

**EMINENCE JR.-SR. HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**2024-2025**

6760 State Road 42 North  
Post Office Box 105  
Eminence, IN 46125

6-12 Office: (765) 528-2222  
Elementary School Office (Guidance Counselor):  
(765) 528-2141  
Fax: (765) 528-2276  
[www.eminence.k12.in.us](http://www.eminence.k12.in.us)

**6-12 OFFICE STAFF**

6-12 Principal: *Vickie Winslow*  
Administrative Secretary: *Julie Shuler*  
Treasurer: *Molly Finney*  
Athletic Director/Dean of Students: *Shane Davis*  
Guidance Counselor: *Leah Hyatt*

**2024-2025 BOARD OF SCHOOL TRUSTEES**

Andrew Finney, Holly Webb, Catherine Stockwell, Jeremy Clay, Jason Mayes  
*The Board of School Trustees meets the third Thursday of each month in the Administration Building or  
Jr/Sr High Media Center at 7:00 PM.*

***This handbook was adopted during the July 25, 2024 meeting of the Eminence Community School Board.***

**This sheet is to be signed by both the student and parent acknowledging the receipt of the handbook. It is the responsibility of the student and parent to read all handbook/rules and policies.** We acknowledge that we have received and read this Handbook. We understand and agree to abide by all the rules and policies outlined within the 2024 -2025 Eminence Jr.-Sr. High School Student Handbook. We have had an opportunity to clarify any questions, which we may have concerning the provisions of this Handbook.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

-Please tear out of handbook and return to Main Office

\*Students will be reviewing all rules in class during the first few weeks of school. If you have any questions before then, please refer to the appropriate staff member.

## ***EMINENCE JR/SR HIGH SCHOOL PURPOSE STATEMENT***

**Encourage** - We **Encourage** our students to achieve their personal best daily!

**Excel** - We push our students to **Excel** in their academics, athletics, and extra-curriculars!

**Lead** - We teach our students to become **Leaders** in and out of the classroom!

**Serve** - We help our students **Serve** our community and the Eminence family!

### **Student Day:**

Classes are scheduled from 8:00AM to 3:00PM daily. Students who ride the bus to school are on school property when they board the bus and are expected to obey all school and bus rules. When students arrive on school grounds, they are not permitted to leave the grounds again until the dismissal of school, unless excused by office personnel. Students are not permitted to leave the school building for any reason without permission. This includes returning to a student driven vehicle. Leaving the building or school grounds without proper permission constitutes truancy and will be handled accordingly. Visitors are not permitted unless they have legitimate business. Friends of students are not permitted to visit during the school day. **Students must leave school by 3:15PM, unless they are under the direct supervision of a teacher/coach.**

#### **Bell Schedules:**

Regular:

Period 1: 8:00 - 9:08

Period 2: 9:12 - 10:20

Period 3: 10:24 - 11:32

Area 30 Lunch: 11:05 - 11:30

HR/ Lunch: 11:36 - 12:06

HR/ Lunch: 12:06 - 12:36

Period 4: 12:40 - 1:48

Period 5: 1:52 - 3:00

2 Hour Delay:

Period 1: 10:00 - 10:44

Period 2: 10:48 - 11:32

Area 30 Lunch: 11:05 - 11:30

HR/ Lunch: 11:36 - 12:06

HR/ Lunch: 12:06 - 12:36

Period 3: 12:40 - 1:24

Period 4: 1:28 - 2:12

Period 5: 2:16 - 3:00

### **EMERGENCY SCHOOL CLOSING**

Eminence Community Schools will be notifying parents of school closings, delays, early dismissals, and other pertinent information through the School Messenger notification system. The following procedures will be used:

1. If the decision is made early in the morning, the School Messenger notification system will be used.  
You must have a current phone number on file.

2. If the decision is made after buses have delivered students to school, the School Messenger notification system will be utilized after all bus drivers have been contacted. **Parents should make advance arrangements for their children in case parents are away from home and school has to be closed.**
3. If extra-curricular activities are canceled, the School Messenger notification system, Final Forms, and Eventlink may be used to notify their respective players/parents.

**Eminence Schools are not responsible when stations do not air the school closing or give incorrect information concerning a school closing.**

#### **RADIO STATIONS / TELEVISION STATIONS**

Martinsville WCBK FM 102.0  
 Indianapolis FOX Channel 59  
 Indianapolis WRTV Channel 6  
 Indianapolis WISH Channel 8  
 Indianapolis WTHR Channel 13  
 Indianapolis WXIN TV 5

## **Grades and Graduation**

### **GRADES**

The grading periods are nine (9) weeks long.

**High School:** The two grading periods represent 80% of the final semester grade. The semester exam equals 20% of the final semester grade.

**Junior High:** Each grading period represents 50% of the final semester grade (except for JH students enrolled in HS courses).

### **GPA SCALE**

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .67
C+ = 2.33	F = 0

### **GRADES-WEIGHTED**

Students who take an A.P. (Advanced Placement) class, or approved Dual Credit course, who receive a 70% or higher would receive an additional 1.00 calculated into their grade.

## GRADING SCALE

93 -100 = A	90-92 = A-	88-89 = B+	83-87 = B 80-82 = B-	78-79 = C+
73-77 = C	70-72 = C-	68-69 = D+	63-67 = D 60-62 = D-	59-0 = F

## GRADES FOR STUDENTS / ENROLLING FROM ACCREDITED SCHOOLS

Incoming students from accredited schools who enroll late in the school year/or grading period or whose schedules cannot be matched with their former school will be enrolled in classes with teacher's knowledge. A student enrolling after the beginning of a semester will be graded on the work accomplished beginning at the entry date into the class/ classes. Grades for a new student will be given to receiving teachers by guidance as soon as an official record is received for the student. That grade will be calculated with what the student earns at Eminence to arrive at grades for the grading period.

## VIRTUAL CLASS GRADING (Edmentum)

Students enrolled in a virtual class taken concurrently during the school day with regular classes will receive a grade during each of the grading periods that comprise the semester-long course. The policy does not include classes taken after the regular school day ends. The grades will be determined as follows:

1. Students must be enrolled in an internet/virtual class during the regular school day.
3. In order to receive a passing grade in the first grading period of a semester, a student must have completed 50% of the coursework by the end of the first grading period. Upon completion of 50% or more of the coursework, the grade for the course will be given that has been achieved at the end of the grading period.
4. Any student not completing at least 50% of the coursework by the end of the first grading period in a semester will receive a grade of "I" or "Incomplete" for that grading period.
5. Upon completion of all coursework by the end of the semester, the student will receive, as a semester grade, the final grade assigned for all coursework.
6. If at the end of the semester the student has not completed the course, a grade of "F" will be assigned until all work is completed within one week of the end of the semester. All remaining assignments will be averaged as a failing grade and student will have to retake the course for credit. (Note: the IHSAA recognizes "I" or "Incomplete" as a failing grade and does not permit students to count this class toward eligibility requirements)

## ACADEMIC INFORMATION / POLICY

### MAKE UP/MISSING WORK

Schoolwork is assigned to help you develop the knowledge and skills you need. You are expected to complete all work assigned by your teachers.

Students returning from absences are expected to make-up work missed in each class. Arrangements for making up assignments shall be made by the student with each teacher. The length of time for the completion of the make-up assignments shall be equivalent to the number of days missed up to a maximum of FIVE (5) school days. The deadline for tests and projects, which were announced (verbal or written) prior to the student's absence, are not extended. All incomplete grades must be made up within five (5) school days, unless extraordinary circumstances make this impossible.

***\*It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school.***

## **INCOMPLETES**

Occasionally, because of illness, accidents, or family emergencies, it becomes necessary to receive an incomplete on the report card. For a student to receive an incomplete, the administration must be informed of the reason before the grades are due, and then all missed work shall be completed within 5 school days after he/she returns to school. Failure of a student to report a reason for not completing course requirements or not completing requirements in the allotted five school days shall result in a grade of "zero" on the incomplete work. There shall be no incompletes given at the end of the school year except through the approval of the principal. It is the students' responsibility to complete requirements and to keep teachers informed of their current status.

## **HONOR ROLL**

To attain honor roll status, a student must meet the following grade requirements:

1. "A" Honor Roll: The student must have no grades lower than A-.
2. "A-B" Honor Roll: The student must have no grades lower than B-.

## **CLASS RANKING**

The rank in class is based on the average of all classes (except driver education) attempted. Class rank is figured at the end of each semester.

## **VALEDICTORIAN/SALUTATORIAN**

A student must be enrolled in high school for four (4) complete school years to be eligible for valedictorian or salutatorian. No early graduates will be considered regardless of GPA or rank. Transfer students must have been enrolled at Eminence Jr.-Sr High School for four consecutive semesters to be considered. The class valedictorian and salutatorian positions will be declared after the first semester of the senior year, based on the highest and second highest GPAs, respectively. At the end of the 1<sup>st</sup> semester "candidates" for Valedictorian and Salutatorian will be determined. If more than a .03 difference exists between candidates, Valedictorian and Salutatorian will be announced at that time. If a GPA difference is less than .03, the Valedictorian and Salutatorian will not be announced until the final grades for those students are calculated. If the final calculations involve a GPA difference of less than .01 then the candidates will be Co-Valedictorians and/or Salutatorians.

## **CREDIT CLASSIFICATION OF STUDENTS**

Freshman-completed the 8<sup>th</sup> grade  
Sophomore-completed 11 credits

Junior-completed 22 credits  
Senior-completed 30 credits

## **GOAL OF EMINENCE HS CREDITS PER YEAR:**

Freshman- 12 credits completed  
Sophomore 24 credits completed  
Junior 36 credits completed  
Senior (44+) credits completed + Pathways

## **DIPLOMA REQUIREMENTS**

- To view a list of the current Indiana Diploma/Graduation Requirements, please visit the following website:
- <https://www.in.gov/doe/students/graduation-pathways/diploma-requirements/>

## **ENROLLMENT POLICY**

The State of Indiana mandates that children between the ages of 7 and 18 are to be enrolled and attending school, or receiving an equivalent education. A student is required to have parent/school administrator permission to withdraw from school between ages 16-17. Students attending school are required by Indiana laws to be in school all day.

