withdrawal from school attendance. A student under 18 years of age must be accompanied by his or her parent or guardian. Withdrawals from school take time to process; therefore Parents should be sure to contact the school before coming to withdraw a student. Students who have pictures, yearbooks, or other articles ordered, should check with the sponsor involved and make arrangements about these articles.

CAFETERIA INFORMATION

The cafeteria will serve breakfast and lunch that meets the USDA guidelines with a la carte items available each day. Breakfast will be served in the cafeteria from 7:45-8:05 a.m. Lunch will be served during 5th period. Students are to eat only when they are scheduled. All students are to remain in the building during their lunch period. Students may bring their lunch to school. However, fast food items may not be brought in for students by parents or other guests.

Students may deposit money in the cafeteria before school starts or during lunch. The student's picture ID card is used in the cafeteria and is scanned in lieu of cash. Students can only charge up to two (2) meals (breakfast and/or lunch). There will be no charging of a la carte items. An alternate meal will be offered to students who have reached their charging limit.

Students are expected to keep the cafeteria clean by using waste cans provided and returning their trays to the designated area. Breaking into the lunch line, leaving trays and/or a mess on the tables, or taking food out of the cafeteria will not be permitted.

Non-Discrimination Statement

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

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

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

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

PHYSICAL EDUCATION REQUIREMENTS

1. Students are not permitted to sit out of PE for more than 2 days in a row without a doctor's note.
2. Jewelry of any kind is not allowed during PE.
3. No talking when someone else is talking.
4. Gum is not allowed during PE.
5. No horseplay at any time.
6. Please do not touch equipment until instructed to do so.
7. Students are to wear their PE uniform. If they lose the uniform, then they will need to purchase another one from the office.
8. Students need to dress for PE every day. Dressing and participating is a major part of their grade.
9. We will lend a lock and locker to students for the year. Students are responsible for their lock. They need to make sure their PE locker is locked at all times when they are not in the locker room. If their lock is "lost" or "stolen," they will need to pay a \$5 replacement fee.
10. We do not require that students take showers, but we strongly encourage them to take showers especially after strenuous activity.

DRINKS AND CANDY

There is to be no food, candy, open soft drink containers, or any other drinks, in the hallways or classrooms during regular school hours. Drink, food, or candy taken by a student to a classroom is allowed ONLY with the teacher's permission. The juice machine (in the commons) is for student use BEFORE or AFTER SCHOOL hours. Also, there is to be NO candy sales (fund raising) during school hours. Soft drinks and candy from the outside are not allowed in the cafeteria during lunch.

CELL PHONES/ELECTRONIC/WIRELESS DEVICES

Level One – Students must surrender devices (this would include ALL parts of the devices, such as the battery or headphones.) The device will be confiscated and a referral written. It is the students responsibility to pick up the phone at the end of the school day.

Level Two – Student must surrender device. There will be a five consecutive school day hold on the device for the second offense, and the student will serve 3 days of ISS. It is the students responsibility to pick up the phone at the end of each day.

Level Three – Repeat violations will be referred to the office where the administration will assign 5 days of ISS or Out of School Suspension, and the student will not be allowed to carry a cell phone for the remainder of the school year.

FIELD TRIPS

School-sponsored field trips must be approved by the principal. Student permission slips are distributed with details and costs identified. The permission slip must be signed by the parent/guardian and returned to the sponsor prior to the field trip day. Students who have had a substantial number of discipline referrals to the principal during the course of the school year may not be eligible for school or class field trips.

FUNDRAISERS

School fundraisers may be conducted from time to time, with the approval of the building principal and school board.

HALLWAYS

1. Students are not to litter in the hallways.
2. Students should not carry food or drink purchased from the cafeteria into the hallways.
3. Students should not run, push, kick or shove in the hallways.
4. Students are not to be in the hallways during junior high class times without a valid hall pass.
5. Students are not to loiter in high school hallways before, during, or after school.

ID CARDS

Students are issued picture ID cards each year. These cards are used for school security, lunchroom purchases, library privileges, and admission to some extra-curricular activities. **STUDENTS ARE TO KEEP THESE CARDS IN THEIR POSSESSION AT ALL TIMES!!!!** If a card is lost or broken, the student is expected to replace it as soon as possible. Replacements will be made at a cost of \$5.00 and can be obtained through the office.

