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**EASTBROOK HIGH SCHOOL**

# **Student Handbook**

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**2024 - 2025**

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# GENERAL INFORMATION

## A STATEMENT OF MISSION

Our mission is to provide a safe and stimulating educational environment for all students. Our vision is to equip all students to achieve academic success and to become productive adults.

## CORPORATION WEBSITE

Parents and students may find important school information, forms, and dates on the corporation website, <https://eastbrook.k12.in.us/>

## ANNOUNCEMENTS

Announcements will be sent over the school email system on a daily basis. Any announcement written by a student must be approved by a member of the staff. Students are responsible for checking the announcements.

## BELL SCHEDULES

	HS DAILY SCHEDULE		HS 2 HOUR DELAY SCHEDULE
1ST	8:05-8:52	1ST	10:05-10:40
2ND	8:56-9:43	2ND	10:44-11:19
3RD	9:47-10:34	3A	11:19-11:54
HR	10:38-11:08	3B	11:54-12:29
4A	11:08-11:38	4TH	12:33-1:08
4B	11:38-12:08	5TH	1:12-1:47
4C	12:08-12:32 Class	6TH	1:51-2:26
5TH	12:36-1:23	7TH	2:30-3:05
6TH	1:27-2:14		
7TH	2:18-3:05		

\*A.M. Career Center Students report to EHS in time for their 4th period class on a two hour delay.

## BOOK RENTAL AND CLASS FEES

All students are required to pay a \$10 fee for Parent Square and a student planner. Students will be responsible for any certification required for a course.

## CAFETERIA

Breakfast will be served from 7:50-8:05 a.m. and lunch will be served during 4th period. Students are to eat only when they are scheduled. All students are to remain in the building during their lunch period. The cafeteria will serve a traditional breakfast and lunch with a la carte items available each day. When meals and other food items are purchased, the purchase price is deducted from the student's meal account. Money can be deposited daily or in advance. Charges are allowed up to two regular meals. Ala carte items cannot be charged. Students may bring their lunch to school. 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.

## CLOSED CAMPUS

Eastbrook is designed as a closed campus. Students are not permitted to leave the premises during any part of the school day, including lunch, without permission. Visitors must check-in with the front office and be issued a visitor badge. (Exceptions MUST be cleared by administration in advance.)

## ENROLLING IN SCHOOL

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

1. Name and address of 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

Transfer 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.

## FOOD/BEVERAGES

Sack lunches may be brought from home and kept in students' lockers from arrival time to lunch, but no food or beverage is to be kept in lockers overnight. Food and beverages are not allowed in the classroom without teacher permission. Vending machines are provided for student use before and after school. The machines are locked "off" during the school day.

## CELL PHONES/ELECTRONIC/WIRELESS DEVICES

The unauthorized use of cell phones, pagers, Mp3 players, iPods, smartwatches, all types of wired or wireless headphones, or other electronic and wireless communication devices is not allowed during school. All of these devices must be turned off and placed out of sight upon entering the school building in the morning and remain there until 3:05. Unauthorized use of electronic devices during the school day will result in the

item being confiscated and turned in to the office. Confiscated items will remain in the office until the student picks them up and the end of the school day.

## **LOCKERS**

All lockers are the property of Eastbrook High School. Students using lockers (hallway, physical education, athletic, industrial arts, vocational, 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 be 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 ask for help in the office.

## **LOST AND FOUND**

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

## **MEDICAL INFORMATION**

### **MEDICATION ADMINISTRATION POLICY**

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 nurse's office prior to the administration of the medication and/or treatment. These documents shall be kept on file in the nurse's offices. Written consent of the parent/guardian shall be valid for one 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 nurse's office. 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. The Board of School Trustees shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

### Bee Sting Medication

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 critical alert information and will serve as authorization for use of 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.

### Universal Precautions

It is entirely possible for anyone to encounter the Hepatitis and/or HIV/AIDS virus in daily life. UNIVERSAL PRECAUTIONS should be learned and followed daily by all individuals. Students who 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 warm soap and 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 if someone directs you to do so.

## **SELF-ADMINISTRATION OF MEDICATION**

Discipline rules adopted under section 12 [IC 20-33-8-12] of this chapter must provide that 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)] 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 in how to self-administer the medication; and (c) the nature of the disease or medical condition requires emergency administration of the medication.

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

## 504 INFORMATION

Parents or students seeking 504 information may find it on the Corporation website, <http://eastbrook.k12.in.us/>, or you may receive a hard copy by contacting James Roberts, 504 Coordinator, at 664-1214, ext. 4000.

## SEXUAL HARASSMENT POLICY

It is the policy of Eastbrook Community Schools to maintain a learning environment that is free from unlawful discrimination including peer-to-peer sexual harassment. It is a violation of school rules and regulations for students to engage in sexual harassment toward other students or for any employee to engage in sexual harassment toward a student or students. Sexual harassment does not refer to occasional complaints of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with the learning environment.

### COMPLAINT PROCEDURE

If a student believes he or she has been the victim of sexual harassment or if a student has questions or concerns about this issue, the student should seek the help of an adult whom he or she can trust, such as a teacher, counselor, parent or guardian, or one of the building administrators. As soon as a written report of the alleged harassment has been filed with the principal or assistant principal, an investigation will be conducted. Filing a complaint will not adversely affect a student's grade, nor will the student be discriminated against because of the complaint.

### CONFIDENTIALITY

The right of confidentiality, both of the student and of the accused, will be respected, consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. Individuals who have a need to know the identity of a student complaining of sexual harassment may include, but are not limited to the investigator, the student, the harasser(s), retaliator(s), or any witnesses.

### SANCTIONS FOR MISCONDUCT

A substantial charge against a student in the School Corporation shall subject that student to disciplinary action including suspension.

## WEATHER AND/OR EMERGENCY CLOSINGS

Eastbrook's weather policy and related information can be found at <https://eastbrook.k12.in.us/our-district/weather-policy/>



# ACADEMICS

## ACADEMIC EXCELLENCE

Each spring students in ninth through twelfth grades can earn academic excellence awards. Students in ninth grade must meet the following criteria for the fall semester of their freshman year. Students in tenth through twelfth grades must meet the following criteria for either the previous school year's spring semester and/or for the current school year's fall semester.