A student who lives within the boundaries of the Eminence School Corporation district must be enrolled and/or in attendance on the first day of school, or be considered truant. Any student not enrolled or in attendance after the first ten (10) school days will be remanded to the proper authorities for legal action. Students who have transferred to another school district or private school are exempted from this rule.

A student who enrolls in Eminence Jr.-Sr. High School must be living with a parent and/or legal guardian. If there is a change in guardianship (custody), the school must have a legal transfer of guardianship paper in the student's file located in the Guidance Office.

A student enrolling in Eminence Jr.-Sr. High School for the first time must have been in good standing at the school previously attended. If that student is under expulsion from another school, he/she will not be permitted to enroll until the semester following the termination period of the expulsion. Thereafter, enrollment is possible provided the student has legal residence in the district. Previous school records are required for verification of status.

At registration, a student needs a birth certificate or transcript from the previous school attended and a record of health immunizations. In addition, all athletes are required to have a physical on file with the Athletic Director.

Transfer students will have twenty (20) school days from the date of enrollment in school to produce a current record of immunizations. If the twenty (20) day limit is exceeded, the student will be removed from school until such records are produced.

## **GUIDANCE DEPARTMENT**

A counselor is on staff to serve students in the following manner:

1. Scheduling and academic planning.
2. Providing college and scholarship information.
3. Assisting with personal problems, individually and in groups. Confidentiality is observed. (In

cases of possible injury to self or others, or situations that are required by law to be reported, confidentiality cannot be kept.)

4. Conferring with parents.
5. Developing a SEL curriculum for K-12 students.

## **SENIORS ONLY**

If you complete high school with an Indiana Core 40, an Indiana Core 40 w/Technical Honors Diploma, or an Indiana Academic Honors Diploma, you may qualify for financial assistance from the State Student Assistance Commission of Indiana (SSACI). In order for you to be considered for such assistance, the guidance office must submit your name, birth date, and social security number. Unless the Guidance office receives written notification from you, we will not release information to SSACI.

## **ATTENDANCE POLICY**

Good attendance is essential to success in school and in later employment. After 9:00 a.m., Eminence Jr.-Sr. High School will send out a truancy alert each day for students marked absent, who have not been called in by a parent/guardian.

Every absence beyond a student's 5<sup>th</sup> unexcused absences must have a doctor's note or verification the absence is an excused absence or a pre-arranged approved absence. Excuse slips must be turned in to the front office within one week from the date of the absence. ***It is the responsibility of the student/parent to keep track of the number of absences from school/each class.***

- 3<sup>rd</sup> - unexcused absence will result in a written letter given to student.
- 5<sup>th</sup> - unexcused absence will result in an official warning to parent and student will be placed on attendance probation and temporary non-credit status.
- 6<sup>th</sup> - unexcused absence will suspend credits in each class that is violated and/or student will make up time missed.

***Doctor's notes, excused absences and pre-arranged approved absences do not count in the 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> unexcused absence total outline above.***

***Student drivers with unexcused absences or 3 or more tardies will lose driving privileges temporarily or indefinitely.***

### **● Additional Unexcused Absences:**

- After a student (under age 18) accumulates his/her eleventh unexcused absence for a school year, student will be referred to the Morgan County Prosecutor for truancy/educational neglect.

All students on temporary non-credit status will be evaluated at the end of (each) semester as needed pending days missed. The student that is on non-credit status can have the credit(s) reinstated if he/she has:

- Passed the class academically
- Has no additional unexcused absences
- Has not been a behavior problem and is recommended by the teacher(s)

## **EARLY DISMISSAL FROM CLASSES**

Students are not permitted to leave the school building or grounds during the school day unless the office upon parental request grants special permission. The office reserves the right to deny permission for early

dismissal and to confirm the necessity for such requests. Students wishing to be dismissed during the school day for medical appointments must present the main office with a note from the parent or guardian. Those wishing to have these absences counted as excused must present a parental note before leaving and an appointment card upon return. All other early dismissal is considered part of the unexcused attendance days per semester.

## **EVENING TRANSPORTATION CHANGES**

Parents wishing to make a change in evening transportation for your child must call into the school prior to 2:00 p.m. in order to give the school adequate time to send notice to the child. **ONLY EMERGENCIES WILL BE TAKEN AFTER 2:00.** Call 765-528-2222 for all changes. No students will be able to ride other buses to alternative locations (friend's house, family members' house). The only change that will be allowed is a bus rider switching to a car rider and car rider switching to a bus rider.

## **PARTICIPATION IN ACTIVITIES AFTER SCHOOL**

A student who is unable to attend school because of illness or out of school suspension will also be unable to attend athletic practice, and all curricular and extracurricular functions. Students must be present during at least four (full) class periods that day to be eligible to participate in any extra-curricular activity. Students not present on a Friday cannot participate in a Saturday school event or athletic event. Students who attend such events are insubordinate and shall be disciplined.

## **CLUBS/ECA**

The terms of participation in clubs and extracurricular activities shall be determined by the sponsor as approved by the administration. If a student cannot meet these terms of participation, they will not be allowed to continue their participation in the club or extracurricular activity.

## **DANCES/PROM**

Eminence Jr.-Sr. High School, in cooperation with the school's clubs and organizations, sponsors dances for the students of Eminence Jr.-Sr. High School. Students are encouraged to attend and have a good time; however, behavior at a dance is the same as a regular school day. Student dress at dances will follow the school dress code.

Students may bring one guest to dances. The school sponsor or administration reserves the right to admit or deny any student or guest attending dances. The student must enter the dance with his/her guest, and the guest must sign in at the door. The student is responsible for the guest and must accept the consequences of that person's behavior. A guest form must be obtained from the main office and must be signed by the guest, their parent, their schools administration, and be approved by the Eminence principal.

The Junior/Senior Prom is held annually for the enjoyment of both the junior and senior classes and their guests. Sophomores, freshmen and early graduates may attend as a guest of a junior or senior only. The school sponsor shall establish guidelines for the approval of guests.

## **EXTENDED ABSENCE POLICY**

While nothing can replace being in the classroom, it is our intention to give special consideration to students who are absent for six or more consecutive days due to a serious illness or hospitalization. Each extended absence will be evaluated separately on its own merit. When the Certificate of Child's Incapacity is completed, the Principal will determine if the extent of the illness or injury warrants a hearing. If a



hearing is indicated, a hearing officer will be appointed to determine what course of action is in the best interest of the student. The hearing officer may require, but is not limited to any of the following options:

1. The student might return to class with a grade period in which to complete make-up work.
2. The student might meet the criteria that require exclusion.
3. The student might not be afforded the opportunity to make up work.
4. If a student qualifies and if the absence exceeds four weeks in length, homebound instruction might be established.

## **PROCEDURES FOR SIGNING IN AND OUT**

Students are encouraged to make their medical and personal appointments after school hours. However, if a student must leave during school hours, a parent phone call must be received in the main office prior to the student signing out and leaving the building. Failure to sign out can result in a truancy violation and/or disciplinary action.

Students reporting to school after the beginning of school and/or students returning to school from an appointment outside of the school must sign in upon their arrival or return. Failure to sign in may result in disciplinary action. This procedure is necessary because it is the school's responsibility to know where all students are during the school day. Students are to be inside the building during and between classes, unless under supervision of an instructor or with permission from the office.

## **TRUANCY**

Truancy is defined as absence from school during any part of the school day without the consent of parent and/or proper school officials. Truancy will be recorded as unexcused. A student is truant if he/she:

1. Leaves school without signing out in the main office.
2. Leaves school at lunch without proper permission.
3. Is absent from school without prior permission from parent(s).
4. Is absent from class without permission (skipping).
5. Obtains a pass to go to a certain place and does not report there or goes somewhere else besides the destination on the pass.
6. Becomes ill and goes home or stays in the restroom instead of reporting to the nurse or main office.
7. Comes to school, but does not attend classes.

\*Truancy from school or class will result in disciplinary action.

## **TRUANCY / HABITUAL DESIGNATION**

On the third truancy from a class or classes during a school year, a student who is at least thirteen (13) but less than fifteen (15), will be classified as a habitual truant and will have his/her name sent to the Indiana Bureau of Motor Vehicles. A student identified as a habitual truant is entitled to a review of the attendance record at least once a year to determine if the attendance has improved so that the student can become eligible for a license/permit. In addition, for all students, the matter may be referred to the office of the Morgan County Prosecutor (I.C. 20-33-2-25).

## **HEALTH INFORMATION**

To ensure the safety and well-being of students, medical information about students will be shared with corporation employees, the transportation department, emergency medical personnel, Indiana State Health officials etc., on a need-to-know basis. Parents must notify the school nurse in

writing--at the start of the school year or upon enrollment--if they do not wish for medical information to be shared.

## **HEALTH SERVICES**

The school nurse is available for consultation and recommendation. The school nurse does not diagnose conditions, but refers students for evaluation and diagnosis by a physician, who alone can diagnose and prescribe treatments. First aid is provided by the school nurse and her delegate(s) in the event of illness or injury at school.

If students miss class because they say they are ill and do not report to the nurse, those students will be considered truant and appropriate disciplinary action will be taken. Except in the case of emergencies, all students needing to visit the nurse's clinic should first report to class, obtain a pass from their teacher, and then proceed to the clinic.

Accidents occurring on school property are required to be reported to the principal's office. An accident report will be filed in the principal's office. The staff member that witnesses the accident should complete the report within 2 business days.

If the illness or injury warrants it, parents or emergency contacts will be contacted immediately for information, instruction, and/or to assume responsibility for the student. It is the family's responsibility to provide reliable phone numbers in case of emergencies. If no family member can be reached in a reasonable amount of time, the nurse will, with administrator approval, call Emergency Medical Services (9-1-1) if there is a signed Medication Authorization form on file (in Harmony) for that school year.

