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1 - GENERAL INFORMATION

1.1 EASTERN HANCOCK MIDDLE SCHOOL WELCOME

Welcome to Eastern Hancock Middle School for the 2021-22 school year! We're glad you're here. Middle school will be an exciting time in your life. You'll learn a lot, and you'll make many new friends. Middle school is a time to learn about yourself and the world around you. You should always remember that the rest of the students in your classes are facing the same challenges as you are, and you must always remember that the staff is here to help you learn and grow. Don't ever be afraid to ask any of us for help—that's our job!

Let's have a great year!
Adam Barton, Principal

1.2 EASTERN HANCOCK TEACHER BELIEF STATEMENT

Eastern Hancock is a relationship-centered school where we learn and grow. As Royals, we support one another and feel a sense of ownership and school pride. We are a school driven by mutual respect among administrators, educators, staff, and students. We value students and provide them with opportunities to succeed while preparing them for their futures. Because we love our students, we hold them to high academic and behavioral standards. Our school is a physically and mentally safe place where all stakeholders embrace unique ideas and understand that mistakes are opportunities for growth.

1.3 SCHOOL SONG

(Sung to the tune of “Go Your Northwestern”)

Go Eastern Royals, we are all for you.
Proudly we will hail thee
As we fight for the white and the blue.
Rah! Rah! Rah!
Go ever onward, victory we say.
We are the best and we’ll meet the test.
It’s Eastern Hancock all the way!
Eastern Hancock Royals Fight!
1.4 DAILY BELL SCHEDULE

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1.5 SCHOOL CLOSINGS & DELAYS

Occasionally, it is necessary to close or delay school due to weather-related or mechanical problems. The School Corporation will post up-to-date school closing information at www.easternhancock.org and through the Skylert School Messenger system. It is the responsibility of the parent/guardian to make sure accurate phone numbers and e-mail addresses are listed in Skyward Family Access under the Skylert tab. Closings and delays will also be publicized through the WTHR app, website and TV station.

1.6 VIRTUAL SCHOOL DAYS

Virtual school days will be utilized in the event school canceled for severe weather situations. Staff, students, and community members will be notified of the Virtual School Days through our conventional means of communication, including School Messenger, Facebook, Twitter, and TV/Radio messaging. Students will follow a modified daily schedule virtually. Students will need to be logged in and ready for classwork at the assigned time to be counted for attendance.

1.7 COMMUNICATION

As middle school students mature into young adults, we must be mindful of their need to become more independent. During this time, young adults should begin to advocate for themselves, however, the parents and school must continue to provide the appropriate support system to ensure student success. To receive accurate and timely information, parents must provide correct contact information to the school. Updated phone numbers, addresses, emergency contacts and correct e-mail addresses can all be updated in Skyward or by calling the middle school office. If this
information is incorrect, you will not receive communication from the school. Below are the many ways to communicate with and stay up to date with what is going on at the school:

- **Skyward Family Access**: Parents can keep track of student grades, homework, behavior and attendance.
- **E-Mail**: The fastest way to get in touch with most teachers. E-mail addresses can be found on the school website at www.easternhancock.org.
- **In Person**: Parents/guardians are encouraged to have conferences with teachers and/or counselors of their student. When possible, twenty-four (24) hours’ notice is appreciated.
- **General Updates & Information**
  - **EH Website**: General information & events
  - **EH Facebook Page**: Keep up to date on corporation-wide news
  - **EH Athletic Website**: Information specifically pertaining to Royal sports

### 1.8 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The school has the authority to require students and staff to wear Personal Protective Equipment as directed by state and local health officials.
CSC OF EASTERN HANCOCK COUNTY
2021-2022
Approved 1-11-21

Teacher Work Days:
August 2-3
September 22 (Parent/Teacher Conferences)
January 3
May 27

Student Holidays/Breaks:
September 6 - Labor Day
October 11-15 - Fall Break
November 24-26 - Thanksgiving
December 20-January 3 - Christmas Break
January 17 - Martin Luther King Jr. Day
February 21 - Presidents Day
March 21-April 1 - Spring Break

E-Learning Days
Wednesday, September 22

Professional Development Days:
(Students begin school at 8:40am)
Wednesday, October 6
Wednesday, November 3
Wednesday, December 1
Wednesday, February 2
Wednesday, March 2
Wednesday, May 4

First Student Day Each Semester:
August 4
January 4

Last Student Day
May 26

Graduation Day:
June 4

S = Student Days
T = Teacher Days
□ = End of Grading Period

1st Sem. - 89 Student Days, 92 Teacher Days
2nd Sem. - 91 Student Days, 93 Teacher Days
Total - 180 Student Days, 185 Teacher Days
2 - ATTENDANCE

2.1 PHILOSOPHY

• Frequent and prolonged absence is in violation of the compulsory school attendance statute. Attendance is taken in each class period of the day. Excessive absence, whether excused or unexcused, may result in academic failure. In addition, students should develop important life skills by being punctual. Students are encouraged to plan locker stops, restroom breaks, and social visits in such a way that they will still be on time to class.
• Students are required to make up all work missed when they are not in class, regardless of the type of absence. In this way the educational process is interrupted the least, and students can move forward academically with the greatest efficiency. Credit will only be allowed, however, for excused and off-site approved absences.
• Requests for make-up work must be initiated by the student. The deadline for make-up work will be determined by the length of the absence. When obtaining the work, the teacher will establish that deadline, giving at least one day of make-up for each day of absence.
• NINE DAY RULE: Students are permitted 9 excused or unexcused absences a semester. Any day missed without medical or legal certification will be counted as unexcused, even with parent notification to school, and work completed in class, including tests, quizzes and projects, may not receive credit. Once a student has reached 15 absences in a school year, the school may report the student's attendance to Juvenile Probation and the Hancock County Prosecutor's office.

HANCOCK COUNTY PROSECUTING ATTORNEY

Dear Parents and Guardians,

Hancock County is committed to encouraging the happiness and potential of our youth. Safeguarding their positive future requires your cooperation to ensure consistent school attendance, which is a vital step in helping students to master the academic skills necessary to succeed in life. Truancy can result in damaging and far-reaching consequences and can harmfully impact our young people in ways they may not yet fully comprehend. Students who do not attend school regularly are at much greater risk of developing substance abuse problems and engaging in criminal activity. The State of Indiana has several laws related to school attendance with which you should become familiar. Please be aware that failing to enforce your child’s attendance at school is a crime and may lead to criminal prosecution. The relevant Indiana Laws are as follows:

1) IC 20-33-2-28 It is unlawful for a parent to: 1) fail; 2) neglect; or 3) refuse; to send the parent’s child to a public school for the full term as required under this chapter unless the child is being provided with equivalent to that given in the public schools.
   A violation of this law is class B misdemeanor and is punishable by up to 180 days in jail and a fine of up to $1,000.

2) IC 35-46-1-4(a)(4) A person having the care of a dependent...who knowingly or Intentionally:
   (4) deprives the dependent of education as required by law; commits neglect of a dependent.
   A violation of this law is a Level 6 Felony and is punishable by up to 2 ½ years in jail and a fine of up to $10,000.

3) IC 31 37 2 3 A child commits a delinquent act if, before the age of 18, the child violates 20-33-2 concerning compulsory school attendance.

Hancock County takes the future of its youth seriously. Please give your child the best opportunity to succeed by ensuring lawful school attendance.