To obtain an award, the following criteria must be met:

All semester grades must be either

1) an A- or above in unweighted courses

OR

2) a B- or above in weighted courses (AP, dual credit)

Students can be honored for no more than the two semesters' achievements each school year. At the high school level, students can earn an academic jacket after meeting the criteria for three semesters.

<b>Course and Credit Requirements</b>	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school</i>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> (College and Career Pathway courses recommended)
<b>40 Total State Credits Required</b>	

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

## COLLEGE VISITS

College visits will be treated as field trips for juniors and seniors and not counted against their attendance provided that the following conditions are met:

1. The visit must be arranged through the Guidance Office at least (3) days in advance.
2. A college request form must be signed by the parent prior to the visit.

The college request form must then be signed by a college representative and returned to the main office upon return from the visit.

## EDUCATION RECORDS

During a student's career, the Eastbrook Community School Corporation 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.

## FERPA

The Family Educational Rights and Privacy Act afford the following to parents and students 18 years of age certain rights with respect to the student's educational records:

1. The right to inspect and review the student's education record within 45 days of the School Corporation receiving a request for access. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. Arrangements will be made for access to the records and notify parents accordingly.
2. The right to request amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write Eastbrook School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the portion of the record they want changed, and specify why it is inaccurate or misleading. If the Eastbrook 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 procedure will be provided 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 record, except to the extent that FERPA authorizes disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to do 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 educational record in order to fulfill his or her professional responsibility. 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

5. Directory information, i.e. student's name, address, telephone number, date and place of birth, major field of

study, participation in officially recognized activity or sport, and dates of attendance, shall be made available to appropriate organizations. Parents who do not want directory information released shall notify the school in writing within 20 days of receiving the student handbook.

## GRADE CARD DISTRIBUTION

Grade cards are posted in Skyward two days after all grades have been entered into Skyward. Grade cards can be found in Skyward under the Report Cards/Portfolio section on the left. See calendar for grading period dates.

## GRADING SYSTEM

The school year is divided into four nine-week grading periods for grades 9-12. Each teacher is responsible for his/her own grading scale using the corporation guidelines. 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. The Board recognizes that no one system of grades or grading has thus far achieved total communication between the home and the school. The Board encourages continued searching for more effective communication between the home and school. One aspect of effective communication would be the development of positive attitudes toward the school environment by students and parents.

Eastbrook High School uses the following symbols on grade records:

- A - Excellent
- B - Above Average
- C - Average
- D - Below Average
- F - Failure
- I - Incomplete Grade\*
- WF -Withdraw fail

\*Not to be given for semester 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.

<b>Grade Mark</b>	<b>Description</b>	<b>Weighted Set: Weighted</b>	<b>Weighted Set: Un-Weighted</b>
A+	A+	5.0	4.0
A	A	5.0	4.0
A-	A-	4.667	3.667
B+	B+	4.333	3.333
B	B	4.0	3.0
B-	B-	3.667	2.667
C+	C+	3.333	2.333
C	C	3.0	2.0
C-	C-	2.667	1.667
D+	D+	2.333	1.333
D	D	2.0	1.0
D-	D-	1.667	0.667
F	F	0	0
I	INCOMPLETE	0	0
P*	PASSED	0	0
F*	FAILED	0	0
WF	WF	0	0

No assignment should be worth more than 20% of a student's final grade.

## GRADUATION RATE IMPROVEMENT PLAN

### GRAD ACADEMY ALTERNATIVE

To help increase all students' chances of being successful and graduating from Eastbrook High School in four years, the following policy was put in place in 2014:

To qualify as an eligible student for alternative education, a student must meet at least one of the following criteria, according to IC 20-30-8-10:

- Intends to withdraw or has withdrawn before graduation
- Has failed to comply academically and would benefit from instruction offered in a different manner from the traditional school, education school or program
- Is a parent or expectant parent
- Is employed and employment is necessary for the support of the student or the student's immediate family
- Is a disruptive student

GRAD Academy at Eastbrook High School offers students the support they need to ensure high school graduation and success beyond high school. The program focuses on personal GROWTH, taking RESPONSIBILITY for choices and the future, ACHIEVEMENT and success, and creating a logical DIRECTION for each student. Offering individual opportunities for success, GRAD Academy works with students, parents, and classroom teachers to ensure that each student graduates with a plan.

GRAD Academy students are typically assigned to either the morning or afternoon cohort. They spend three periods completing classwork, engaging in team-building activities, and preparing for other courses. The rest of the school day is spent in “out” classes. Since the program uses a block format, many GRAD Academy students can complete more credits than traditional students. Students who have fallen behind on credits may have the opportunity to graduate on time. Juniors and seniors may also choose to attend the Marion Regional Career Center (Tucker) or participate in a job placement or internship.

## RETKING A CLASS

Students who receive a “D” or “F” may retake that course to better master its content or to meet minimum grade requirements to qualify for graduation or the Academic Honors Diploma requirement. The transcript will show both grades, however, the higher of the two will be the grade used to figure the GPA. Also, a student can only earn credit for the class once. This policy will begin with the class of 2014.

Any Eastbrook High School student enrolled in PE 2 who does not dress out/participate in class, which will result in not passing the class, must recover their PE credit through an online PE course, provided during a lab class during the school day. The student will not be able to retake PE 2 to recover the lost credit.

Any Eastbrook High School student enrolled in Health who has not passed the class on their second attempt, must recover their Health credit through an online Health course, provided during a lab class during the school day. The student will not be able to retake Health for the third time to recover the lost credit.

## WEIGHTED GRADES

Weighting a grade adds to the grade point value earned in certain courses. The grades in a weighted class will earn an extra grade point. Therefore, an “A” in a weighted class will yield 5 grade points (4 points for the “A” and 1 more point as a weighted bonus), a “B” will yield 4 grade points, etc. The following courses will be weighted: Advanced Placement (AP) and Dual Credit. Please see Course Catalog for Weighted Course offerings. Please see the Grading Scale section for a complete breakdown of our weighted scale.

