



School City of East Chicago Student/Parent Handbook

One Family...One Community



2020-2021
School Year

Our Schools

Carrie Gosch Early Learning Center

Principal: Jessica Peters

4001 Indianapolis Blvd East Chicago, IN 46312

Phone: 219-391-4172 Fax: 219-391-4272

Harrison Elementary School

Principal: Linda Padilla

4411 Magoun Avenue East Chicago, IN 46312

Phone: 219-391-4192 Fax: 219-391-4280

Lincoln Elementary School

Principal: Nancy Sharp

3551 Block Ave. East Chicago, IN 46312

Phone: 219-391-4096 Fax: 219-391-4274

McKinley Elementary School

Principal: Dr. Rasheeda Green

4825 Magoun Avenue East Chicago, IN 46312

Phone: 219-391-4186 Fax: 219-391-4129

Washington Elementary School

Principal: Andrea Hogan

2400 Cardinal Drive East Chicago, IN 46312

Phone: 219-391-4077 Fax: 219-391-4269

Joseph L. Block Middle School

Principal: Elsie Quiroga

2700 Cardinal Drive East Chicago, IN 46312

Phone: 219-391-4084 Fax: 219-391-4282

East Chicago Central High School

Principal: Abrian Brown

1100 W. Columbus Drive East Chicago, IN 46312

Phone: 219-391-4000 Fax: 219-391-4049

Student-Parent/Guardian Acknowledgment of Handbook

As the parent/guardian of a student who enrolled in any School City of East Chicago, I agree that I have read and am familiar with the contents of the handbook. My child(ren) and I will read the handbook and become familiar with the contents.

COVID-19 disclaimer:

Please be advised also that during the COVID-19 pandemic, the content in this book may be waived or changed to ensure the safety of all our staff and students. Enhanced health and safety measures have been recommended and will be implemented to protect each of us. You and your child must follow all precautionary instructions while attending School City of East Chicago school.

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School City of East Chicago

Dee Etta Wright, **Superintendent**

July 20, 2020

Dear Parents/Guardians/Students:

In the past, the district developed three different handbooks to outline important information. This school year building and district administrators, and deans worked collaboratively to develop districtwide rules and procedures. The goal of the administrative team to use the handbook to build consistency throughout the district. This handbook was the simplest method of beginning district conversations about all of our students and building consistency. Building administrators will also be required to meet monthly to discuss issue throughout the district. That being said, this handbook has been designed to share the most important information about School City of East Chicago with you in one convenient location.

We are asking that your please read and review the handbook with your child to become familiar with the policies and procedures that govern School City of East Chicago. This handbook is a tool for reference. However, your presence in your child's education and your support for the district will help drive student achievement and to build responsible students.

In the midst of these unprecedented times, let's do our best to overcome our obstacles. We can accomplish our goals working together.

Sincerely,

Dee-Etta Wright

Board of School Trustees

Vanessa Hernandez-Orange
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Vice President

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Secretary

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Jawann Jones
Trustee

1401 E. 144th Street • East Chicago, Indiana 46312 • (219) 391-4100 • Fax (219) 391-4126 • www.scec.k12.in.us

Learning for ALL... Whatever it Takes!

Welcome

The School City of East Chicago (SCEC) welcomes you to the 2020-21 school year. Over the next 180 days of instruction, students, teachers, staff, and parents will be partners in learning. This handbook outlines the expectations of students while they participate in education on our school campus. We are committed to working closely with parents/guardians and community members to make certain that students of the School City of East Chicago experience success on multiple levels.

We encourage you to examine the School City of East Chicago Student/Parent Handbook in its entirety and support us throughout the school year. Feel free to review this information with your child as he or she embarks upon a successful school year.

On behalf of the School City of East Chicago, we thank you for your ongoing cooperation and support of the School City of East Chicago.

SCEC District Mission Statement: Learning for ALL...Whatever it Takes!

SCEC District Objectives:

- 100% of our students graduate
- Each student achieves the goals of his/her Individualized Learning Plan
- 100% of students are active agents transforming the social and economic landscape of East Chicago

SCEC District Parameters:

- We will make all decisions based strictly on the best interest of the student
- We will not engage in anything that does not directly support elementary-secondary education
- We will not compromise excellence
- We will incorporate optimal technology into every aspect of the educational system
- We will defend our local autonomy at all costs

Belief Statements:

1. Each person has absolute worth
2. Trust is essential to positive relationships
3. Everyone needs to feel loved
4. Every person deserves to be treated with respect
5. The strength of the community is diversity
6. Communication leads to understanding
7. Spirituality is humanity's guiding force
8. Every child, every day is entitled to society's best
9. All people have a right to feel safe
10. All people are responsible for their actions
11. Open minds open possibilities
12. All people have the freedom and responsibility to acquire knowledge
13. Optimal learning takes place only in a culture of extraordinary thinking
14. Service to others builds stronger communities
15. A strong work ethic leads to success
16. Honesty builds strong character
17. Education is essential to a good quality of life

SCHOOL CITY OF EAST CHICAGO

2020-2021 SCHOOL YEAR CALENDAR

ONE COMMUNITY...ONE FAMILY

August '20						
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February '21						
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March '21						
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June '21						
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July '21						
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25	26	27	28	29	30	31

Holidays – (no teachers/no students)

ELEARNING Day

Teacher Professional Development Day (no school for students)

First and Last Day of School

- 1 TOTAL TEACHER DAYS = 185
- 2 TOTAL STUDENT DAYS = 180



School Closings

The closing of school due to inclement weather or other emergencies will be announced over the following radio stations:

- WLJE: 105.5 FM
- Shine FM/ WONU: 89.7 FM
- WLTH: 1370 AM
- WJOB: 1230 AM
- WBBM: 780 AM
- WGN: 720 AM

In addition, the below television stations will be utilized;

- WBBM: 2
- WMAQ: 5
- WLS: 7
- WGN: 9
- FOX: 21

You may also visit the school website at:
www.scec.k12.in.us

Every effort will be made to have the announcement made before 7:00 a.m., please note that we work with various media outlets who may use their procedures for the release of information.

Parents and students are encouraged to listen to the stations for the official announcement and asked not to call each school or the radio stations. This would only serve to impair communication.

Students and parents are to consider that schools will be open in the absence of any school closing announcement per the school calendar.

Family Resource Center/Parent and Community Involvement

East Chicago Public School serves our students and families through **the Full Service School model**. The goal is to remove the non-academic barriers that impede student success and empower parents with access to knowledge and community resources in their critical role as supportive parents. The Full Service School model includes the creation of Family Resource Centers in all of our eight school sites. Within the Family Resource Center (FRC):

Parent Liaisons link families to community resources and provide Parent Information Workshops focusing on a variety of relevant topics throughout the school year. The FRC is a welcoming gathering place for parents within their child's school. Each FRC is staffed by a Parent Liaison to assist in meeting parent needs. The Parent Liaison also facilitates the school's Parent Groups. Parent Groups provide a parent perspective and serve as a resource to assist with special school projects in support of the school's mission.

Parent and Community volunteer applications and activities are facilitated by the FRC Parent Liaison. There are a variety of ways parents and community members can offer their time and resources in support of growing a positive school climate and increasing student success. If you are interested in learning more about volunteer opportunities within SCEC, please contact one of our Parent Liaisons.

Please note that all volunteers must complete a volunteer application and criminal background check (criminal background checks may be at the expense of the applicant). Please understand that obtaining prior clearance before volunteering in our schools is essential in keeping all of our students safe.

Court Orders:

Any SCEC Parent/Guardian/Student who has received a signed and certified Court Order which may impact the safety or security of their child or themselves, must in a timely manner, notify and provide a copy of that Court Order to their School Administrator, in order for appropriate steps to be taken to further provide for that student's safety and security while attending school.

Student Enrollment

SCEC offers student enrollment during the summer via on-line registration on SCEC website (<http://scec.k12.in.us>), during the school year students may be registered at their assigned school. It is important that parents prepare for student registration prior to enrolling their child(ren). The following documents/school forms are expected to be turned into your child's school before the first day of your child's attendance.

- 1) SCEC Student Enrollment Form
- 2) Parent's proof of residency via a legal photo I.D.
 - a. Valid State driver's license and **two** of the below
 - b. State Identification card plus **three** of the below

If you do not have an Indiana driver's license then you must have three of the below:

- a. Copy of your home mortgage (rental lease is not acceptable)
- b. Documentation of your address (within last month) from Dept. of Public Assistance
- c. Documentation of your address (within last month) from Dept. of Public Housing
- d. Bank statement (within last month) with your current address
- e. Utility bill with your name/current address.
- f. Car registration with your name and current address.
- g. Paystub with your name and current address.

