



Central High School
Student/Parent Handbook

CARDINAL NATION



2019-2020 School Year

Student/Parent/Guardian acknowledgement of Handbook

As the parent/guardian of named student:

who is enrolled at the following school:

_____.

I acknowledge receipt of the SCEC: 2019-2020 Student/Parent Handbook. I understand it is my responsibility to read the Student/Parent Handbook and review its contents with my child.

Printed Parent/Guardian Name and Date

Parent/Guardian Signature

Please Return Signed Form To Child's School

Form will be placed Into Student's File

School City of East Chicago

Dr. Paige McNulty, Superintendent

Dear School City of East Chicago Students and Parents;

On behalf of our Board of School Trustees, we look forward to a very productive 2019-2020 School Year. As Superintendent, our shared priority is to continue to provide our students with the necessary tools to build a strong educational foundation in a safe and secure learning environment, that will allow them to effectively compete in a dynamic and changing workforce, achieve a positive quality of life and become a productive member of the Community.

Here at the School City of East Chicago we have dedicated and skilled career educators whose mission remains, "Learning for all whatever it takes." I am very proud of our outstanding Staff and the Principals who are assigned to lead our teams at these School City of East Chicago Facilities;

Elementary Schools (Pre-K)

Carrie Gosch Early Learning Center - Principal E. Glenn

(Grade K- 6)

- ☐ Harrison Elementary- Principal J. Peters
- ☐ Lincoln Elementary- Principal N. Sharp
- ☐ McKinley Elementary- Principal C. Guitierrez
- ☐ Washington Elementary-Principal A. Hogan

Middle School (Grade 7-8)

Block Middle School- Principal K. Hobson

High School (Grade 9-12)

East Chicago Central High School- Principal D. Wright

Our Principals and their teams look forward to working closely with Students and Parents to improve performance and achievement at all levels!

As our Educators make the learning tools for success available, it is the responsibility of the Student, with the support and engagement of their Parent or Guardian, to pick up and use those same tools to build a future that is full of opportunities that is only limited by their imagination, enthusiasm, and energy! You can begin by reading and following this Student/ Parent Handbook and communicating with our staff to ensure that a productive, safe, and successful school year can be shared by all of our students.

Yours in Education

Paige McNulty, PhD.
Superintendent

East Chicago Central High School

Code of Responsible Behavior

I. Introduction

a. Purpose

- i. The goal of the School City of East Chicago Code of Responsible Behavior is to assist in the creation and maintenance of safe and caring schools so that learning can be the primary focus for all

b. Philosophy

- i. The teaching of responsible behavior in School City of East Chicago Schools, in conjunction with the teaching of responsible behavior in our homes, is designed to produce behavioral changes that will enable students to develop self-discipline. Our intention is to utilize the process of discipline with the understanding that we all make mistakes as we learn and grow. Our desire is to instruct, to guide, and to help children to order themselves from the inside rather than having to impose order on them from the outside. Rather, we are concerned with the development of the ability to act with integrity, wisdom, kindness, and compassion when there's no external force holding students accountable for what they do. As we teach our children to behave responsibly, we must remember to balance our expectation for obedient behavior with our expectation for responsible behavior. Our practice will be to initially teach children to understand the required expectations for obedient behavior based upon laws and rules of our culture and civilization. Gradually, we will guide children to assume increasing responsibility for making decisions for their individual behavior based upon their developing values and beliefs.

c. Rights and Responsibilities

- i. Every right has limitations and is always balanced against our responsibilities. The freedom of an individual or group to exercise rights stops when that exercise infringes upon the rights of others. Since the legitimate rights of some may, at times, be in conflict with the legitimate rights of others, it is necessary to recognize that rights must be balanced to protect as many persons as possible.

d. Tolerance

- i. Teachers and students should promote tolerance for the views of others, as well as for the rights of an individual to form and hold different opinions and beliefs.
- ii. A student shall have access to, abide by, and be aware of the rules, rights, and responsibilities to which he/she is subject. Introduction and orientation to the code shall be provided.

e. Questions

- i. Questions or additional clarification may be directed to any teacher or building administrator.

f. Behaviors and Consequences outlined herein

- i. The following listing of behaviors is not intended to be all-inclusive and is not

limited to this listing. Rather, this is a general list of behaviors that do not meet the expectations for responsible behavior set forth as the standard by the school district. Students will be subject to disciplinary action at any time that their behavior is inappropriate, disruptive, illegal, or in violation of school rules.

- ii. The following list of consequences represents the range of consequences generally assigned. Based on the severity of the situation, the consequences assigned could actually be more or less severe than those listed.
- iii. The final determination of consequences will be left to the judgment of the principal, vice principal, and/or his/her designee, who will take into consideration the results from further investigation and evaluation of all relevant facts.

II. Due Process

- a. Due process of law will be provided to students in all discipline matters. This will include the opportunity to be informed of the provisions of the code or other school regulations or procedures allegedly violated, together with evidence to support the charge. Students will be given an opportunity to respond.
- b. When considering the action to be taken, the following will always be reviewed:
 - i. Age of the student
 - ii. Grade level of the student
 - iii. Frequency of misconduct
 - iv. Seriousness of particular misconduct
 - v. Attitude of the student
 - vi. Degree of cooperation of the student
- c. Any student recommended for expulsion shall be entitled to have the legal procedures provided by law followed prior to any decision being made as to that expulsion.
- d. Effective teaching of responsible behavior and self-discipline takes time because it requires an interaction with the student to
 - i. Show them what they have done wrong
 - ii. Give them ownership of the problem
 - iii. Help them find ways of solving the problem
 - iv. Leave their dignity intact
- e. In many cases, this will require the student to not only take ownership for the problem that has been created and fix what was done (restitution); this process will also require the student to figure out how to keep it from happening again (resolution) and to heal the person or persons harmed (reconciliation).

III. Special Education Students

- a. Students who have a disability or those who are suspected of having a disability will be afforded procedural safeguards in accordance with State and Federal Regulations.

IV. Positive Behavior Supports

- a. Positive Behavior Supports (PBS) is an evidence-based, proactive, and inclusive approach for reducing undesirable behaviors and increasing desirable behaviors. PBS is a whole-school approach that provides students with motivation to exhibit behaviors that are safe, respectful, and responsible. Additionally, students are taught these behaviors and character traits through several evidence-based curriculums. At the building level, students are supported with a variety of interventions that reward positive behaviors which, in turn, helps to minimize the use of punishment as a behavior management tool.
- b. In the learning environment, staff use and support PBS in several ways.

- i. First, staff use proactive, evidence-based behavior management systems that reward students who exhibit positive behaviors.
- ii. Second, staff teach students positive behaviors through evidence-based curriculums like Character Plus and Skillstreaming.
- iii. Finally, staff can work in conjunction with specialists in the district to develop more individualized PBS-based support plans for students or classes when necessary.