Regular school attendance is important. However, a child with a temperature of 100 degrees or higher, repeated vomiting, low fever combined with vomiting, or a diagnosed contagious disease should stay home. The school nurse will use the following protocol for sending a student home due to illness or suspected of having a contagious disease:

This protocol reflects IC 20-8.1-7-8. Additionally, this protocol is to be used in conjunction with Indiana State Department of Health Communicable Disease Reference Guide for School Personnel. According to IC 20-8.1-7-8 Section 8 (a):. The Principal designee for health-related issues is the School Nurse. In the event that the School Nurse is not available, the Principal or Administrator will make necessary decisions. A student may be referred to the school nurse by a staff member, a parent, or per self. Eminence Community Schools Nurse will utilize these general principles for sending students home:

1. The illness impacts the educational process for the student.
2. The illness creates or contributes to an unsafe unhealthy educational environment.
3. The illness requires care or observation that cannot be managed at school.

Children may be sent home due to one of the following symptoms:

1. Fever greater than or equal to 100 F
2. Diarrhea and/or vomiting (with unexplained etiology)
3. Drainage from eyes and/or nose
4. Rash without a fever
5. Difficulty breathing

6. Uncontrolled cough
7. Severe pain

Criteria to determine if a student may be readmitted include:

1. Fever free for 24 hours without the use of fever reducing medication
2. Free of vomiting and diarrhea for 24 hours and able to tolerate his/her normal diet.
3. If the illness is communicable and requires medication intervention, the student has been on the medication for 24 hours before returning to school.
4. It is apparent to the School Nurse or Administrator that the student is no longer ill, no longer has a communicable disease or is no longer infested with parasites.
5. The student is able to participate in normal school activities without fatigue, pain, headache, fever, or relapse of symptoms.
6. If the physician writes a note verifying the student is no longer ill or that the illness is not communicable through normal school activities, the student may be readmitted.

Additionally, Indiana Code (IC 20-34-3-9) states that:

1. If a child is ill, has a communicable disease, or is infested with parasites, the school principal may send the child home with a note to the child's parent. The note must describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted.
2. If the parent of a child who is sent home under this section is financially unable to provide the necessary medical care, it shall be provided by a public health facility. If no public health facility is available, the township trustee or other appropriate governmental agency shall provide the necessary relief.
3. A child who is sent home under this section may be readmitted to the school:
  - a. when it is apparent to school officials that the child is no longer ill, no longer has a communicable disease, or is no longer infested with parasites.
  - b. upon certification of a physician that the child is no longer ill, no longer has a communicable disease, or no longer is infested with parasites.
  - c. upon certification of physicians that the child has a communicable disease, but the disease is not transmissible through normal school contacts; or
  - d. upon certification by a Christian Science practitioner, who is listed in The Christian Science Journal, that based on the practitioner's observation the child apparently is no longer ill, no longer has a communicable disease, or no longer is infested with parasites.

If school personnel disagree with the certifying physician or Christian Science practitioner as to whether the child should be readmitted to school, the local health officer shall determine whether the child may be readmitted to school. A person who objects to the determination made by the health officer under this section may appeal to the secretary of the state board of health, who is the ultimate authority.

## HEAD LICE

Any student found with live head lice in his/her hair will be excluded from school and the bus until he/she has been determined to be free of live lice following treatment. Students with lice will be excused from school for one day, but any additional days will be unexcused. Upon returning to school, the student should be accompanied by a parent or guardian. The student will be checked by the nurse to ensure that the student is free of live lice before returning to school.

## IMMUNIZATION POLICY

1. All students are required by the law of the State of Indiana to present proof of the following immunizations on or before the first day of attendance at the given grade level:

A. Students in grades 6-11:

1. Three doses of Hepatitis B
2. Five doses of Diphtheria/Tetanus/Pertussis (DTaP)
3. Four doses of Polio <sup>(1)</sup>
4. Two doses of Varicella <sup>(2)</sup>
5. Two doses of Measles/Mumps/Rubella (MMR)
6. Two doses of Hepatitis A
7. One dose of Meningococcal (MCV4)
8. One dose of Tetanus, Diphtheria & Pertussis (Tdap)

B. Students in grade 12:

1. Three doses of Hepatitis B
2. Five doses of Diphtheria/Tetanus/Pertussis (DTaP)
3. Four doses of Polio <sup>(1)</sup>
4. Two doses of Varicella <sup>(2)</sup>
5. Two doses of Measles/Mumps/Rubella (MMR)
6. Two doses of Hepatitis A
7. Two doses of Meningococcal (MCV4)
8. One dose of Tetanus, Diphtheria & Pertussis (Tdap)

<sup>(1)</sup>Last dose of Polio must be administered on or after 4th birthday and at least 6 months from the previous dose.

<sup>(2)</sup>Physician documentation of disease history, including month and year, is proof of immunity for grades 6<sup>th</sup> - 7<sup>th</sup>. Parental report of disease history is acceptable for grades 8<sup>th</sup>-12<sup>th</sup>.

2. Students who cannot receive one or more of these immunizations for health reasons must submit a Vaccine Medical Exemption (State Form 54648) signed by the Physician. This form is due by the first day of attendance each school year. Such students may be excluded from school for several weeks at a time in the event of the outbreak of a vaccine-preventable disease.

3. Students whose parents object to one or more of these immunizations for religious reasons must submit a written statement, signed by the parent, specifying which immunization(s) is (are) being objected to for religious reasons. This form is due by the first day of attendance each school year. Such students may be excluded from school for several weeks at a time in the event of the outbreak of a vaccine-preventable disease.

4. Under Indiana Code 20-34-4-5, any student who does not have proof of complete immunization (#1 above), a medical exemption (#2 above), or a religious objection (#3 above) on

file each school year will have a period of 20 days to submit:

- What is missing (#1, 2, or 3 above), OR
- Written proof that appointment(s) have been made to receive the missing immunization(s).

If at the end of the 20 days the student's records are not in compliance with the Indiana Code, the student will be excluded from school until such records are presented.

## **CHRONIC HEALTH/MEDICATION POLICY**

Any chronic health condition (asthma, food/medication allergy, epilepsy, diabetes, etc.) should be reported to the school nurse on enrollment or diagnosis, and updated annually or upon any changes (See Health History form in Harmony). An individualized health plan will be made annually in collaboration with the family and family physician to address the student's health needs at school.

Requests for a modification of a student's activities and/or educational program must be made in writing by the physician; and it must describe the health concern, the modifications necessary, and the time frame involved. The physician's statement will be kept on file for the remainder of that school year.

All medications (both prescription and non-prescription) must be brought to the nurse's office, where it will be stored and administered to the students by authorized staff. Violation of this rule may result in disciplinary action. Students may only self-carry/self-administer medications if the nurse has on file a permission to self-carry form for that student for the given school year. This form is available from the nurse and must be signed by the parent and family physician.

Medications to be administered at school will only be given with the written consent of the parents:

- In case of a non-prescription medication (such as aspirin, cough drops, etc.), with the written permission and administration instructions by the student's parent. Specific medication needs must be supplied from home.
- In case of a prescription medication, the medication will be given in compliance with the written instructions of a physician or dentist acting within the scope of their practices. Medications must be in their original containers, with the prescription label on it; along with a signed note from the parent, with specific directions as to when to take the medication.

For the safety of the students, medications will not be given if the above directions are not followed. Parent permission forms and physician instructions shall be valid for no more than one year and shall be kept on file at the school. Student medications no longer used or needed will either be returned or destroyed at the end of the school year, according to the parent's instructions.

## **SCREENINGS**

All students are encouraged to have a complete physical and dental examination completed annually.

Indiana Code 20-34-3-12 and 20-34-3-14 require that the school conduct annual vision and hearing screenings to students in select grades.

The Eminence Lions Club and the school nurse perform vision screenings annually for students in 8<sup>th</sup> grade; and as needed for any student suspected of having a vision deficit.

The Speech/Language Therapist performs hearing tests annually to students in 7<sup>th</sup> and 10<sup>th</sup> grades, to those who are new to the district, and to any student suspected of having a hearing deficit. Parents are notified in writing if their child fails any of the screenings and are encouraged to seek out a more thorough vision and/or hearing evaluation.

Parents who object to one or more of these screenings for religious reasons must submit--at the start of the school year or upon enrollment--a written statement, signed by the parent, and specifying which screening(s) is (are) being objected to for religious reasons.

## **CENTERSTONE**

Centerstone, a private, not-for-profit health care provider, has offered a full range of quality behavioral health services for nearly 50 years. Treatment options include outpatient services such as individual, marital and family consultations and counseling, group classes and counseling, case management, alcohol and drug treatment programs, and intensive outpatient programs. Centerstone provides services to children, teens and adults of all ages. In Morgan County, Centerstone has two offices, one in Martinsville and another in Mooresville.

Centerstone currently has a partnership with Eminence schools where services are available for all students through individual therapy to all students free of charge. Life skills are also available for clients with Medicaid. Through this partnership, a Centerstone therapist will be working out of Eminence schools a minimum of one day a week during the school year. Individual therapy can be provided to students at school during the school day. This grant-funded program operates all year round and individual therapy can continue during school breaks as well. These services may be provided at the Centerstone offices of Morgan County.

For more information or to schedule an initial evaluation, please contact the school guidance counselor or call 765-342-6616 to be forwarded to the Centerstone therapist working at Eminence schools. Evaluations will be provided by a Centerstone therapist.

Eminence Community Schools has provided a form at the registration process as an opt out form for Centerstone. If this form is signed and turned in, Eminence cannot refer a student for services. If the Eminence Principal or guidance counselor feel a student needs referred to be seen and evaluated, the school may do so immediately as long as the form is not completed and turned in.

## **GENERAL SCHOOL INFORMATION**

### **BUS TRANSPORTATION**

Bus transportation is provided to students who live in the Eminence Community School Corporation. Students and parents are reminded that bus transportation to and from school is a privilege and not a legal right. Those students who cannot maintain a reasonable level of self-discipline while riding as a passenger on a bus can and will be disciplined for unacceptable behavior. The following rules will be in effect on school buses:

1. Students should be waiting at their boarding stop when the school bus arrives. The bus driver will use his/her discretion in waiting for students who are late.
2. Each student shall be seated in his/her assigned seat immediately upon entering the bus. Assigned seating is at the discretion of the bus driver, and students are expected to sit where requested.
3. No student shall stand or move from seat to seat during the trip.
4. Loud, boisterous, or profane language, or inappropriate conduct, will not be tolerated. Students, who

talk back, are disrespectful, and/or insubordinate to bus drivers may be denied bus transportation.