## GRADUATION CEREMONY REQUIREMENTS

Special education students who have completed and are ready to exit their programs may participate in graduation activities and shall be awarded, as appropriate, a diploma, a certificate of achievement, and/or a certificate of course completion. Commencement exercises will include only those students who are eligible for a diploma, certificate of achievement, or a certificate of course completion as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

## HOMWORK 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, appropriate, precise, and reasonable. The students and parents are responsible for supporting a homework attitude that is conducive to learning. Communication between the student and parent should provide an impetus for communication to the teacher regarding the student's progress in school.

## 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.

## HONOR ROLL REQUIREMENTS

Honor roll students are announced at the end of each grading period and at the end of each semester.

Students who attend school full time (enrolled for 4 or more credits) and achieve a GPA of 3.2 or higher will qualify for honor roll. The honor rolls are classified as follows:

3.20 - 3.49 - Regular

3.50 - 3.99 - Excellence

4.00 - Distinction

Students who receive any D's or F's do not qualify for honor roll. Physical Education grades (unless the grade is a D or F) do not count towards honor roll determination.

Eastbrook students attending the Career Center can only be considered for the semester honor rolls due to a different grading period configuration at the Career Center.

## LEARNING COMMONS POLICIES AND PROCEDURES

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 that makes use of the library/Learning Commons at Eastbrook Middle and High 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"

## **MID-TERM GRADUATION**

Seniors have the opportunity to graduate at the end of First Semester provided that all graduation requirements are met and all fees and fines are paid in full. All mid-term and junior graduates will be required to have all grad pathways completed. Early graduates who want to go through the graduation ceremony MUST attend ALL mandatory graduation practices.

## **SCHEDULING POLICY AND PROCEDURES**

Students begin the scheduling process in the spring semester. Course selection sheets and 4-year plans are distributed and discussed with the school counselors in the classrooms. Students are advised of their academic standing and graduation requirements when the counselors go into the classrooms. When students get their Course Selection sheets and 4 year plans, they are to bring them home to discuss with their parents/guardians as they sign the course selection sheet too. Upon the second counselor visit in the classroom, students will use their course selection sheet and 4 year plans to request courses on Skyward for the upcoming year. Classes requiring teacher approval/ an application (TA, SAE, Tech Assistant, Early Graduation, and AM/PM Release) will be assigned by the counselors upon approval. Classes requiring teacher approval/applications are to be turned in to the Counseling Office by the date discussed during class visits.



The student's new schedule for the following year will be available for students and parents to look at by the end of the current year on Skyward. Because students choose their classes, there should be very few schedule changes.

The registration process helps us plan the number of sections we need for classes and to avoid overcrowding classrooms. Counselors will be reviewing schedules for accuracy during the summer months. Because of this students are ONLY allowed to change their schedule for the following reasons within the first 10 days of the semester:

1. Academic misplacement- Student is placed in the wrong level of class (Honors/AP/Regular)
2. Missing an academic class- English, History, Math or Science
3. Missing a graduation requirement- Student is missing a course necessary to graduate in the upcoming school year.
4. To balance classes- Counselor's discretion
5. Completion of an online course
6. If you were not scheduled for the classes or alternate courses on your course selection sheet. If you did not turn in your course selection sheet (or it was incomplete), this does not apply.

## SCHEDULE PROBLEMS

If there is a schedule problem (as listed above) students are to fill out the schedule change request form located in the Counseling Office. Personal preferences are not a justification for changing a class. All conflicts need to be resolved in a mature, professional manner. We ask that the student and parent first take the responsibility to meet with the teacher and work through the problem. If a resolution cannot be reached, then the parent or teacher should contact their counselor to meet about the issue. If a class change is granted by the administration, it will be based on space availability and with the least impact to the student's schedule.

Classes dropped after the 10th day will result in a WF (which is a withdrawal/fail). A WF has the same effect as an "F".

Please note:

- Parent/Guardian permission is necessary for ALL schedule changes.
- Any changes in schedule may impact Athletic Eligibility and/or college admissions.
- Students starting a class after the semester has begun are required to make up all missing assignments.
- Course fees may differ.

## VALEDICTORIAN/SALUTATORIAN

To qualify as valedictorian or salutatorian, a student must have attended at least four semesters at Eastbrook High School and must be enrolled during the eighth semester.

The valedictorian is the student(s) who ranks first in the senior class. The valedictorian will receive an award and present a speech at commencement. In the event that there is more than one valedictorian, all honorees will receive awards and be given an opportunity to speak at commencement.

The salutatorian is the student(s) who ranks second in the senior class. The salutatorian will receive an award and present a speech at commencement. If there is more than one valedictorian, no one in the class ranks second; therefore, no Salutatorian is named. In the event that there is more than one Salutatorian, all honorees will receive awards and be given an opportunity to speak at commencement.

## 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. A student under 18 years of age must be accompanied by his or her parent/guardian to withdraw. 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, yearbook, or other articles ordered need to check with the sponsor involved and make arrangements about these articles.

## TECHNOLOGY

### EASTBROOK TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

#### I Promise to Respect the Rights of Others

- Passwords are not to be shared with anyone but the teacher.
- No user is to create, view, or forward offensive or disruptive sounds, texts, or images.
- Never harass, insult, or attack others via Technology.
- Treat others online as you would like to be treated.

#### I Promise to Respect the Law

- Do not copy work and call it your own.
- Always give proper credit to the author for words and images included in your work.
- Do not spread viruses or knowingly disrupt the online environment.

#### I Promise to Respect the Purpose of School Technology

- Non-educational games and personal use are not allowed on school equipment.
- Do not use the technology during class without prior approval of the instructor.
- No streaming audio or video for non-academic purposes, without teacher permission.
- Do not destroy or attempt to destroy data.
- Do not use the ECS network or internet in any way that is inconsistent with ECS values and mission.
- Users will not use extensions/software/websites or any other tool to bypass the school filter.

#### Picture/Video Policy - Eastbrook

- I agree that my device will not be used to transmit or store photographs, voice, text, or any other communication that is a violation of school rules.

- I acknowledge that the taking or displaying pictures of any student or staff member without their consent or in a situation not related to school is forbidden.
- I agree to not photograph any school material without specific teacher permission.