V. Forms of Discipline

- a. School personnel may enact the any of the following forms of discipline, however, disciplinary protocols are not limited to all of the following techniques and do not follow a specific order.
- b. Disciplinary actions may include, but are not limited to:
 - i. Reprimanding
 - ii. Counseling
 - iii. Restricting extracurricular activities
 - iv. Conferring with parent(s)
 - v. Rearranging class seats
 - vi. Restorative Justice
 - vii. Referring students to guidance or administrative personnel in the schools (counselor, social worker, and assistant principal, principal)
 - viii. Detaining student for after school (detention)
 - 1. Students may be detained after school for a reasonable length of time
 - 2. The teacher should report unusual delays to the parent by telephone, if possible
 - ix. Placing on school probation
 - x. Removing from class
 - xi. Assigning community service
 - xii. Refer to Juvenile Authorities
 - xiii. Refer to Lake County Court Truancy Program
 - xiv. In-School suspension
 - xv. Out of school suspension
 - xvi. Recommendation of expulsion from school
 - xvii. Loss of privileges
 - 1. School activity, sport, event, or access
 - 2. Driver's License or Learner's Permit
- c. After School Detentions
 - i. One-hour detentions begin at 2:40 p.m. and end at 3:40 p.m. Monday through Thursday. Repeated failure to serve detentions will result in suspension(s).
 - ii. Students are to use detention time for school related work.
 - iii. **NO TALKING OR SLEEPING IS ALLOWED IN DETENTION.**
 - iv. **No cell phones or electronic devices are allowed in detention.**
- d. Restorative Justice
 - i. Restorative justice is an effective alternative to punitive responses to wrongdoing. Inspired by indigenous traditions, it brings together persons harmed with persons responsible for harm in a safe and respectful space, promoting dialogue, accountability, and a stronger sense of community. Restorative justice is a way of thinking that can be used as a tool to assist in resolving issues that occur in elementary schools.

- ii. We have started the process of restorative practices in SCEC schools. Some of the restorative strategies include classroom circles. The students and adults who are involved in the issue at hand sit in a circle, to generate shared values, resolve conflicts or discuss celebrations. A circle may serve as a short check-in and check-out process at the beginning and end of class. As the need arises, there may be healing/conflict-resolution, grief, or celebration circles.
- iii. Our desire is to teach and empower our students to talk and verbally express their ideas instead of resolving conflicts through physical means. Furthermore, students and adults who are involved in this process work toward resolving the issue. The consequence that is determined in the circle is accepted by the school community because students and staff have had a voice in how to repair the 'damage' caused by wrongdoing.
- iv. As a result of restorative practices we have seen a reduction in suspensions and an increase of time on task in the classroom. We will continue to develop restorative practices in our schools and provide opportunities to participate in restorative practices as an alternative consequence to progressive discipline practices included in our handbook.
- v. Some schools in the district have a specific restorative justice (RJ) program as a potential alternative to punitive discipline. This is a hybrid program that incorporates restorative practices as well as small group, social emotional instruction. In this program students spend 1-3 days in a non-traditional classroom where they are exposed to restorative methods of problem solving as well as instruction on specific social skills that might be leading to behavior challenges. For example, this skills can include; apologizing, dealing with someone else's anger, asking permission, or responding to teasing. The criteria and guidelines for this program are detailed here:
<https://www.edutopia.org/blog/restorative-justice-tips-for-schools-fania-davis>
- vi. RJ Programming Guidelines:
 - 1. The Restorative Justice (RJ) program is a targeted intervention that provides an alternative to suspension through evidence-based, tier 1 & 2 supports.
 - 2. After administrators notice a pattern of repeated behavioral infractions, a student will be considered for placement into RJ. Placement into RJ is not automatic in lieu of suspension or available as an option in every instance requiring a punitive consequence. In some instances, both suspension and placement into RJ can be assigned.
 - 3. Students assigned to RJ will not immediately start their time in the RJ class. The RJ staff needs time to schedule students appropriately, plan targeted instruction, and gather academic work from their teachers. In the elementary programs, there may be a 1-2 day delay before starting, and 2-3 days at the middle and high school. Additionally, days spent in the RJ program will not be consecutive. For example, if a student is assigned 3 days of RJ they may spend Monday, Wednesday, and Thursday of the same week in RJ or even have days separated by a weekend or holiday.
 - 4. When a student is assigned to the RJ program, parents will be notified and the student will be assigned between 1 and 3 school days in the RJ class where they receive targeted social skills training (Skillstreaming),

character education (Character Plus), and restorative practices like small impromptu conversations and restorative circles to build rapport and discuss behaviors.

5. When assigned to RJ, students will spend the entire school day in the RJ room. Students will be provided with lunch in RJ and will have time to eat. Students will not be allowed to attend events or “specials” like art, music, gym, etc. Students with special needs will have access to related services required in the IEP, as well as accommodations and modifications required in the IEP. The TOR is responsible to provide a copy of the student’s IEP at a glance to the RJ teacher and to inform related service providers that the child is assigned to RJ for the day.
6. Students will spend about half of their day (3 nonconsecutive hours) in RJ keeping up with their academic coursework and the rest of the time actively participating in the aforementioned social emotional instruction and interventions. The RJ staff will be responsible for obtaining the academic work from the student’s teachers.
7. One day a week the RJ classroom will not have any students in attendance and the instructor and paraprofessional will “push-out” into the building to: check-in with students who have recently been in the RJ class, work with small groups of students in restorative circles, work with classroom teachers to help them incorporate social emotional learning, restorative practices, and character education into their daily instructional practices. This effort is to promote “skill transference” or “generalization” of the new social emotional skills they learn in the RJ class. RJ instructors will also spend time on these days contacting the parents of recent RJ students to inform them of their student’s progress.
8. RJ assignment will be entered into the RDS system by administrators and will be available for parents and staff to view under the “discipline” tab. The total number of days in RJ will not exceed 10. If after 10 days the same pattern of behavioral infractions continues, other approaches and/or evidence based interventions will be considered. Students with special needs who are approaching 10 days in RJ will have a case conference called to determine if a change in placement is appropriate. Additionally, the case conference committee must ensure that appropriate functional behavior performance information and current positive behavior supports relevant to behavior needs are included in the IEP.
9. While in RJ, a student is expected to follow all the district, building, and classroom rules and expectations. RJ classroom management plans will incorporate positive behavior supports and restorative approaches to discipline, but students who do not respond to these interventions and consistently disrupt the learning environment will be removed from RJ. Students who are removed from RJ for consistently disrupting the learning environment will not be allowed to return to RJ for the remainder of that RJ assignment period and building administrators will determine the consequence and course of action. Students who are removed from RJ in this way more than 2 times will not be allowed to

return to the RJ program until a team meeting is held with the student, student's parents, building administrators, RJ staff, RJ coordinator, and (if applicable) a special education administrator.

- e. In-School Suspension
 - i. In-school Suspension will only be assigned at the discretion of an administrator for offenses found in this handbook.
- f. Invalidation of Driver's License or Learner's Permit
 - i. In accordance with Indiana code 20-8.1-3-17.2, any student under the age of eighteen receiving a second out-of-school suspension during a year, a third referral for truancy or an expulsion for disciplinary reasons, will have his/her name sent to the Indiana Bureau of Motor Vehicles which will invalidate the student's license or permit.

VI. Removal, Suspension, and Expulsion Policy

a. Removal Procedure

- i. When the high school teacher determines the student's behavior is disrupting the learning environment and has exhausted all classroom management methods, he/she may have the right to remove a student from his/her class or activity for a period of up to one (1) school day.
 - 1. Student must be escorted to alternative learning setting
 - 2. Students must be given school work to complete
 - 3. Parent contact should be made

b. Suspension Procedure

- i. When a principal or his/her designee determines that a student should be suspended, the following procedures will be followed:
 - 1. A meeting will be held with the student prior to suspension, except where the nature of the misconduct requires immediate removal. In such situations, however, the meeting will be held as soon as reasonably possible after the issuance of the suspension.
 - 2. At the meeting, the student will be provided with a written or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented. The student will be provided an opportunity to explain his or her conduct.
 - 3. Following issuance of a suspension, the parent/guardian of the suspended student will be notified in writing. The notification will include the dates of the suspension and will describe the student's misconduct and the action taken by the principal (principal's designee).
 - 4. All students who are suspended are required to be reinstated by the parent. The parent/guardian can conduct the conference with an administrator or dean. Students are considered trespassing when they return to school after a suspension without a parent/guardian meeting.

c. Expulsion Procedure

- i. When a principal or his/her 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 an expulsion examiner to conduct an expulsion meeting.