5. Students should not tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.

6. Windows or doors should not be opened unless given permission by the driver. No objects shall be thrown or extended from the windows. (Includes arms, heads, etc.)

7. No student shall stand or leave the bus until it has come to a full stop and the driver has opened the door.

8. A student who intentionally causes damage to any school bus property will be held financially responsible and face disciplinary action.

9. Students should enter the school building immediately after exiting the bus.

10. No guns, knives, or other items that can be considered weapons will be permitted on the bus.

11. Upon recommendation of the bus driver, school may deny bus privileges to any students who refuse to abide by the established rules.

If a student becomes a discipline problem on the bus, the following discipline procedures will take place:

a. The driver will warn the student of misbehavior and contact the parents.

b. Students will be sent to the principal; 1 day bus suspension will be issued.

c. Students will be sent to the principal; 3 day bus suspension will be issued.

d. Students will be sent to the principal; 5 day bus suspension will be issued.

e. Students will be sent to the principal; bus privileges will be revoked.

## **DRIVING POLICY**

Driving to school is a privilege, not a right. Failure to operate a vehicle according to the driving policy will result in loss of driving privileges. Students must comply with the following guidelines:

1. Students must present a valid Indiana driver's license with a completed application for parking each school year.

2. Parking permits must be displayed in the front window

3. Students are expected to drive in a safe and courteous manner.

4. Vehicles must be parked within the marked parking lanes on the parking lot. Vehicles may be towed away if necessary.

5. Students are not permitted to visit their vehicles during school hours.

6. Students should lock their vehicles upon arriving at school and report directly into the building.

7. Students will not be allowed to return to their vehicle to retrieve forgotten items once the school day has started.

8. School buses have the right-of-way at all times. Observe caution when driving in the presence of children and buses.

9. The school is not responsible for theft of contents or damage to vehicles parked in school parking lots.

10. Student drivers who are tardy or absent because of trouble with their vehicles may receive tardies or unexcused absences.

11. Student drivers can have driving privileges revoked for poor attendance and tardiness at the discretion of administration.

Eminence Jr.-Sr. High School assumes no responsibility or liability for student drivers, passengers, vehicles, or contents of vehicles.

## **AREA 30 PROCEDURES**

All students must ride the bus to and from AREA 30 unless they have been given an exception to drive on

their own based on special circumstances (ie. Clinicals). THERE WILL BE NO CAR DRIVERS TO AREA 30. You must return to Eminence on the bus. Should you leave Area 30 for any reason, you will have to clear that with Area 30 Administration, a parent/guardian, and find a way to inform the bus driver. When the AREA 30 bus returns to Eminence, students who drive to school may head to their vehicles and leave immediately. There is to be no waiting in cars or loitering on school property. You must leave school property immediately.

Any student, who rides the bus (at the 3:00 dismissal), is picked up by their parent/guardian, is waiting to drive home another student, or attending after school activities must report directly to the library upon arrival. Students may not leave early. Attendance will be recorded and students who do not report to the library will be treated according to the handbook as truant. Students are not permitted to go to lockers or use the restroom until 3:00 unless given permission and a hall pass from the supervising teacher.

## **CAFETERIA / MEAL PROCEDURES**

The cafeteria provides well-balanced meals at reasonable prices. All sack lunches and cafeteria food is to be eaten in the cafeteria. Students should go directly to the cafeteria when dismissed for lunch. After eating, students will remain in the cafeteria. No student will be permitted leave without administrative approval.

The following lunch rules are in effect:

1. Enter the cafeteria in a single lunch line. Students are NOT permitted to cut in line.
2. Eating lunch should be a pleasant time for each student. Visiting with your friends is permitted, but loud talking or shouting will not be permitted.
3. Please return your tray, dishes, silverware, milk cartons, straws, and napkins to the designated areas after eating.
4. Leave the table and surrounding area clean. If you spill something, please clean it up.
- 5. No food is to be taken from the cafeteria.**
6. Arrangements may be made for lunch payment between parent and cafeteria management.
7. Students are not allowed to leave early from class to go to lunch early.

\*A student is NOT allowed to charge more than **5 meals**. After the fifth meal is charged, you must send money to pay charges or send meals from home with your child. If there are financial problems, please contact the school cafeteria, and we will implement a payment program. Free and reduced forms are available in the main office. Ala Carte items may not be charged. We will serve any students, who have a negative balance of 5 meals, a lunch consisting of peanut butter sandwich (or other cold sandwich if peanut allergy) and milk until the balance is paid.

## **EMANCIPATED STUDENTS**

A student who is claiming to be emancipated must furnish the principal with legal documents indicating emancipation.

## **FAMILY VACATION / PRE-ARRANGED ABSENCE**

Requests for family travel forms are available in the main office. All requests must be submitted no later than two weeks prior to the scheduled absence. Please note **\*\*Absences will not be approved during final exams or during state mandated testing (ILEARN).**

## **ALICE -**

Alice is used as our standard response protocol for active threat scenarios. Alice (Alert, Lockdown, Inform, Counter, and Evacuation) will be practiced two times per year, once a



semester. Alice focuses on providing additional opportunities to engage in various options in case of an emergency. Whether it is an attack by an individual person or by an international group of professionals intent on conveying a political message through violence, ALICE provides option based tactics that have become the accepted response, versus the traditional “lockdown only” approach. All administration, staff, and students will be trained in this protocol in case of an emergency.

## **FIRE / DISASTER DRILLS**

Fire/Tornado drill directions are posted by the door in each classroom. The intercom emergency alert signal will be used for a tornado drill. All drills are treated as though they are real emergencies. Students are to move QUICKLY and QUIETLY to disaster stations since special instructions may have to be given without the use of the public address system. The ALL CLEAR signal will be given by the administration.

## **NATIONAL HONOR SOCIETY SELECTION CRITERIA**

1. To be eligible for membership the candidate must be a member of Eminence High School. Candidates must have been in attendance at school the equivalent of one (1) semester. A transfer student may be considered based on presenting a letter addressed to the present school principal from the former school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.
2. Candidates must have a cumulative scholastic average of at least a B+ or a 3.3 on a 4.0 scale or higher (no rounding up). Candidates shall then be evaluated on the basis of scholarship, service, leadership, and character.
  - a. Sophomore candidates- must have been or presently be involved in one (1) activity during the freshman year - one (1) of which may be athletic teams.
  - b. Junior candidates - must have been or presently be involved in three (3) activities during the freshman, sophomore, or junior year - two (2) of which may be athletic teams.
  - c. Senior candidates - must have been or presently be involved in five (5) activities during the freshman, sophomore, junior, or senior year - three (3) of which may be athletic teams.
3. If a student held or presently holds a major club office, this may be counted toward the activity requirement.
4. Examples of activities are athletic teams, clubs, scouts, 4-H, church groups, and volunteer work, etc.
5. The principal shall appoint a faculty council annually. The faculty council consists of three (3) voting members and shall not include the National Honor Society faculty advisor or principal. The selection of each member to the chapter shall be by a majority vote of the faculty council. The word majority will reflect more than half, assuming that all five members cast votes as either yea or nay. In the event that less than 3 cast a yea or nay vote, the determination will be based on more than one half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions. The faculty council will use whatever means necessary to seek input from the entire faculty on the prospective candidates to help assure that the faculty council knows all candidates.

## **NETWORK / INTERNET ACCEPTABLE USE AND SAFETY**

The responsibility for the educational value of Internet access is the joint responsibility of school staff, the students with access to the Internet, and their parents. The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

The School Board is pleased to provide internet services to its students. The Board encourages students to utilize the internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century.

The Corporation has implemented technology protection measures which block/filter internet access to websites deemed inappropriate by school personnel. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents/ guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the internet.

All internet users (and their parents if they are minors) are required to sign the Network/Internet Acceptable Use Policy indicating they will abide by the terms, conditions, and its accompanying guidelines.

Internet usage is closely monitored and must be for an **educational purpose**. Students must enter the computer programs through their own school logins and passwords.

Users who disregard this policy may have their privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the internet not authorized by this policy.

## **MEDIA CENTER RULES AND USAGE**

Books, newspapers, magazines, reference materials, online resources and audio-visual equipment are available to students and faculty. Students, who have passes indicating their purposes, are welcome in the media center.

All loaned materials should be returned promptly. Fines will be assessed for any late, damaged, or lost items. Damaging or destroying any media center materials or furnishings will result in disciplinary action.

## **PRE-HIGH SCHOOL CREDIT**

It is the policy of the Eminence Community School Corporation to issue high school credit for high school courses successfully completed at pre-high school grade levels provided:

1. The instructional materials used are those required by Indiana Textbook Code (IC 20-10.1-9-7).
2. For each credit issued, the amount of teacher contact time will be equivalent to that of the equivalent high school course(s).
3. The course(s) is taught by a teacher with documented competency to teach the course(s).
4. It is indicated on the student's transcript that the course(s) was completed prior to grade nine.
5. The student's participation in the course(s) is evaluated under the same criteria as equivalent course(s) is evaluated at the high school level.

## **Physical Education Alternative Credit**

Any student grades 9-12 has the opportunity to earn two (2) high school PE credits for participation in a high school athletic program. The student must engage in two different sports during the same year or the same sport over the course of two different years. The student does not have to earn a varsity letter in order to receive the PE credit. The student must complete the season in its entirety.

within good academic and athletic standing, complete the PE alternative credit form, obtain the required signatures and return the form to the Guidance Office in order to be awarded an alternative physical education credit. A student may earn an elective PE credit if they complete a season, as stated above, and are currently not enrolled in an elective weight lifting class.

PE Alternative Credit grades are recorded on a student's transcript and impact honor roll, GPA, and class rank. Therefore, no exceptions will be made to the following deadlines:

Summer and Fall sports are due the last day of First Semester.

Winter and Spring sports are due the last day of the Second Semester.

## **PROGRESS REPORTS**

Progress reports will be distributed after the 9th week of the semester and final grades will be distributed after the 18th week of the Semester. Parents may see their student's grades at any time by logging on to Harmony through to the Eminence School website. Please call the main office for more information.