LOCKERS

All lockers are the property of Eastbrook Middle School. Students using lockers (hallway, physical education, athletic, or art) should have no expectations of privacy in that locker or regarding its contents. The school reserves the right to search student lockers at any time there is reasonable suspicion that a locker is being used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

Lockers are to remain locked when not in use. **STUDENTS ARE NOT TO SHARE COMBINATIONS OR LOCKERS WITH OTHERS.** Money or valuables should not be left in the locker. The cost of lost or broken locks or damage to a locker will be assessed to the student. Students with locker problems should check in with the office.

LOST AND FOUND

Students who find lost articles are to turn them in to their teacher or to the health clinic. Students who have lost an item may claim it in the health clinic. Lost books are to be turned in to the office. Students may claim their lost book by contacting the secretary to see if it has been returned.

LEARNING COMMONS AND RESTROOM PASSES

Besides helping with organization, each student must have his or her planner for hallway passes to the learning commons, restroom, etc. Hallway passes are a privilege, not a right, that may be granted by a teacher. Students are not permitted to be in the hallway during classes without a signed pass from a teacher. Also, teachers will not honor any passes that have been removed from the planner.

MEDICATION ADMINISTRATION POLICY

§ 20-33-8-13. Self-administration of medication for chronic disease or medical condition

A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under section 14(b) [IC 20-33-8-14(b)] (on school grounds immediately before, during or after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event, or traveling to or from school or a school activity, function or event) of this chapter if the following conditions are met:

(1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2).

(2) A physician states in writing that:

(A) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;

(B) the student has been instructed on how to self-administer the medication; and

(C) the nature of the disease or medical condition requires emergency administration of the medication.

(b) The authorization and statement described in subsection (a) must be filed annually with the student's principal.

When the conditions set forth above are not met, the following rules shall apply:

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or when the student would not be able to attend school if medication or treatment were not made available during school hours. Medications shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

Before any medication or treatment may be administered by school personnel to any student during school hours, the Board of School Trustees shall **require the written prescription from the child's physician for all prescription drugs accompanied by written authorization from the parent/guardian**. In the case of non-prescription drugs, preparations, or remedies, **a written authorization from the parent/guardian must be on file with the principal's office prior to the administration of the medication and/or treatment**. These documents shall be kept on file in the principal's offices. Written consent of the parent/guardian shall be valid for one (1) school year only and must be renewed if any changes occur in medication, dosage, schedule, and/or procedure, or if the medication is eliminated.

All medication, prescription or non-prescription (over-the-counter), must be in the original container. All medication will be kept in a locked and secure location in the administration offices. Prescription medication in the original container must have the physician's name, child's name, date of prescription, and the dosage before it can be administered in the school setting. The label on the original container may serve as the written prescription. Parents/guardians, or students authorized in writing by the physician and the parent/guardian, may administer medication or treatment but only in the presence of school personnel. Any unused medication that is unclaimed by the parent/guardian will be destroyed by administrative personnel when the prescription is no longer valid or at the end of the school year.

Bee Sting Alert: Schools are to be notified, in writing, by the parent/guardian or the child's physician of a student who is sensitive to bee stings. In all cases, this information should be conveyed to the school nurse who will be

responsible for ensuring that selected staff members have received appropriate instruction in the administration of the Epi-pen medication. The notation will be made on the student's emergency medical card and serve as authorization for use on school-sponsored trips. The medication will be made available to the trip leader who will be trained in its administration. The transportation department will also be notified so the appropriate bus drivers can be made aware of the student(s) on his/her bus route that are sensitive to bee stings.

The student's parent/guardian will be responsible for providing the medication. They will be notified that emergency medical services will be summoned each and every time the medication is administered to their child.

504 INFORMATION

Parents or students seeking 504 information may find it on the Corporation website, www.eastbrook.k12.in.us, or they may receive a hard copy by contacting the school office.