(All addresses on documents must be within the last month, and have the same address)

- 3) A copy of student Birth Certificate
 - a. If a student is not residing with biological/legal parent, then an Indiana Dept. of Educational Custodial Form must be completed
 - i. If parents are separated/divorced, *Form I* must be completed with court papers declaring custodial arrangement must be copied and provided to school
 - ii. If the student is living with a relative of his/her legal parent, *Form II* must be completed with legal documentation that relative is the legal custodial guardian...or... guardian is recognized by Court documentation or Indiana Dept. of Social Services/Public Assistance as the student's custodial caretaker.
- 4) Health Records
 - a. A copy of student's updated/current student immunization record (all students)
 - b. Student Health History Form (for all new students)
 - c. Student Emergency Health Status Form (for all students)
 - d. Parent Consent for student vision screening (all new students and all kindergarten students)
 - e. CHIRP (*Children and Hoosiers Immunization Registry Program*) parent release form (all students)
 - f. Parent Consent to Release Information for students with special health considerations must be updated annually.
 - g. Students who must take a prescription medication during the school day or when under the supervision of school staff must have a written prescription from the student's physician indicating the name of the student and medication, dose of prescription, time/frequency for dispensing of medication and the length of time medication is to be administered. Medication must be in the prescription bottle. This procedure must be completed annually or at the time of any medication change. Failure to provide to school nurse prior to the student's first day of school may result in the student's

exclusion from school until compliance with this directive is met.

- h. Over the counter medication must be accompanied with the student's physician's written order prior to administering to the student when in the care of the school nurse.
- 5) Student Attendance Parent Acknowledgement Form (all students)
- 6) Student Race and Ethnicity Form (all students)
- 7) Acceptable Use of Technology Form (all students)
- 8) Home/School Language survey (all students)
- 9) Parent Permission to Photograph/Video Tape Student
- 10) Other student age-specific forms may also be required, such as parking permits for students wishing to drive/park their vehicles to/from school.
- 11) Transferring Student Records
 - a. Student School Records from the last school of attendance (new students)
 - b. Student latest I.E.P. (Individual Education Plan) from last school of attendance (new Special Education students)

Out of District Enrollments

Parents are required to provide accurate and up to date records for an approval decision. The superintendent or superintendent designee will approve and/or deny enrollment based on criteria set forth per our board policy. Decisions will be made only with valid, accurate records from the previous school within 48 hours.

East Chicago Alternative Education Program

After determining that a student has academic deficiencies and behavioral issues, the building principal may recommend the alternative program to the superintendent. The superintendent or designee will review all relevant documentation to make a determination. The superintendent or designee may issue one of the following recommendations:

1. A Form 16
2. Shortened school day
3. Alternative education program
4. Mandatory weekly team meetings with social worker and/or counselor
5. Others not listed.

Student Emergency Information

In case of an emergency, each student is required to have the following information in SKYWARD:

1. Parent / guardian name
2. Complete and up-to-date address
3. Home phone and parent work / cell phone
4. Emergency phone number of a friend or relative
5. Physician's name and phone number
6. Medical alert information

Student Change of Address/Phone Number(s)

In the event that a student's home address changes or emergency phone numbers change from the original information provided to school upon registration; the parent/guardian must immediately change the information in SKYWARD. It is the sole responsibility of the parent/guardian to provide accurate contact information to the school. The administration of School City of East Chicago reserves the right to issue an Overnight Suspension to any student for whom the school is unable to contact a parent/guardian. The student will thereby not be allowed to return to school until he or she is accompanied by a parent/guardian.

Student Withdrawal

An application for withdrawal should be completed by the parent of any student who is withdrawing from school. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to the next school of enrollment.

Parent Conferences and Classroom Observations

School City of East Chicago welcomes visits to school by parents / guardians, other adult residents of the community and interested educators. We encourage all parents to visit our school and observe the school in action. Should any parent wish a conference, it may be arranged by calling the school office or by emailing the classroom teacher. Conferences may be scheduled **ONLY** during the teacher's prep time or before or after school (if the teacher is available). Parents are asked to support school expectations by following all expectations. To protect the safety and welfare of students and school personnel, as well as to minimize classroom disruptions, procedures for visitors shall include the following:

1. Arrange classroom observations with a minimum 24 hour advanced notice by calling the main office
2. Visitors must enter door "A" and register with security staff via the **Safe Visitor** system to obtain a Visitor's Pass.
3. A valid picture identification card is necessary to obtain a visitor's pass. A copy of the picture ID may be kept by the school.
4. Sign-in lists showing name purpose of visit, arrival time, and departure time shall be maintained by the school office.
5. Any person who does not register with school office is on school property illegally and should be asked to identify themselves properly, get visitor's pass, or leave the school's grounds.
6. Classroom observations should not exceed one hour a day, per teacher, per visit unless the teacher or administrator feels a longer visit is warranted.
7. Visitors should arrive between classes so their entry will be as unobtrusive as possible.
8. Classroom visits shall be limited to parents/guardians and adults to minimize classroom disruption. It is inappropriate for visitors to speak out, make statements, or ask questions of the students or teacher during the visit unless asked to participate.
9. If a visitor wishes to discuss their observations or any issue with the teacher or administrator, he/she should make an appointment to meet during non-instructional time.

10. The use of phones or any other recording device to record meetings at which a teacher is present or to record a teacher during the discharge of his/her duties is prohibited without the prior written consent of each teacher who will be included in the recording. All persons recording a teacher will be escorted and prohibited from classroom visits.
11. **No student guests are allowed in the building during the school day.**
12. No phone calls will be forwarded to teachers during instructional time.
13. Parents are not allowed to pull students out of class for non-emergencies. Should a parent have an emergency, the office and/or administrator will relay the message.

Family Education Rights Privacy Act (FERPA)

FERPA is a federal law that provides parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 years or attends a school beyond the high school level.

Under this law:

The parent or eligible students (student to whom the rights have transferred) have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible student to review the records. Schools may charge a fee for copies.

- The parent or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record the parent or eligible student, then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent to the following parties or under the following conditions:
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain student for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State law with court order and parent knowledge of requested information.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and date of attendance. However, schools must tell parents and eligible students about directory information all parents and eligible student a reasonable amount of time to request that the school not disclose directory information about them.
- School must notify annually parents and eligible students of their rights under FERPA. The actual means of notification is left to the discretion of the school system.

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 impacting the educational climate of the school.

Student Dress Code

School District colors and dress codes are as follows:

All visible clothing must be a solid red, white, navy blue, or khaki. Solid navy blue, red, or white colored shirts. Bottoms must be navy or khaki. Only school color Cardinal Wear sports hoodies are acceptable.

Shirts:

Long or short-sleeved shirt in uniform colors (solid red, white, or blue - no logos).

a. Sweaters or sweatshirts without hoods may be worn over- shirt.

Footwear

The feet must be covered with shoes. House slippers, flip-flops, sandals, Crocs, and slides are not to be worn.

Bottoms: Students are allowed to wear pants with elastic at the bottom. However, joggers are **NOT** allowed.

3. Students must be dressed fully from the shoulder to the mid-thigh, this clothing cannot be see-through. Slits or splits in clothing should be modest and appropriate for an academic setting. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments. **No Leggings should be worn.** Garments that are "see-through", cut low, or expose one's midriff or undergarments, are not acceptable. Undergarments must not be visible when either standing or sitting. Sleepwear and/or pajamas are not to be worn.

4. Coats, gloves, jackets, including cold weather outdoor ski vests, headscarves, hats, head coverings, hoods, and sunglasses may not be worn in the school and must be stored in the hall lockers during the school day. Head coverings, sweatbands, bandanas of any kind are not to be worn at any time in the building unless required for religious or medical reasons. Exceptions may be made at the discretion of the principal or his/her designee.

5. Students may not display and/or wear clothing, jewelry, or tattoos displaying obscenities, inappropriate, provoking, dangerous, distracting, or that creates a disturbance to the educational process (ex. Displays or condones anti-social, immoral, or illegal behavior, or promotes or condones alcohol, tobacco, drugs, profanity, sex, death, gangs, etc.) will not be permitted. Defamatory slogans related to ethnicity, culture, gender, etc. on clothing are also prohibited.

6. Book bags and backpacks in which to carry books and other school materials may or may not be allowed in the classroom. Ladies may carry a small purse or fanny pack. Exceptions may be made at the discretion of the Principal or his/ her designee.

7. Students shall not wear pants that sag or fit below the waist (i.e. while standing, walking, and sitting, top attire must touch bottoms attire all the way around). All undergarments must be covered by outer-space attire and see through attire is not allowed. All pants must fit around the waist and be properly fastened. Pants cannot be worn inside out.