#### Expectations - Eastbrook

- Each user is expected to take personal responsibility for all school technology.
- Each user is expected to contact the help desk when the device is not working properly.
- Users are responsible for all damages to the device and may be charged for the cost of repair and/or replacement.

#### ECS Right to Monitor

- All ECS Technology and related educational and business records belong to ECS - not the student, employee or guest.
- ECS routinely monitors devices and usage patterns from email and internet communications.
- All work stored on school equipment belongs to the school and may be accessed by school personnel at any time.

## ATTENDANCE

### DISTRICT ATTENDANCE POLICY

It is imperative that students be in attendance each day in order to maintain consistency in their learning. Most learning is a result of active participation in the classroom and cannot be replaced by individual study.

The school is also concerned about helping students develop a high-quality work ethic that will be a significant factor in their success with future employers and postsecondary endeavors. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the Eastbrook Community Schools wants to help students develop as early as possible in their school careers. School attendance is vital for these primary reasons:

1. A day absent from the classroom can never be totally replaced by make-up work.
2. Good attendance develops positive future work habits.
3. The attendance of each student becomes a part of his/her permanent record and is often checked by prospective employers and colleges.
4. The ability of a student to be successful in the classroom is dependent upon his/her attendance.
5. According to the Indiana Code (IC 20-33-2-5) and the policy of Eastbrook Community Schools each enrolled student must attend school regularly.
6. Students who miss school are not to report to vocational classes, work, internships, or extracurriculars.

### REPORTING ABSENCES

In the event that a student must miss school:

- Each student's absence must be reported on the day of the absence to the school by the student's parent/guardian by 8:30 A.M.

- If an absence has not been reported by 8:30 A.M. The office will call to check on the student's absence. However, the absence will be recorded as Unexcused regardless of the reason. It is imperative that parents report absences prior to 8:30 A.M.
- Students who must leave school are required to sign out after receiving permission from the school office. Upon return, the student must sign in at the office. At no time are students to leave the building without permission.

## ATTENDANCE CODES

### Late to class

Tardy T

### Days that count toward limits

Excused Illness (by parent) A-I

Truant U-AT

Unexcused U-AU

### Days absent which do not count toward limits

Doctor's written note E-D

Funeral E-B

Medical dismissal per school nurse E-NI

Out-of-school suspension O-S

Pre-arranged absence E-PA (no more than 5)

### Counted as present

In-school suspension I-IS

Field trip I-F

College visit I-CV

### Exempt by State of Indiana

Page or Honoree of the General Assembly X-P

Serving during a primary or general election X-E

Court Appearance X-C

Serving in National Guard X-NG

Serving in Civil Air Patrol X-CA

Educational-related non-school activity X-FT

State Fair Participation X-SF

\*All exempt absences require paperwork verifying the absence/activity.

## STUDENT/PARENT RESPONSIBILITIES REGARDING ATTENDANCE

1. A student should receive permission from the principal, principal's designee, or nurse to leave the building during the school day and SIGN OUT in the office. Failure to do so may result in the student being truant. Students will not be permitted to leave unless parents are aware of the reason for the student leaving.
2. A student arriving at school after the tardy bell must SIGN IN at the office and obtain an admit/tardy slip.
3. If the student will be out of school for an extended illness, the school should be notified immediately. Work missed during absences may be made up. The student will be given the number of school days missed to make up the work.

4. When a student is absent from school, it is expected that they remain at home during non-school hours. Under no circumstances will that student be permitted to attend or participate in school extra-curricular activities that day. Any exceptions must be approved by the Principal, Assistant Principal, or Athletic Director.
5. No student who is truant or suspended out-of-school for any part of the school day will be permitted to participate in extra-curricular or co-curricular activities that school day.
6. In all absences, it is the student's responsibility to contact teachers and see that the work missed is made up.

## **PARENT PREARRANGED ABSENCES (PPA)**

If it becomes absolutely necessary to take a student out of school during school hours, a parent/guardian must complete a pre-arranged absence form. Failure to complete a form will result in unexcused absences.

### ***Eligibility***

A student must have an attendance record of 95% for the current school year. (During August, September, and October, the attendance record of the prior semester may be used to qualify). Special medical circumstances may be a mitigating factor toward meeting this requirement.

### ***Limitation***

- A PPA is intended for family-related activities.
- A PPA is not expected to exceed five (5) days per school year.
- No PPA will be allowed during the first or last five (5) school days of any semester without special approval from the principal.
- A PPA must be approved 1 week prior to the date of the leave.

### ***Procedures***

After receiving approval from the principal as outlined above, the parent must agree to:

- Assume full responsibility for any lack of progress that could be associated with the time of absence.
- See that the student gets all missed work completed by the deadline. Students will have the same number of days to complete the work.

## **TRUANCY**

The definition of truancy is any student who is absent from school, or assigned class, without a legitimate reason or failure to pre-arrange an absence.

## **HABITUAL TRUANCY**

Indiana Law defines a student with 10 or more unexcused absences in one school year as a habitual offender. A referral to Grant County Juvenile Probation will be made when a student accumulates 10 unexcused absences.

## PROCEDURES FOR EXCESSIVE ABSENCES

Any absence will negatively impact student success in the classroom. The steps below will only apply to absences that count toward “limits” as defined above. The type of absence(s) will determine the steps and consequences.

### Absences (not excused by the school)

- Letters will be sent home at the following thresholds (5A, 7A, 10A, 14A, and 18A). The letter will remind families of the school’s policy, state code, and current attendance report.
- After 7 absences the principal or designee will call the family with the student present to discuss the importance of attendance. During the call, the school will ask how it can support the student in being present at school each day.
- After 10 absences the principal will arrange an in-person meeting with the family to review Eastbrook’s attendance policy and offer support to the family.
- After 14 absences a second meeting will be scheduled with the family and Grant County probation to implement an attendance contract. The second part of the meeting will be to inform the family about chronic absenteeism and the consequences that will follow if the student reaches 18 absences.
- After 18 absences the student is considered chronically absent. The school will communicate with DCS and/or probation about the continued attendance issues. Additional student consequences include suspension from extracurriculars and possible suspension of driver’s license.