## **RELEASE OF RECORDS**

1. Eminence Jr.-Sr. High School maintains records on all students. These records may include directory information such as:

- a. Basic identifying information, including student and parent names and address, birth date, place of birth, gender, phone numbers, and student picture.
- b. Academic transcripts, including grades, promotion, grade level achievement and scores on any achievement, aptitude, or entrance examinations.
- c. Attendance records.

2. This information is not released unless a "Record of Request for Release" is on file in the Guidance Office. The release of any student records other than in the areas specified requires the written consent of the parent or eligible student. However, student records may also be released without consent as follows:

- a. A transcript of student records will be forwarded to another public or private school or post-secondary educational institution to which a student transfers or applies for admission or in which a student enrolls.
- b. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made application.

3. FERPA (Family Educational Rights and Privacy Act) requires schools and local education agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary home language other than English. The annual notice pertaining to FERPA rights must explain that parents may inspect and review records and, if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosures of personally identifiable information in the record, except under authorized circumstances.

FERPA gives both parents, custodial and non-custodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

## **SCHEDULING CHANGES**

The schedule you receive is the schedule you are expected to follow for the school year.

Therefore, it is important for you to plan carefully when making your course selections. Schedule changes will only be made for the following reasons:

- The student needs to add a graduation requirement, a Core 40 requirement, or an Indiana Technical or Academic Honors Diploma requirement
- The student needs to retake a failed required class
- There is an IEP, a doctor's order, or a court order
- There is an administrative need or a teacher recommendation.
- Student and parent requests will be not be considered after the first week of the semester.

**\*\*Failing the first semester of a course is not a basis for dropping the second semester of a course.**

## **SEARCH AND SEIZURE**

Desks and lockers are school property, and school authorities make regulations regarding their use. School officials may inspect automobiles, desks, lockers, and personal effects when there are reasonable grounds to believe that the contents threaten the safety, health, or welfare of students, or include stolen property or contraband.

Stolen items and items which are prohibited by law, board policy, or school authorities, may be removed and impounded, and the parents notified. If the student is not present during the search, he/she shall be informed, as soon as practical, of the action taken. This policy is enforced during the school day, on school buses, in school buildings and grounds. The policy extends to all school-sponsored and related activities including field trips and athletic and music trips, whether held before or after school, evenings, or weekends.

## **SIGNS/DISTRIBUTION OF MATERIALS**

Signs/posters may be posted in appropriate areas. Clubs or individuals are to check at the main office for permission and appropriate locations. Signs or printed materials of promotion or advertising may not be distributed to students in the school building, on the school grounds, on the school buses, or at any school-sponsored activity without the prior approval of the principal and/or assistant principal. Signs should be mounted with masking tape on sign boards or walls and thumbtacks on bulletin boards. Signs without proper authorization will be removed.

## **TEXTBOOKS/FEEES**

All texts are given to students for their use during the school year. Textbooks are to be kept clean and handled carefully. The student is responsible for the cost of repair or replacement of damaged or lost books. Students must put their names inside the books, in the space provided, in case the book is misplaced.

Students should examine a textbook to make sure that it is in good repair when accepted. Damage should be reported to the administrative office so the student is not made responsible for previous book damage. Fees are charged to replace lost or damaged textbooks. The amount charged for damage to a book's cover or the appropriate personnel will determine binding.

## **VISITORS AND GUESTS**

Eminence Jr.-Sr. High School encourages parents and guardians to visit the school. All visitors must check in at the office immediately upon entering the building. All parent/ teacher/administrative conferences should be prearranged 24 hours in advance. Students will not be called out of class to

see visitors (other than for emergency purposes). No student visitors will be allowed to visit or attend school. Former students must have a prearranged visit, and they are to meet with office staff prior to entering the halls.

## **WORK PERMITS AND STUDENT EMPLOYMENT**

All students should know that the Indiana Industrial Laws require boys and girls between the ages of 14 and 17 who work for pay to possess work permits, except for certain exempt occupations, such as farming and domestic work. The student should first obtain a job before requesting an "Intent-to-Employ" card from the high school office. The "Intent-to-Employ" will need to be filled out by the employer and must be signed by the employer, the parent and the student. The student should then present the completed "Intent-to-Employ" form along with his/her birth certificate to the Eminence Jr.-Sr. High School Office for a work permit. They will be processed by the end of the day upon which they are turned in. There will be no charge for a work permit.

**\*Schools may refuse to issue work permits due to poor grades and/or attendance, and once issued, work permits may be revoked for the same reasons. Employers shall be notified immediately.**

## **SCHOOL MASCOT AND COLORS**

Our mascot is an Eel. The school colors are Red, White, and Blue.

### **SCHOOL SONG**

(Tune: "On Wisconsin")

*ON OL' EMINENCE,*

*ON OL' EMINENCE*

*STAND RIGHT BY THAT LINE*

*TAKE THE BALL AROUND THE BULLDOGS*

*FIELD GOAL SURE THIS TIME*

*RAH! RAH! RAH!*

*ON OL' EMINENCE,*

*ON OL' EMINENCE*

*FIGHT ON FOR YOUR FAME*

*FIGHT FELLOWS*

*FIGHT-FIGHT-FIGHT*

*TO WIN THIS GAME.*

*E-E-L-S GO, FIGHT, WIN, HEY!*

# **Eminence Jr./Sr. High School Discipline Handbook**

## **Student Discipline Code**

As a staff, we are trauma informed care trained and believe that we can help our students make positive choices by being fair, consistent, good role models, engage in more positive behaviors such as exploiting the positives demonstrated by each student, and create a more positive school climate, culture, and overall atmosphere.

When/If a student violates a school rule or procedure, the following plan will take place.

**AN ENVIRONMENT CONDUCTIVE TO LEARNING** - All students at Eminence are expected to behave in a manner that does not disrupt or interfere with the education of other students. Students are entitled to an environment free of lewd, vulgar, obscene or sexually explicit language.

All teachers, administrators, and other staff members are responsible for the supervision of students. Therefore, students are expected to comply with requests from any staff member at any time during the school day and at all school-sponsored functions, both on school property and at other facilities. Refusal to comply with such requests will be treated as insubordination.

Administration has the option to alter the penalty for any offense within one consequence level more or less severe.

Administration may work with parents, community members, school employees, law enforcement and other stakeholders to help with additional consequences such as community service. The use of community service may be used in place of above mentioned disciplinary actions.

## **Misconduct**

All students are expected to obey the rules of Eminence Jr.-Sr. High School and will be expected to accept the authority of any administrator, teacher or staff member at any time on school property or under school jurisdiction. Only administrators may formally recommend major misconduct disciplines in the forms of no contact orders, social probations, habitual offender contracts, in-school suspension (ISS), out-of-school suspension (OSS), placement in the Eminence Virtual Academy (EVA), and/or expulsion.

The following offenses are subject to no contact orders, social probations, habitual offender contracts, ISS, OSS, EVA placement, or expulsion for the first offense. A second incident for the same offense will result in OSS, possible EVA placement, or expulsion in accordance with IC 20-8.1-5.1. The severity of the penalty will be determined by the administration.

1. Engaging in unlawful activity on or off school grounds that may be reasonably considered to be an interference with school purposes or an educational function.
2. The student's removal is necessary to restore order or protect persons on school property.
3. Behavior that injures or presents a risk of injury to another person.
4. Stealing, damaging or trashing school property or the property of others.
5. Harassing, threatening, or intimidating students or school employees.
6. Substantial disobedience or disruption.
7. Refusing or failing to follow a directive from a school employee.
8. Violating Indiana or Federal laws.
9. Forgery of school documents. May lead to prosecution.
10. Refusing to cooperate in a vehicle search conducted to reasonable suspicion or pursuant to consent to search given.
11. Failing to report actions or plans of another person that could result in harm to another person or damage property.

Definition of "in possession" for purposes of these rules:

Students are "in possession" of an item for purposes of these rules when the item is on their person, in their immediate possession such as in a pocket, purse, or backpack, or is permitted in a place under their exclusive control such as a locker or vehicle.

Assistance in interpreting school rules:

Students or parents concerned about whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

The grounds for suspension and expulsion listed above apply to student conduct:

- a) During school activities on or off campus;
- b) On school property at any time; and
- c) While traveling to and from school or a school activity

A student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act is directed toward a school employee or Board member, arises out of a school relationship, or has foreseeable in-school consequences.

## **DETENTION**

Detention will be either 1 or 2 hours based on the severity of the issue(s) and will be from 3:05 pm - 4:00 pm or 3:05 pm - 5:00 pm every Tuesday.

1. Students assigned are to maintain a classroom/study hall type setting.
2. Assignment to Detention takes precedence over all other activities, including jobs, athletic events, or any extra-curricular activity.
3. All in school suspension (ISS) rules apply.
4. Students must bring homework or reading material.
5. Failure to attend will result in the appropriate consequence identified on the Eminence Jr.-Sr. High School Administrative Discipline Ladder.

## **No Contact Order**

No contact orders are issued by the administration as a direct result of a violation of someone's safety or overall wellbeing. When a no contact order is issued, it means that the individual cannot have contact with another person through another party, by telephone, letter, e-mail, or other electronic media, or by any other means. The person cannot engage in indirect communication via social media or any other means. The person must also refrain from any form of harassment, retaliation, or intimidating behavior. The person must make a concerted effort to avoid any close proximity to the other party.

- In areas where neither of them is required to be present, if one of them arrives first, the other must leave.
- In areas where they are both required to be present, they must each avoid sitting near the other.
- In areas where their presence is required and theirs is not, you may not be present.
- In areas where their presence is required and the other's is not, they may not be present.

No Contact Orders do not, in and of themselves, become part of the recipient's permanent record but a direct violation will result in out-of-school suspension.

## **Habitual Offender**

This is a contract based on several categories. The HOC is a contract that promotes positive behaviors and expectations that the student must meet to stay in positive standings with the school. If a student violates the habitual offender contract, the student is liable for further major disciplinary actions.