2. An expulsion will not take place until the student and the student's parent/guardian are given written notice of their right to appear at an expulsion meeting. Failure to request and/or to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. If an expulsion meeting is timely requested, the principal (or designee) will present evidence to support the charges against the student. The student/parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.

VII. Student and Parent/Guardian Responsibilities

a. Change of Address

- i. In order to assure that proper enrollment procedures are followed and in order for the school to communicate effectively with parents/guardians, especially if an emergency should arise, it is important that the address and telephone numbers of each student remain current during the course of enrollment at East Chicago Central High School. Therefore, corrections to students' records including name, address and telephone number should be reported to the Attendance Office, the Guidance Office and/or the Registrar.

b. NCAA Academic Ability

- i. The NCAA Clearinghouse reviews all transcripts of student/athletes applying for participation in Division I and II athletics. Potential collegiate student/athletes and their parent/guardian are strongly advised to consult the NCAA website (www.ncaa.org) on a regular basis beginning in grade 9.

c. Conduct in accordance with the Code of Responsible Behavior Guidelines at all time

- i. Parents/Guardians and/or their designees must conduct themselves in a professional manner at all times when visiting East Chicago Central High School and/or attending any school affiliated event
- ii. The following behaviors are intolerable by any parent/guardian or their designee, and/or any visitor to the school grounds
 1. Threats- Including but not limited to threats of bodily harm (written or verbal), aggressive or negative gestures, physical behavior placing a student or staff member in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any student or staff member in such a way as to disrupt or interfere with the learning environment of the school environment. Also included are threats of bringing a weapon (written or verbal). Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act
 2. Trespassing- East Chicago Central High School's facilities and grounds are only to be used by individuals with official school business. Anyone on school grounds during the regular school day is required to check in at the front desk near the main entrance. Individuals on school grounds without proper authorization, or who are on school grounds outside the regular school day for non-school related purposes, may be charged

with trespassing and may be arrested

d. Visitors

- i. As required by State, local and district policies all visitors of East Chicago Central High School must report directly to **Door A** and proceed to the front desk upon entry. Only those persons with legitimate reasons will be allowed in the school building. All visitors, including parents must sign in, receive a visitor's pass, leave a valid photo I.D. at the front desk, and go directly to their destination. Failure to comply will be considered trespassing and violators may be prosecuted.

VIII. School Services

a. Guidance and Counseling

- i. The purpose of the Guidance Department is to assist students in making decisions and assuming responsibility. The guidance counselors provide students with opportunities to discuss educational, occupational, personal, or social concerns.
- ii. When a student wishes an appointment with his or her counselor, that student needs to complete a counselor request form located in the Guidance Office. The student will be contacted at the earliest convenience of their counselor.

b. Registrar

- i. The registrar maintains the permanent school records of students and is located in the Guidance Office. Office hours are from 7:40 a.m. through 3:30 p.m.
- ii. Transcripts necessary for college applications, scholarships and employment purposes are processed through www.Parchment.com
 1. Current and former students will need to create an online account before transcripts can be requested, processed and forwarded.

c. eLearning

- i. The School City of East Chicago is pleased to announce that we will implement the use of eLearning for the 2019/2020 school year. eLearning will allow students to access educational assignments outside of the school setting and teachers will be available to support students online. eLearning allows students to continue to learn and grow on days that schools are closed due to inclement weather or other emergencies. eLearning practice days will take place on September 24th and November 5, 2019.

IX. Behavior Expectations

- a. The following behavioral expectations outlined herein apply to all students of East Chicago Central High School. Students adhere to these expectations. Failure to comply will merit appropriate disciplinary action(s).
- b. **Academic Integrity- Academic Dishonesty, Plagiarism, Cheating, and/or Falsification**
 - i. The students, teachers, and administration of East Chicago Central High School are committed to the highest standards of honesty and integrity. To that end, members of the Student-Faculty Handbook Committee developed a school wide policy on cheating and plagiarism.
 - ii. **Academic Dishonesty-** an action intended to obtain or assist in obtaining credit for work that is not one's own. Examples of academic dishonesty may include, but are not limited to, the following:
 1. Communicating with another student during an examination or quiz
 2. Copying material during an examination or quiz
 3. Allowing a student to copy from one's examination or quiz
 4. Using unauthorized notes or devices

5. Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher
6. Submitting a paper or project which is not the student's work
7. Copying another person's assignment
8. Allowing another student to copy one's assignment
9. Removing examinations or parts of an examination without the knowledge and consent of the teacher
10. Impersonating a student to assist that student academically
11. Having another student impersonate a student to assist academically
12. Stealing or accepting stolen copies of test or answer keys
13. Changing answers and seeking credit on an assignment or examination after the work has been graded and returned
14. Using electronic devices or other secretive methods to give or receive answers on an examination or quiz
15. Altering a teacher's grade book
16. Falsifying information for applications (e.g. college scholarships)
17. Using computers, audio/visual aids and programmable calculators in violation of guidelines established by the teacher
18. Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher
19. Unlawfully copying computer software or data created by others
20. Misusing school computer systems which are used for student, staff or administrative purposes
21. Any other violation intended to obtain credit for work which is not one's own
22. No electronics during credit recovery. The use of electronics in credit recovery forfeits the assignment.

iii. Plagiarism- the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording) and indirect (paraphrasing of a passage). Material taken from another source without adequate documentation may include, but are not limited to, the following:

1. Failing to cite with quotation marks the written words, or symbols of another author
2. Failing to footnote the author and sources of materials used in a composition
3. Failing to cite research materials in a bibliography
4. Failing to name a person quoted in an oral report
5. Failing to cite an author whose works are paraphrased or summarized
6. Presenting another person's creative work or ideas as one's own in essays, poems, music, audio, art, computer programs or other projects
7. Copying or paraphrasing ideas from literary criticism or study aids without documentation

iv. Interference

1. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes (but is not limited to)

the theft, defacement, or mutilation of common resources to deprive others of the information they contain.

v. Facilitating Academic Dishonesty

1. A student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty.

vi. Consequences may include, but are not limited to:

1. The student will be given a zero for that particular work in that subject
2. The parents of the student may be contacted and advised of the offense, the immediate consequences, and future consequences should another violation occur
3. A parent-teacher-student-principal counselor conference may be requested
4. The student and parents will be advised of the offense, the immediate consequences, and future consequences should another violation occur
5. If applicable, membership in the National Honor Society and/or National Technical Honors will be revoked.
6. 1 Day In-School Detention
7. Note: Teacher mandated collaboration on assignments is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

c. Attendance

- i. The Attendance Policy of the School City of East Chicago in compliance with the Indiana Department of Education attendance policy that requires each student attend school 95% of the school year. (Includes both excused and unexcused absences.)
- ii. **Please see Appendix I- Memorandum from the Indiana Department of Education October 15, 2015- Exempt Absences**
- iii. This means that a student may only miss nine excused/unexcused days per year. Students who accumulate excessive absences during the school year will be referred to the appropriate personnel and the parent will be contacted. Staff may address increased student absences through a variety of intervention strategies, which may include:
 1. Phone call
 2. Mailing
 3. Student/Parent/Building Administrator meeting
 4. Signing and enacting of an attendance contract
 5. Home visit
 6. Denial of student athlete to participate in competitive games
 7. Denial of student to participate in extracurricular activities
 8. Denial of or revoking of work permit
 9. Denial of driver's license/permit or reporting to DMV
 10. Completion of Student Letter of Incapacity/Consent to Exchange of Information
 11. Referral of student to State authorities
 12. Referral of parent to State authorities
- iv. Protocol for parent/guardian notification of student absences follows the below

framework:

1. Daily robocalls will be made to the parent alerting them to every unexcused absence. It is the responsibility of the parent/guardian to ensure that their contact information is up to date and accurate. If student/parent feels absence is an error, it is the student's responsibility to speak to that teacher to correct. Teacher must sign off, email, or call attendance to correct.
2. When students are more than 10 minutes late to school, parents must escort students into the building through Door W to speak with an administrator or dean. Failure to escort your child into the building, may result in your child receiving an Overnight Suspension.
3. If a student reports late to class by 15 minutes or more, it will be recorded as a truancy. Unless we have parent notification then it will be a tardy.
4. After excessive unexcused absences, the parent will be notified by letter and a telephone call. The student will be referred to the appropriate authorities and an attendance intervention plan will be developed.
5. After nine unexcused absences, the parent will be notified by letter and telephone to inform them of the referral to the court program and/or appropriate state agency.

v. Attendance Procedures

1. Call Off/Early Dismissal

- a. In order to be consistent in our record keeping the School City of East Chicago has instituted the following procedures in regard to attendance.
- b. Please follow these procedures. The procedures for absences are:
 - i. A parent must telephone the school in the morning on the day of the absence and follow up with a note upon a the student's return.
 - ii. Student with no home phone and on the "No Phone List" must bring a note from a parent giving the reason for the absence and present it to the attendance secretary or classroom teacher the day the student returns to school. If the student forgets the note, an additional day will be given to bring a note. Failure to bring a parent's note will result in a truancy being recorded. Notes will not be accepted after 24 hours.
 - iii. After five consecutive student absences due to illness, a physician note is required upon the student's return to school and parent note is not acceptable.
 - iv. If the student's illness is due to either chronic/long term physical or psychological incapacity or if the child has 8 unexcused absences, the parent/guardian must have a student's physician complete a Letter of Student Incapacity no later than 6 days from the date of the school's request.

2. Absences Verification

- a. Any student with verification of their absence should report to the Attendance/Main office prior to the start of the school day. An admit card will be given to the student. The admit card is to be presented to each teacher.

3. Early check-out

- a. Students will only be released to persons listed as emergency contacts, unless prior arrangements have been made.
- b. Students who are 18+ and/or are authorized by their parent and the school to drive themselves to school, must have a parent note for early dismissal and/or a phone call, verifying that the parent/guardian is aware and giving permission for the child to be out of the building. Students must obtain an exit slip from the attendance office prior to leaving the building.

d. Behavior Appropriate for the School Environment

i. Cafeteria

1. Appropriate Cafeteria Behavior is behavior that follows regulations set for students while in or traveling to or from the cafeteria.
2. In order to ensure a clean and comfortable environment for all, students are asked to observe the following:
 - a. Upon entering the cafeteria, take your place at the end of the service line
 - b. Sit down in your seat and remain seated until you have finished eating
 - c. Maintain an appropriate voice level during lunch and ensure any spilled or dropped food is picked up
 - d. When you have finished eating, leave your table and the floor around your table clean and free from garbage
 - e. Place any and all trash in the garbage cans and return all trays and silverware to designated areas
3. Inappropriate Cafeteria Behavior may include, but is not limited to:
 - a. Horse playing
 - b. Running
 - c. Out of seat without Permission
 - d. Purposely spilling, dropping, or throwing food or food containers
 - e. Food fights
 - f. Not disposing of food trays or food scraps
4. **Consequences may include, but are not limited to:**
 - a. Verbal Reprimand
 - b. Parent Contact
 - c. Community Service
 - d. Clean-up of Cafeteria and/or Commons Area
 - e. Restorative Justice
 - f. Suspension

ii. Classroom

1. Appropriate classroom behavior is behavior that follows regulations set for the students while inside the classroom, while entering and exiting the classroom, and/or while in any area acting as a classroom for

instruction, this may include the library, lab, mini-theater, auditorium, and/or gymnasium.

2. Classroom Inappropriate Classroom Behavior is any combination of actions that interfere with, disrupt, or create disorder, including disruption, hitting, horse playing etc, to the extent that instruction cannot take place.

3. Consequences may include, but are not limited to:

- a. Verbal Warning / Parent Contact
- b. Parent Contact with Parent Conference
- c. Parent Contact with In-School Detention
- d. Out-of-School Suspension
- e. Restorative Justice

iii. Hallway

1. Hallway Inappropriate Hallway Behavior includes any action that becomes an interruption or distraction during instruction.
2. This includes yelling, screaming, running, skipping, jumping, or any disruptive behavior during passing periods or while classes are in session.
3. Students may not be in academic hallways during class time without a pass from a staff member.
4. **Consequences may include, but are not limited to:**
 - a. Verbal reprimand
 - b. Parent Contact
 - c. Restorative Justice
 - d. Out-of-School Suspension

iv. School Grounds

1. Appropriate behavior on school grounds requires students to be respectful of all students, staff, visitors, and school property at all times.

e. Bullying and/or Cyber Bullying

- i. East Chicago Central High School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students, and encourages positive interpersonal relations between members of the school community. Bullying as defined by state law means overt, repeated acts or gestures, including verbal, written or digital/electronic communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or substantially harm the other student. Bullying behavior (stalking, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing) toward a student by other students is strictly prohibited and will not be tolerated at East Chicago Central High School. Threats of disrupting the educational process, administering bodily harm, damaging property, or committing acts of violence will be dealt with severely. "I was only playing" is not a justifiable defense or excuse.
- ii. This rule applies when a student is:
 1. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 2. Off school grounds at a school activity, function, or event;

3. Traveling to or from school or a school activity, function, or event; or
 4. Using property or equipment provided by the school.
 5. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.
- iii. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
 - iv. Behavior that is directed at one or more students and is intentional and/or repeated.
 - v. Substantially interferes with educational opportunities, benefits, or programs;
 - vi. Adversely affects the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress
 - vii. Is based on a student's actual or perceived distinguishing characteristic (i.e., race, color, religion, ancestry, national origin, gender, physical features, sexual orientation, gender identity and expression, a mental, physical, or sensory disability or impairment, or by any other distinguishing characteristic), or is based on an association with another person who has, or is perceived to have, any of these characteristics.
 - viii. Willful and/or repeated harm inflicted through the use of computers, cell phones, and other electronic devices and/or social networking sites. Could include the development of a website used to promote and disseminate defamatory content.
 - ix. Bullying further includes but is not limited to any repeated aggressive or negative gestures, or written, verbal, or physical behavior that places another student in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any student in such a way as to disrupt or interfere with the school and the school environment. In addition, soliciting, urging, or encouraging hazing is prohibited.
 - x. Hazing occurs when any person knowingly requires the performance of an act by a student or the acquiescence to an act for the purpose of induction into, admission into, initiation into, affiliating with, holding office in, or maintaining membership in any group, organization, society, club, or athletic team whose members are or include other students.
 - xi. Students who exhibit patterns of bullying, intimidation, harassment, extortion or hazing will be recommended for expulsion. In addition, please note that failure to report any witnessed instance of bullying, intimidation, or hazing of another student may also be considered a violation of this code. This policy applies to all forms of social media as well.
 - xii. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
 - xiii. **Consequences may include, but are not limited to:**
 1. Verbal reprimand to student aggressor/bystander instigator and meeting with student, parent, and building administrator
 2. Parent Contact