### Unexcused absences

- Letters will be sent home at the following thresholds (5U, 7U, and 10U). The letter will remind families of the school’s policy, state code, and current attendance report.
- After 5 unexcused absences, a letter will be sent home to the family informing them of the absences. A conference will be scheduled within 5 school days to discuss attendance concerns and possible solutions. See the information below about family attendance conferences.
- After 7 unexcused absences an in-person meeting with the family, student, and Grant County Probation will be scheduled. During the meeting an attendance contract will be created and the probation officer will begin filling out paperwork that will be filed if the student reaches 10 unexcused absences.
- After 10 unexcused absences, the student is considered habitually absent by the state of Indiana. Paperwork will be completed and filed by the probation officer. The school will reevaluate the attendance contract and meet with the parents to sign the necessary paperwork.

## PROCEDURES FOR FAMILY ATTENDANCE CONFERENCES

The school provides written notification to the family when the threshold hold is met. A conference will be scheduled within 5 school days.

- The parent may bring a representative who may provide insight into the absences
- The parent must give the school 48 hours’ notice of bringing the representative
- The conference must be scheduled at a date/time convenient to the parent and school
- The school must hold the conference even if the parent does not attend

- The school and parent must develop a plan to prevent future absences
- The plan may include wraparound services, referral for counseling, mentoring, or other services, disciplinary actions the school will take, and the period the plan will be in effect (no longer than 45 days).

Steps/Consequences	5A	5U	7A	7U	10A	10U	14A	18A
Letter Sent Home	X	X	X	X	X	X	X	X
Principal phone call home with student			X					
In-person meeting with parent and student.		X	X		X			
In-person meeting with parent, student, and Grant County Probation. Attendance contract created.				X			X	
By the Indiana Code, the student is habitually truant after 10 unexcused absences. Meeting with probation and paperwork previously shared is filed.						X		
Meeting with school and probation to review attendance contract and possible probation/prosecution if attendance does not improve.							X	
After 18 absences the student is considered chronically absent. The school will communicate with DCS and probation about the continued attendance issues. Additional student consequences include suspension from extracurriculars and possible suspension of driver's license.								X

## STUDENT CODE OF CONDUCT

### INTRODUCTION

Disruptive behavior that interferes with the normal function of a school or disrupts or 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 to be courteous to others and do their part in maintaining a good school environment. 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, restriction of extra-curricular activities, confiscation of distractive items, community service work, Saturday School, ISS, out-of-school suspension, referral to probation, contacting legal authorities, and expulsion are means available to school personnel in dealing with pupils involved in school discipline problems. Students and parents can refer to the “Infractions/Actions Guidelines” at the end of this section for suggested consequences should students break the rules of school. In most cases, these disciplinary actions will apply.

## **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, student’s conduct and/or statements may be recorded on audio and/or videotape. Habitual or gross disregard for bus discipline could result in loss of transportation privileges for a period of time.

- 1st offense - Bus driver warns student and contacts parents; referral to administration.
- 2nd offense - Bus driver notifies parents and suspends the student off the bus for one (1) day; referral to administration.
- 3rd offense - Referral to administration; administration contacts parents and suspends student off the bus for three (3) to five (5) days.
- 4th offense - Referral to administration; administration contacts parents and removes student from the bus for the remainder of the 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!

## 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 pupil 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.

Board Policy Requirements:

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.
12. **Students who are not in compliance with the dress code will be sent to ISS for the remainder of the day. Students who have been in violation of the Dress Code a fourth time will be assigned Out of School Suspension.**

## DRIVING RULES/PERMITS

*REMEMBER: Driving on school property is a privilege, not a right.* Safe driving needs to be every driver's primary goal. All students requesting to drive to school are to follow the regulations below:

1. Students must register vehicles each school year. Driver agreement forms are to be picked up in the main office.
2. The driver agreement form is to be signed by the student and his or her parent/guardian. 3. Parking permits will be given to the student upon receipt of the driver agreement form. The permit is to be displayed by hanging the tag on the rear view mirror.
3. Student drivers shall enter and leave the school grounds using safe and appropriate driving procedures. The speed limit while on school grounds is 15 M.P.H.
4. Students are to leave their vehicles and the parking area and enter the building immediately upon arrival at school. All students must park in the back parking lot. Loitering in parking lot is not permitted at any time.
5. Students may not enter their vehicles during school hours without permission from the office. 6. Violations of these regulations will result in:
  - a. 1st offense - Warning
  - b. 2nd offense - Suspension of driving privilege for one week
  - c. 3rd offense - Suspension of driving privilege for the semester/parent conference
6. When a need for a search occurs, the school will make a reasonable attempt to have the student whose car is being searched present during the time of the search. Administrators possess the authority to search vehicles when they have a reasonable suspicion to believe that the contents of the vehicles may include elements which:
  - a. presents an immediate threat to the health, safety, and welfare of students and staff
  - b. is illegal to possess
  - c. have been stolen or lost

## 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 cocurricular 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 IHSA 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 doing so, 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 specimens 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 “followup” 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 for the missed activity through additional classroom work or other project(s). Under no circumstances will the student receive an 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 cocurricular 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 results 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

# DISCIPLINE

## GENERAL DISCIPLINARY ACTIONS

The discipline procedures which shall be utilized to improve behavior problems include but are not limited to:

### EXCLUSION FROM CLASS

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 send the student to ISS for one (1) class period. During the exclusion period, the student may make up the work as required by the teacher.

### DETENTION

Detention is a disciplinary action which is utilized primarily for tardiness and truancy. All students who are assigned a detention are required to attend or face further disciplinary action. Students and/or parents who request a detention assignment be moved, for any reason, may do so once and only once without a doctor's note accompanying the request.