Brent E. Eaton
Hannock County Prosecutor

Joshua Sites
Chief Probation Officer

Brad Burkhart
Hannock County Sheriff

Hon. R. Scott Sirk
Hannock County Circuit Court Judge
2.2 REPORTING ABSENCES

The following absences will be EXCUSED:
1. Personal illness or injury
2. Doctor, dental, mental health, probation and driver exam appointments
3. Family funeral or other approved funerals
4. Departmental, State and National contests, which are approved by the administration
5. Any student issued a subpoena to appear in court as a witness in a judicial proceeding
6. Participation in the Indiana State Fair
7. All activities approved by the administration

- In the event a student must be absent for a school day, the parent/guardian must report the student absent by calling the school that day between 7:30am and 8:15am. Direct phone contact is required and need not be followed by a note, unless specified by the administration. If the parent/guardian is regularly unable to telephone the office, arrangements should be made for another means of accounting for student absence. If a phone call has not been received by 8:15 a.m. to verify student absence, school officials may call the parent/guardian for verification. Students reporting late to school should be reported in the same manner.

- In the event the student must leave school for an appointment, the parent will report to the office; at that time the student will be summoned from class by the office personnel. The parent will sign the student out. Upon return, the student will sign in. ALL APPOINTMENTS AND OFF-SITE APPROVED ABSENCES WILL REQUIRE WRITTEN VERIFICATION FROM THE AGENCY OR OFFICE VISITED. WITHOUT SUCH VERIFICATION, THE ABSENCE MAY BE UNEXCUSED.

The following off-site attendance cannot be counted as an absence according to the State of Indiana:
1. Working as a page in the General Assembly
2. Working the polls during an election day
3. Education Day at the State Fair
4. Homebound instructional day(s)
5. Field Trips

These special absences must be verified prior to the absence as well as after the off-site experience has been completed. The agency/institution visited must verify the visitation.

The following absences are UNEXCUSED:
1. Truancy: Absence without consent of parent or knowledge of school.
2. Failure of parent/guardian to notify school of student absence and inability of school to locate the parent/guardian.
3. Any absence immediately before/after a school scheduled vacation for the purpose of extending a vacation.
4. Absence on day of final exams not verified by a doctor’s note.

No credit for make-up work will be awarded for unexcused absences. Students going home ill without going through the health clinic will be marked as an unexcused absence. All absences beyond the attendance limit without medical or legal documentation will be counted as unexcused.

2.3 ABSENCE REQUEST POLICY

Eastern Hancock Middle School recognizes that occasionally parent work schedules do not coincide with school vacations. In those instances, the school wishes to work together with parents and students so that the educational interests of all students are served. This policy is aimed at assisting families in hardship cases and is not intended to
extend vacations such as Christmas and Spring Break. If a parent wishes to take a student out of school for a family trip or vacation, the following conditions will apply:

1. Unless the reason for absence is among those approved by the State of Indiana and listed on Eastern Hancock Middle School Student Handbook the absence will be considered UNEXCUSED.
2. All absences, whether excused or unexcused will count toward the student's limit of nine absences per semester.
3. If the parent notifies the middle school office of the absence at least one week in advance, and if the student notifies each of his/her teachers at least one week in advance, the student has the opportunity to turn in some or all course work and receive full credit. The teacher may determine that some assignments, group projects, and labs cannot be reasonably completed before or after the absence. In cases where comparable work cannot be completed before or after the absence, the teacher will notify the student that a grade of “zero” will be assigned. Please have the student fill out an absence request form which can be picked up at the office.
4. If the provisions of this policy are not fulfilled, work missed during the absence cannot be made up for credit.
5. In emergency situations the Principal may grant an exception to the rule.

2.4 SIGN/IN AND SIGN/OUT PROCEDURES

Parents are encouraged to schedule medical, dental and clinical appointments for their student outside of school hours whenever possible. The following procedure will be followed for students who are excused for appointments:

1. Students should make proper arrangements for any anticipated absences as much in advance as possible through the office.
2. Upon return to school, all students must check in through the middle school office (Door 6). Students arriving late to school must sign in.
3. All notes and verification slips will be placed in the student's file in the office.
4. Parent/Guardian or approved contacts must sign students out in the school office.

2.5 ADDRESSING EXCESSIVE ABSENCES

Absences will be monitored through the school office on a semester-by-semester and class-by-class basis. Regardless of excused or unexcused status, the following action will be taken:

1. Nine absences: letter is sent to the parent/guardian acknowledging excessive absence pattern. A doctor’s note and/or phone call from the parent may be required.
2. Ten absences: parent/guardian will be notified that the student will be put on an attendance contract.

2.6 TARDY POLICY

A student is tardy when the student is not in his/her seat at the bell. All students who are late to school are to come to the office to sign in. After 8:15am students must enter Door 6 at the front of the middle school. All other middle school doors will be locked during school hours.

2.7 TRUANCY

Truancy is defined as the willful refusal by a student to attend school in defiance of parental authority. Truant students
will be subject to disciplinary intervention. Additionally, if a student is habitually truant (truant on more than one occasion), and at least 13 years of age, but less than 15 years of age, this student's identity may be submitted to the Bureau of Motor Vehicles, and he/she may not be issued an operator's license or learner's permit to drive a motor vehicle or motorcycle until at least 18 years of age. Truancy is a reportable offense to law enforcement and the Department of Child Services.

2.8 CREDIT FOR MISSED WORK

- While on suspension – Full credit for work completed while in the Out-of-School Suspension Program
- Day of skipping – no credit
- Day of truancy – no credit
- Unexcused absence – no credit

2.9 UNEXCUSED ABSENCES FROM DISCIPLINARY ASSIGNMENTS

- Unexcused absence from after-school detention will result in a Friday Night School.
- Unexcused absence from Friday Night School will be considered grounds for suspension.
- Misbehavior in after-school or Friday Night School will cause the student to be dismissed without credit for time served and will result in additional penalties.

2.10 EXTRA-CURRICULAR PARTICIPATION

In order for a student to participate in any extra-curricular activity, they must be in school at least three periods during the last half of the day of the activity with the exception of the need to attend to a doctor, dental or related appointment.

3 - STUDENT INFORMATION

3.1 SKYWARD

We believe it is important for parents to be able to keep track of their students' academic progress. Parents can check their students' grades, attendance, disciplinary record, and lunch account balance on-line through the Skyward link on the “Parents” tab on the school website at www.easternhancock.org. Your password and user ID can be obtained from the Middle School Secretary as well as detailed, step-by-step instructions on how to access your child's current academic information through the Skyward feature on our webpage.

3.2 STUDENT DROP-OFF AND PICK-UP

Students arriving after the school day has started or leaving before the day is over should use Door 6 at the front of the middle school. Parents must drop their students off before school or pick their students up after school along the front of the high school only, in order to avoid safety hazards to school bus loading and unloading at the front of the school. Only elementary school students will be allowed to be picked up at the rear of the building.
3.3 ANNOUNCEMENTS

Daily announcements will be given during homeroom, at the end of the day and/or posted on the EHMS website.

3.4 CAFETERIA

- **Behavior**
The following behavior is expected of students in the cafeteria:
  - Be courteous to everyone, students and staff alike.
  - Keep orderly lines.
  - Stay seated except when getting food or returning trays.
  - Use proper table manners.
  - Clean up the table and surroundings before exiting the cafeteria.
  - No food or drinks other than water are to be taken out of the cafeteria.
  - Never throw, toss or play with food.

- **Lunch accounts:**
Students will be assigned individual cafeteria accounts that correspond with their student identification. Money should be deposited into the account electronically through the school website, via e-Funds for Schools (there is a small convenience fee with this) or by paying the cafeteria cashier directly during breakfast or lunch times. Student identification will be required to make all purchases. The cafeteria will serve breakfast before school as well as lunch during school. Please check the school website for up-to-date pricing. We also offer a la carte items which can be purchased separately. A la carte items are not covered by the free/reduced-price meal program. A monthly hot lunch menu is available online through the school website. Students may also bring their lunch from home.