Consequence One	Consequence Two	Consequence Three
Parent Contact	Social Work Intervention	Lunch/Afterschool Detention
Parent pick-up	Parent Contact	Social Worker Intervention
Overnight Suspension (Mandatory Parent Conference)	Lunch Detention	Potential loss of school privileges
	Potential loss of school privileges	In-School Suspension
		1-3 Days Out-of-School Suspension

Exceptions to the Dress Code

While the safety and appropriateness of student attire will always be warranted and enforced during school and school-related functions, the uniformity of colors policy need not be adhered to during physical education classes, extracurricular, athletic, academic, dramatic, or musical events or ceremonies unless required by the staff member supervising the event. Other appropriate attire requirements may be made for such events by faculty sponsors and/or Administration.

Further exceptions to the dress code will be determined and implemented by Administration (e.g., dress-up/dress-down day, school spirit days, etc.).

Student Uniform Resources

Parents may contact the district parent liaison or school social worker/counselor for assistance in securing appropriate student uniform items.

Damaged or Lost Electronic Equipment

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.

Lockers

Student lockers remain the property of the school and may be opened at any time by the school administration.

Students are only allowed to go to their lockers before school, after school, and when otherwise authorized by faculty and/or administration.

Students are responsible for all contents in their lockers. It is the student's responsibility to keep his or her locker locked at all times. *Misuse or abuse of lockers will be considered an act of vandalism.* All valuable possessions should be left at home - **The school is not responsible for personal property stolen from lockers.**

Lockers are for the use of the assigned student only - Students should not share their lockers UNDER ANY CIRCUMSTANCE or give their locker combinations to others.

NOTE: The school reserves the right to inspect and search lockers and other school property and equipment owned or controlled by the school district as well as personal left in those places and areas by students, without notice or the consent of the student, and without a search warrant.

Student Health Services

Injury and Illness

Student health services are provided to students via our school-based nursing staff. Students with health issues that require frequent monitoring as well as students who may fall ill or receive an injury during the school day will be serviced by our nursing staff. School nursing staff screen students needing emergency care or physician follow up care and inform parents accordingly. Parents are responsible, annually, for informing and providing documentation to school nurses of any medical condition that may impact a student's ability to function during the school day or a school activity – as soon as the first day of school.

Immunizations and Screenings

When a student enrolls in a school, the parent is required to show that the student has been immunized or that a current medical or religious objections are on file. Student immunizations are documented and monitored by school nurses, as well as provisions for student hearing and vision screenings per Indiana law. Student immunizations are expected to be documented and provided to the school nurse by the first day of school. Indiana State Board of Health requires that all immunizations be current, including but not limited to diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, mumps, varicella, hepatitis A, hepatitis B, and meningitis or have an authorized exemption from Stat immunization requirements (I.C. 20-34-3-2 or I.C. 20-34-3-3). Communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a communicable disease epidemic regarding required immunizations, the Superintendent may temporarily deny admission to a student otherwise exempted from the designated disease lacking the immunization. Any questions about immunizations or exemptions should be directed to the school nurse.

Medications

Medications dispensed during the school day or school activity need a written physician's prescription with medication provided in the prescription container. Once again, parents are responsible, annually for informing and providing documentation to the school nurse no later than the first day of school. To safely administer medication required for a student's well-being while at school and abide by Indiana State Law, the following guidelines are necessary:

1. To dispense medication, written instructions from both the parent/guardian and physician is required. Verbal instruction does not meet legal requirements.
2. All written instructions should include the date, student name, reason for giving, medical dose, time, duration, and signature.
3. Medication should be sent in its original, labeled pharmacy or manufacturer's container.
4. All medications are kept locked away or in tamper proof containers. (Exception: Students who have been authorized to carry medication for emergency/chronic health needs.)
5. The school nurse or his/her designee has the sole responsibility of dispensing all medication. When a medication is prescribed that is administered at school, an opportunity will be provided for the school nurse to discuss with the student any side effects and/or benefits.
6. Any medication delivered during the school day by a parent will require a student being called from class so the parent, students, and school personnel may review instructions. (If the medication does not meet the current school policy, the parent may administer the medication.)
7. All medication no longer in use or needed will either be returned to the parent/guardian or disposed. For special needs related to emergency medications (i.e., allergies, diabetes) or treatments that need to be administered during the school day, parents/guardians are requested to meet directly with the school nurse.
8. Medication that is possessed by a school or administration during school hours or at a school function may only be released to the student's parent or to an individual who is eighteen years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

Homeless Students (McKinney-Vento Act)

In compliance with the McKinney-Vento Act, homeless students will be provided with a free and appropriate public education in the same manner as other students served by the SCEC. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under the school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. Should additional information be needed, please contact the school principal and/or his/her designee.

School Transportation

Student transportation is available for students who live a pre-determined distance from their assigned school. **Transportation is not provided for students who live out of district, with exceptions made for students for whom specific circumstances apply.** If parents are uncertain if their child qualifies for school bus transportation, please call the Office of Transportation at 391-4175. Students qualifying for Special Education Services qualify for school bus transportation based on their current I.E.P. Students with significant medical conditions qualify for bus transportation based on documented medical need, per 504 plan, inclusive of Consent to Exchange Information Form; and completion of Request for Transportation form by student's physician – to be updated yearly, the final determination of student need to access school transportation lies with the building administration in consultation with the school nurse.

Students are expected to abide by the rules in the Student/Parent Handbook related to behavioral expectations when in transit to and from school. Students may be suspended from riding the bus if his/her behavior is not in compliance with SCEC behavioral code of conduct. The safety of all children is of utmost importance and student behaviors that are a distraction for the bus driver/aide can risk the safety of all children. **If a child is suspended or expelled from using SCEC bus transportation, it is the responsibility of the parent/guardian to arrange personal transportation and ensure that the student arrives at school on time every day and is picked up from school at dismissal.**

SCEC Student Attendance Requirements

SCEC students are required to comply with attendance requirements established by both Indiana statute and City of East Chicago ordinance. Student attendance records are kept as part of the student's academic transcript. In general, students are required to be in attendance every day that school is in session unless they have "good cause" to be absent. "Good cause" for a school absence includes, but is not limited to, the following:

- Service on a precinct election board or service to a political candidate or party;
- Attendance as a witness in a lawsuit or judicial proceeding;
- Active duty with the Indiana National Guard or Civil Air Patrol;
- Participation in an educationally-related noon-classroom activity;
- Properly certified or documented illness or incapacity of the student;
- Religious instruction authorized by the school principal;
- Other permission or authorization from the school administration, authorizing the student to be absent.

An absence related to the illness or incapacity of the student may be certified or documented by a doctor's note or a parent's note. However, the number of absences documented by only a parent note is limited to three (3) absences per student per school year. After these three absences have been used, a doctor's note must be provided to certify and document the student's illness or incapacity; otherwise, the absence will be noted as unexcused. All documentation relating to any absence must be submitted on the day that the student returns to school.

In addition to any consequences relating to unexcused absences which may be imposed by SCEC or City of East Chicago ordinance, any student who accumulates 10 or more unexcused absences during the school year is considered a "habitual truant" and may be subject to additional penalties or consequences such as ineligibility for a drivers' license or learners' permit.

Parental Responsibility for School Attendance of Minor

City of East Chicago ordinance requires that parents of SCEC students exercise full parental control and responsibility for the students by requiring them to attend school unless there is "good cause" for absence as described above. It is a violation of City ordinance for a parent to fail to require student attendance in either of the following two ways:

- Knowingly allowing the student to be absent, or failing to prevent the student from being absent, from a regular school session without "good cause" as described above; or
- Knowingly changing the student's residence and failing to advise SCEC of the student's new address.

If any parent of any SCEC student is observed by SCEC to be in violation of this ordinance, SCEC may refer the student and parent to the City of East Chicago Truancy Program. Students and parents referred to the Truancy Program will be requested to meet with the school's guidance counselor, social worker, school resource officer, truancy officer, or other staff member to discuss possible ways to correct the violation. If it is determined that the issue cannot be resolved at the school level, the student may be referred to the Indiana Department of Child Services and/or the Juvenile Division of the Lake Superior Court, and the parent may be served with a citation from the City Court of East Chicago. A full-text description of this process may be obtained on the City of East Chicago website by downloading a copy of Ordinance No. 19-0008.

SCEC School Tardies

Students need to arrive at school on time. Late arrival hinders the child's ability to receive instruction at the beginning of the day with the rest of the classmates. Students who arrive after the school day begins will be considered tardy. Students arriving late to school in the morning must check in at the main office. At the elementary schools start at 8am, middle school starts at 8:30, and the high school starts at 7:30am. Students that arrive after the start of the school day will be marked tardy. Students that arrive after the bell for each period class will be marked tardy. Excessive tardies will not be tolerated. Students that are "caught" in hall sweeps will be given an automatic after school detention.

Offense	Consequence
1st Offense	Warning
2nd-3rd Offenses	Classroom Policy and Phone Call Home (VP/Dean Driven)
4th Offense	Office Referral and After School Detention
5th Offense	Office Referral, After School Detention, and other interventions

Subsequent tardies within the semester will result in more serious consequences, including not limited to ISS, OSS, mandatory parent meetings, and referral to the truancy court. Students may also be placed on the No Activity list.