### IN-SCHOOL SUSPENSION (ISS)

ISS is a disciplinary action that denies a student's attendance in his regularly scheduled classes and extra-curricular activities for a period of time not to exceed ten (10) school days per offense. Students in ISS are not to attend any extra-curricular events from 8:15 of the first day assigned until 3:05 of the last day assigned. All make-up work will be counted. The following rules apply while being in the In-School Suspension room:

1. Students will turn in all cellular devices, bluetooth headphones, regular headphones, and smart watches to the ISS supervisor upon arrival. Failure to do so will result in the confiscation of the device and will be turned into the office.
2. Students are expected to report to ISS with all of their needed materials for the day.
3. Non assigned games, music, or videos are unauthorized while a student is in ISS.
4. Students are permitted to speak only after permission has been given.
5. Permission to leave the room is granted by the ISS Supervisor. Leaving the room will be an exception, not the "norm".
6. No eating, drinking, or gum chewing outside of breakfast and lunch meals and water are allowed in the ISS room.
7. Students will be assigned seats and expected to sit properly in their chairs.
8. All reading material must be verified by the ISS Supervisor.
9. Tardiness of any sort will not be tolerated. Extra days in ISS will occur.
10. No marking on the walls, windows, desks, or any other school equipment will be tolerated.
11. Assignments to ISS for more than one period will be by the administration only.
12. Failure to comply with any of the above rules could result in Out of School Suspension. **Refusal to serve ISS will result in a minimum of three (3) days out of school suspension.**

The following list of infractions is indicative of the types of infractions that COULD result in the assigning of ISS: excessive talking, chronic lack of class material, computer equipment infractions, inattentiveness in class, tardiness, attendance problems, class/school disruption, use of profanity/obscenities, horseplay/near fight, cheating or dishonesty exhibited



signs of affection, insubordination, disrespectful/discourteous behavior, vandalism, throwing of objects (paper wads, etc.). Keep in mind that this list is by no means complete in regard to infractions that can result in ISS.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Suspension is a disciplinary action where a student is denied school attendance for up to ten (10) school days or less. This includes all extra-curricular events, i.e. athletics, musicals, dances, etc. Students will be allowed to complete all classwork missed during the suspension, but it is the teacher's discretion as to whether it is counted for a grade.

### **EXPULSION**

Expulsion is a disciplinary action where a student is suspended from school attendance in excess of ten (10) school days for the balance of the semester or remainder of the school year. In a case where the expulsion occurs at the end of the semester, the suspension may be for the balance of the semester and the next semester of school. 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.

## **GROUNDS 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 school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

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. [Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.] [Low THC Extract products as defined by state law are excluded from this rule.]
  - 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:
    - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - iii. The student has been instructed in how to self-administer the prescribed medication.

- iv. 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, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
  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 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 board policy or administrative 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 an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
- 29. 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. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
- 30. 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, computer system, computer network, or cellular telephone or other wireless or cellular communication device, 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:
  - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - b. has a substantially detrimental effect on the targeted student's physical or mental health;
  - c. has the effect of substantially interfering with the targeted student's academic performance; or
  - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
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:
  - a. 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, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.
  - b. 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. 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.
4. 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 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) 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 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.
4. During the suspension, the student is required to complete all school work assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. For any assignments and/or school work completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.

## 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 parents 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 parent.
6. The expulsion examiner shall provide to the student and parent the school corporation list of alternative education programs located in the county or in an adjacent county and of virtual charter schools in which the student may enroll during the student's expulsion at the expulsion meeting. If no expulsion meeting is held or the student or parent does not attend the expulsion meeting, the expulsion examiner shall mail the list to the student and parent to the student's residence.

## 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's 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 parents. The board will then take any action deemed appropriate.

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

## EHS INFRACTION/ACTION GUIDELINES

### MINOR INFRACTIONS

1. Class Disruptions
  - a. Level one - Teacher may send the student to ISS for the remainder of class period.
  - b. Level two - Teacher sends student to ISS for the remainder of class period; teacher contacts parent and sends referral to the office.
  - c. Level three - Repeat violations or major disruptions are referred to the office where student will be assigned ISS or Out of School Suspension.
2. Hallway Disruptions (including, but not limited to public displays of affection beyond the holding of hands, dress code violation, horseplay, & unauthorized use of electronic devices during the school day)
  - a. Level one - Students are given a verbal warning for inappropriate behavior.
  - b. Level two - Student is sent to the office with a referral; student will be assigned detention or may be sent to ISS for the remainder of the day.
  - c. Level three - Repeat violations or major disruptions will be referred to the office where the administration will assign ISS or Out of School Suspension.
3. Cell Phones/Pagers/Electronic or Wireless Communication Devices
  - a. 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.
  - b. 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.
  - c. 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.
4. Tardiness
  - a. Level one - A verbal warning is given on 1st tardy and a written warning on 2nd tardy to class.
  - b. Level two - The student will be assigned detention on the 3rd tardy to a class.
  - c. Level three – The student will be assigned 2 days of detention for a 4th tardy to a class.



## MAJOR INFRACTIONS

1. Disrespectful Behavior (including, but not limited to insubordination and profanity)
  - a. Level one – Student assigned detention; parent notification.
  - b. Level two – The student will be assigned ISS; completion of conduct component; probation referral; parent conference.
  - c. Level three – 3-5 days Out of School Suspension.
2. Excessive Absences
  - a. Students who exceed five (5) absences for any class during a semester that are not exempted by the administration will receive written notification. After five (5) absences administration will meet with parents. Any student exceeding seven (7) absences in a class per semester that are not exempted by the administration may be withdrawn from class, assigned to ISS, referred to probation, and may be required to make up the missed days at the end of the school year.
3. Fighting and/or Peer Harassment
  - a. First offense - Legal authorities notified when applicable; students may be sent home for the remainder of the day; five (5) days in ISS; complete conflict resolution component and/or anger management component; parent notification.
  - b. Second offense - Legal authorities notified; recommendation for expulsion of 1-2 semesters.
4. Habitual offender
  - a. 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 out of school and recommended for expulsion.
5. Stealing or Vandalism
  - a. First offense – 5 Days of ISS; restitution; complete theft component; probation referral; parent notification.
  - b. Second offense – Restitution; probation referral; recommendation for expulsion for 1-2 semesters.
6. Tobacco and/or Tobacco Paraphernalia/Vapes and e-cigarettes (Use or Possession)
  - a. First offense - Placement in ISS for 5 days; complete tobacco component; probation referral; parent notification.
  - b. Second offense – Recommendation for expulsion.
7. Truancy
  - a. Student will be assigned an ISS; Parent notification. Students truant on three separate occasions will be recommended for expulsion; Probation referral.