- **Meal charging guidelines:**
The USDA has approved the extension of the nationwide waiver that allows ALL enrolled students FREE breakfast & lunch meals each school day through the 2021-22 school year. This is in effect until June 30, 2022.
Families can use Skyward Family Access through the school website to view payments, purchases, and current balance. Families can also choose to receive low balance reminders. Just go to the Food Service tab, choose “My Account” at the top of the screen, scroll to the bottom and check the box to receive email notices when balance is under $5.00. This is a helpful option in monitoring students’ accounts and a good reason to make sure that your email address in Skyward is correct.

It is ultimately the parent/guardian’s responsibility to provide meals for students through a positive account balance unless they have completed the application for, and qualify for, the free meals program. However, in striving to ensure that students receive nutritious meals, the School Board does recognize that circumstances may result in a student’s need to charge lunch or breakfast on occasion and shall permit such charges within certain parameters.

In order to emphasize the importance of a nutritionally sound meal, students may charge a maximum of negative $10.00 only when purchasing meals. No a la carte or “extra” items may be charged to an account with a negative balance. Community residents shall not be permitted to charge meals.

- **Significant negative lunch account balances:**
Any balance owed in excess of -$10.00 shall not be permitted. If a student has a significant negative lunch account balance, s/he shall be provided an alternate meal. The alternate meal will be a low-cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards so that it qualifies for reimbursement under the National School Lunch/Breakfast Program. Each student and household will receive a monthly report of negative account balances. Therefore, if a student who should be receiving an alternate lunch chooses to pick up a regular lunch tray, he/she will be required to trade it for the alternate lunch. If a student’s account reaches a -$10.00 balance on a repeated basis (more than 3 times a semester), they will no longer be able to charge to the -$10.00. Also, each student can only
receive 5 alternate meals per semester. If you would like to apply for free or reduced-price meals, you can do so through the school website by logging into Skyward Family Access. If your student qualifies for free or reduced-price meals, that program only covers the cost of a full meal (breakfast and/or lunch). It does not cover the cost of any extra items including additional or individual milk. If you need assistance with the application process, please contact Central Office at 317-936-5444, ext. 271. This institution is an equal opportunity provider.

3.5 LIBRARY/MEDIA CENTER

The library exists to support the curriculum of the school and to provide students a place to do research, find books for leisure reading, and to study quietly. The library is available to all students who are willing to abide by the rules of common courtesy. Any student who chooses not to respect the rights of others to pursue their educational goals, will lose the privilege of coming to the library for a period specified by the librarian, and could ultimately lose the privilege of coming to the library altogether. The library is open at 7:40am, unless there is a faculty meeting, and stays open until 3:15pm. Students may come to the library with a pass from a classroom teacher at any time, unless the library is scheduled for a class or other school activity. Students who come with no pass will not be allowed to stay.

- **Book Circulation and Fines**
  Library books circulate for three weeks. Students may renew books at any time unless another student has requested that book. The library doesn’t charge fines for overdue books; however, students can’t check out anything new until the overdue book is returned. If you lose or damage a book, you must pay for the replacement cost. You won’t be able to check out anything new until you pay the replacement cost. E-books are available for check out for two weeks. Go to the Library website to check them out.

- **Hancock County Public Library**
  The Hancock County Public Library allows students to request books to check out if they have a library card and are in good standing with no fines due. Requests may be made to the EHHS Library. Books requested are delivered to the EHHS Library, and then delivered to the student. Returning the HCPL books are the responsibility of the student. There is a drop box in the parking lot behind the EHHS Café, or the books may be returned to HCPL. Students are responsible for paying any fines for books not returned to HCPL by their due date.

3.6 LOCKERS

All lockers are the property of the school corporation. These lockers are used for school supplies and personal items necessary for use at school. The lockers are not to be used to store items which could (or might) interfere with school purposes or any educational function, or which are forbidden by state law or school rules. The student alone is responsible for the contents of their locker. Since lockers provide only minimal security, we strongly suggest that students refrain from having valuables stored in their lockers. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOSSES DUE TO THEFT.** The school corporation retains the right to inspect the locker and its contents for the following: 1) to ensure that the locker is being used in accordance with its intended purpose, 2) to eliminate fire or other hazards, 3) to maintain sanitary conditions, 4) to attempt to locate lost or stolen materials, or 5) to prevent use of the locker to store prohibited or dangerous materials such as weapons, lighters, matches, pipes, fireworks, illegal drugs or alcohol. Lockers are assigned to students only by the office. PE lockers are assigned by the teacher in that area. Students are responsible for keeping PE equipment locked at all times. Lost PE locks are the responsibility of the student.
3.7 USE OF VIDEO CAMERAS ON CAMPUS & IN SCHOOL BUSES

- To assist with providing safety and security for students as well as protection from theft and vandalism, the School Board authorizes the installation and use of video recording devises on campus and in school buses.
- Building cameras are operating 24/7 and are intended to increase the security of our students, staff and buildings. Cameras may be used for the direct surveillance of student or staff behavior. However, if a discipline issue arises, video images captured by campus/bus cameras could become a part of the investigative process. Due to security and privacy concerns, parents/guardians will not be allowed to view surveillance video, as videos are part of the student’s educational record.

3.8 TELEPHONE CALLS

Telephone calls may be made to the school office, 317-936-5324, during regular school hours. Students will be called to the phone only in emergencies. Only messages of an urgent nature will be delivered to students. Students will not be permitted to make unnecessary calls. Students should make sure necessary information is taken home so emergency phone calls can be limited. A student will be allowed to use his or her cell phone in the school office to call parents, if they receive permission from office staff.

3.9 LOST AND FOUND

A lost and found table is located in the hallway next to the Middle School gym. Valuable items should be turned in at the school office. Students are expected to frequently check the table and the office for articles they have lost. If a student has lost an item, they should check both the High School and Middle School lost and found. Lost articles that are not claimed within a reasonable time will be given to charitable organizations.

3.10 SCHOOL FEES & TEXTBOOK RENTAL

- Book rental is a major part of school fees. Some fees are derived from workbooks, paperback books, practice sets, etc. which must be purchased outright. Textbooks are rented to students on a prorated basis to help minimize the costs to each student.
- Textbook rental costs and all associated fees for the entire school year must be paid in full no later than October 2nd. Failure to pay by the deadline may automatically subject the responsible party to collections. The parent or guardian is responsible for paying any applied collection, attorney and/or court fees.
- Changes to a student’s schedule could create a change in fees. If textbook rental fees are increased due to schedule changes, the payment is still due by October 2nd. Schedule changes after October 2nd that create an additional balance owed will be billed and payable upon receipt.

3.11 TRANSFER STUDENT REQUEST

Transfer students are required to be approved on a yearly basis. Students who live outside of the Eastern Hancock school system but would like to attend Eastern Hancock Middle School will need to complete a transfer student form.
These forms are available on our website as a Google form. When approving transfer students, available classroom space is considered. Therefore, transfer students currently attending Eastern Hancock are given priority consideration, assuming all outstanding bills to the Corporation have been paid.

3.12 VISITORS

PARENTS ARE ALWAYS WELCOME IN OUR SCHOOL. To ensure the safety of our students and minimal disruptions of the school day, all visitors are asked to report to the school office with proper identification, stating the purpose of his/her visit. Visitors will be identified by a badge provided by the office which must be worn the duration of their visit. Any visit to a class or lunch period must be approved in advance by the principal and/or teacher. Parents wishing to discuss problems with teachers should call the office to arrange a conference.