Students that repeatedly violate the trust of school staff may have changes made to their school day to limit their opportunities to misbehave. These changes may include, but are not limited to:

1. Loss of passing period

2. Ban from extracurricular events
3. Necessity to use a particular restroom
4. Lunch in the office
5. Check-in, Check-out system
6. Periodic or impromptu searches
7. Additional behavior tracking
8. Placed in Eminence Virtual Academy

## **Social Probation**

Utilizing Indiana Code 20-33-8-25, Eminence Jr/Sr High School students are eligible to be placed on Social Probation by administration. Social Probation will prohibit a student to participate in any Extra-Curricular, co-curricular activity or be on campus after 3:05pm. Any violation of Social Probation will be considered insubordinate and suspensions from Eminence Jr/Sr High School may occur.

### ***IC 20-33-8-25***

Additional disciplinary actions authorized

Sec. 25. (a) This section applies to an individual who:

1. is a member of the administrative staff, a teacher, or other school staff member; and 2. has students under the individual's charge.

(B) An individual may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following: (1) Counseling with a student or group of students.

(2) Conferences with a parent or group of parents.

(3) Assigning additional work.

(4) Rearranging class schedules.

(5) Requiring a student to remain in school after regular school hours:

(A) to do additional school work; or

(B) for counseling.

(6) Restricting extracurricular activities.

Reasons for placement include insubordination, school attendance issues, low school grades, multiple disciplinary actions, failures to comply, or excessive tardiness.

## **IN SCHOOL SUSPENSION (ISS)**

Students are to report immediately to ISS at their assigned time by the principal. Students will sign in for attendance and sign a printed copy of ISS Rules. This will acknowledge their understanding and compliance of the rules listed below. If he/she is corrected again, they will be referred directly to administration for further disciplinary actions.

1. A student must follow all school rules while in ISS, as this is an extended part of the school day.
2. A student must report immediately to ISS at their assigned time.
3. All assignments, homework, and tests will count toward their class grade.
4. A student, prior to their assigned ISS, must go to their lockers and bring books and supplies for the assigned time.
5. No passes will be given when in ISS.
6. Students must raise their hand for permission to speak or leave their assigned seat.
7. A student must work on classroom assignments the entire time while in ISS.



8. No cell phones, cameras, I-pods, games, or other electrical devices are allowed in ISS.
9. Students will not attend regular lunch time.
10. ISS missed due to a dentist, doctor, or other appointments must be rescheduled by the parent with the assistant principal/principal.
11. A student who refuses or fails to make up ISS will result in a referral to a school administrator, and/or OSS.
12. A student who is dismissed from alternative educational placement for any reason, will be referred to the assistant principal/principal and will face disciplinary consequences.

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

During the suspension, a student is not allowed on the school premises and cannot attend or participate in any school related activities. Suspensions are absences not to be counted towards the 5-day limit. Make-up work is allowed during suspension, but must be turned in upon return to school.

## **SUSPENSION PROCEDURES**

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, or parent 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, a description of the student's misconduct, and the action taken by the principal.

## **EMINENCE VIRTUAL ACADEMY PLACEMENT**

Students and parents will meet with the administrator when/if EVA placement is necessary due to not meeting the expectations set forth by the rules and procedures of Eminence Jr/Sr High School.

If a student has violated one or numerous behavioral issues alongside the school disciplinary table, or causes further issues while placed on a habitual offender contract, they are subject to be placed in the EVA.

Any student who has received a habitual offender contract is subject to be placed in the Eminence Virtual Academy.

Any student who violates school rules after receiving a habitual offender contract will be subject to receive placement in the Eminence Virtual Academy.

## **CHEATING / PLAGIARISM**

The minimal punishment for a student verified as having been involved in cheating or plagiarism on an assignment or test is to receive a call/email to the parent, will be given a zero as a score, and will receive disciplinary actions as set forth by administration. Continuous cheating should be referred to one of the administrators for further disciplinary action. A student who forges, falsifies, or makes fraudulent use of school grades will be disciplined.

## **DRESS CODE**

It is important for the Eminence Community School Corporation to maintain a safe and appropriate learning environment. We believe that an appropriate student dress code will allow students to focus on high academic standards and will assist us in promoting school safety. This dress code provides a consistent model of dress for the students of the Eminence Jr.-Sr. High School. Building administrators will determine the appropriateness of the student's appearance and whether his or her appearance is disruptive to the learning environment or is inappropriate for safety reasons. Periodically, students will be allowed to dress in a manner differently than the policy indicates because of spirit days or other special occasions. Such days and styles of dress will be determined by the administration.

1. Appearance should be clean, neat, and appropriate.
2. No article of clothing may be worn or possessed at school that promotes drugs, alcohol, tobacco products or any illegal substance, depicts violence, sexual innuendos, racial/religious slurs, or is gang-related. Violating this guideline will likely elicit a more serious consequence.
3. Caps, hats, bandanas, sweatshirt hoods, or sunglasses are to be removed when entering the building.
4. Students are required to wear shoes at all times.
5. Gym bags are to be stored in the student's locker or under the student's desk. (Bags CANNOT be out in an aisle.)
6. Pants are to be fitted and worn at the waist. The pants are not to be long enough to drag the floor.
7. Students may wear shorts/skirts that cover the thighs halfway to the knee. Dresses must comply with the skirt and shirt/top rules.
8. Shirts and tops are to have sleeves that cover the shoulders and not expose undergarments. Shirts must be long enough to be tucked in. No exposed cleavage, back, midriff will be allowed.
9. While tears or rips in jeans are not prohibited, gaping holes are not appropriate. Jeans should cover the same areas that shorts or skirts would cover.
10. The following are items that are not acceptable for students to wear at school: sheer/see through fabrics, off-the-shoulder shirts, pajamas/leisure wear, wallet or pocket chains, or any item that could cause harm to self, others, or school property.
11. Leggings and tights may be worn as long as they are NOT see-through, sheer, etc. They should completely cover from the midriff to the knee, no exceptions.

Students who wear objectionable clothing, will be sent to the office for the administration team to observe the questionable clothing. If deemed inappropriate, a phone call home for a change of clothes will be made or alternative clothes will be offered by the school. Further dress code violations or a refusal to change clothes will result in disciplinary actions.

## **CELL PHONE USE**

**Ind.Code 20-26-5-40.7**

**(a) As used in this section, "instructional time" has the meaning set forth in IC 20-30-2-1.(b) As used in this section, "wireless communication device" means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including a:(1) cellular telephone;(2) tablet computer;(3) laptop computer; or(4) gaming device.(c) Each school corporation and charter school shall adopt and implement a wireless communication device policy that:(1) except as provided in subdivisions (2) and (3) and subsection (d), prohibits a student from using a wireless communication device during instructional time;(2) authorizes a teacher to allow a student to use a wireless communication device for educational purposes during instructional time; and(3) permits a student to use a wireless communication device in the event of an emergency or to manage the student's health care.(d) The policy adopted and implemented under subsection (c) may not prohibit a student from using a wireless communication device during instructional time if the use of the wireless communication device is included in the student's:(1) individualized education program; or(2) plan developed under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794.(e) Each school corporation and charter school shall publish on its website the wireless communication device policy established under subsection (c).**

Cell phones are to be in student lockers or bookbags between the times of 8:00 am and 3:00 pm. Cell phones and air pods are allowed in the hallways and during lunch time. Phones are not to be used in the classroom unless deemed absolutely necessary by the teacher (Example: A calculator in the classroom or in times where blocked websites may be necessary to complete a project). Air pods are not allowed in the classrooms. There are to be no cell phones in the locker rooms or restrooms.

If students have phones or air pods during classroom time and permission has not been granted, they are to be immediately confiscated and will be turned into the main office. Parents or guardians are encouraged to contact the main office in case of an emergency and the student needs to be contacted. Failing to turn over a phone or air pods to school staff or refusing a digital search is insubordination and will result in further disciplinary action.

Students that have a phone or air pods confiscated more than once, due to violations in the main office, will need to surrender their device in the office temporarily or indefinitely. Failing to turn over the device to school staff or refusing a digital search is insubordination and will result in disciplinary action.

## **DRIVER LICENSE INVALIDATION**

In accordance with the Indiana Code 20-8.1-3-17.2, any student under the age of 18 who receives a second out-of-school suspension within one school year, an expulsion, or an exclusion for disciplinary reasons, may have his/her name sent to the Indiana Bureau of Motor Vehicles, thereby invalidating the student's license or permit until the earliest of the following events: A. The person becomes eighteen (18) years of age.

A. One hundred twenty (120) days have passed after the person is suspended.

B. The suspension/expulsion is reversed.

\*A student that drops out of school before graduating may have their driver's license invalidated.

## **FORGERY**

A student who forges, falsifies, or makes fraudulent use of a school pass, any other school form, grades, or attendance notes will be disciplined.

## **HARASSMENT / BULLYING**

"Bullying" (per IC 20-33-8-0.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other 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 other targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. 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.

Bullying can include:

Physical: Includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal: Can include teasing, name-calling, verbal aggression (cursing), inappropriate sexual comments, taunting, or threatening to cause harm.

Social/Relational: Involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/Written: Involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact the building principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent of schools.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside the investigation. If the investigation reveals

that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

## **SEXUAL HARASSMENT**

The full board policy prohibiting sexual harassment can be found on the school corporation website. It is policy 5517.

Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 define "sexual harassment" as: *"Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity."* This means all students have a right to come to school without feeling threatened or made uncomfortable due to actions or words relating to sex. Parents and guardians should be able to send their children to school with the understanding that we don't allow sexual harassment.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations; B. sexual violence, including physical and/or sexual assault;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;

*\*items C, I, and K have been removed and located in the section on sexual harassment - staff.*

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education or creates a hostile or abusive employment or educational environment.

## **PDA - Enforce or remove**

Public Display of Affection at school, other than hand holding, is prohibited.

## **PROBATION - ACADEMIC**

Students must be working toward completion of course/credit in each subject. Any student failing to show progress toward completion of the course/credit in 3 or more of his/her classes will be placed on Academic Probation. Students who violate the terms of Academic Probation may be referred for alternative discipline.

## **PROBATION - SOCIAL**

Social Probation may be used for any infraction of school rules. Social Probation means a student may not participate in any extra-curricular activity whatsoever during the social probation. The student may attend school during normal school hours, but must leave school property at 3:05 p.m. and not return until 7:40 a.m. the next day. Social Probation may be given for any length of time during a school year and could be used in conjunction with county probation.