Title I Services

Title I is the largest Federal Aid Program for elementary, middle, and high schools. Through Title I, the Federal Government gives money to school districts nation-wide based on the number of low-income families in each district. Each district uses its money for additional educational services for children most in need of improvement in the standards-based skills of reading and/or math. Title I is required to assist low-achieving students to meet academic standards established for all other students.

Positive Behavior Supports

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 motivates to exhibit behaviors that are safe, respectful, and responsible. Additionally, students are taught these behaviors and character traits through several evidence-based curricula. At the building level, students are supported with a variety of interventions that reward positive behaviors which, in turn, help to minimize the use of punishment as a behavior management tool. In the learning environment, staff use and support PBS in several ways. First, staff use proactive, evidence-based behavior management systems that reward students who exhibit positive behaviors. Second, staff teach students positive behaviors through evidence-based curricula and daily best-practices like restorative justice lessons built in our SEL curriculum and Skill streaming. 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.

In school suspension is a targeted intervention that provides an alternative to suspension through evidence-based, tier 1 & 2 supports. In school suspension (ISS) will follow these programming guidelines:

If faculty and Administrators notice a pattern of repeated behavioral infractions, a student will be considered for placement into ISS. **Placement into ISS is not automatic instead of suspension or available as an option in every instance requiring a punitive consequence. In some instances, both suspension and placement into ISS can be assigned. This will be determined by the school administrators on a case by case basis.**

Students assigned to ISS may or may not immediately start their time in the ISS class.

When a student is assigned to the ISS program, parents will be notified and the student will be assigned between 1 and 3 school days in the ISS class where they receive targeted social skills training (Skill streaming), character education (Character Plus), and restorative practices from a licensed social worker or counselor.

When assigned to ISS, students will spend the entire school day in the ISS room. Students will be provided with lunch in ISS 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 ISS paraprofessional and to inform related service providers that the child is assigned to ISS for the day.

The total number of days in ISS will not exceed 10 (per semester or year). 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 ISS 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.

While in ISS, a student is expected to follow all the district, building, and classroom rules and expectations. **ISS 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 ISS and will be suspended. Students who are removed from ISS for consistently disrupting the learning environment will not be allowed to return to ISS for the remainder of that ISS assignment period and building administrators will determine the consequence and course of action. Students who are removed from ISS in this way more than 2 times will not be allowed to return to the ISS program until a team meeting is held with the student, student’s parents, building administrators, ISS staff, , and (if applicable) a special education administrator.**

Overnight Suspension

Overnight Suspension- is not a suspension. Rather is a forced attempt to conduct a mandatory parent conference. When students are issued an overnight suspension, they are allowed to finish the rest of the day. However, they are not allowed to return to school the next day with a parent/guardian.

ENL Student Services

Mission

We are dedicated to serving English Learners by providing English Language Development (ELD) strategies in *Listening, Speaking, Reading, Reading Comprehension, Writing, & Oral Communication* to support academic English in content- area classrooms.

Program Overview

School City of East Chicago, Education/ English as a New Language (ENL) Program provides Kindergarten-Grade 12 academic English language instruction to non-English and Limited English Proficient (LEP) students.

Students at the elementary, middle, and high school levels receive language assistance to support their learning of content area curriculum using English Language Development (ELD). The goals for LEP students are to gain academic English language fluency through instruction in reading, writing, listening, and speaking to prepare students to pass ISTEP+ exams, ECAs of Algebra I , Biology I & English 10, and graduate from the School City of East Chicago.

Exceptional Learner Programs

Exceptional learner programs and related services in the school corporation parallel the regular education program. They are designed to meet the instructional needs of the exceptional child, the child that general education finds it difficult to accommodate adequately due to significant physical, intellectual, social, and/or emotional differences. Specially designed instructional programs and the necessary related services are made available to any student with such needs, providing parents have input in the recommendations and have agreed to the program placement. The original and continued placement of a student in any exceptional learner program is closely governed by state regulations and the School City adheres to these rules to protect the rights of students and parents.

All exceptional learner programs and their related services comply with the guidelines established in Article 7 of the Indiana State Code. The individualized educational program of instruction ensures a free and appropriate public education that provides flexibility, opportunity, and an environment with peers so that the student may experience success in reaching his/her maximum potential.

Student Academic Guidelines

Student Awards

Shortly before the completion of the school year, a student convocation will be scheduled to honor those students who have demonstrated outstanding achievement in identified areas during the school year. The purpose of these awards is to not only recognize individuals but to foster student pride and esteem. Individual awards will be awarded for exemplary performance in the areas of academics, the arts, attendance and, citizenship.

Honor Roll

School City of East Chicago students may qualify for one of three honor roll categories providing they have no grade lower than "C" and they meet one of the following criteria:

- Straight "A" Honor Roll – Student must make all A's
- High Honors – Student must make all A's and B's
- Honors – Student must have an overall "B" average whereby any "C" on the report card is offset by an "A"
- Photographs of the honors students may be on display in the school's Hall of Fame

Student Homework Policy

Homework is an out-of-class standard based assignment that should be to introduce a topic, reinforce a concept, or practice a concept. Homework should never be used as a punishment for students.

Therefore, parents and teachers should be partners in the education of students and their **cooperative efforts in giving assignments and monitoring homework can provide an excellent opportunity** to strengthen this educational partnership. Each teacher will communicate his/her personal homework policy to parents and students in writing at the beginning of the school year and reviewed throughout the year.

Cooperation by parents is a necessary factor, they need to encourage their child(ren) by showing interest and exhibiting helpful attitudes toward homework.

Each student has the responsibility to develop good work and study habits. The student should take good care of the books and other materials assigned to him/her for homework. Homework will be mandated two times a week in each core subject.

Progress Reports

Progress reports are issued midway through each quarter. Comparable reports may be sent to parent any time during the year. Such reports may be used to report satisfactory or outstanding progress as will. If it becomes apparent that a student is not progressing, as he/she should, the parents will be notified. It should be noted that parents may monitor their child's real time school status by accessing the school's "parent portal" in SKYWARD. For more information please contact your school's registrar or visit www.scec.k12.in.us for more information.

Report Cards

Report cards are issued following the completion of each nine- week grading period. Please carefully review your child's progress report and make an appointment with your child's team if you have any questions regarding grades.

Sports, Teams and, Clubs

All students must be in good academic and behavioral standing to participate in any after school activity, including clubs and athletics. Good academic standing means that a student has a C or higher in every core course (Math, ELA, Science, and Social Studies) as taken from the teachers' SKYWARD Gradebook. Good behavioral standing means following the athletic code of conduct. Attendance may also be taken into account for student participation in extracurricular activities. Students with 3 or more suspensions throughout the year will be placed on the no activity list for the remainder of the year. **NOTE:** Students may be required to complete community service projects to participate in activities clubs or athletics.

Sixth and Eighth Grade Promotion and All Other School Sponsored Activities

Sixth and Eighth- grade students who are in good academic and behavioral standing will be allowed to participate in a promotion ceremony.

Students with excessive referrals, suspensions, absences, and detentions will not be allowed to participate. Nor will students with 3 or more suspensions throughout the school year be permitted to participate in the promotion ceremony. Good academic means students must maintain a 2.0 cumulative GPA within the school year.

High School Graduation-

To graduate from East Chicago Central High School, a student must earn (at minimum) a total of 40 credits in specified areas and meet all State of Indiana and School City of East Chicago requirements. All required graduation credits must be completed before to graduation for seniors to be eligible to participate in the graduation ceremony.

Credit Recovery

Students will only be allowed to enroll in a credit recovery class only after they failed the course during the regular school. All credit recovery tests and assessments must be taken in the presence of a teachers or administration. Building principals, counselors, teacher, and students must complete the credit recovery form to ensure proper procedures have been followed and students are awarded credit.

Prom

Juniors and Seniors are allowed to participate in prom if they meet the following requirements:

1. Less than 10 unexcused absences
2. No more than three suspensions throughout the year
3. Satisfactory progress toward graduation
4. Other criteria set forth by the building principal, which will be disclosed at the beginning School year.

Student Photo Identification Card

All students will be required to possess and openly display their SCEC issued Student Photo Identification Card & Lanyard. The SCEC will provide each student with one free student photo identification card and one attached 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. If this issued student photo identification card and/or lanyard is lost or stolen, the student will be assessed a replacement charge of \$3 to cover the cost of replacing the card and/or lanyard.