3.13 SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and as considerate as you would be to your regular teacher.

3.14 HONORS & AWARDS

Eastern Hancock Middle School is proud of its students and takes every opportunity to recognize students for outstanding academic, athletic, and extracurricular achievement. Specific events are scheduled throughout the year to honor those who have excelled in their educational and extracurricular endeavors. In addition, specific evening programs are designed to honor athletes for athletic achievements.

3.15 FIELD TRIPS

Students must have a signed, written permission slip on file before being allowed to go on any field trip. Handwritten notes are not permissible. Students also must adhere to dress requirements and have a record of good behavior.

3.16 TORNADO DRILLS

A tornado procedure has been established for school. Students should make certain they understand what they are to do in case of a tornado because any delay could mean the difference between injury and safety. When a tornado alarm is sounded, all students and teachers should report to their assigned areas of safety. Each student should take a book to use for protection of the head and face areas. There will be NO talking at all during the course of a tornado drill. Students should move quietly and quickly to their assigned area of safety so that they can hear instructions that are given by the Principal, Assistant Principal or teachers. Your safety and health are dependent upon following the rules of tornado safety.
3.17  FIRE DRILLS

A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will leave the room. Before leaving the room, close all windows and doors and turn off the lights. Running is not permitted! The first to reach an outside door should hold it open until everyone has left the building. Students must remain quiet and attentive during fire drills so that they can follow teacher instructions. Students are to remain at least 50 feet away from the building until the signal is given to re-enter. No one is to return to the building until the signal is given by the Principal or an authorized representative.

3.18  OUTSIDE SELLING

The school does not permit the selling of any items at school, regardless of whether it is for personal profit or to be donated to a non-profit organization. The school system will designate approved fundraisers each year.

3.19  GUIDANCE AND COUNSELING

- Counseling Service is available to all students. The counselor’s purpose is to help students, teachers, and parents in understanding the student’s potential ability and achievement levels. Both students and parents should feel free to consult with the counselor about classroom concerns, plans and decisions, or personal problems. The counselor will also assist parents in arranging conferences with teachers.
- Students may be referred to the counselor by parents, teachers, other students, administrators or may seek advice on their own. The counselor may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with their counselor. He/she is trained to listen and assist with your concerns.

3.20  PHOTOGRAPHS AND STUDENT WORK ON THE INTERNET

The school, classroom, and district websites highlight many aspects of student life and can feature news items and online school newsletters. Full student names may be used, independent of photographs, for student listings such as honor rolls and team rosters, and in news articles. Students may be included in photographs and/or audio and video recordings on our websites and we may also include examples of students’ creative work. Only the first name and last initial will be used to identify students in online photographs.

3.21  RIGHTS OF PARENTS & STUDENTS

Parents may request that school and district websites exclude their student’s name, photographs, and/or creative work. These requests should be directed in writing to the appropriate building principal or made during the registration process at the beginning of the school year.
3.22 STUDENT OF THE MONTH PROGRAM

EHMS recognizes outstanding students each month who have been nominated by faculty and staff members for outstanding service, leadership, character, and improvement. Nominations are made by faculty and staff members, including bus drivers, cafeteria, and maintenance personnel.

4 - ACADEMICS & GUIDANCE

4.1 MIDDLE SCHOOL GRADING SCALE

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 93</td>
<td>A+</td>
<td>76 – 73</td>
<td>C</td>
</tr>
<tr>
<td>92 – 90</td>
<td>A-</td>
<td>69 – 67</td>
<td>D+</td>
</tr>
<tr>
<td>89 – 87</td>
<td>B+</td>
<td>66 – 63</td>
<td>D</td>
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<tr>
<td>86 – 83</td>
<td>B</td>
<td>62 – 60</td>
<td>D-</td>
</tr>
<tr>
<td>82 – 80</td>
<td>B-</td>
<td>59 – 0</td>
<td>F</td>
</tr>
<tr>
<td>79 – 77</td>
<td>C+</td>
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</tbody>
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Report cards are issued at the end of each nine weeks. Progress reports will be issued at the end of each three-week period. All grades are reported as cumulative grades for the semester. Grades do not reset at the end of each nine weeks; grades accumulated during the first nine weeks carry over to the second nine weeks. Grades reset at the semester.

4.2 HOMEWORK

- Often class time is set aside for individual study work under the supervision of the teacher who can, during this time, help students with their particular questions, and observe study and work habits of all students in the class. Home study is a necessary part of each pupil's education program. Each student must be expected to spend some time in addition to class instruction to achieve satisfactory work.
- Some assignments are long-range in nature and require planned study time for completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

4.3 SCHEDULING PROCESS

The two weeks before and after each semester begins are the grace periods for schedule changes. ALL SCHEDULING IS DONE THROUGH THE GUIDANCE OFFICE.

4.4 REPORT CARDS & PROGRESS REPORTS

All Progress Reports and Report Cards are issued to students the week following the end of the grading periods. Progress reports and report cards can be viewed via the Skyward program. The Guidance Office will keep copies of these reports and will be happy to arrange parent conferences and/or answer questions if desired.
4.5 **HONOR ROLL**

EHMS believes it is important to acknowledge students for academic success. At the end of 9 weeks and the end of the semester, students who have earned all A’s and B’s on their Report Card will be placed on EHMS Honor Roll List. This will be posted in the hallway outside the Main Office area. For Awards Programs, the first semester Honor Roll will be recognized. Second semester awards certificates will be available in the main office during the summer and at registration.

4.6 **JUNIOR HONOR SOCIETY**

Any student completing three semesters at EHMS with a GPA of 3.25 or above on a 4-point scale will be invited to apply for membership into the Chapter. A student must show at least one leadership position, involvement in the community, and good character through teacher input. Any student meeting these criteria will be invited to be inducted into Junior Honor Society. Violations of school policy, illegal activity, and/or non-participation of Junior Honor Society scheduled events may be grounds for removal from Junior Honor Society.

5 - **STUDENT CONDUCT & DISCIPLINE**

5.1 **STUDENT RESPONSIBILITIES**

*Students will be the most successful when they follow the guidelines in this handbook.*

1. **Respect yourself and your future by learning as much as you can.**
   - Do your own work! Students are to complete all classroom assignments honestly and to the best of their abilities. Take an active part in learning at all times.
   - Always come to class prepared with pencil, paper, books, etc.
   - Complete all work for days absent. You will be allowed approximately the same number of days as the length of the absence to complete make-up work.
   - Stay in class except in rare instances where you have a passport signed by a teacher or administrator.
   - Stay in the building unless signed-out through the office.
   - Dress appropriately.
   - Do not bring, use, or possess drugs, alcohol, or tobacco at school, on school grounds, or at school activities.

2. **Respect your classmates and do not interfere with their education.**
   - Fighting, threatening or intimidating students or school personnel by the use of physical or verbal abuse, insult, sexual harassment, physical contact, or use of any kind of weapon is inappropriate.
   - Conduct yourself in classes so that you do not disrupt or interfere with your classmates or the teachers.
   - Move through the hallways to classes without running, pushing, creating congestion or otherwise interfering with smooth passing periods.
   - Outside jackets and coats are to be kept in your locker at all times, unless there is an extenuating circumstance which must be approved by administrative personnel.
   - Do not engage in lewd, vulgar, indecent or offensive speech or actions.
   - Kissing, embracing, fondling, and inappropriate touching or other displays of affection are not appropriate behavior in a school setting.
• Respect other peoples’ property.