LIBRARY/LEARNING COMMONS

1. The Library/Learning Commons function is to be a place for study, research, and project based learning.
 - a. It is open for individual use, small group use, and whole class instruction.
2. Every student who makes use of the library/Learning Commons at Eastbrook Middle School must understand that its use is a privilege and not a right. The following rules will apply:
 - a. Respect for other groups in the area is expected.
 - b. Materials will be handled carefully and returned to their original location when finished.
 - c. A student is required to have a pass from teachers with specific reasons for the Learning Commons' use.
 - d. Students should sign in electronically on the computer upon entrance and sign out in the same fashion upon departure.
 - e. No food or drinks are allowed without the express permission of the Learning Commons director.
 - f. Cell phones should not be used during school hours in the Learning Commons
 - g. Book bags and oversized purses are not permitted and should be left in lockers.
 - h. Students are not to be in the storage room, Maker Space, The Studio, or director's office without permission.
 - i. Circulating material may be checked out and used outside the Learning Commons.
 - i. General collection materials circulate for two (2) weeks. Ebooks circulate for two (2) weeks, magazines and newspapers do not circulate.
 - j. Fines will not be charged on overdue books or material, but students will have no access or limited access to library material if there is overdue book(s) on an account.
 - k. A book that is lost or stolen is the responsibility of the one who has checked the resource out. Restitution for lost or stolen material will include the cost of the item. These obligations must be handled prior to any other borrowing or use of Learning Commons' resources.
 - l. Students not complying with the rules risk removal from the library and loss of Learning Commons privilege.

Accessing Destiny Online Catalog

1. Navigate to the [Eastbrook Community Schools](#) website.
2. Under the “Our Schools” tab, choose a school
3. Under the “For Students” Tab, choose “Destiny Library Access”

POSTERS AND PLACARDS

The posting of all placards, notices, and/or posters anywhere in the building must have the approval of the faculty member responsible for the notice or the building principal.

SCHOOL VISITS

All visitors must report to the school office when they enter the building. Parents are always welcome, but they are encouraged to make an appointment to see a teacher, principal, or to visit class at least 24 hours in advance. Students are not permitted to bring visitors to school without a specific purpose that has received prior approval from the principal.

STUDENT INSURANCE COVERAGE

Students are offered an insurance program to cover them while at school. We recommend that you purchase this insurance as the school corporation has NO insurance coverage for students who are injured at school or for students who participate in school-sponsored activities.

SUBSTITUTE TEACHERS

At times, it may be necessary for the school to employ a substitute teacher to fill in for the regular classroom teacher. Students should remember that substitute teachers have as much authority as any regular teacher, and students are expected to show as much respect for substitutes as they would show for their regular teacher. Substitutes are to write hall passes ONLY in an emergency. Students are NOT to ask substitute teachers to write hall passes.

TECHNOLOGY

The goal of Eastbrook Community Schools in providing these services is to promote educational excellence, facilitate resource sharing, innovation, collaboration, and communication. This technology is the property of ECS (Eastbrook Community Schools). Every student must have a Technology Acceptable Use Policy for 1:1 Initiative on file as well as the Acceptable Use of District-Provided Access to Electronic Information, Services, and Networks form. These forms may be found on the school website. All users are expected to abide by this AUP, which is intended to ensure that individuals conduct themselves legally, responsibly, morally, and ethically in their uses of ECS Technology Resources. Network and Technology use at ECS is a privilege, not a right. When using this Technology all ECS rules and policies apply. These rules and policies include those specified in handbook(s) for students, faculty, staff, associates and guests, as well as rules and policies posted in classrooms, computer labs, libraries and all other areas accessed by users.

TELEPHONES

During school hours, there are no telephones for student use except in the middle school office. The office telephones are business phones and are not to be used by students except in an emergency and with permission.

GENERAL INFORMATION

ARRIVING AND LEAVING SCHOOL

Students arriving at school before 7:55 AM will not be supervised. Therefore, we recommend that students plan their arrival as close to 7:55 AM as possible. When they arrive, students are to report directly to the cafeteria if they are eating breakfast. Otherwise, they should quickly get their materials from their lockers and report to class by 8:15AM.

Students reporting to school after 8:15 AM are to sign in at the office upon arrival and will be counted tardy. Please note that excessive school tardiness will result in disciplinary action (refer to tardy policy). When school is dismissed at 3:05 PM, students are to leave the building by 3:15 PM, unless they are under the direct supervision of a teacher, coach, and/or administrator.

SCHOOL EMERGENCY

From time to time, it will become necessary to deal with school emergencies of different magnitudes. The administration wishes to stress that the students' well-being is the first priority in all of these matters.

Emergency Examples

FIRES: If a fire alarm is sounded during school, the students are evacuated in a quick and orderly manner. The fire department responds to the call and checks the building THOROUGHLY. After the fire department declares the building safe, the students are returned to the building.