## **SUBSTANCE ABUSE**

The following applies to all Jr.-Sr. High School students attending school or school sponsored events (i.e., field trips, athletic events, etc.). Due process procedures will be followed. Proper authorities will be notified. The principal shall have the discretion in any case to implement the Student Assistance Program or to follow normal disciplinary procedures (enforce or remove).

### **A. SUSPECTED SUBSTANCE ABUSE:**

Teacher or other staff member suspects a student of substance abuse:

1. Staff member discusses the problem with the school counselor or principal.
2. The counselor may choose to talk to students and assess possible needs.
3. The counselor may choose to talk with parent(s)/guardians.
4. Recommendation for referral to student assistance program or outside agency may be made.

### **B. WITNESSED OFFENSE:**

Student is found to be under the influence of or in possession of alcohol/ drugs:

#### 1<sup>st</sup> Offense

1. Student suspended from school and recommendation of expulsion to the Superintendent.
2. Proper legal authorities will be notified. Parents/guardians notified.
3. Expulsion from school may be waived if criteria is met by the student and parents. Parents and students must meet with the designated school official for assessment of the situation and for making recommendations to help the student. These recommendations may include, but are not limited to, any combination of the following:
  - a. Return to school after suspension
  - b. Chemical use assessment from a professional drug/alcohol counselor, and compliance with recommendations, which may include outpatient or inpatient treatment.
  - c. Development of a "contract" that defines expectations of academic, behavioral, and attendance performance as he/she returns to school.
  - d. Withholding of expulsion or reduction in length of suspension may be revoked whenever a student fails to demonstrate compliance with recommendations.

#### 2<sup>nd</sup> Offense

1. Student suspended from school and recommendation of expulsion to the Superintendent.
2. Parents and proper legal authorities will be notified.

3. Parents and students meet with the designated school official to make recommendations to be implemented during expulsion from school.
4. If a student returns to school after expulsion, the school will require the student and the parent/guardian to sign a conditional reentry form.
5. Any failure to comply with any of the conditions on the contract will result in an immediate expulsion from school for the remainder of the school year.

C. DEALING: Students determined to be dealing or selling illicit alcohol or drugs will be suspended and recommended for expulsion without any of the 1st Offense options of returning to school. Dealing is defined as selling alcohol, or other unauthorized drugs or narcotics.

\* If the offense consists of “sharing” unauthorized drugs/alcohol with peers, school officials will have the discretion of recommending to the superintendent the waiving of expulsion, providing that the various criteria are met as outlined in 1st Offense options.

D. SELF-REFERRAL: Any student who seeks help from a staff member for a substance abuse problem shall be referred to the Guidance Counselor or a designated school official. Any student who refers themselves shall not be subject to the same penalties, so long as the self-referral is voluntary and the student is not involved in any pending investigation. Any self-referred student may be subject to the recommendations of the designated school official. This self-referral provision is not designed to govern any student’s continued rights to any extracurricular activity, but only school attendance.

#### Tobacco/Vape Abuse

The use of any tobacco products is prohibited on school grounds or school sponsored activities.

### **TARDIES**

A tardy is being late to class. Teachers should document each time a student is tardy to class. Tardies are cumulative for each semester.

*\*Students must be at school before 8:10AM to be considered tardy. After 8:10AM, students will be considered absent for the 1st period. Both tardies and first period absences are cause for disciplinary actions.*

### **DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES**

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules.

### **EXPULSION PROCEDURES**

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 and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an

expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent 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 request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the hearing.

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.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents/parent.

NOTE: The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the meeting and the arguments of the school administration and student and/or the student's parent. The board will then take any action deemed appropriate.

*LEGAL REFERENCE: 20 U.S.C. 8001; 20 U.S.C. 8002; I.C. 20-33-8-19*

*In order to maximize the learning of all students and classrooms, Eminence Jr/Sr High School will provide an environment that promotes appropriate behavior and minimizes disruptions. All students should have clear, consistent and obtainable expectations for behavior while at school or at school sponsored activities.*

*This guideline applies to students at all times during the school day, while on school property, while traveling to and from school, at any school related event, at bus stops or at any time or place which may affect an educational function, including when accessing the school's electronic network services.*

*This guideline also applies to student behavior outside of school if (1) a student commits a serious violation and (2) the behavior disrupts or may disrupt the educational process at school*

## **Corrective Responses:**

*Corrective responses are divided into three categories:*

**Classroom Corrective Responses** are designed to teach and reinforce appropriate behavior and reduce the amount of instructional time lost. Corrective responses should be used when a student knows and understands behavioral expectations, but situationally does not perform acceptable social behavior. So, they do not repeat unacceptable behaviors, students must be afforded the opportunity to correct their behavior and engage in restoration if appropriate for the situation. Teachers are encouraged to use natural and logical outcomes that promote student skill development and problem-solving. Classroom teachers are responsible for implementing these responses and maintaining documentation.

**Classroom Corrective responses with administrative support** are appropriate for unacceptable behavior that is managed by the teacher, with possible assistance from an administrator or member of the school's student services team. This corrective response is



appropriate when classroom corrective responses have been put in place to address the behavior, but the behavior continues to negatively impact the learning of the student and others. These infractions should not include removal from school but can include administrative after school detentions or in school suspensions. At this level, parent conferences are appropriate to identify and address the cause of the unacceptable behavior and develop a strategic plan to address the behaviors. This may also include a referral to the MTSS team.

**Administrative Corrective Responses** are appropriate for unacceptable behavior that significantly interfere with others' safety and learning, are of a threatening or harmful nature and /or are legal violations that warrant administrative involvement. These responses can only be determined by an administrator or their designee. These corrective responses include detentions, in school suspensions, and/or out of school suspensions on the first violation or with repeated serious or dangerous behavior. For a behavior to be categorized as a repeated behavior, there needs to be teacher documentation of interventions that have been implemented to correct these behaviors.

If the violation seriously affects the learning environment or the safety of the student and/or others in the school and / or are legal violations, administration can request extended suspension (no more than 10 days), expulsion, or placement in the Eminence Virtual Academy. Prosecution of criminal violations occur separately from the administration of school procedures.

## **Classroom Corrective Responses:**

Corrective responses at this level are designed to teach and reinforce appropriate behavior and reduce the amount of instructional time students lose. Instructional responses should be used when the student's unacceptable behavior is caused by lack of knowledge of a replacement behavior, lack of reinforcement for appropriate behavior or emotional responses to stressful situations. Corrective responses should be used when a student knows and understands behavioral expectations but is not following them. Students must be afforded the opportunity to correct their behavior and engage in restoration, if appropriate for the situation.

Corrective Action	Description
Apology/ Restitution	Student makes amends for negative actions by taking responsibility to correct the problem created by the behavior through verbal or written declaration of remorse.
Conference with Parents/ Family	Teacher communicates with student's parent(s) by phone, email, written notes, or in person about the behavior. Could include home visit.
Conference with student	Private conversation with a student to discuss behavior interventions/ solutions. This can include direct instruction in expected or desirable

	<i>behaviors.</i>
<i>Corrective assignment restitution</i>	<i>Student completes a task that compensates for the negative action and triggers a desire not to revisit the negative behavior (e.g., clean up, helping another person)</i>
<i>Detention (Lunch or After School)</i>	<i>Required attendance during a non-instructional time for a monitored period of time. If after school, parent notification is necessary.</i>
<i>Differential Reinforcement</i>	<i>Reinforcing the desired behavior while ignoring other behaviors demonstrated by the student (e.g., "catch them being good.")</i>
<i>Home/School plan</i>	<i>Parent(s) and teacher(s) agree on a consistent approach. The plan should be consistent with positive practices, emphasizing teaching and rewarding of appropriate behaviors and using consistent consequences for problem behaviors. The home/school plan should be explained to the student by the parent(s) and teacher(s) as appropriate.</i>
<i>In-Class Time Out</i>	<i>Predetermined consequence for breaking classroom rules of short duration (five minutes or less, usually separated from group, but remains in class) or brief withdrawal of attention and other reinforcers (a time for student to reflect/fill out reflection sheet on his or her action).</i>
<i>Buddy Room</i>	<i>Student is assigned to another classroom for a brief period of time (30 minutes or less). Student must receive assignments to complete during this time and / or problem solving activity.</i>
<i>Privilege loss</i>	<i>Incentive or choice given for positive behavior are lost (five minutes of computer time).</i>
<i>Reflective Assignment</i>	<i>Help student understand why his/her misbehavior was wrong by having him/her to complete a structured problem solving sheet.</i>
<i>Teach/Reteach Student</i>	<i>Teach and model behavioral expectation that student is having difficulty with performing.</i>

<i>Expectations</i>	
<i>Teach Self-Regulation Skill</i>	<i>Provide direct instruction of self-regulation skill and develop plan for student to access the tool/skill.</i>
<i>Restorative Conversation</i>	<i>Structured conversation facilitated by the teacher in which the participants in the incident examine the intended and unintended impact of their actions and decide upon interpersonal remedies to repair harm and restore the relationship.</i>
<i>Written Behavioral Contract</i>	<i>Written agreement negotiated between the student, teacher and parent. It specifies the behavior to be increased and the reinforcements to be delivered contingent upon satisfaction of the contract terms, and criterion for determining completion of the contract.</i>

## ***Classroom Corrective Responses with Administrative Support***

*These corrective responses are appropriate for ongoing unacceptable behavior that is managed by the teacher with possible assistance from an administrator or member of the school's student service team if needed for access to supports (e.g., Centerstone). These corrective responses are for behaviors that have previously been addressed but the behavior continues to negatively impact the learning of the student and others and / or the safety of students or self.*

*It is appropriate at this level for the teacher, student, parent/family, and administration to conference to identify and address the cause of the unacceptable behavior and develop a strategic corrective response. This may also include a referral to the MTSS team for additional supports.*

<i>Corrective Strategy</i>	<i>Description</i>
<i>Behavior Contract</i>	<i>A written contract or plan for the student with stated goals, objectives and outcomes for the student to develop the necessary skills to address the stated incident. This can be supported by administration</i>