3. Be kind, courteous, and respectful to people who are trying to help you.
• Comply with all reasonable requests of any/all adults charged with your supervision and learning.
• Treat your teachers, instructional assistants, secretaries, custodians, cafeteria workers, and bus drivers with respect.
• If you have a disagreement with an adult at school, find a time after class to discuss the problem or ask for help from the Guidance Counselor, Assistant Principal or Principal.

4. Take care of your school.
• Respect and take care of all personal/school property and grounds.
• All students need to be out of the building by 3:30pm unless they are involved in a school-sponsored activity and accompanied by an adult supervisor.

5.2 STUDENT BEHAVIOR

• The principal and assistant principal retain the right and privilege to issue penalties for acts of discipline not specifically stated herein, and to alter any penalties as deemed necessary. Furthermore, the principal or assistant principal reserves the right to amend any provision in this handbook that is deemed to be in the best interest of the educational process.
• The administration of Eastern Hancock Middle School will use the Student Due Process Code when it is necessary to suspend or expel a student from school. A complete copy of this law is available in the principal's office.

5.3 STUDENT RIGHTS

Occasionally students have grievances with a teacher or an administrator. We encourage students to follow the proper channels in resolving these issues by using the following guidelines:
1. Talk to the teacher FIRST. (Avoid interrupting instructional time; wait until the beginning or end of the period.)
2. If the problem is still not solved and the student needs further assistance, the counselor, assistant principal or the principal should be seen during study period, homeroom or lunch period.
3. If there is a detention or record-keeping problem. Solve these problems only during study time, homeroom or lunch period. Do not expect to be immediately released when teachers have been given these notices.
4. If there is a question about being marked absent or tardy to a class, WAIT to discuss this with the teacher during the regularly scheduled class.

5.4 DRESS CODE

The reason for a dress code is to present a pleasant and appropriate educational environment.
1. Students should be clean and well groomed.
2. Students are required to wear shoes.
3. Hats or head coverings are to be taken off when entering the building.
4. The length of shorts or skirts shall not be shorter than the tip of the student’s fingers. *Shorts worn during physical education classes must either meet the finger-tip length requirement or must have spandex worn underneath shorts that are shorter than fingertip length. Spandex should never be worn by itself.
5. Holes will not be allowed if they are located in areas above the acceptable length for shorts, which is fingertip length. Holes may not be located on the thigh, buttocks or crotch areas. A hole is defined as any area that is
cut, ripped or torn. A patch attached to the actual item of clothing will result in the hole being considered closed.

6. Tank tops (anything less than a 3-inch-wide strap covering the top of the shoulder), halter tops, strapless tops, shirts with large side arm openings, see-through netting or lace, shirts that have one side off the shoulder, or bare midriff attire are not acceptable.

7. Tops with plunging or revealing necklines will not be allowed.

8. Students shall not wear clothing which visually demonstrates any illegal or morally questionable activity. This includes, but is not limited to, any article of clothing which advertises alcohol, drugs, or tobacco products or displays unacceptable language and/or connotations.

9. During Friday Night School, normal school attire is required.

10. Sunglasses may not be worn in the building.

11. All pants and slacks must be worn at or above the waist.

12. Chains are not allowed to be worn.

13. Blankets are not allowed in the classroom, public areas or hallways.

14. If there is a question regarding the above, the administrator will make the final decision.

5.5 AFTER SCHOOL POLICY

Students are not permitted to stay after school unless they have made arrangements to stay with a staff member and are supervised. This policy includes students who want to attend evening events; all students must be supervised by staff at all times to ensure student safety.

5.6 CHEATING

All students at Eastern Hancock Middle School are expected to do their own work. Cheating can be defined as (but not limited to) copying from another student, plagiarism, theft of materials or answers or allowing one’s work to be copied.

Penalties for cheating are:

- 1st offense: Student must correct mistakes made on the assignment. The teacher will determine if there is a grade penalty. The teacher may assign a detention if it is warranted. Possible exclusion from National Junior Honor Society may occur.
- 2nd offense: “0” on the assignment, detention & the teacher will notify the student’s parents. Exclusion from National Junior Honor Society may occur.
- 3rd offense: “F” for the semester and teacher will notify parents.

Plagiarism

- The Indiana University Code of Student Rights, Responsibilities, and Conduct (2005) defines plagiarism as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge.
- A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
- A student must give credit to the originality of others and acknowledge an indebtedness whenever:
  1. Directly quoting another person’s actual words, whether oral or written;
  2. Using another person’s ideas, opinions, or theories;
  3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4. Borrowing facts, statistics, or illustrative material; or
5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment. (Quoted from Code of Student Rights, Responsibilities, and Conduct, Part II, Student Responsibilities, Academic Misconduct, By action of the University Faculty Council (April 12, 2005) and the Trustees of Indiana University (June 24, 2005)).

5.7 BULLYING

- Eastern Hancock is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students, and the Board encourages the promotion of positive interpersonal relations among all members of the school community.
- Every student and parent are encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student.
- IC 20-33-8-0.2 “Bullying” Sec. 0.2 Bullying 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.
- Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.
- This policy applies when a student is on school grounds immediately before, during, after school hours, or any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.
- “Cyber-bullying” is a form of bullying when a child, preteen or teen is embarrassed, humiliated, threatened, harassed, tormented, or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies, or mobile phones. This behavior will not be tolerated at Eastern Hancock.
- What to do if you believe you are being bullied:
  Any student who believes she/he has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.
- What will happen after a report has been made:
  1) All complaints about bullying behavior that may violate this policy shall be promptly investigated.
  2) If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.
  3) The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.
- Retaliation and False Reporting
  Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false
reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

5.8  SEXUAL HARASSMENT

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature, including:
- Verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
- Verbal or physical contact of a sexual nature constitutes sexual harassment when the allegedly harassed individual has indicated by his/her conduct or verbal objections that it is unwelcome.
- A student, who has initially welcomed such conduct by active participation, must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed sexual harassment. To report unwelcome sexual conduct, the accuser of the incident must inform the EHMS administration. The punishment for sexual harassment could be suspension or expulsion, depending on the seriousness of the offense.
Violation of any of these guidelines could result in suspension or expulsion.

5.9  RACIAL, SEXUAL, RELIGIOUS, ETHNIC HARASSMENT & VIOLENCE POLICY

It is the policy of Eastern Hancock County Schools that racial, sexual, religious, or ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. Racial, sexual, religious or ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or his/her job. Harassment and violence is prohibited between staff members and students, among staff members, among students, and from members of the public directed at students or staff on school property or at school sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion or ethnic group. If a staff member or student feels that his/her emotional well-being, sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or any member of the staff or the Corporation Compliance Officer, the Superintendent, or designee. Forms may be obtained in the middle school office.

5.10  HAZING

- “Hazing,” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk to harm or humiliate that person in order for the student to be initiated into or affiliated with a student organization. “Student organization,” means a group, club or organization having students as its members or participants. It includes, but is not limited to the following: grade levels, classes, teams, extra-curricular activities or particular school events. Any student who believes he or she has been the victim of hazing, or any person with knowledge or belief of conduct, which may constitute hazing shall report the alleged acts immediately to the Athletic Director, Assistant Principal or the Principal. These incidents will be taken seriously and dealt with accordingly.
• **Retaliation and False Reporting**
  Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of hazing is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

5.11 **SOCIAL NETWORKING & DIGITAL PLATFORMS**

• The Community School Corporation of Eastern Hancock County acknowledges that students are not restricted from using any online social networking sites or digital platforms such as Instagram, Snapchat, Facebook, Twitter, and other similar sites while away from school and off school grounds. EHMS students using social networking sites and digital platforms should understand that they are responsible for any and all content they make public via online social networks or digital platforms, and all such material is expected to comply with state, local, and federal laws, rules, regulations, and procedures. If a student’s off-campus speech or behavior results in substantial disruption of the learning environment for other students or staff, the student may be subject to disciplinary action by the school.