SEVERE WEATHER, TORNADOES OR EARTHQUAKES: If the school receives severe weather information, the students will proceed to safe areas within the building until the ALL CLEAR is given by the administration. If an earthquake occurs, the students will follow the state guidelines on dealing with earthquakes at school.

DRILLS: The school follows a regular schedule for practicing fire or other emergency evacuations and severe weather/earthquake emergencies as determined by the State of Indiana during the course of the year.

TEXTBOOK AND MATERIALS FEES

In order to maintain a quality educational program, the Board has established a schedule of fees to be charged for textbook rental and supplies provided by the school corporation. These fees shall be established within the limits provided by law and shall be maintained at the minimum level necessary to assure continued excellence. Textbook and material fees are to be paid to the school office at the beginning of the school year. Students are responsible to maintain and care for their textbooks. Lost, stolen, or damaged books will be charged to the student accordingly. When you pay your book rental fees, you will be given your textbook rental receipt. Textbooks will be passed out during the first day of attendance at school.

UNIVERSAL HEALTH PRECAUTIONS

It is entirely possible for any of us to encounter the Hepatitis and/or HIV/AIDS virus in our daily lives. UNIVERSAL PRECAUTIONS should be learned and followed daily by all individuals. Should you encounter blood or other body fluids (urine, vomit, etc.), take the following steps:

1. Preferably, seek an adult for assistance.
2. If you must assist, do all possible to avoid coming in direct contact with the blood or body fluid by:
 - a. wearing impermeable gloves.
 - b. removing visible material with absorbent towels.
3. Wash hands immediately afterwards with soap and warm water.
4. A custodian should be notified immediately to clean up the area if necessary. You should do this if no staff member is present or someone directs you to do so.

ALERTS

Automated phone messages through ParentSquare are sent within 15 minutes of a delay and/or cancellation decision to the first three guardian numbers provided to the district. To adjust how you are being contacted please log in to ParentSquare and review your data. If a change is needed please contact the school office or suggest an edit in ParentSquare.

Additional media outlets are also contacted, as follows:

Television: WANE TV- Channel 15 , WPTA TV- Channel 21, WISE TV- Channel 33, RTV- Channel 6, WTHR- Channel 13 , and Fox Channel 59

Radio: – WBAT/WXXC, WERK, WLBC and WBCL

EXTRA-CURRICULAR ACTIVITIES

All middle school students are urged to participate in extra-curricular activities. Students are urged to commit themselves to the activities they join, not just for the benefit of the organization, but for the students themselves. Students are urged to plan their activity schedule carefully. Obligations at home, church, and community should be considered in arriving at a program that will be most suitable for the student.

Clubs Available:

Yearbook
Student Council
Junior Honor Society
Robotics

Athletics Available:

Volleyball (girls)
Cross Country (girls and boys)
Football (boys- grades 7 & 8 only)
Basketball (girls and boys)
Wrestling (boys)
Track (girls and boys)
Cheerleading (girls- grades 7 & 8 only)
Golf

STUDENT COUNCIL

Seventh and eighth grade student council elections will take place at the beginning of the school year. Student council members are required to have at least a C or better in all classes in order to remain on student council. The purpose of the organization is to promote school loyalty, to develop leadership, understanding, and cooperation among students and faculty, and to provide for expression of student opinion. Student council members will be expected to help with a variety of school functions and meetings that may be held during, before, or after school.

LEADERSHIP RESPONSIBILITIES

Eastbrook Middle School is proud of the leadership of its students and the high code of behavior and leadership they have established in the area of extra-curricular activities. We encourage every student to assume a leadership role in any organization to which they belong. It is important that students in positions of leadership in extracurricular activities, including student council members, and club or organization officers, display qualities of good citizenship. When a student leader fails to remain in good standing due to an infraction of school rules, and/or displays poor citizenship, and/or failing grades in two or more subjects, he/she may be removed from that position.

EASTBROOK MIDDLE SCHOOL ATHLETIC CODE OF CONDUCT

All student athletes must have a completed athletic code of conduct on file in order to participate in Eastbrook athletics. The purpose of the Code of Conduct is to provide the athlete with consistent guidelines that will assist in governing the Eastbrook athletic program. Athletes representing Eastbrook Middle School must exemplify high standards of moral integrity and good sportsmanship, both in school and out of school.