## SEVERE INFRACTIONS

1. Alcohol (Use or Possession)
  - a. Legal authorities notified; recommendation for expulsion for 1-2 semesters.
2. Deadly Weapons
  - a. Legal authorities notified; recommendation for expulsion for 1 calendar year.
3. Dealing/Attempting to Deal Drugs, Alcohol, or Look-a-like Drugs

- a. Legal authorities notified; recommendation for expulsion for 1-2 semesters.
4. Drugs and/or Drug Paraphernalia (Use or Possession)
  - a. Legal authorities notified; recommendation for expulsion for 1-2 semesters.
5. Fire Arms and/or Destructive Devices
  - a. Legal authorities notified; recommendation for expulsion for up to a calendar year with the return of student to be at the beginning of the first semester after the one year period; with an option for long-term placement in TLC.
6. Look-a-like Weapons
  - a. Legal authorities may be notified; may be recommended for expulsion for 1-2 semesters.
7. Fire Alarms/Bomb Threats/False Reporting
  - a. Legal authorities notified; may be recommended for expulsion for up to one calendar year.
8. Other
  - a. 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 Community School Corporation.

## **EXTRACURRICULAR ACTIVITIES**

### **INTRODUCTION**

It is the belief of those concerned with the development of youth that membership and participation in co-curricular and extracurricular activities has a positive effect in the development of constructive attitudes for citizenship and life skills. The co-curricular and extracurricular phase of the total educational program is an area in which leaders of youth have a unique opportunity to instill desirable qualities, among which may be principles of justice, fair play, good sportsmanship, respect for one's own health and physical well-being, development of leadership, group pride, team work, self-discipline, and self-sacrifice. It is the position of Eastbrook High School that participation in co- and extracurricular activities is a privilege. High standards of conduct are expected for students participating in these activities.

#### **Guidelines for Participation**

It is important that participants and their parent/guardians be aware of the philosophy, rules, and regulations under which they will be given the opportunity to participate. These rules and regulations shall be enforced throughout the calendar year. Some activities have membership requirements such as a certain grade point average. Membership in the National Honor Society is one such activity with a grade point requirement. The ability to participate in sports and cheerleading is another example of maintaining certain grade expectations. But, with few exceptions, the basic requirements for participation in any activity are desire and interest.

All student activities are carried out under the basic rules and regulations of the high school, and those participating are expected to follow the established guidelines, even if the activity takes place after school or on a non-school day. These basic rules and regulations are given to each student as part of registration.

It is the responsibility of the sponsor to see that those in the activity stay within the guidelines. Violators will be dealt with by the school administration.

*Any student who is driving or participating in an extra-curricular activity must agree to participate in the Random Drug Testing Program.*

### **What's going on around here?**

There are many activities at EHS besides going to classes. There are clubs, music groups, athletic events, plays, student council meetings, and dances. In fact, there is so much action going on at EHS that we're sure there is something you'd find interesting. You don't have to be an expert to participate - in many activities, desire is the most important thing. So if you're not the best, join anyway. After all, the basic purpose of a school is learning, and no one ever said you can only learn in a classroom. Take some time now to look at the various activities listed below. If some sound interesting, read more about them; if you're still interested, try them. It might just be the kind of activity you are looking for.

#### **A. Athletic Council**

- a. Membership is open to two girls and two boys from each grade who participate in any athletic sport. To be chosen you must fill out a form from the athletic office and be chosen by a board of overseers. The goal of this club is to be leaders in shaping Eastbrook Athletics for the best possible experience throughout high school.

#### **B. Bands**

- a. Concert and Pep Bands - Concert band will have an emphasis on the techniques of performance and musicianship, performing a variety of musical literature. We will perform at several concerts throughout the year, as well as ISSMA Band Contest in the spring, while the pep band will continue to provide a spirit-filled atmosphere to support Eastbrook High School sports teams, and the community as a Pep Band. The Pep Band will perform at a few community events, all home football games (High School), and at both the boys' and girls' basketball games.
- b. Jazz Band - The Jazz Band will utilize traditional big band instrumentation: saxophones, trumpets, trombones, and a rhythm section consisting of piano, guitar, drum set, and bass. Traditional jazz, contemporary, and popular music literature will be studied. Emphasis will be placed on improvisation. Auditions will be held first semester, and performances will be during the Winter and Spring Band Concerts, with some being during boys' and girls' basketball games.

#### **C. Choirs**

- a. Panther Edition - Students are selected by audition during the spring for this swing choir. Students selected enroll in the Panther Edition class which meets daily during the school day.
- b. Panther Kittens - Female students are selected by audition during the spring for this show choir. Students selected enroll in the Panther Kitten class which meets daily during the school day.
- c. Panther Voice - "Panther Voice" is a no-audition choir open to any student grade 9-12. This choir focuses on the vocal aspect, with little to no dancing. Students selected enroll in the Panther Edition class which meets daily during the school day.

#### **D. Drama Club**

- a. This club is designed to promote student involvement in high school theater and growth as an individual through creativity and working with others in theater activities.

#### **E. E-Club**

- a. This organization recognizes the letter winners in athletics. It is open to athletes in grades 10-12 who have earned a full varsity point.
- F. Fellowship of Christian Athletes (FCA)
  - a. The purpose of this club is to challenge young athletes in the areas of Christian commitment, leadership, and athletic potential. The organization is open to all boys and girls who are involved in the Eastbrook sports program.
- G. FFA
  - a. This organization is open to any student enrolled in an agriculture class. The purpose of FFA is to promote agriculture and agribusiness.
- H. International Club
  - a. Membership is open to any student currently enrolled in a French, Geography, or Spanish class. Once a student becomes a member of the club, membership may continue even if the student does not continue the study of a foreign language or geography. Informal meetings are geared to provide the members with some hint of the “flavor” of other cultures.
- I. Journalism
  - a. Torch - The yearbook is produced by students enrolled in the yearbook class. Some out-of-school time is required for the production of the yearbook.
- J. National Art Honor Society (NAHS)
  - a. NAHS is the art program for distinguished students with a G.P.A of 3.0 or higher. NAHS does service projects to help the community and benefit the art programs at Eastbrook High School. Eligible students are then evaluated and selected by the value of leadership, and character.
- K. National Honor Society (NHS)
  - a. Selection to the NHS is the highest academic honor that a sophomore, junior, or senior student can receive. A student needs to take an AP, Honors, Dual Credit, or college class and have a GPA of 3.3 to be considered. Eligible students are then evaluated and selected on the basis of leadership, character, and service by a faculty council.
- L. Quiz Bowl Team
  - a. Academic competitions consisting of quick-response questions are held with nearby high schools.
- M. Science Club
  - a. This club is for any student who has or is currently in any science class offered by the school. Only Juniors and Seniors may go on the end of the year Science Day trip.
- N. Student Council
  - a. To run as a candidate for Student Council representative, a student must have at least a GPA of 2.5 or better and file an application with ten signatures of fellow students. 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.