• The Community School Corporation of Eastern Hancock County further acknowledges a student’s right to free expression within the confines of the law. In recognition of a student’s rights to freely express themselves, EHMS suggests students conform to the following guidelines in using social networking sites and digital platforms. Students must learn to assume responsibility for their actions as well as accept consequences of said actions.
  o Students shall protect their network username and password at all times. It should not be shared with other students.
  o Students shall conform to reasonable standards of socially acceptable behavior, as determined by the school community at all times.
  o Students shall not infringe upon the rights of others through personal attacks, use of derogatory or demeaning language.
  o Students shall respect the person, property, and the rights of others in accordance with school policy and the law.
  o Students should not use obscenities, defamatory statements, disruptive tactics, nor advocate violations of the law, rules, regulations, school policies or procedures.
  o In no event should a student’s actions or expression of opinions substantially impact the educational process of EHMS or its students.

NOTE: Students and parents should know that anything posted online enters the public record. Law enforcement agencies, future employers, and college admissions personnel, among others, have used social networking sites as a means of gathering information.

5.12 **INAPPROPRIATE USE OF ELECTRONIC DEVICES**

• **Communication Devices**
  Cell phones are not to be visible, turned on, or used during school hours (between 8:10am and dismissal) except during the lunch period. Students may use cell phones during their lunch period in the cafeteria only, unless they have specific permission. Other communication devices, such as personal laptop computers, tablets or wearable technology will not be allowed in the building.
• **Miscellaneous Articles**
  Earbuds and headphones players are allowed with teacher permission. Radios, cameras and lasers will not be allowed in classrooms during school hours unless specifically approved by your classroom teacher.

• **Violations**
  Harassment, threats, intimidation, electronic forgery, cyberbullying, invasion of personal rights, cheating on tests/exams and other forms of illegal behavior during the instructional and non-instructional day may result in suspension or expulsion.

• **Possession and/or Dissemination of Illegal Images**
  Any student who knowingly or intentionally possesses or distributes images, pictures, or videos of any kind of an individual less than eighteen (18) years of age can result in school disciplinary actions as well as civil and/or criminal charges.

5.13 **SEARCH AND SEIZURE**

A student shall submit to a search by school administrators if there is sufficient reason to merit such a search. Failure to cooperate in a reasonable search may result in suspension or expulsion of that student. A reasonable search may be conducted on the student, his/her possessions, his/her automobile, or his/her locker by school authorities. Lockers are the property of the school and may be searched at any time.

5.14 **DRUGS AND ALCOHOLIC BEVERAGES**

All EHMS students are to adhere to the policies set forth below as well as to the laws of the State of Indiana regarding controlled substances and alcohol. This section applies on school grounds, being transported to and from a school activity, at any time the school is in use by a school group, or off school grounds at any authorized school function.

1. Knowingly possessing, using, transmitting or selling controlled substances, intoxicants or alcoholic beverage of any kind, prescription medicine without a prescription, any substance represented to be a controlled substance or alcoholic beverage, or any over-the-counter medications including diet aids is strictly forbidden. The School Nurse must be notified of any medication brought to school.

2. Possession of drug paraphernalia including pipes, rolling papers, clips or other devices related to the use/abuse of illegal substances is strictly forbidden also.

3. A “look-a-like” substance that is presented or sold as a controlled substance will be treated as a controlled substance.

5.15 **TOBACCO PRODUCTS**

Students are not permitted to possess or use tobacco products of any kind, or anything represented to be tobacco including e-cigarettes. This section applies on school grounds, being transported to and from school activities, at any time the school is in use by a school group, or off school grounds at any authorized school function. A 3-5 day OSS assignment and/or citation may be issued. Students will be offered or may be required to participate in classes or work with a coach through Hancock Regional Hospital based on the number of infractions or circumstances pertaining to the infraction.
5.16 **DRUG TESTING UPON REASONABLE SUSPICION**

If there is a reasonable suspicion that a pupil may have or is violating school policies regarding the use of drugs, alcohol or tobacco, the school reserves the right to demand that the pupil submit to a drug test immediately in the least intrusive manner available to achieve accurate results. Failure to submit will be treated as a positive drug test.

5.17 **USE AND POSSESSION OF WEAPONS**

According to the Gun Free Schools Act, possession or use of a weapon at school carries a one-year mandatory expulsion. A weapon is defined as any object which could be used to seriously harm another individual.

1. **Possessing A Firearm**
   The following devices are considered to be a firearm under this rule:
   - The frame or receiver of any weapon described above.
   - Any firearm muffler or firearm silencer.
   - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
   - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half inch in diameter.
   - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
   - An antique firearm.
   - A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purpose.

2. **Possessing A Deadly Weapon**
   The following devices are considered to be deadly weapons as defined in I. C. 35-41-1-8:
   - A weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
   - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

5.18 **SCHOOL BUS SAFETY & CONDUCT**

Student safety is the primary concern of the CSC of Eastern Hancock County School District's Transportation Department. The following safety rules and conduct codes have been established to help ensure student safety while riding the school bus. Safety demands complete cooperation. Violations of any of the safety rules and conduct codes, or any other dangerous or disruptive acts on the bus, may result in suspension of bus riding privileges. A School Bus is an extension of the classroom and actions not allowed in class will not be allowed on the bus.

1. Be on time at the assigned school bus stop. We suggest being at the stop five minutes before the scheduled bus stop time.
2. Drivers are not expected to pick students up at their homes or anywhere other than the assigned bus stop location.
3. Bus drivers are not expected to wait on students who are not at their assigned stop when the bus arrives.
4. Stay off the road at all times while waiting for the bus.
5. Do not move toward the bus until the bus has been brought to a complete stop. Wait for the driver's signal if
crossing the road. Cross in front of the crossing arm, never behind the bus.

6. Do not leave your seat while the bus is in motion.

7. Keep hands and head inside the bus at all times. Windows can be opened to the legally designated line only.

8. Loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Quiet voices must be used on the bus.

9. Eating, drinking, chewing gum and smoking are not allowed.

10. Do not throw anything in the bus or out the windows. Keep the bus safe and clean at all times.

11. Be absolutely quiet at railroad crossings.

12. Get on and off at your assigned bus stop only. The bus driver is not permitted to do exceptions to this rule without proper authorization from a school official.

13. Do not bring large art projects or instruments, animals, pets, or large objects on the school bus. Under no circumstances should firearms, explosives, or weapons be brought onto a school bus. Lunch boxes, smaller musical instruments, and small athletic equipment (those which can easily be transported on a student’s lap or under the seat) must be kept out of the aisle.

14. Never tamper with or vandalize the bus, seats or any bus equipment.

15. When getting off the bus, if you need to cross the road, walk out in front of the crossing arm in front of the bus. Watch traffic in both directions. Wait for a signal from the bus driver permitting you to cross.

16. Sit in your assigned seat only if one is given to you. The seat each student occupies and the back of the seat in front of the student are the responsibility of the student. Damage to school property will be the student's or guardians financial responsibility.

17. Remain in the bus in the event of an emergency. Listen to the instructions given by the driver and follow the safety rules.