It is hoped that the Code of Conduct will deter students from making poor decisions while providing an opportunity for rehabilitation and fairly administered consequences if the student violates the code of conduct. It is a **privilege** to participate in athletics and this privilege is extended to all, provided that students are willing to assume certain responsibilities. A student participant must be a credit to oneself, the school, and the community. It is expected that all athletes will exude better than minimal standards in conduct. All students participating in athletics will be governed by this code. For the purpose of this Athletic Code, "Athlete" includes but is not limited to athletes, managers, cheerleaders, and any student helpers of the teams. The athletic code of conduct may be found at the Eastbrook website under the athletics tab. Hard copies are also available in the athletic department.

MIDDLE SCHOOL ATHLETIC ELIGIBILITY

To be athletically eligible, students must not fail more than one course each nine weeks.

Eligibility for:

1. **Football, Volleyball, & Cross-Country** will be declared based upon the 4th nine weeks' grades the previous year. (Exception: ALL sixth grade students will be eligible.)
2. **Fall Cheerleading** will be declared based upon 4th nine weeks' grades the previous year. (Exception: ALL new sixth grade students will be eligible.)
3. **Basketball & Winter Cheerleading** will be declared based upon the 1st nine weeks' grades. (Students must maintain grade eligibility requirements for the 2nd nine weeks.)
4. **Wrestling** will be declared based upon 2nd nine weeks' grades.
5. **Track & Golf** will be declared based upon 3rd nine weeks' grades.

All student athletes will be required to sign an athletics code of conduct prior to participation in any Eastbrook Athletics.

Athletes and managers not meeting eligibility requirements are not to practice or play in any interscholastic events. The eligibility day will be the Wednesday following the end of the grading period. Athletes ejected from sporting events for unsportsmanlike conduct will be suspended from the next game. Activities that violate rules stated in this handbook will be dealt with as outlined in this handbook.

Random Drug Testing Policy

10028 Drug Testing Policies for Students

Extracurricular and Co-Curricular Drug Testing Policy

Statement of Need and Purpose

A program of deterrence will be instituted as a proactive approach to a drug-free school.

Through driving or participation in extracurricular and co-curricular activities, students using illegal drugs pose a threat to the health and safety of themselves and other students.

The purpose of this program is made up of four parts:

- A. To provide for the health and security of students;
- B. To undermine the effect of peer pressure by providing a legitimate reason for students to refuse the use of illegal drugs;
- C. To encourage students who use drugs to participate in drug treatment programs; and D. To preserve the educational environment.

Participation in extracurricular and co-curricular activities and student driving is a privilege, not a right. Students involved in extracurricular and co-curricular activities and students driving to and from school need to be exemplary in the eyes of the community and other students. This program is designed to:

- A. *Discourage* students from driving to and from school or participating in extracurricular and co-curricular activities with drug or alcohol residue in their bodies; and
- B. *Encourage* safe behavior among students, protect the health and safety of students, and offer guidance to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle.

The program is academically non-punitive. It is designed to create a safe, drug-free environment for students and to assist them in getting help when needed. No student will be expelled or suspended from school as a result of any verified "positive" test under this program, except as stated herein. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Eastbrook Community Schools Corporation Board of Education will not solicit. This program does not affect the current policies, practices, or rights of Eastbrook Community Schools Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Eastbrook Community Schools Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Reasonable Concern

Eastbrook Community School Corporation (the Corporation) has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining a safe and secure educational environment requires a clear policy and supportive program relating to the detection, treatment, and prevention of substance abuse by students involved in extracurricular and co-curricular activities moreover, driving to and from school and school events.

Scope

This Policy applies to all Eastbrook Community School Corporation students in grades 6-12 who wish to participate in any extracurricular or co-curricular activities, or who want to drive to and from school or to events on school property.

Activities include, but are not limited to, the following:

- A. Athletics, including all IHSAA and club sports athletes, cheerleaders, managers, and student personnel
- B. Music, including all bands, choirs, solo/ensemble contestants
- C. All co-curricular and extracurricular academic teams
- D. Drama, including dramatic and musical productions, talent shows, and Drama Club
- E. FFA (Future Farmers of America)
- F. E-Club
- G. National Honor Society
- H. Junior Honor Society
- I. Student Government
- J. Yearbook
- K. Student Newspaper
- L. Language and culture clubs, such as French Club and Spanish Club
- M. FCA
- N. History Club
- O. Student Drivers

This policy also applies to students who wish to drive to or from school (or during school), or drive a vehicle on school grounds for any activity.