Behaviors and Consequences

- Effective classroom management and preventive behavior strategies are essential for supporting teaching and learning. School City of East Chicago goes further by emphasizing effective classroom management, Positive Behavioral Support, Restorative Practices embedded into our SEL curriculum, and preventive school discipline. These measures, in conjunction with effective academic instruction in a positive and safe school climate, maximize success for all students.
- Students will be redirected positively when their behavior is not in compliance with effective academic instruction in a positive and safe school climate.

Student behavior is the responsibility of the student, parent, family, school and community. To this end, there is a shared accountability to provide our students with a strong foundation of character traits that will serve them well whether in school, home or the wider community. Student guidance includes both prevention as well as a progression of interventions that may result in disciplinary action.

Student discipline occurs when a student's behavior is not responsive to initial redirection and/or attempts to positively respond to PBS strategies. If the student chooses to act irresponsibly with contempt to redirection, the student has then moved from committing a minor offense to a major offense. Consequently, the student progresses to a higher level of intervention which includes disciplinary action.

The use of discipline is understood in the context that we all make mistakes as we learn and grow. The desire is to instruct, to guide, and to help children to order themselves from the inside rather than having to impose order on the student from the outside. When student discipline is needed it is viewed in the context of being responsible for one's behavior. Therefore, when minor behavior violations turn into major behavior violations, student discipline is determined through the framework of consequences established within the student code of responsible behavior.

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:
 - c. Reprimanding
 - d. Counseling
 - e. Restricting extracurricular activities
 - f. Conferring with parent(s)
 - g. Rearranging class seats
 - h. Referring students to guidance or administrative personnel in the schools (counselor, social worker, and assistant principal, principal)
 - i. Students may be detained after school for a reasonable length of time
 - j. Placing on school probation
 - k. Removing from class
 - l. Refer to Juvenile Authorities
 - m. Refer to Lake County Court Truancy Program
 - n. In-School suspension
 - o. Out of school suspension
 - p. Recommendation of expulsion from school
 - q. Loss of privileges
 1. School activity, sport, event, or access
 2. Driver's License or Learner's Permit
 - r. After School Detentions (normally one hour after the school day ends)
 1. NO TALKING OR SLEEPING IS ALLOWED IN DETENTION.
 2. No cell phones or electronic devices are allowed in detention.

In-School Suspension

In-school Suspension will only be assigned at the discretion of an administrator for offenses found in this handbook.

Invalidation of Driver's License or Learner's Permit

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.

Removal, Suspension, and Expulsion Policy

- a. Removal Procedure
 1. When a teacher determines the student's behavior is disrupting the learning environment and has exhausted all classroom management methods, he/she should write a disciplinary referral. Within 24 hours, administration or dean will respond to the referral.

b. Suspension Procedure

1. When a principal or his/her designee determines that a student should be suspended, the following procedures will be followed:
2. 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.
3. 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.
4. 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).
5. 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

1. 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:
2. The superintendent (or designee) may conduct an expulsion meeting or may appoint an expulsion examiner to conduct an expulsion meeting.
3. 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.
4. 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.

School Services – High School

a. Guidance and Counseling

1. 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.
2. 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.

Registrar – High School

1. 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.
2. Transcripts necessary for college applications, scholarships and employment purposes are processed through www.Parchment.com
3. Current and former students will need to create an online account before transcripts can be requested, processed and forwarded.

ELearning

The School City of East Chicago is pleased to announce that we have implemented the use of eLearning. Our ELearning platform is Canvas. ELearning allows 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. Terms and conditions for ELearning is subject to change. All students must follow district guidelines for ELearning assignments.

Volunteer Guidelines

Volunteers with our schools must have completed a Volunteer Application form, completed a criminal background check and been approved as a School Volunteer, prior to volunteering in any capacity within our school buildings. Please note this process may take 2-4 weeks.

- School volunteers must sign in at the school's main office and obtain a visitor's badge, prior to proceeding to the Family Resource Room. Please check in with the district Parent Liaison before beginning your volunteer hour(s).
- Sign-in lists showing name purpose of visit, arrival time, and departure time shall be maintained by the school office.
- Any person who does not register with the school office is on school property illegally and should be asked to identify themselves properly, get visitor's pass, or leave the school's grounds.
- Volunteers must sign out at the Family Resource Center and the school's main office prior to leaving building.

Code of Responsible Behavior

CODE OF RESPONSIBLE BEHAVIOR DUE PROCESS

In all instances of disciplinary action, the rights of students and parents will be carefully observed and respected. Students and parents will be informed of rules and expectations and will be informed of procedures and consequences. In specific incidents, parents wishing to appeal must refer to and follow the appeals process found in the transportation policy.

When considering the action to be taken, the following will always be reviewed:

- Age of the student.
- Grade level of the student
- Frequency of the misconduct
- Seriousness of particular misconduct
- Attitude of the student
- Degree of cooperation of the student

Any student recommended for expulsion shall be entitled to have the legal procedures provided by law followed before any decision being made as to that expulsion. Effective teaching of responsible behavior and self-discipline takes time because it requires an interaction with the student to:

- show them what they have done wrong,
- give them ownership of the problem,
- help them find ways of solving the problem,
- and leave their dignity intact.

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).

SPECIAL EDUCATION STUDENTS

Students who have a disability or those who are suspected of having a disability will be afforded procedural safeguards following State and Federal Regulations. The students' Individual Educational Programs, including Behavior Intervention Plans, will be implemented prior to significant disciplinary action if necessary.

STUDENT DISCIPLINE

Discipline occurs when a student's behavior is not responsive to initial attempts to positively respond to PBS strategies through re-directing his/her actions. When the student chooses to act irresponsibly with contempt to redirection, the student has then moved from committing a minor offense to a major offense. Consequently, the student progresses to a higher level of intervention that includes disciplinary action. The use of discipline is understood in the context that we all make mistakes as we learn and grow. The desire is to instruct, to guide, and to help children to order themselves from the inside rather than having to impose order on the student from the outside. As we teach our children to behave responsibly, we must remember to balance our expectation for obedient behavior with our expectation for responsible behavior. Ultimately, our concern is to nurture our students to act with integrity, wisdom, kindness, and compassion when there is not external force holding the student accountable for what they do. Thus, the student can become a strong positive civic member of our larger community. When student discipline is needed it is viewed in the context of being responsible for one's behavior. Therefore, when a minor behavior violation turns into a major behavior violation, student discipline is determined by your child's building administration through the framework of consequences established within the PBS structure and student code of responsible behavior.

Effective July 1, 2020, all school principals or the principal's designee shall ensure that while a student is suspended from school the student will receive: 1) notice of any assignments or school work due; 2) teacher contact information in the event the student has questions regarding the assignments or school work; and 3) credit, in the same manner that a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes. I.C. 20-33-8-18

BEHAVIORS AND CONSEQUENCES

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.

The following list of consequences represents the range of consequences generally assigned. Based on the severity of the situation, the consequences assigned could be more or less severe than those listed. The final determination of consequences will be left to the judgment of the principal or his/her designee, who will take into consideration the results from further investigation and evaluation of all relevant facts. Note: Parent contact is required as a part of the administration of all consequences in this code. Also, all students will consult with the School Social Worker within 48 hours of an out of school suspension.

Academic Dishonesty

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

At the administration's discretion, the following consequences may result:

- a. detention
- b. failure to provide a grade or redo the assignment

- c. after school detention
- d. ISS
- e. Out of school suspension

Arson

Arson is the act of setting fire to the school or any part of the school or school premises.

Consequences
Police contact 5-10 Days of Out-of-School Suspension Risk Assessment/Social Work Intervention Restitution Virtual/Alternative Learning Expulsion

Student Self-Threats

SCEC staff takes warning signs and threats of suicide seriously. If a student is identified as a physical or emotional danger to themselves, licensed and trained support staff will meet with the student to assess and determine a safety plan. Administrators will contact emergency personnel and the family of the self-threat student. Also, students and parents will meet with the support staff team to implement a safety plan for self-threat student.

Attacking A Student (Jumping Student/Mob Action)

Attack on a student is when 2 or more combine to cause bodily injury on another student. Students will be subject to the following:

Consequence
10 Days Pending Expulsion (non-negotiable)

Behavior: Cafeteria

Appropriate Cafeteria Behavior is behavior that follows regulations set for students while in or traveling to or from the cafeteria. To ensure a clean and comfortable environment for all, students are asked to observe the following:

- Upon entering the cafeteria, take your place at the end of the service line;
- when you have finished eating, leave your table and the floor around your table clean and free from garbage;
- return all trays and silverware to designated areas.