18. Observe all school conduct rules at the bus stop and while on the bus. School conduct rules apply on the regular bus routes as well as any extra-curricular events.

19. The use of cameras is prohibited, including cell phone cameras.

20. Parents/ Guardians are not permitted to board a school bus without permission from administration unless they are participating in a school sponsored activity and transportation is a part of that activity.

21. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly. The bus driver reserves the right to assign seating for any student(s) for any reason.

22. The driver has full authority of the bus while students are being transported. For misconduct, the driver, upon notifying the parent/guardian, may suspend a student from riding for one day. The building administrator may recommend a three or five-day suspension from riding. Further misconduct will result in the riding privilege being revoked for the remainder of the semester.

5.19 UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student’s removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
5.20  DUE PROCESS

The Fourteenth Amendment to the Constitution guarantees due process to individuals. Due process in education implies that rules and regulation of schools are published and distributed; that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation the student is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur and may result in the mandatory attendance to the OSS Program; that if expulsion or exclusion from school is a recommended consequence and if the student or his/her parents/guardians wishes, a hearing must be held. Appeals to the Superintendent, School Board, and to the civil courts may follow in sequence.

5.21  CODE ENFORCEMENT

Alleged violations of the above general rules shall be reported to a school employee. An investigation by the Principal or Assistant Principal will follow and discipline intervention dispensed. Students should recognize that repeated violation of the same regulation in guideline indicates the past discipline measures have been ineffective. Repeated violations will therefore require equal or greater consequences.

5.22  HABITUAL OFFENDER

Multiple offenses indicate that a student’s focus is away from the educational process. Once a student has accumulated 10 infractions (with no more than one (1) of them a tardy), he/she may be deemed a habitual offender by the Administration and may be removed from school. Students may be placed on a discipline contract prior to expulsion.

5.23  CRIMINAL GANGS & CRIMINAL GANG ACTIVITY

- It is the policy of the Community School Corporation of Eastern Hancock to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.
- It is the policy of the Community School Corporation of Eastern Hancock to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.
- "Criminal gang" defined (per IC 35-45-9-1): "criminal gang" means a group with at least three (3) members that specifically:
  1. either: (A) promotes, sponsors, or assists in; or (B) participates in; or
  2. requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).
- “Gang Activity” - a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.
- Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal or designee and the school safety specialist. The principal or principal designee and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.
- The principal or principal’s designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal’s designee within one
school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed, and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year.

- The principal or principal’s designee shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed, or services provided to address the activity. This information is to be provided in an expedited manner.
- The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal’s designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation’s code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.
- The principal or principal’s designee shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented and provide intervention and/or relevant support services. The principal or designee shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
- The school corporation shall establish the following educational programs in its effort to address criminal gang activity:
  1. An evidence based educational criminal gang awareness program for students, school employees, and parents.
  2. A school employee development program to provide the training to school employees in the implementation of the criminal gang policy established under IC 20-26-18.
- The policy shall be disseminated to all parents who have children or students enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation’s policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

5.24 RESTRAINT & SECLUSION

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint. When a seclusion or restraint is used with a student, the student's parent or guardian must be notified verbally as soon as possible. A copy of the incident report prepared by staff following the use of seclusion or restraint with a student must be sent to the student's parent or guardian.
5.25  FRIDAY NIGHT SCHOOL
EHMS will operate a Friday Night School which will meet from 3:25pm to 6:10pm on selected Fridays. Students are responsible to bring something to study. There is to be NO sleeping. Transportation home will be the responsibility of the parents. Assignment to Friday Night School may be made by the Principal, Assistant Principal or grade level team leader. Failure to serve an assigned FNS will be considered insubordination and is grounds for suspension or expulsion.

5.26  DETENTION STUDY HALL
EHMS will operate a Detention Study Hall which will meet from 3:25pm to 4:10pm on Tuesdays and Thursdays. Students are responsible to bring something to study. There is to be NO sleeping. Transportation home will be the responsibility of the parents. Assignment to Detention Study Hall may be made by the Principal, Assistant Principal or grade level team leader. Failure to serve an assigned DSH will be considered insubordination and is grounds for assignment of a Friday Night School.

5.27  IN-SCHOOL SUSPENSION (ISS)
EHMS will operate an in-school detention program during the school day. Students assigned will need to report to the main office as soon as they arrive at school to check in with the building secretary. The ISS supervisor will meet the student in the office and will be responsible for supervising the student during the entire course of a school day. Students are expected to be working on academic work assigned by classroom teachers. There is not an academic penalty given to a student while serving ISS. Transportation to and from school will remain as it normally does for the student unless administration deems it necessary to alter. Students are not permitted to stay after school or attend any after school activities on the day that ISS is served.

5.28  OUT-OF-SCHOOL SUSPENSION (OSS)
EHMS administration has the right to suspend a student from school if due process has taken place and administration deems it the appropriate course of action as outlined in guidelines for student conduct. Students are not allowed on school property before school, during school or afterschool on the date of a suspension.
5.29 PROGRESSIVE DISCIPLINE CHARTS

- Minor acts of misconduct which interfere with the orderly operation of the classroom or school function:

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<thead>
<tr>
<th>Level 1</th>
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<tbody>
<tr>
<td>Disruption of the Educational Atmosphere (Disrespect, classroom disruption, horseplay, minor misconduct)</td>
<td>Verbal Warning</td>
<td>DSH</td>
<td>FNS</td>
<td>1-3 days OSS</td>
<td>3-5 days OSS</td>
<td>DSH = Detention Study Hall</td>
<td>FNS = Friday Night School</td>
<td>OSS = Out of School Suspension Program</td>
<td>C.S. = Community Service</td>
</tr>
<tr>
<td>Vulgarity/ Swearing</td>
<td>Lunch detention – DSH</td>
<td>DSH</td>
<td>FNS</td>
<td>1 day OSS</td>
<td>3 days OSS and parent conference</td>
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<tr>
<td>Dress Code</td>
<td>Verbal Warning &amp; remain in office unless clothing is changed</td>
<td>DSH &amp; remain in office unless clothing is changed</td>
<td>FNS &amp; remain in office to work unless clothing is changed</td>
<td>1 day OSS &amp; remain in office unless clothing is changed</td>
<td>3 days OSS &amp; remain in office to work unless clothing is changed</td>
<td>5 days OSS &amp; remain in office to work unless clothing is changed</td>
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<td>Cheating</td>
<td>DSH &amp; opportunity to correct assignment Teacher determines grade penalty/ possible exclusion from National Honor Society on 1st offense</td>
<td>DSH &amp; zero on the assignment/ Teacher will contact parents/ Guardian/ Exclusion from National Honor Society</td>
<td>FNS &amp; fail course for the semester</td>
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<td>Tardy to School</td>
<td>Warning</td>
<td>Warning</td>
<td>DSH &amp; Letter</td>
<td>DSH &amp; Letter</td>
<td>FNS &amp; Letter</td>
<td>FNS &amp; Letter</td>
<td>FNS, 1 hr. C.S. &amp; Letter</td>
<td>FNS, 2 hrs C.S. &amp; Letter</td>
<td>FNS, 4 hrs</td>
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</table>

*This grid is to be used as a guideline. Administration reserves the right to enter at any level if they deem it appropriate and necessary.*
### Tardy to Class (periods 2-7/ per class)

- Tardy to Class: Warning
- Inappropriate Use of Technology: Warning – DSH & Warning
- Inappropriate Use of Technology: Warning – DSH plus Restitution for damages if applicable
- Inappropriate Use of Technology: FNS plus restitution for damages if applicable and parent conference with administration