At the beginning of each selection dates, academic year, semester, or sports season, or club participation year, as determined by the athletic season (IHSAA rules) or School Board, or when a student moves into the Corporation and joins an activity, all students who wish to participate in the programs or activities governed by this Policy may be subject to testing for illegal or banned substances as often as weekly. Any student who refuses to submit to testing will not be allowed to participate in any designated activities, and will have student driving privileges revoked.

Any parent/guardian of a student in grades 6 through 12 may request a drug/alcohol test kit at any time. Any testing of that child, outside of the random testing pool, will be at the parent/guardian's expense.

It is MANDATORY that each student who participates in extracurricular or co-curricular activities or drives to or from school sign and return the "consent form" prior to participation in any extracurricular or co-curricular activity. Failure to comply will result in non-participation and/or no issue of a student driving permit to school.

Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extracurricular/co-curricular Eastbrook Community Schools Corporation activities or drive on school property.

Each student 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 Eastbrook Community Schools Corporation.

Collection Procedure

- A. The Corporation will have the right to use any testing procedure that, in the opinion of the School Board, best balances issues of cost effectiveness, the accuracy of results and respect for student privacy.
- B. The selection of participants to be tested will be made randomly by corporation administration, and selections will be made from time to time throughout the school year. Names will be drawn from two (2) pools of participating students. The first pool will include students in grades 6 through 8. The second pool will include students in grades 9 through 12. Testing will occur on different days Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year.
- C. Each student will be assigned a number that will be placed in the respective pool for the drawing. School officials will have no control over whose number is drawn.
- D. If a student whose number is drawn is absent on the test date, the student's number will be held and included in the next regular test of that student's pool.

Chain of Custody

- A. The Corporation will choose a certified laboratory which will provide training and direction to those who supervise the testing program, set-up the collection environment, guarantee specimens, and oversee the chain of custody. To maintain anonymity, the student's number, not name, will be used on all specimens.
- B. The administrator or designee will be responsible for escorting the students to the collection site. Students should bring only belongings in their possession at the time they are accompanied, and will not be allowed to go to their lockers.
- C. Only four or five students should be escorted at a time, to allow specimen collections to be carried out quickly, and to minimize loss of class time.
- D. Before specimens are collected and tested by the laboratory, the student will fill out, sign, and date any forms required by the testing laboratory. The student may choose to notify the testing administrator or designee that he/she is taking prescription medication.
- E. Sanitized collection tools will be used, and will remain in sight or possession of the student until sealed. The student will acknowledge the seal by signature.

- F. If the seal or specimen is damaged, broken, or otherwise rendered invalid after leaving the student's possession, the student will be called for a retest at the next regular testing date. The student will remain eligible for activities during the interim.
- G. If a urine test is used, the administrator or designee supervising the collection of urine specimen will be the same gender as the student. Students will be instructed to remove any coats and wash their hands in the presence of the principal or designee before entering the restroom. The door will be closed so that the student is by him/herself in the restroom to provide the specimen. The administrator or designee will wait outside the restroom. The student will have two minutes to produce a specimen.
- H. After specimens have been sealed, the testing laboratory will take custody of the specimens and provide transportation or shipping to the testing laboratory. Results will be reported to the administrator or designee.
- I. The specimen container will not have the name of the student. Instead, the student's random identification number will appear on the container. The results provided to the administrator or designee will be identified only by that number.

Use of Positive Test Results

This program seeks to provide needed help for students who have a verified positive test. The health, welfare, and safety of the student, and of other students, will be the reason for preventing a student who has a positive test from participating in extracurricular, co-curricular or student driving activities.

- A. The administrator or 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 administrator or 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.
- B. If the test is verified "positive", the administrator or 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 want to contact for help.

A student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Code of Conduct. A student involved in non-athletic extracurricular activities will be subject to the disciplinary consequences outlined in the Student Handbook. Citations from law enforcement may be issued to students possessing vapes or tobacco. A student driver who tests positive for alcohol will have his/her driving privileges suspended for nine weeks. A student driver who tests positive for banned substances other than tobacco and alcohol will lose their driving privileges for nine weeks or the remainder of the semester, whichever is longer.

A "follow-up" test will be requested by the administrator or designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities and/or driving. If a second "positive" result is obtained from the "follow

up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Eastbrook Community Schools Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make a satisfactory explanation.