# ATHLETICS

## ATHLETIC CODE OF CONDUCT

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 Junior/Senior High 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 players, managers, cheerleaders, and any student helpers of the teams listed in Article II (B).

*All athletes are required to sign a copy of the Athletic Code of Conduct, which will be kept in the athletic office. Full copies of the Athletic Code of Conduct may be obtained by contacting the Eastbrook High School Athletic Office. The entire Athletic Code of Conduct can be found on the school website by using the following link:*

[eastbrookathletics.com](http://eastbrookathletics.com)

## TRAINING RULES FOR EASTBROOK ATHLETES

Participating in athletics is both an Honor and a Responsibility. Athletes are recognized for their achievements as representatives of their school and its ideals. Therefore they should uphold the following rules **24 hours a day, 365 days a year:**

### TRAINING RULES

1. No possession or use of tobacco, vapes, or e-cigarettes in any way at any time.
2. No possession or use of illegal drugs or drug paraphernalia at any time.
3. No possession or use of alcoholic beverages at any time.
4. No possession or use of ephedrine or illegal use of prescription drugs.
5. No possession or use of illegal performance enhancement drugs.
6. Athlete's conduct in and out of school shall be such as
  - a. not to reflect discredit upon their school and
  - b. not to create a disruptive influence on the discipline, good order, moral, or educational environment in the school.
7. The arrest and/or conviction of a felony will result in immediate disciplinary action.
8. Any arrest and/or conviction of a misdemeanor may result in disciplinary action.
9. Committing acts of vandalism, gross disrespect, and/or theft are not in accordance with our Code of Conduct and may result in disciplinary action.

10. The Principal and/or Athletic Director may suspend a student for a period of time for other incidents that have a detrimental effect upon the athletic program at Eastbrook.

Sports are available to the students in grades 9-12 who are passing five solid subjects and are able to meet the physical qualifications. *All students must have a physical examination before they can practice for any sport.* All athletes are subject to all rules of the Indiana High School Athletic Association (IHSAA). All interested students are invited to try out for teams listed below:

- A. Summer - Weight Training
- B. Fall - Cross-Country, Football, Volleyball, Cheerleading, Soccer, Girl's Golf
- C. Winter - Basketball, Wrestling, Cheerleading
- D. Spring - Boy's Golf, Baseball, Softball, Track and Field

If the sport is not listed in which a student is interested or if there are eligibility questions, please contact the athletic director for further assistance.

### **Eligibility**

In addition to the IHSAA rules for eligibility are the following rules for Eastbrook athletes:

1. If an athlete is declared ineligible for a 9-week grading period because of grades, he or she shall not be allowed to practice with the team for four (4) weeks. After four (4) weeks the Athletic Director will check with the teachers to determine the progress of the athlete. If sufficient progress has been made the student may remain with the team. However, no awards can be earned. An athlete may participate only after being declared eligible by the Principal.
2. An athlete should not drop out of a sport during a current season to begin practicing in a sport for the following season. If an athlete drops out to change sports in the middle of the season, they must have permission from both head coaches. An athlete who drops out of a fall sport may not practice for a winter sport until the fall season ends. This rule applies to all seasons.
3. Dual participation in sports is permitted by athletes. However, the athlete must work out practice schedules and possible game conflicts with the coaches involved.

### **Student Athlete Attendance**

Daily attendance to school and practice is expected of all student athletes. Unexcused absences will make student athletes ineligible to participate in a contest or practice on that day. Attendance at school the day following an evening event is also expected.

## **AWARDS**

Awards are considered recognition for participation in athletics, not something to which an athlete is entitled because of service rendered. An athlete is required to sign an award agreement upon completion of their first sport. An athlete displaying an award is always expected to represent Eastbrook well. All awards are to be worn by the recipient only. An athlete moving in from another high school will be able to transfer points earned at another high school that is a member of that state's athletic association, after earning a varsity point at Eastbrook. The athletic awards are based on

points achieved in athletics and scholarship. Award requirements for each sport will be submitted to and kept on file by the Athletic Director. Points may be achieved in the following ways:

#### **Description Points**

- Varsity certificate 1
- Junior Varsity certificate  $\frac{1}{2}$
- Freshman certificate  $\frac{1}{2}$
- Grades (minimum 3.2 GPA)  $\frac{1}{4}$  (per school year)
- Summer Weights  $\frac{1}{4}$

The awards are as follows:

#### **Description Criteria**

- Freshman Numeral  $\frac{1}{2}$  pt (purchased by athlete)
- Jacket Award\* 4 pts (2 pts must be varsity points; athlete pays 50%)
- Athletic Ring 9 pts (5 pts must be varsity points; athlete pays 50%)
- Senior Blanket 11 pts (purchased by Athletic Department)

\*On recommendation of the coach and by vote of the Athletic Council (majority rule) an athlete who has earned statewide recognition for his athletic ability may be awarded a jacket even though he does not have the required points to warrant such an award.

A file with the names of each athlete who is out for any sport will be carried in the Athletic Department. Each coach at the end of the season will give the Athletic Director a sheet containing the names of athletes on the team and the points each is to receive. The Athletic Director will record those points on each athlete's point chart. The signed sheet will also be kept on file for future questions on points. This file must be kept accurate for the sake of all athletes and is open for inspection at any time.