Inappropriate behavior may include but not limited to:

- Horse playing
- Running
- Out of Seat without Permission
- Not disposing of Food Trays

Consequence One	Consequence Two	Consequence Three
Verbal Reprimand Parent Contact	Progressive Lunch Detention	Progressive Lunch Detention Community Service Restitution

****Food Fighting/Throwing of Food: 1 Day OSS Non-negotiable**

Behavior: Classroom and Auditorium

Inappropriate Classroom Behavior is any combination of actions that interfere with, disrupt, or create disorder, including hitting and horse playing, to the extent that instruction cannot take place. **The following are non-negotiable for Jr. High and High School and will start from the 1-3 day OSS scale.**

Consequence One	Consequence Two	Consequence Three
Verbal Reprimand Parent Contact Detention	Detention Loss of Privileges In School Suspension	In School Suspension 1-3 Days Out-of-School Suspension

Inappropriate Language or Gestures Directed Toward Staff: includes behaviors and actions directed toward staff members that are reasonably considered profane, vulgar, lewd, or obscene and are prohibited. 1-3 days OSS (Principal discretion based upon age and severity)

Consequence One	Consequence Two	Consequence Three
Parent Contact	In School Suspension	5 – 10 Day OSS
Overnight suspension with Parent Conference	3 - 5 Days OSS	Social Work Intervention
In-School Suspension	Social Work Intervention	10 Days pending expulsion/ Alternative School/ Virtual Learning
1-3 Days Out-Of-School Suspension		

Leaving class without permission

Consequence One	Consequence Two	Consequence Three
Verbal Reprimand	1 day (OSS) elementary	OSS (Principal discretion)
Parent Contact	1 day (ISS) secondary Or	
1 day (ISS (elementary))	2 day (OSS)	
1 day (ISS or OSS (secondary))		

Throwing items at student or staff

Consequence One	Consequence Two	Consequence Three
Verbal reprimand for student-student	1 day (OSS) elementary	3-5 days or more OSS
Parent Contact	1-3 OSS	5-10 OSS
1 day (ISS (elementary))		10+ pending expulsion
1 day (ISS or OSS (secondary))		

Behavior: Hallway and Bathroom

Inappropriate hallway behavior includes any action that becomes an interruption or distraction during instruction. This includes yelling and screaming during passing periods. Students may not be in academic hallways during class time without a pass from a staff member.

Consequence One	Consequence Two	Consequence Three
Verbal Reprimand	Lunch / After School Detention	In School Suspension
Parent Contact	Loss of Privileges	Loss of Privileges
	OSS (Principal discretion)	OSS (Principal discretion)

SCEC Anti-Bullying Protocol

Bullying, inclusive of using electronic means, is prohibited by SCEC. This covers whether a student is:

- On school grounds during school day
- Immediately before/after school when on school grounds
- Traveling to or from school or school sponsored activity, function or event
- Any other time when the school is being used by a school group
- Off school grounds at a school activity, function or event
- Using property or equipment provided by the school
- Or use of electronics/equipment /written – verbal communication off school grounds that targets a student or group of students or staff causing harm to another person as defined by State Bullying definition or a disruption of normal school environment/functions.
- Or use of electronics/equipment or/written – verbal communication on school grounds that targets a student or group of students or staff causing harm to another person as defined by State Bullying definition or a disruption of normal school environment/functions.
- Or use of electronics/equipment/written –verbal communication on or off school grounds that is contrary to school/district mission statement(s).
- Any off-campus speech/written communication/electronic transmissions/behavior that is defined under bullying and/or cyber-bullying that disrupts the school environment may result in students being disciplined in school.

Bullying per Indiana law (IC 20-33-8-0.2) means overt, repeated acts or gestures, including (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and his/her property. This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

In addition to the above behaviors associated with bullying, SCEC also prohibits the sending of sexually explicit images or messages through social media among students. This includes the transmission of sexually explicit messages/images which originate while on or off school property that targets a student/staff and causes disruption to the normal school environment or functions or is violation of the school/district mission statement. Transmission of pornographic material is against the law. A student 18 years or older in possession of or distributing sexually explicit images of another person under the age of 18 years is considered to have committed a criminal offense and in addition to prosecution can be placed on the Adult Child Predator list via Indiana Dept. of Law Enforcement. A student at any grade level will face disciplinary action associated with the transmitting of sexually explicit images or messages under the above described circumstances.

In addition to the above behaviors associated with bullying, SCEC also prohibits hazing. Hazing is defined as when any person knowingly requires the performance of an act by a student or the acquiescence to an act for induction into, admission into, affiliating with, or hold office in or maintaining membership in any group, organization, society, club, or athletic team whose member are or include other students.

It should be noted that bullying/cyber-bullying disciplinary actions are dependent on the severity of act(s) and frequency of act by the bully, previous intervention attempts/actions by administration to address bullying by students, and therefore allows building/district administration to determine appropriate disciplinary actions to be taken.

Please be informed that successfully address bullying/cyber-bullying it is the responsibility of schools, students, parents/families, and the community to work together to effectively reduce the incidents of bullying in our schools and community.

The use of social media applications to create or communicate negative messages can negatively impact the safety and security of the students, staff, and school. This activity may result in the initiation of a bullying investigation, which if substantiated, will have appropriate disciplinary consequences.

Student(s) Targeted by Bully(ies): A school administrator may utilize one or a combination of the below interventions for a student who has been targeted by a bully or who has been adversely impacted through witnessing or attempted to interrupt an act of bullying:

- Will have his/her parent notified by the building administrator and a meeting will be held with student/parent(s) and administrator to discuss confirmation of the bullying incident.
- School staff will monitor targeted student with higher frequency when in close proximity to the bully.
- School staff will provide targeted student with support of school social worker/counselor to monitor student's social/emotional status and provide student with life/social skills to discourage future incidents of victimization.
- School staff will provide student a peer buddy(ies) in order that the student does not feel isolated when in peer group settings.
- School staff will adjust the targeted student's daily schedule to decrease the likelihood he/she will have unsupervised contact with a bully.
- School staff will adjust the targeted student's class schedule in the case the student is in the same class or multiple classes at the secondary level.
- School staff will inform parent(s) of available informational workshops on the dynamics of bullying.

Bullying, Cyberbullying, Intimidation, Harassment, Extortion, or Hazing includes but is not limited to any aggressive or negative gestures, or written, verbal, physical behavior, or electronic social media 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. Also, soliciting, urging, or encouraging hazing is prohibited. 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. 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.

Consequences

Consequence One	Consequence Two	Consequence Three
1-3 Days Out-of-School Suspension Social Work Services	3-5 Days Out-of-School Suspension Social Work Services	10 Days Out-of-School Suspension Pending Expulsion Virtual Learning Placement

Drugs/Alcohol

Possessing or consumption of alcohol, illegal drugs, tobacco products, CBD oil/products, edibles, vaping paraphernalia, or controlled substances is prohibited. Being under the influence of alcohol, illegal drugs, or any controlled substance or any over the counter medication or prescription medication prescribed for someone else is prohibited. The possession of look-alike 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.

Consequence

Consequence One	Consequence Two	Consequence Three
Parent Contact Police Contact 1-3 Days OSS Social Work Intervention	Parent Contact Police Contact 3-5 Days OSS Social Worker intervention	10 Days Out-of-School Suspension pending expulsion Virtual/Alternative Placement

Drug Paraphernalia

Selling, purchasing, distributing, or possession with the intent to sell 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 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.

Consequences (Principal discretion)

Consequences
Parent Contact Police Contact 10 Days Out of School Suspension Virtual/Alternative Learning

False Alarms

FALSE ALARMS are the actions of setting off an alarm when there is no fire or emergency; such behavior is prohibited.

Consequences
Parent Contact Police Contact Detention Loss of Privileges
5-10 Days Out-of-School Suspension Restitution Virtual/Alternative Placement Expulsion

Fighting (Combat or Physical Aggression (Assult/Battery), Bruising) Instigating or Recording A Fight

Fighting includes any student displaying or engaging in violence, punching, inappropriate use of bodily fluids, combative actions, aggressive pushing, shoving, or recording a fight will be subject to the following.

Consequences (Principal discretion; additional days may be added depending on the severity of the fight and level of bodily harm).

Consequence One	Consequence Two	Consequence Three
1-3 Days Out of school Suspension Social Work Intervention	3-5 Days Out of School Suspension Social Work Intervention	10 Days Out of School Suspension (Pending Expulsion) Virtual Learning/Alternative Placement

Fighting (Pushing and Shoving)

FIGHTING (PUSHING AND SHOVING) Fighting 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. (Principal discretion; suspension and/or additional days may be added depending on the severity of the fight and level of bodily harm).

Consequence One	Consequence Two	Consequence Three
Parent Contact Detention Verbal Reprimand	Parent Contact Social Work Intervention 1-3 Days Out-of-School Suspension	Parent Contact Social Worker Intervention 3-5 Days Out-of-School Suspension Virtual/Alternative Placement

Forgery/Deception/Misuse

Forgery/Deception/Misuse is the alteration or falsification of documents (i.e., passes or permission slips) or signatures.