A student involved in non-athletic extracurricular or co-curricular activities will be prohibited from participating in activities scheduled outside of the classroom or outside of the school day. The student's teacher or the activity advisor will make arrangements for the student to make up the missed activity through additional classroom work or other project(s). Under no

circumstances will the student receive academic penalty for failure to participate in co-curricular activities because of a positive test.

If a violation occurs, the student will be suspended from participating in all non-athletic extracurricular and co-curricular activities for a period of 5 weeks. This includes all club meetings, field trips, after school activities or any other events the extracurricular or co-curricular groups may have during the time of suspension.

In order to return to active status, all other requirements of the drug testing policy must be met. If a student and their parents agree to counseling and produce a clean test, the student may return to active status after a two week suspension.

- A. Any student who tests positive will be retained in the testing pool during the suspension period.
- B. After the expiration of the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body, the student may make a request for a follow-up test to the administrator or designee. If the follow-up test is negative, the student will be allowed to resume extracurricular and co-curricular activities and/or driving. A student is prohibited from participating in extracurricular activities and/or receiving a student driving permit until after a follow-up test is requested and negative results are reported.
- C. If a subsequent positive result is obtained from a follow-up test, the same procedure outlined above will be followed.
- D. Information on a verified positive test will be shared only with coaches, sponsors, or personnel who "need to know" for purposes of enforcing suspension from activities. Results of negative tests will not be reported and will be kept confidential.
- E. Drug testing result will be returned to the administrator or designee identifying students only by number. Names of students will not be kept in open files or on computer, but will be locked in a secure location available only to the administrator or designee.

Statistical Reporting and Confidentiality of Drug Test Results

The Corporation is committed to protecting the confidentiality of the students involved in this program and maintaining an effective learning environment for all students. Publication or dissemination of results of tests is strictly limited as provided in this Policy, and additionally, as follows:

- A. The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without the express written consent of the Board. The lab will provide a quarterly report showing the number of tests performed the rate of positive and negative results, and what substances were found in the positive specimens to the building principal.
- B. Any staff, coach, or sponsor of an affected student who may have knowledge of the results of a drug test under this program will not divulge to anyone the results of the test or the disposition of the student involved. In the case of legal subpoena made upon such staff, coach, or sponsor, disclosure will be done only as directed by Corporation legal counsel.
- C. Due to the small size of the student body, the Corporation will not be responsible for community speculation regarding the non-participation of a particular student in extracurricular or co-curricular activities.

Financial Responsibility

Under this Policy, the Corporation will pay for all initial random drug tests, all initial "reasonable suspicion" drug tests, and all initial "follow-up" drug tests. Any subsequent "follow-up" drug tests will be paid by the student or student's parent/guardian.

- A. Any follow-up test as appeal of a positive result is the financial responsibility of the student or parent/guardian.
- B. Testing of students who are participants of the program at parent/guardian request will be the financial responsibility of the student or parent/guardian.
- C. Counseling, services or treatment by non-school agencies are the financial responsibility of the student or parent/guardian.

Banned Substances

For the purposes of this policy, the following substances or their metabolites that can be tested are considered illegal or banned for Corporation students.

Possible substances may include:

- A. Alcohol
- B. Barbiturates
- C. LSD
- D. Methaqualone
- E. Phencyclidine
- F. Amphetamines
- G. Benzodiazepines
- H. Marijuana metabolites
- I. Propoxyphene
- J. Anabolic steroids
- K. Cocaine metabolites
- L. Methadone
- M. Opiates
- N. Additional substances may be added

Extracurricular and Co-Curricular Consent Form

I have received and read and understand a copy of the "Eastbrook Community Schools Corporation Extracurricular and Co-Curricular Activities Student Drug Testing Policy". I desire that _____ participate in this program, and in the extracurricular and/or co-curricular program of Eastbrook Community Schools Corporation, and

hereby, voluntarily agree to be subject to its terms for the entire junior high and high school career (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.

(MM/DD/YYYY) _____ Student Signature Date

Date (MM/DD/YYYY) _____ Parent/Guardian Signature

I, _____, have decided not to participate in any extracurricular activities sponsored by Eastbrook Community Schools Corporation for the remainder of this school year. In order for me to participate in the extracurricular/co-curricular activity programs at a later date, I understand that I must submit to a urinalysis.

(MM/DD/YYYY) _____ Student Signature Date

Date (MM/DD/YYYY) _____ Parent/Guardian Signature