3. Restorative Justice
4. In-School Suspension
5. Out-of-School Suspension (1-10 days)
6. Expulsion
7. Involvement of legal authorities will be pursued when appropriate

f. Dress Code

- i. **All students must adhere to the School City of East Chicago Dress Code. This dress code repeals and replaces any prior policy of code.**
- ii. Fully realizing that dress, appearance, and grooming change continuously, the administration reserves the right to determine what is appropriate. The determination will be based on whether a student's dress, appearance, and grooming may create health, sanitation, safety or disruptive attention to the student population, thereby affecting the educational climate of the school. The intention of the Dress Code and Uniformity of Colors Policy is to maintain the orderly process of school functions and to prevent the endangerment of student health and safety.
- iii. **Compliance Measures**
 1. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.
 2. Navy and Khaki bottoms/pants (no logos or insignias other than small official recognized designer labels), appropriately sized (no baggy/saggy pants), skirts, skorts, culottes, jumpers, knee length or longer shorts.
 3. **Sweat pants/nylon athletic pants, leggings and/or spandex wear will not be acceptable at any time. Sports teams may wear EC represented sport.**
 4. Solid Navy Blue, Red or White tops; sweaters/sweatshirts may be worn over tops (no logos or insignias other than official recognized designer labels). Solid color navy blue, red, or white long or short sleeved shirts or blouses, polo shirts, turtlenecks and solid navy blue, red or white sweaters/ sweatshirts (without hoods). Shirts must not be oversized or excessively long and must be tucked in. Student may Cardinal shirts at any time.
 5. Solid Color Navy, Blue, Red, White, Black or Brown Dress or Athletic Shoes (no logos or insignias other than official recognized designer labels). Belts, shoes and shoelaces must be solid color.
 6. Students are only allowed to wear East Chicago Central hoodies.
- iv. **Exceptions**
 1. This dress code need not be followed at extracurricular athletic, academic, dramatic or musical events or ceremonies, unless required by the staff member supervising the event. Other appropriate clothing requirements may be made for such events by faculty sponsors and/or principal.
 2. Further exceptions to the dress code may be determined and implemented by the administration on an as needed basis (e.g., dress-up day, school spirit day, sanctioned groups or clubs, legitimate religious or ethnic dress).

v. Student Dress and Appearance Guidelines

1. The School City of East Chicago has, therefore established the following guidelines and will not permit the following:

- a. No leggings of any type.
- b. Tank tops, brief shells, tube tops, halter tops, sleeveless shirts, bodysuits, leotard, shredded, **cut or torn clothing**.
- c. Cutoffs.
- d. Bare midriff, miniskirts, and questionable fitting skirts.
- e. Unbuttoned shirt or blouse that exposes the body.
- f. Obscene or see-through clothing.
- g. Bare backs.
- h. Hats, both girls and boys, curlers, rollers, sweat band, scarves, gloves, and sunglasses.
- i. Any items of jewelry, clothing, and/or accessories that do not contribute to the positive health and educational climate of the school. If the student chooses to wear unacceptable items the school is not responsible for their loss or theft.
- j. Any item of dress or grooming, including outerwear, headbands, jewelry and colors that may represent an affiliation with an organization or group not recognized by The School City of East Chicago.
- k. Unfastened belts.
- l. No rubber bands on pants' cuffs.

2. Consequences may include, but are not limited to:

- a. Change Clothing
- b. Parent Contact
- c. Social Worker/Counselor Conference
- d. Restorative Justice
- e. Out-of-School Suspension

g. Drug, Alcohol, Drug Paraphernalia, and/or Tobacco Use and/or Possession

- i. The use, consumption, possession, or selling of any alcohol, drugs, or drug paraphernalia is prohibited. Using, consuming, possessing, selling, transmitting, or being under the influence of alcohol or drugs by any student while on school property or at any function connected with East Chicago Central High School is prohibited. Any use or possession of tobacco in any form, including e-cigarettes, e-cigarette liquid, or smoking paraphernalia of any kind is prohibited at all times, at school functions, and in all areas of the school property.
- ii. Possession or use of tobacco products is prohibited. Specifically, the use or possession of tobacco by students at school or at any school-related activity or event, or while traveling to or from school or any school-related activity or event is prohibited. Tobacco products include: cigarettes, e-cigarettes, cigars, or tobacco in any other form, including smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed, or leaf tobacco.
- iii. Selling, purchasing, possessing, consuming or distributing alcohol, illegal drugs, over the counter medications or controlled substances is prohibited. Participating in a plan to sell, purchase, process, possess, consume, or distribute these substances is also prohibited – including prescription medication prescribed for someone else. Being under the influence of alcohol, illegal drugs, or any controlled substance or any prescription medication prescribed for

someone else is prohibited. The possession of lookalike drugs or the intention to do any of the aforementioned on school property or at any school-related activity or event, or while traveling to or from school or any school-related activity or event, is a violation of this rule and is prohibited.

- iv. Selling, purchasing, possessing, distributing, participating in a plan to sell, purchase, possess, or distribute drug paraphernalia includes items associated with illegal drugs including rolling papers, pipes, clips, and hypodermic needles. Possession of paraphernalia while at school or at any school-related activity or event, or while traveling to or from school related activity or event is a violation of this rule and is prohibited.

v. Consequences may include, but are not limited to:

1. Parent Contact
2. Confiscation
3. Police Contact
4. 10 Days Out-of-School Suspension pending expulsion

h. Electronic Devices

- i. Students are discouraged from bringing electronic communication devices (ECD's) such as, but not limited to; cell phones, portable media players, laptop computers, digital cameras, iPads, etc., to school. The school will not be responsible for these items if they become lost or stolen. No ECD is to be displayed or used for any purpose by a student in a classroom unless this classroom teacher has determined that he/she will incorporate the use of an electronic device into his or her classroom instruction, at the teacher's discretion. Teacher opting to incorporate the use of ECD's in their classroom instruction will tell students the appropriate times for the ECDs use, the parameters for its' use, and when to stop using the ECD. If a student does not comply with the direction of the teacher the ECD will be subject to removal from the student by Administrators or their designees for the balance of the schedule school day.
- ii. By bringing ECDs on school grounds, student give the school administration consent to access voicemails, text messages, call logs, picture galleries, hard drives, memory cards, etc., to determine ownership (if lost) or when there is reason to believe that an ECD contains evidence of a school law or rule violation or which may impact the safety and security of students, staff, or the facility.
- iii. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other ECD may result in suspension and/or be reported to law enforcement or child protective services whenever there is reason to believe that any person/student is involved in activity that may be in violation of Indiana Criminal Statutes.

iv. Consequences may include, but are not limited to:

1. Community Service
2. Cell phone confiscated and returned after school
3. May result in out of school suspension

i. Fighting

i. Bruising, Assault, Battery

1. A fighting act is defined as any attempt to strike an opponent with fist, foot, or any other potentially dangerous body part whether or not

contact is made. Taunting, or other acts that provoke a fighting response, is also defined as fighting. These include those instances in which harmful or offensive contact occurs with another person or the apprehension that harmful or offensive contact with another person will occur.

ii. Pushing, Shoving or Fight Instigation

1. Fighting (Pushing and Shoving) includes those instances in which a verbal confrontation moves to the level of pushing and shoving. Fight instigation includes those instances in which a student or students motivate, encourage, plan, continue, or fail to stop fighting.

iii. Consequences may include, but are not limited to:

1. Parent Contact
2. Detention
3. Restorative Justice
4. In-School Suspension
5. Out-of-School Suspension (1-10 days)
6. 10 Days Out-of-School Suspension pending expulsion

j. Forgery/Deception/Misrepresentation

- i. The alteration or falsification of documents (i.e., passes or permission slips) or signatures.

ii. Consequences may include, but are not limited to:

1. Parent Contact
2. In-School Suspension
3. Progressive Out-of-School Suspension

k. Gambling

- i. Playing any games in which money or items of value can be won or lost is not permitted on school premises.

ii. Consequences may include, but are not limited to:

1. Parent Contact
2. In-School Detention
3. Progressive Out-of-School Suspension
4. 10 Days Out-of-School Suspension pending expulsion

l. Gang-Related Activities

- i. Involvement in gangs or gang-related activities is strictly prohibited. No student on or near school property or at any school activity may: show, wear, possess, use, display or sell any clothing, jewelry, emblem, image, symbol, signing, or other things that may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present in the student's notebook or other personal possession while on school grounds or at a school related activity.
- ii. No student may commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- iii. No student shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to: soliciting others for memberships in any gangs; requesting any person to pay for protection or otherwise intimidating or threatening any person; committing any other illegal act or other violation of school policies; inciting other students to

act with physical violence upon any other person.

iv. Consequences may include, but are not limited to:

1. Out-of-School Suspension (1-10 days)
2. 10 Days Out-of-School Suspension pending expulsion

m. Harassment- Bullying, Intimidation, and Threats

- i. Bullying and harassment is 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 target student and create for the targeted student an objectively hostile environment.
- ii. Types of bullying are;
 1. Physical - pushing, shoving, pinching, hitting, knocking books, (any physical Bullying is not touching)
 2. Verbal - name calling, teasing, threats, intimidation
 3. Social/Relational - social isolation, intentionally trying to humiliate
- iii. Electronic or Written - cyber bullying (texts, Facebook, Twitter, Instagram, Snap Chat, Kik, email, etc.) Students, parent(s)/guardians are encouraged to report incidents of bullying, with the option of reporting anonymously by calling the High School
- iv. Students making threats, either written or verbal, therefore invoking fear in another student or staff member will face consequences.
- v. **Consequences may include, but are not limited to:**
 1. Verbal reprimand to student aggressor/bystander instigator and meeting with student, parent, and building administrator
 2. Parent Contact
 3. Restorative Justice
 4. Out-of-School Suspension
 5. 10 Days Out-of-School Suspension
 6. Expulsion
 7. Involvement of legal authorities will be pursued when appropriate

n. Harassment- Sexual

- i. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any student to another student, or when made by a student to an employee.
- ii. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
- iii. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee/student has indicated, by his or her conduct or verbal objection, that such conduct is unwelcome.
- iv. **Note: An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.**
- v. **Sexual harassment** may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or promotion.

vi. Consequences may include, but are not limited to:

1. Verbal reprimand to student aggressor/bystander instigator and meeting with student, parent, and building administrator
2. Parent Contact
3. Restorative Justice
4. Out-of-School Suspension (1-10 days)
5. Expulsion
6. Involvement of legal authorities will be pursued when appropriate

vii. Ethnic, Racial, Gender, or Religious Harassment

1. Harassment may include but is not limited to the following:
2. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, or disabilities directed toward a fellow student, staff member, or other person associated with the Corporation; or conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation.
3. Non-verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.
4. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation.
5. Specific Prohibitions
 - a. It is sexual harassment for a non-administrative, non-supervisory employee or a student to subject another such employee or student to any unwelcome conduct of a sexual nature. Employees or students who engage in such conduct shall be subject to disciplinary actions prescribed by Board Policy or the Student Due Process Procedures.
6. Student and Employee Responsibility
 - a. Anyone who believes that a violation of the Corporation's harassment policy has occurred is encouraged and has the responsibility to address and/or report the alleged violation immediately in a manner consistent with the Corporation's Guidelines. All complaints shall be handled in the manner outlined in School City of East Chicago Board Policy and Administrative Guidelines.
7. Complaint Procedures
 - a. All complaints shall be handled in the manner outlined in School City of East Chicago Board Policy and Administrative Guidelines. Harassment of any kind should be immediately reported to the

classroom teacher, assistant principal, or principal and a full report of the incident completed.

8. False Reporting

- a. Any person who knowingly files any false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary actions consistent with Board policy.

9. **Consequences may include but are not limited to:**

- a. Out-of-School Suspension
- b. 10 Days Out-of-School Suspension
- c. 10 Days Out-of-School Suspension pending expulsion

o. Inappropriate Language or Gestures Directed Toward Staff

- i. This includes behaviors and actions directed toward staff members that are reasonably considered profane, vulgar, lewd, or obscene, and are prohibited. A student will not verbally, electronically or by written words, photographs, or drawings, direct profanity to any school personnel or adult volunteer nor insult any school personnel/volunteer by obscene gestures.

ii. **Consequences may include but are not limited to:**

- 1. Parent Contact
- 2. Restorative Justice
- 3. In-School Suspension
- 4. Out-of-School Suspension
- 5. 10 Days Out-of-School Suspension pending expulsion

p. Inappropriate Use of Technology

- i. Telecommunications devices capable of taking and/or transmitting digital photographic images can create a risk factor in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy. Because of their capacity to be used to carry out acts of academic dishonesty, use of telecommunications devices for the purposes of taking digital photographic images in the school is strictly prohibited. Specific Reference to the School City of East Chicago Technology Policy should be made for a more specific description of definitions and consequences. Students are responsible for the proper care and use of all computers and laptops.

ii. **Consequences may include but are not limited to:**

- 1. Parent Contact
- 2. Loss of Privileges
- 3. Community Service
- 4. In-School Detention
- 5. Restorative Justice
- 6. In-School Suspension
- 7. Out-of-School Suspension
- 8. 10 Days Out-of-School Suspension pending expulsion

q. Insubordination and/or Disrespect

- i. This includes those behaviors by which students refuse to respond to or follow the directions of staff members and/or act disrespectfully toward staff members. Examples of this kind of behavior include but are not limited to: leaving a classroom without permission or obstructing staff in the performance of their duties.

ii. Consequences may include but are not limited to:

1. Community Service
2. Restorative Justice
3. In-School Suspension
4. After School Detention
5. Out-of-School Suspension
6. 10 Days Out-of-School Suspension pending expulsion

r. Libel and/or Slander

- i. Libel and slander are two different but similar forms of defamation. Libel consists of printed communication whereas slander consists of oral communication. The actions of Libel and/or Slander consist of a false statement that is printed or broadcast about an individual that brings that person into public ridicule, contempt, or hatred, or inflicts injury to his or her person, occupation, or business. Libel and slander are prohibited.

ii. Consequences may include but are not limited to:

1. Verbal Warning
2. Parent Contact
3. Restorative Justice
4. In-School Suspension
5. Out-of-School Suspension
6. 10 Days Out-of-School Suspension pending expulsion

s. Lockers

- i. Lockers are provided to students, and a locker remains the property of the school and may be opened at any time by school officials. It is important for students to keep all valuable possessions at home. Students should not misuse or abuse their lockers, as it will be considered an act of vandalism.
- ii. The school is not responsible for personal property stolen from lockers. Students should not share their lockers or give their locker combinations to others.
- iii. **Please note that the school reserves the right to inspect and search lockers, parking lots, and other school property and equipment owned or controlled by the school district as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant.**
- iv. **Consequences may include but are not limited to:**
1. Parent Contact
 2. After School Detention
 3. In-School Detention
 4. Out-of-School Suspension

t. Loitering

- i. Loitering, gaping, cheering, or obstructing the vicinity of a fight is prohibited.

ii. Consequences may include but are not limited to:

1. Community Service
2. Parent Contact
3. Verbal Warning
4. Restorative Justice
5. In-School Suspension
6. Out-of-School Suspension

u. Missed Detention

- i. Missed detention is an instance in which a student fails to serve an assigned detention. Missing a detention may warrant disciplinary action.
- ii. **Consequences may include but are not limited to:**
 - 1. Community Service
 - 2. Parent Contact
 - 3. In-School Detention
 - 4. Out-of-School Suspension

v. Obscenity

- i. Obscenity includes those items or behaviors that an average person, when viewing the material or behavior as a whole and applying community standards for children of a relevant age, would find depicts or describes conduct in an offensive way, appeals to prurient interests, and lacks serious literary, artistic, political, or scientific value.
- ii. Behaviors considered obscene are prohibited
- iii. **Consequences may include but are not limited to:**
 - 1. Community Service
 - 2. Parent Contact
 - 3. Verbal Warning
 - 4. In-School Detention
 - 5. Restorative Justice
 - 6. In-School Suspension
 - 7. Out-of-School Suspension

w. Public Displays of Affection

- i. Public Displays of Affections are not appropriate for the school environment. Students should not, under any circumstances while on school grounds or at school functions, show affection to one another in a manner that is immodest and/or draw undue attention to themselves. The faculty and administration feel that such behavior is inappropriate and creates a poor image of our student body. School is an inappropriate environment for affectionate gestures other than the holding of hands. If the administration or faculty feels the situation warrants, students who persist in such conduct will be disciplined.
- ii. **Consequences may include but are not limited to:**
 - 1. Parent Contact
 - 2. Verbal Warning
 - 3. Restorative Justice
 - 4. In-School Suspension
 - 5. In-School Detention
 - 6. Out-of-School Suspension

x. Sexual Misconduct, Assault, Intercourse

- i. Sexual Misconduct toward a student, staff and yourself in any fashion is prohibited. A student will not engage in conduct which would appear to the ordinary observer to be sexual misconduct, sexual exposure, or masturbation. Included in sexual misconduct are actions involving minor touching of a sexual nature, with or without consent of the other party.
- ii. **Consequences may include but are not limited to:**
 - 1. 10 days Out-of-School Suspension pending expulsion

y. Threat Against or Attack on a Staff Member

- i. Threat includes but is not limited to any aggressive or negative gestures, or written, verbal, or physical behavior that places a staff member in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any staff member in such a way as to disrupt or interfere with the school and the school environment. Such behavior is prohibited.

- ii. **Consequences may include but are not limited to:**

- 1. Restorative Justice
 - 2. In-School Suspension
 - 3. Police Contact
 - 4. 10 Days Out-of-School Suspension
 - 5. Expulsion

- z. **Transportation Behavioral Expectations**

- i. Listed below are the expectations for students' behavior while they are being transported via any school vehicles. For the purposes of this document the following expectations reference bus transportation but are to be considered expectations that will apply to students transported in any school vehicle.

- ii. **Bus Riders**

- 1. **Prior to loading (on the road and at the school) students are required to:**

- a. Be on time at their assigned bus stop. Policy allows a five (5) minute leeway in the scheduled arrival time of the school bus. The driver is responsible for keeping his/her bus on schedule and cannot wait if a student is not present at the scheduled stop at least five (5) minutes prior to the scheduled pick-up time.
 - b. Stay off the roadway or street while waiting for the bus. Bus riders are to conduct themselves in a safe manner while waiting.
 - c. Wait until their bus comes to a complete stop and the stop arm is out before attempting to board. Board in an orderly manner and immediately take their seats.
 - d. Practice rules of safe behavior as they go to and from their assigned bus stop.

- 2. **While on the bus students are required to:**

- a. Keep all body parts and possessions inside the bus.
 - b. Assist in keeping the bus clean and sanitary. Trash goes in the waste container at the front and/or rear of the bus.
 - c. Talk quietly and avoid acting in any manner that distracts the driver's attention away from driving. This includes but is not limited to teasing others, horseplay, throwing objects, etc.
 - d. Refrain from tampering with any bus equipment.
 - e. Keep books, lunches, and other articles in their possession.
 - f. Sit in the seat assigned by the driver. They are to remain in their seats while the bus is in motion, and students will be held responsible for the condition of the assigned seats surrounding them.
 - g. **Be ABSOLUTELY** quiet while approaching a railroad crossing.

Students will remain quiet until the bus has cleared all sets of railroad tracks.

- h. In case of an emergency, remain in their assigned seat on the bus unless instructed by the driver to leave.
- i. Refrain from eating or drinking, chewing gum or having any other objects in their mouth when on the bus.
- j. Leave any live animals, glass bottles, non-school essential items at home.
- k. Keep musical instruments on their lap or under their seat.
- l. Refrain from the use of profanity, swearing, or any offensive language.
- m. Board and get off at the regularly assigned bus stop. In case of an emergency, contact the building administrator.
- n. Use emergency bus exits only at the direction of the driver.
- o. Close windows before getting off the bus.

3. After leaving the bus students are required to:

- a. Cross the road by passing at least ten (10) feet in front of the school bus, only after looking in both directions to be sure no traffic is approaching.
- b. NEVER cross behind the bus for any reason.
- c. Move immediately away from the bus and refrain from hitting or throwing things at the bus.
- d. Drivers will dismiss transfer students five (5) minutes before school dismissal. Transfer students will go directly to their assigned busses.

iii. These rules and regulations will apply to any trip under school sponsorship.

iv. Any infraction of the above rules and regulations will result in the driver proceeding with the steps listed under "Consequences" below.

v. Guidelines for Parents

- 1. Students are to arrive at their assigned bus stop at least five (5) minutes prior to the scheduled arrival time of the bus. Parents are to regulate their children's arrival so that it will not result in a long wait. The policy allows five (5) minute flexibility before or after scheduled arrival time.
- 2. Parents are expected to know bus rules and procedures and support the school in effective enforcement.
- 3. Suspension of bus privileges does not mean suspension from school. Parents are required to transport their children to. Lack of attendance will be considered truancy.
- 4. Parents must accept responsibility for student behavior at the bus stop. Where a large number of students are assigned to a stop, parents are expected to share supervision responsibilities.

vi. Drivers

- 1. Drivers will make every effort to maintain appropriate student behavior on the bus. A Driver/Safety Committee member will telephone parents when problem behavior begins.
- 2. When these efforts are no longer effective, the driver will submit a written referral to the Transportation Director.
- 3. Written referrals will be reviewed by the Director and Safety

Committee.

vii. Consequences may include but are not limited to:

1. Parent Contact
2. Verbal Warning
3. Restorative Justice
4. In-School Suspension
5. In-School Detention
6. Loss of bus riding privileges
7. In cases where the law has been broken, penalties may further result in a report being filed with local law enforcement officials
8. In specific incidents, parents wishing to appeal must refer to and follow the appeals process found in the transportation policy.

viii. Serious Irresponsible Behaviors

1. The following behaviors listed below are so severe they may result in immediate suspension of bus riding privileges
 - a. Possession of fireworks
 - b. Extortion and/or intimidation (of)
 - i. Bus Driver
 - ii. Monitor
 - iii. Student
 - iv. Police Officer
 - c. Gambling
 - d. Throwing Objects (at)
 - i. Bus Driver
 - ii. Monitor
 - iii. Students
 - iv. Police Officers
 - v. Other Motorists
 - vi. Pedestrians
 - e. Damaging Bus or Personal Property
 - f. Disorderly Conduct
 - g. Malicious Property Damage
 - i. Student or parent/guardian will be financially responsible for repairing the damage
 - h. Insubordination
 - i. Tampering with Emergency Alarm/Exits or Reports of Fire/Explosive Device
 - j. Possession of Weapons or Firearms
 - k. Battery, Assault, Provocation (against)
 - i. Bus Driver
 - ii. Monitor
 - iii. Student
 - iv. Teacher
 - v. Security officer
 - vi. Police Officer
 - vii. Other motorists
 - viii. Pedestrians
 - l. Smoking