	<i>and/or the school counselor.</i>
<i>Check In – Check Out</i>	<i>Daily contact with assigned adult in the school. Student sees the adult before the school day starts, as well as at the end of the day. Often behavior rating sheet is used to monitor and reinforce goal behaviors.</i>
<i>Community Service</i>	<i>Donated service or activity that is performed by student for the benefit of the school.</i>
<i>Conference with Parent(s)</i>	<i>Administrator and teacher communicate with student's parent(s) by phone, e-mail, or person to person about the continuing issues. Could include home visits.</i>
<i>Conference with Student</i>	<i>Private time with a student to discuss behavior interventions / solutions. This can include direct instruction in expected behaviors.</i>
<i>Daily/Weekly Report (tracking sheet)</i>	<i>A progress report and / or assignment sheet which gives the student and parent an opportunity to track the student's academic and behavioral progress in each of his/her classes for a specified period of time.</i>
<i>Detention (Lunch or after school)</i>	<i>Required attendance during non-instructional time for a monitored period of time. If after school, parent notification is necessary.</i>
<i>In School Suspension</i>	<i>Structured, self-contained program designed to teach and support appropriate behaviors that allow the student to complete academic assignments that mirror their classroom instruction. The student may be assigned for one class period, a specific amount of time or full school day. This is only administrator assigned.</i>
<i>Mentoring</i>	<i>A designated adult or older student who provides consistent support, guidance, and concrete help to a student who is in need of a positive role model.</i>
<i>Plan Review Meeting (IEP or</i>	<i>A case conference is convened to review the student's plan and recommend changes in supports and interventions as are needed to</i>

<i>504 plan)</i>	<i>address behavior problems.</i>
<i>Referral to MTSS</i>	<i>Referral to the school-based problem solving team for a targeted intervention plan.</i>
<i>Referral to Admin mediation</i>	<i>Referral to mediation with an administrator for stated incident.</i>
<i>Referral to school guidance</i>	<i>Counseling of the student by the guidance counselor to assist the student in developing or utilizing the necessary skills to address the stated incident or needed skill development</i>
<i>Restorative Justice Conference</i>	<i>A structured process guided by a trained facilitator in which the participants involved in an incident examine the intended and unintended impact of their actions and decide upon interpersonal remedies to repair harm and restore the relationship.</i>
<i>School Service Work (during school hours)</i>	<i>Work assistance, provided by the student, to any staff member during school hours, assistance could include campus or hallway clean-up.</i>
<i>Temporary Classroom Removal (Buddy Room)</i>	<i>The temporary, short-term removal of a student from their regular classroom to a different classroom (Buddy Room). There the student will complete his or her regular class work and problem-solving sheet or comparable activity.</i>
<i>Voluntary Restitution/ Self-Designed Action</i>	<i>Student agrees to make amends for negative actions and take responsibility to correct the harm created by his/her behavior, through a written or verbal apology.</i>

## **Administrative Corrective Responses**

*These corrective responses are for unacceptable behavior that significantly interfere with others' safety and learning, are of a threatening or harmful nature and/or are legal violations that warrant administrative involvement. Corrective responses can result in in school or out of school removal. For a behavior to be considered as a repeated behavior, there should be written*

documentation of the other two level interventions that have been implemented previously. For major infractions, this documentation will not be necessary.

<i>Corrective Actions</i>	<i>Description</i>
<i>In School Suspension</i>	<i>Structured, self-contained programs designed to teach and support appropriate behaviors that allow students to complete academic assignments that mirror their classroom instruction. Teachers must supply all classwork related to the student's curriculum for the student to complete. Work must be turned in daily in order to receive full credit. Students with disabilities will receive the identified support services designated in their IEP's during this time.</i>
<i>Loss of Privileges</i>	<i>The loss of privileges such as attending events not during school hours, removal from an athletic team or club and /or exclusion from a specified activity.</i>
<i>Out of School Suspension</i>	<i>Temporary removal of a student from school for a determined period of time. During an out of school suspension, the student is prohibited from attendance at school or any school related event. Student is also not able to participate in any practices, games or club activities.</i>
<i>Plan Review meeting (IEP or 504)</i>	<i>The student's IEP or 504 plan is reviewed through a manifest determination review conference. Behavior Intervention Plan (BIP) is revised or developed to address the problem behavior. The BIP is based upon a functional behavioral assessment.</i>
<i>Referral to MTSS</i>	<i>If not already referred during a previous step, student will be referred to MTSS team for development of interventions and supports.</i>
<i>Referral to School Guidance</i>	<i>Counseling of the student by the guidance counselor to assist the student in developing or utilizing the necessary skills and relationships to address the stated incident.</i>
<i>Restitution</i>	<i>Repayment or damage or loss</i>

<i>Restorative Justice: Formal Conference</i>	<i>A structured process guided by a trained facilitator in which the participants in an incident examine the intended and unintended impact of their actions and decide on interpersonal remedies to repair harm and restore relationships.</i>
<i>Suspension of Driving Privileges</i>	<i>IC-9-24-2-1 lists legal requirements for driving privileges. Bureau of Motor Vehicles can be contacted to suspend driving privileges or invalidate learner's permit of individual under 18 if student is under at least a second suspension from school. Prior notice of this to the parent is required.</i>
<i>Assignment to Eminence Virtual Academy</i>	<i>Assignment by administrator to online virtual academy for a designated period of time. Reentry plan is required upon return.</i>
<i>Probationary Contract</i>	<i>Administration can develop an alternative disciplinary contract. This written document between student, parents, school administrator and district administrator will outline consequences, responsibilities, and the designated contract period. If the contract is not completed or if the student breaks the contract, the agreed upon consequence will be instituted.</i>
<i>Expulsion</i>	<i>The removal of the right and obligation of a student to attend public school under conditions set for by the Board of School Commissioners and for a period not to exceed the remainder of the semester and school year or one year from the behavioral incident. Expulsions may be imposed with or without continuing educational services.</i>

*Appendix A – Corrective responses/ consequences*

<i>Behavior Violation</i>	<i>Classroom Managed</i>	<i>Classroom Managed and/or administrative</i>	<i>Administrative Managed</i>	<i>Must be referred to SRO</i>
<i>Battery</i>			X	X

<i>Bus Misconduct</i>		X	X	
<i>Electronic Device (Refusing to hand over electronic device)</i>	X	X		
<i>Electronic Device (use of electronic device to bully on social media during school hours)</i>		X	X	X
<i>Electronic Device (Any device that disrupts class – Laser pointers, speakers, etc)</i>	X	X		
<i>Computer/Internet violation</i>	X	X		
<i>Driving/ Parking lot violation/failure to obtain tag</i>			X	
<i>Fighting/ Physical Aggression</i>			X	x
<i>Forgery</i>		X	X	
<i>Bullying (Sexual, Intimidation, Threats, cyberbullying)</i>		X	X	X
<i>False Fire Alarm</i>			X	X
<i>Dress Code</i>	X	X		



<i>Insubordination</i>	X	X		
<i>Misconduct with Substitute Teacher</i>		X	X	
<i>Physical attack on staff</i>			X	X
<i>Possession, Dealing, transferring, or use of alcohol</i>			X	X
<i>Possession, Dealing, transferring or use of a controlled substance, paraphernalia, synthetic, look alike</i>			X	X
<i>Possession, dealing, transferring of any form of Tobacco, including e-cigarettes and vapes</i>			X	X  Second infraction + will result in our police officers issuing tickets
<i>Possession, dealing, transferring or use of weapon, dangerous device, or firearm</i>			X	x
<i>Possession, dealing, transferring or use of knife, explosive, chemical agent that can be considered a weapon</i>			X	X

<i>Profanity – Student to student</i>	X	X		
<i>Profanity – Student to staff</i>		X	X	
<i>Refusal to complete detentions/ISS/Community Service</i>		x	X	
<i>Tardies</i>	X	X		
<i>Theft</i>		X	X	X
<i>Horseplay</i>	X	X		
<i>Truancy/ Leaving school without permission/ skipping school</i>			X	
<i>Vandalism/Destruction of school property</i>			X	X
<i>Violation of ISS Rules</i>			X	
<i>Violation of NCO</i>			X	
<i>Masks (Refusal to wear mask)</i>	X	X		
<i>PDA</i>	X	X		
<i>Plagiarism</i>	X	X		

<i>Possession/Distribution of pornographic materials</i>		X	X	X
<i>Sexual Misconduct</i>			X	X
<i>Class Disruptions</i>	X	X		
<i>Threat to staff</i>			X	X
<i>Threat to student</i>		X	X	
<i>Gambling</i>		X	X	
<i>Trespassing</i>			X	X
<i>Setting Fire</i>			X	X

*Appendix B – Classroom managed behaviors vs. Administrative managed behaviors*

<i>Classroom Managed Behaviors</i>	<i>Immediate Administrative Managed Behaviors</i>
<i>Tardy</i>	<i>Theft</i>
<i>Dress code</i>	<i>Fighting</i>
<i>Defiance/Disrespect</i>	<i>Property Damage/Vandalism</i>
<i>Cell phones</i>	<i>Physical Aggression</i>
<i>Inappropriate Language</i>	<i>Intimidation</i>

<i>Cheating</i>	<i>Harassment/Bullying – Sustained</i>
<i>Failure to comply with classroom rules</i>	<i>Drugs/Alcohol</i>
<i>Inappropriate physical contact (PDA)</i>	<i>Firearms</i>
<i>Refusal to work/ Non participation in class</i>	<i>Weapons other than firearms</i>
<i>Lack of classroom materials</i>	<i>Pornographic material/ use</i>
<i>Minor vandalism</i>	<i>Sexual misconduct</i>
<i>Food/ Drink violations</i>	<i>False Fire alarms</i>
<i>Horseplay</i>	<i>Arson</i>
<i>Dishonesty</i>	<i>Gang Related activity</i>
<i>Insubordination</i>	<i>Inappropriate use of technology</i>
<i>Improper technology usage (minor)</i>	<i>Threats</i>

*SRO's responsibilities:*

*Investigation*

*Confiscating contraband*

*Counseling with students*

*Meeting with students and administration*

*Police report filed*

*Arrest if necessary*

*Point of contact for local law enforcement agencies.*