Consequences

Consequence	Consequence Two	Consequence Three
One		
Parent Contact Detention Loss of Privileges	In school Suspension Progressive Out of School Suspension (1- 5 Days) Social Work Intervention	5- 10 Days Out-of-School Suspension pending expulsion

Gambling

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

Consequences

Consequence One	Consequence Two	Consequence Three
Parent Contact	Progressive In-school Suspension	Progressive In-school Suspension
Detention	Progressive Out of School Suspension	Progressive Out of School Suspension
Loss of Privileges	Social Work Intervention	Social Work Intervention

Gang-Related Activities

Gang-Related Activities: 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. 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. 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. In addition, only those student groups that have been approved by Student Council and campus administration are permitted the use of school facilities for meetings and/or activities. Such activities and any other activities that the school administration may deem potentially disruptive to the school climate and culture will not be tolerated and subject to disciplinary action.

Consequences

Consequence One	Consequence Two	Consequence Three
1-3 Days Out-of-School Suspension	3-5 Days Out-of-School Suspension	10 Days Out-of-School Suspension pending expulsion

Harassment: Sexual, Ethnic, Racial, Gender, or Religious

Sexual Harassment is prohibited:

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.

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

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.

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 for any such subsequent conduct to be deemed unwelcome.

Sexual harassment may include but is not limited to the following:

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

Ethnic, racial, gender, or religious harassment is prohibited and may include but is not limited to the following:

- 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.
- 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.
- Physical: Any intimidating or disparaging actions such as hitting, hissing, intentional coughing or sneezing, spitting on a fellow student, staff member, or other person associated with the corporation.

Specific Prohibitions

- 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. Student and Employee Responsibility

- 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 Corporation Guidelines.
- All complaints shall be handled in the manner outlined in the School City of East Chicago Board Policy and Administrative Guidelines.

Complaint Procedures

All complaints shall be handled in the manner outlined in the 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.

Student and Employee Responsibility

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 corporation Guidelines. All complaints shall be handled in the manner outlined in School City of East Chicago Board Policy and Administrative Guidelines.

False Reporting

Any person who knowingly filed 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.

Consequence One	Consequence Two	Consequence Three
1-3 Days Out-of-School Suspension	3-5 Days Out-of-School Suspension	10 Days Out-of-School Suspension pending expulsion Virtual/Alternative Placement

Inappropriate Language and Gestures Directed at Students

This includes behaviors and actions directed toward students that are reasonably considered profane, vulgar, lewd, or obscene and are prohibited.

Consequence One	Consequence Two	Consequence Three
Verbal Warning	Parent contact	1-3 Days Out-of-School Suspension
Parent contact	Detention	
Detention	Loss of Privileges	

Inappropriate Use of Technology

Inappropriate Use of Technology: Telecommunications devices capable of taking and/or transmitting digital photographic images or videos can create a risk factor in locker rooms, restrooms, private areas, and other locations (including buses) 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 to take digital photographic images or likeness, videos, social media platforms, auditory media and/or media tools that distribute data in or outside of the school that affects the academic setting 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.

Consequences (Principal discretion based upon nature of telecommunications or digital images).

Consequence One	Consequence Two	Consequence Three
Parent contact Detention Loss of Privileges	Progressive In-school Suspension (Intervention/Behavior Support Room) Social Work Intervention	Progressive In-School Suspension (Intervention/Behavior Support Room) Social Work Intervention Progressive Out-of-School Suspension 10 Days Out-of-School Suspension pending expulsion

Insubordination and/or Direspect

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 includes but are not limited to: leaving the classroom without permission or obstructing staff in the performance of their duties.

Consequences

Consequence One	Consequence Two	Consequence Three
Parent Contact Lunch Detention Loss of Privileges In-School Suspension Out of school suspension	Loss of Privileges After School Detention Progressive In-School Suspension In-School Suspension Out of School Suspension	Progressive Out-of-School Suspension 10 Days Out-of-School Suspension pending expulsion Virtual/Alternative Learning

Libel and/or Slander

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.

Consequences

Consequence One	Consequence Two	Consequence Three
Parent Contact Detention Loss of Privileges	Detention Progressive In-School Suspension	Progressive Out-of-School Suspension 10 Days Out-of-School Suspension pending expulsion Virtual/Alternative Learning

Lockers

Lockers are provided to students, and a locker remains the property of the school and may be opened and searched at any time by school officials. Students need to keep all valuable possessions at home. Students should not misuse or abuse their lockers, as it will be considered an act of vandalism. ***The school is not responsible for personal property stolen from lockers.*** Students should not share their lockers or give their locker combinations to others. Please note that the school reserves the right to inspect and search lockers. Students are fully responsible for the contents in his or her locker.

Consequences

Consequence One
Parent Contact After School Detention Loss of Privilege Out of School Suspension

Loitering

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

Consequences

Consequence One	Consequence Two	Consequence Three
Parent Contact Verbal Warning	After School Detention In-School Detention	Out-of-School Suspension

Missed Detention

Missed detention is an instance in which a student fails to serve an assigned detention. Missing a detention may warrant disciplinary action.

Consequences

Consequence One	Consequence Two	Consequence Three
Parent Contact and/or overnight suspension (Mandatory Parent Conference) Detention reassigned	Detention reassigned (Double Detention) In-school Suspension	Out of School Suspension

Obscenity

Obscenity includes those items or behaviors that an average person, when viewing the material or behavior as a whole and applying community standard 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. Behaviors considered obscene are prohibited.

Consequences

Consequence One	Consequence Two	Consequence Three
Parent Contact Verbal Warning ISS OSS	After School Detention In-School Detention ISS OSS	Out-of-School Suspension

Possession or Use of Portable Electronic Equipment (Cell phones, smartwatch, ear pods, and headphones): Students are extended the privilege of possessing cell phones; however, their use is limited to non-school days or after school has concluded for the day. Whenever school is in session, cell phones, smartwatches, ear pods and/or headphones, and pagers may not be used. These devices must be turned to the off position, not be visible, and/or in the student's possession during the school day. This rule is also in effect after school and on school days where a quiet atmosphere is necessary, such as the media center, computer labs, detention areas and at public performances. This rule applies to the use of cell phones, PDA's, laser pointers, CD players, iPods, headphones, ear pods, smartwatches or any other telecommunication device or technological device that may be used while the student is in school. **The school is not responsible for the loss of such devices by students who do not adhere to this policy nor will be investigated.**

Consequences

Consequence One	Consequence Two	Consequence Three
Parent Contact	Confiscated-Parent Pickup	In-School Detention
Verbal Warning	After School Detention	Out-of-School Suspension
Confiscate – Parent Pick-Up	In-school Suspension	

Public Display of Affection

Public Displays of Affection 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 draws 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.

Consequences

Consequence One	Consequence Two	Consequence Three
Parent Contact	After School Detention	Out-of-School Suspension
Verbal Warning	In-School Suspension	

Sale of Snacks

Students may not sell any items during school or at any school related event without prior written approval of school administration or the appropriate governing body, which approves such sales. These items will be confiscated and (destroyed). Repeated offenses will be considered gross disobedience. Approval will be given only to school sponsored groups for fundraising purposes.

Consequence One	Consequence Two	Consequence Three
Parent Contact Confiscate Detention	Detention Loss of Privileges In-school Suspension	Out of School Suspension

Sexual Misconduct, Assault, Intercourse, Rape

Sexual Misconduct, Assault, Intercourse, Rape is prohibited. 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. This could also include sexting or inappropriate use of technology involving sexual or pornographic images and or videos.

Consequences (*Principal discretion depending on severity*)

Consequence One	Consequence Two	Consequence Three
1-3 OSS/Social Work Services	5-10 OSS/Social Work Services	10 days Out-of-School Suspension pending expulsion

Tardiness to Class (per nine weeks) is the act of not being in the assigned classroom at the time the bell rings to begin class. All parents must be required to sign in students if the students reported to school 10 minutes late. A student's tardy offenses begin accumulating with each semester.

Consequences- at the principals' discretion.

Threat Against or Attack on a Staff

Threat Against or Attack on a Staff 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.

Consequences
Parent Contact
Police Contact
10 Days Out-of-School Suspension
Expulsion
Virtual/Alternative Placement

Tobacco Products

Possession or use of tobacco products is prohibited. Specifically, the use or possession of tobacco by students at school or 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, THC and CBD paraphernalia, cigars, vape pen or tobacco in any other form, including smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed, or leaf tobacco.

Consequences
Confiscate
Parent or Police Contact
Progressive Out-of-School Suspension

Transportation Behavioral Expectations

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. Parents are prohibited from boarding and/or riding the school bus without prior permission or administration approval.

Bus Riders

A. Before to loading (on the road and at the school) students are required to:

- Be on time at their assigned bus stop.
- Stay off the roadway or street while waiting for the bus.
- Safely conduct themselves while waiting.
- 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.
- Practice rules of safe behavior as they go to and from their assigned bus stop.