- m. Substance Abuse
- n. Being under the influence/Possession/Dealing Drugs or Alcohol

aa. Truancies

- i. Any student who is absent from school or class without his/her parent or legal guardian or school's knowledge will be considered truant.
- ii. Any absence that is not phoned in or verified by a parent or legal guardian within three (3) days of the student's return will be labeled as truant. Truancies accumulate throughout the school year.
- iii. Should a student be found truant from school, the child's parent will be contacted and relevant legal authorities may be notified.
- iv. Student truancy from school will result in:
 - 1. **1-3 Truancies**
 - a. Community Service
 - b. Phone Call to student's parents/legal guardians
 - c. After-School Detention, In-School Detention
 - d. Failure to show for detention may result in an out of school suspension
 - 2. **4-5 Truancies**
 - a. All of the preceding AND
 - b. Revocation of work permit (IC 20-33-3-20), per the decision of the building principal or designee, until the student has maintained required school attendance for at least one semester.
 - c. Notification sent to Indiana Department of Motor Vehicles recommending revocation of driver's license (IC 20-333-20), per the decision of the building principal or designee, until the student has maintained required school attendance for at least one semester
 - 3. **6 or More Truancies**
 - a. All of the preceding AND
 - b. Referral to the Juvenile Justice System, and/or other relevant authorities or alternative education placement.
 - c. Student placed on social probation

bb. Unauthorized Presence in Unsupervised Areas

- i. Students may not trespass at any time, nor may they be present in any unsupervised area without prior authorization from staff.
- ii. Examples include but are not limited to: athletic facilities, locker rooms, auditorium, science labs, computer labs, resource centers, hallways, offices, and classrooms.
- iii. **Consequences may include but are not limited to:**
 - 1. Verbal Warning
 - 2. Loss of Privileges
 - 3. 1-5 Days Out-of-School Suspension
 - 4. Social Probation

cc. Unlawful Activity - Mandatory Expulsion

- i. A limited number of offenses constitute the basis for expelling a student. The school principal, finding a student has committed, attempted to commit, aided or abetted in the commission of, conspired to commit, or participated in any

manner, even though unaccomplished, in the commission of any of the following offenses, will submit a recommendation to the superintendent of schools that the student be expelled from school attendance.

- ii. The principal will immediately notify the police when a criminal offense in this category is committed.
- iii. These unlawful activities include but are not limited to:
 - 1. **Drugs-** A student will not possess, use, offer to buy or sell, purport to see and/or sell a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.
 - 2. **Physical Assault-** A student will not physically attack school personnel.
 - 3. **Dangerous Weapons-** A student shall not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include, but are not limited to:
 - a. Firearms – A student shall not possess, handle, transmit, conceal, nor use a firearm. Students violating the firearms prohibition shall be expelled for one calendar year.
 - b. Knife – A student shall not possess, handle, transmit, conceal, nor use a knife. Students violating the prohibition against knives shall be expelled for one calendar year.
 - 4. **False Fire Alarm or Bomb Report/Tampering with Fire Alarm System**
 - a. Unless an emergency exists, a student will not willfully sound a fire alarm or cause to be communicated that a bomb is located in a building owned by the SCEC.
 - b. These acts are prohibited irrespective of the whereabouts of the student.
 - c. A student will not destroy, damage, nor otherwise tamper with a fire alarm system in a school building.
 - 5. **Starting a Fire.** A student will not willfully by means of fire cause harm to property or any person nor participate in the burning of property nor any person.
 - 6. **Robbery.** A student will not take nor attempt to take from another person any property by force or threat of force, expressed or implied.
 - 7. **Extortion.** A student will not make another person do any act against his will by force, nor threat of force, expressed, nor implied.
 - 8. **Sexual Assault.** A student will not sexually attack nor abuse anyone.
 - 9. **Indictment.** If an indictment of juvenile warrant is issued for a student, the principal will, upon notification of that indictment warrant, recommend to the superintendent that the student be expelled.

- iv. These offenses are outlined in Indiana Code IC 35-43-1-2

dd. Vandalism

- i. Damaging or destroying property belonging to the following will not be tolerated: the School City of East Chicago, students, staff members, or visitors to our school. In addition, damaging or destroying property at any location that an East Chicago Central student is attending as part of a school sponsored function will not be tolerated, and will be subject to East Chicago Central

disciplinary consequences.

ii. Consequences may include but are not limited to:

1. Restitution
2. Parent Contact
3. In-School Detention
4. Restorative Justice
5. In-School Suspension
6. Out-of-School Suspension
7. Out-of-School Suspension pending expulsion

ee. Vandalism/Theft: Felony Vandalism/Theft

- i. The above includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Behaviors such as these that cause a loss of more than \$300 are considered felony vandalism.

ii. Consequences may include but are not limited to:

1. Police Contact
2. Restitution
3. 3-10 Days of Out-of-School Suspension
4. Expulsion

ff. Vandalism/Theft: Misdemeanor Vandalism/Theft

- i. The above includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Behaviors such as these that cause a loss of less than \$300 are considered misdemeanor vandalism.

ii. Consequences may include but are not limited to:

1. Police Contact
2. Restitution
3. 1-10 Days Out-of-School Suspension
4. Expulsion

gg. Weapons/Explosive Devices:

- i. No student shall possess, handle, or transmit any weapon or destructive device while on school property. The following devices, while not a complete list, are considered weapons or explosive devices under this rule:
- ii. Any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- iii. Any destructive device that is an explosive, incendiary, or poison gas bomb, grenade, or rocket having a propellant charge of more than 4 ounces;
- iv. Any missile, rocket, or similar device having an explosive or incendiary charge of more than one quarter ounce;
- v. Any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two preceding examples, and from which a destructive device may be readily assembled
- vi. Any explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail, or any device that is substantially similar to any of the items described above;
- vii. Any knife, taser, electronic stun gun, equipment, chemical substance, or other

material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; 7) bullets or gun ammunition of any kind.

viii. Consequences may include but are not limited to:

1. Police Contact
2. 5-10 Days Out-of-School Suspension
3. Expulsion

hh. Student Photo Identification Card

- i. All CHS Students will be required to possess and openly display their SCEC issued Student Photo Identification Card & Lanyard. The SCEC issued Student Photo Identification Card will be attached to a SCEC issued lanyard which will be worn around the student's neck and be visible on the outside of the student's clothing at all applicable times during the school day when the student is on a SCEC property.
- ii. The SCEC will provide each CHS Student with one issued Student Photo Identification Card and one attached Lanyard. If this issued Student Photo Identification Card and/or Lanyard is lost or stolen, the student will be assessed a replacement charge to cover the cost of replacing the card and/or lanyard.

iii. Consequences may include but are not limited to:

1. Verbal Warning
2. Parental Contact
3. Restorative Justice
4. In- School Suspension
5. In-School Detention
6. Lunch Detention

jj. Damaged Electronic Equipment

- i. Students who misuse or damage ANY technological device that is property of the School City of East Chicago will receive an itemized bill for the damage. Students, parents, or guardians will be financially responsible for reimbursing SCEC to replace or repair the damaged item or items.

Learning for All...

Whatever it Takes!



SCEC GOALS

- The interaction between teachers and students evidenced significant change.
- Innovative practices support dynamic classrooms.
- The integration of technology enriches the curriculum.
- Cooperation, communication, and mutual respect are promoted through a community partnership.



Superintendent
Dr. Paige McNulty



Chief Financial Officer
Lela Simmons



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