B. While on the bus students are required to:

- Keep all body parts and possessions inside the bus.
- Assist in keeping the bus clean and sanitary. Trash goes in the waste container at the front of the bus.
- 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.
- Refrain from tampering with any bus equipment.
- Keep books, lunches, and other articles in their possession.
- 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.
- Be quiet while approaching a railroad crossing. Students will remain quiet until the bus has cleared all sets of railroad tracks.
- In case of an emergency, remain in their assigned seat on the bus unless instructed by the driver to leave.
- Refrain from eating or drinking, chewing gum, or having any other objects in their mouth when on the bus.
- Leave radios, tape recorders, cell phones, live animals, or glass bottles at home. Keep musical instruments on their lap or under their seat.
- Refrain from the use of profanity, swearing, or any offensive language.
- Board and get off at the regularly assigned bus stop.
- Use emergency bus exits only at the direction of the driver.
- Close windows before getting off the bus.

C. After leaving the bus students are required to:

- 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.
- NEVER cross behind the bus for any reason.
- Move immediately away from the bus and refrain from hitting or throwing things at the bus.

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

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

Parents

Parents are prohibited from boarding and/or riding the school bus without prior permission or administration approval. 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.

Parents are expected to know bus rules and procedures and support the school enforcement plan.

Suspension of bus privileges does not mean suspension from school. Parents are required to transport their children to school. Lack of attendance will be considered truancy.

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.

Drivers

Drivers will make every effort to maintain appropriate student behavior on the bus. When these efforts are no longer effective, the driver will submit a written referral to the Transportation Director. Written referrals will be reviewed by the Transportation Director and sent to school administrators.

Minor Infraction while on SCEC Bus:**CONSEQUENCES (minor infractions)**

Consequence One	Consequence Two	Consequence Three
Parent contact Detention	Parent contact Detention Overnight Suspension	Overnight suspension Loss of riding privileges for a period determined by the severity of the infraction Permanent loss of bus riding privileges

Major Infraction while on SCEC Bus:**SERIOUS IRRESPONSIBLE BEHAVIORS**

- Possession of firework(s) or incendiary device
- Extortion and intimidation of bus driver, monitor, students and/ or police officer
- Gambling
- Throwing objects
- Disorderly conduct
- Indecent exposure

- Damaging personal property
- Malicious property damage (student or parent will be financially responsible for damage)
- Insubordination (extreme)
- Activating emergency alarm/ exits, reporting of fire/ explosive device
- Possession of weapon/firearm
- Battery, assault, provocation against driver, monitor, or student
- Smoking
- Substance abuse
- Being under the influence/ possession/dealing drugs or alcohol

CONSEQUENCES (major infractions)

In the case of more serious irresponsible behavior, the following consequences will be assigned:

In addition to a meeting with the parents, possible loss of riding privileges for a period (determined by the severity of the infraction) or permanent loss of bus riding privileges may result. Students who violate any of the above rules shall be subject to disciplinary measures including suspension or expulsion from school

In cases where the law has been broken, penalties may further result in a report being filed with local law enforcement officials with criminal proceedings to follow.

Unauthorized Presence in Unsupervised Areas

Unauthorized Presence in Unsupervised Areas - Trespass: Students may not at any time be present in any unsupervised area without prior authorization from staff. Examples include but are not limited to: athletic facilities, locker rooms, auditorium, science labs, computer labs, resource centers, classrooms, and all school grounds. Students should not visit schools that they do not attend, without administrative approval.

Students who are suspended and have not been reinstated are also trespassing on school grounds.

Consequences
1 Day after school detention
Loss of Privileges
3-5 In school suspension
1-5 Days Out-of-School Suspension
Virtual Learning

Unlawful Activity

Unlawful Activity - Mandatory Expulsion/Virtual or Alternative Placement

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. The principal will immediately notify the police when a criminal offense in this category is committed.

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 violate 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:

- 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.
- Knife – A student shall not possess, handle, transmit, conceal, nor use a knife. Students violating the prohibition against knives may be expelled up to one calendar year pending determination.
- Explosive Devices
 - Any destructive device that is an explosive, incendiary, or poison gas bomb, grenade, or rocket having a propellant charge of more than 4 ounces;
 - Any missile, rocket, or similar device having an explosive or incendiary charge of more than one quarter ounce;
 - 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
 - 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;

- 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.

4. False Fire Alarm or Bomb Report/Tampering with Fire Alarm System

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. These acts are prohibited irrespective of the whereabouts of the student. 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 using 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. Vandalism

Damaging or destroying property belonging to the following will not be tolerated. Also, 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.

Special Education students

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

Education for All Children: Public Law 94-142

Twenty-one years ago President Gerald Ford along with Congress passed legislation that was intended to improve opportunities in education for handicapped children and adults through the provision of a free appropriate public education. This law was called Public Law 94-142. This law provided that handicapped children and adults ages 3-21 be educated in the "least restrictive environment" to the maximum extent appropriate, meaning that they are educated with children who are not handicapped and that special classes, separate schools or other removals of children from their regular educational environment occurs only when the severity of the handicap is such that education in regular classes cannot be achieved.

Before a child can be placed in a special education program, an extensive evaluation procedure is required by PL 94-142. These criteria must be determined before a child can be placed:

- Whether a child has a physical or mental disability that substantially limits learning
- The possible causes of a child's disability
- Strengths and weaknesses of a child in physical, emotional, social, vocational and intellectual areas
- The educational diagnosis category that best describes a child's disability
- The special services, instructional techniques and other interventions that the child needs
- The appropriate instructional placement for the child
- Reasonable predictions of the child's academic, social and vocational potential

The school is required to receive written permission from the parent evaluating the child.

Once the child's evaluation is complete and it is determined that the child is indeed eligible for placement in special education, an Individual Education Plan (I.E.P.) must be written to meet the needs of that child. An interdisciplinary team is formed to write the child's I.E.P. Under PL 94-142, the team should, at a minimum, consist of a representative of the local school district, the child's teachers and the child's parents. PL 94-142 does stipulate certain criteria that are to be included in the I.E.P. Included should be a statement of the child's present level of educational performance; the annual goals, including short term instructional objectives; the specific special education and related services to be provided for the child and the extent to which the child will be able to participate in regular education program; the projected dates for initiation of services and anticipated duration of services; the appropriate objective criteria and assessment procedures and schedule for determining on at least an annual basis whether the short term instructional objectives are being met.

Parents should be provided training through a not-for-profit agency to enable them to participate more effectively with professionals in meeting the educational needs of their child. This training should enable parents to:

- Better understand nature and needs of the handicapping conditions of the child
- Provide follow-up support for the child's educational program
- Participate in educational decision making process including the development of the I.E.P (Individual Education Plan)
- Obtain information about programs, resources, and services available to child and parent
- Understand provisions for the education of their child under PL 94-142

Explanation of Disciplinary Terms

Due Process is a meeting in which a written or oral statement of the charges against the student is made by the administration. The student is allowed to confirm or deny the charges. In the case there is a denial of the charges, the student is provided a summary of evidence against him/her. The principal shall send a written statement to the parent of the suspended student citing the alleged misconduct of the student and action taken by the Principal.

School Suspension/Expulsion may be rendered to a student for unlawful school activity on or off school grounds if the behavior is: 1) unlawful activity that may reasonably be 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 – inclusive of weekends, holidays, or other school breaks or summer breaks when a student may not be attending classes or school functions. **Suspended students are required to receive and make up missed homework, assessments, and classroom activities. Teachers are required to give students a reasonable amount of time to complete assignments.**

Student Expulsion is a process in which the student is suspended by the building principal pending an Expulsion Hearing. A student who is suspended pending expulsion may be suspended beyond 10 school days until the time of the expulsion meeting and Expulsion Examiner's rendering. Parent/student will be given written notice as to the reasons student is being referred to the Expulsion process, the procedures of the expulsion process, and date/time of Expulsion Hearing. The parent must respond to the written notice of Expulsion Hearing within 10 days or receipt of notice. If the parent fails to request or appear at an expulsion meeting after receipt of notice of the right to appear at the expulsion, the parent forfeits all rights to contest and appeal the expulsion. The length of student expulsion is determined by the Expulsion Examiner and follows State guidelines. A student who is expelled from any school district may be denied by admission to any other school system until such time the student has fulfilled his/her expulsion period.

Overnight Suspension- Overnight Suspension- is not a suspension. Rather is a forced attempt to conduct a mandatory parent conference. When students are issued an overnight suspension, they are allowed to finish the rest of the day. However, they are not allowed to return to school the next day with a parent/guardian.



Learning for All...

Whatever it Takes!



Superintendent
Dee Etta Wright



Assistant Superintendent
Esther Goodes



www.scec.k12.in.us

1401 E. 144th Street • East Chiago, IN 46312 • Phone:(219) 391-4100 • Fax: (219) 391-4126