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<tr>
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<th>C.S. &amp; Letter</th>
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<td>1 day OSS</td>
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### Inappropriate Use of Technology

- Warning – DSH plus Restitution for damages if applicable
- FNS plus restitution for damages if applicable and parent conference with administration

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### Immediate acts of misconduct and acts directed against persons and property:

#### Level 2

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- **Out of Area/ Pass Abuse**
  - DSH: 1 day OSS
  - FNS: 2 days OSS
  - FNS: 3 days OSS
- **Skipping (5 minutes or more)**
  - FNS: 3 days OSS
  - FNS: 5 days OSS
- **Truancy**
  - FNS: FNS plus 4 hours approved community service
  - FNS: FNS plus 10 hours approved community service
- **Insubordination**
  - FNS: 1-3 days OSS
  - FNS: 3-5 days OSS
- **Bus Misconduct**
  - Verbal Warning – DSH:
  - DSH – FNS/ loss of bus:
  - DSH – FNS/ Loss of bus:
  - Loss of bus privileges for 2 weeks
  - Buss privileges suspended for the rest
<table>
<thead>
<tr>
<th>Privileges for 1 day</th>
<th>Privileges for 1 week</th>
<th>Privileges for 1 week</th>
<th>Privileges for 1 week</th>
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<tbody>
<tr>
<td>Skip Friday Night School</td>
<td>Reschedule FNS plus serve one additional FNS</td>
<td>Reschedule FNS plus serve one additional FNS</td>
<td>Reschedule FNS plus serve one additional FNS</td>
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- **Minor acts of misconduct which interfere with the orderly operation of the classroom or school function:**

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<th>Level 3</th>
<th>1st</th>
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<tbody>
<tr>
<td>Theft</td>
<td>DSH – 3 days OSS plus Restitution</td>
<td>FNS – 5 days OSS plus Restitution</td>
<td>Expulsion &amp; Restitution</td>
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<td>Vandalism/ Destruction of Property (including technology)</td>
<td>DSH – 3 days OSS plus Restitution</td>
<td>3 days OSS plus Restitution</td>
<td>5 days OSS plus restitution</td>
<td>Expulsion</td>
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<td>Major Misconduct</td>
<td>FNS</td>
<td>3 days OSS</td>
<td>5 days OSS</td>
<td>Expulsion</td>
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<td>Threats/ Intimidation/ Fighting/ Battery</td>
<td>1-3 days OSS</td>
<td>3-5 days OSS</td>
<td>Expulsion</td>
<td>Level 3: Major acts of misconduct</td>
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<td>Open Defiance/ Insubordination</td>
<td>3 days OSS</td>
<td>5 days OSS</td>
<td>Expulsion</td>
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<td>Tobacco</td>
<td>3 days OSS and citation</td>
<td>5 days OSS and citation</td>
<td>Expulsion and citation</td>
<td>First offense = Expulsion</td>
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<tr>
<td>Vehicle Violation</td>
<td>Warning &amp; parent phone call</td>
<td>Driving suspension for 1 week</td>
<td>Driving suspension for rest of semester</td>
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### 5.30 CHROMEBOOK USAGE & CARE

- **Standards for Proper Chromebook Care**

You are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect your assigned Chromebook. Loss or damage resulting in failure to abide by the details below may result in your full-financial responsibility. Following the standards below will lead to a Chromebook that will run smoothly and serve as a reliable, useful, and enjoyable tool.

**How to Handle Problems**
- Promptly report any problems to the EH Student Help Desk in the Media Center.
- Don’t force anything (e.g., connections, popped-off keys,). Seek help instead.
- When in doubt, ask for help.
Do not go outside of EH for repairs or attempt to repair it yourself. This could result in financial responsibility for you and your parents.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the Chromebook with a charged battery to school every school day. If your battery will not hold a charge, go to the EH Student Help Desk (in the Media Center) for troubleshooting.
- Keep the Chromebook in a secure place (i.e., in your school locker, home or other secure place where others do not have access) or with you or within your sight at all times. For example, during athletic events, games, practices and trips, store the Chromebook in your school locker and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Chromebooks in school buses, in the gym, in a locker room, on playing fields, or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car other than in a locked trunk.
- Do not let anyone use the Chromebook other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Chromebook will be your full responsibility.
- Chromebooks are for your educational use. Do NOT install personal software and/or gaming software on Chromebooks.
- Adhere to EH Chromebook Use Agreement (a copy is located on your Chromebook desktop) and the Technology Acceptable Use Policy (found in the Student Handbook) at all times. When in doubt about acceptable use, check these documents, and if you still have questions ask a staff member.
- Back up your data. Never consider any electronic information safe when stored on only one device. All students have storage space available on their Google Apps account and on their Chromebook hard drive. Students will no longer have their own storage folders on the EH network.
- Read and follow general maintenance alerts from school technology personnel.

General Care

- Do not attempt to remove or change the physical structure of the net book, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, do not eat or drink while using the Chromebook.

Carrying the Chromebook

- When not in use, always store the Chromebook in the case provided or in another comparable case.
- Always completely close the Chromebook and place it in your carrying case, even to travel short distances.
- We recommend that you carry the laptop bag inside your normal school pack. Do not overstuff your laptop bag or backpack – extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the Chromebook, as this can damage the screen and other components.

Screen Care

- The Chromebook screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure. Broken screens are NOT covered by warranty and almost all screen damage is due to negligence.
- Please use ONLY the monitor wipes provided in each classroom and at the EH Student Help Desk to wipe down your monitor.
- Do not touch the Chromebook screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Chromebook screen cleaners.
• Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed. Damage caused in this way will be considered negligence, not accidental damage.

Battery Life and Charging
• Arrive at school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight.
• Avoid using the charger in any situation where you or another is likely to trip over the cord.
• Don’t let the battery completely drain. Save your data and shut down the Chromebook if you are unable to connect it to a charger right away.
• Close the lid of the Chromebook when it is not in use in order to save battery life and protect the screen.

Personal Health and Safety
• Avoid lengthy use involving repetitive tasks (such as typing and use of the touchpad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
• Avoid extended use of the Chromebook resting directly on your lap. The bottom of the Chromebook can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.

Chromebook Use Agreement
This Agreement is made effective upon receipt of a Chromebook, between Community School Corporation of Eastern Hancock County (EH), the student receiving a Chromebook (Student), and his/her parent(s) or legal guardian (Parent). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials for use while a student at EH, hereby agree as follows:

Equipment:
• Ownership: EH retains sole ownership of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. The Chromebook is the property of EH and must be returned at the end of each school year. Moreover, EH administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
• Equipment Provided: All systems include ample RAM, hard-disk space, wireless network capability and a zippered Chromebook case. Efforts are made to keep all Chromebook configurations the same.
• Chromebook Tracking: EH will retain records of the serial numbers of provided equipment. Students will turn in their Chromebook at the end of each school year and receive the same Chromebook back when they return in August. Anti-theft safeguards may help locate lost/stolen Chromebooks.
• Batteries: Chromebooks batteries should hold sufficient charge for use during the school day. Students are responsible for charging their Chromebooks at home each night. If a Chromebooks battery no longer holds a charge, the student should report this to the EH Student Help Desk (located in the HS Media Center) and EH will replace it at no cost to the student, if there is no apparent intentional damage.
• Substitution of Equipment: In the event the Chromebook becomes inoperable, EH has a limited number of loaner Chromebooks/laptops for Student use while their Chromebook is repaired or replaced. This agreement remains in effect for such a substitute.
• Responsibility for Electronic Data: It is the sole responsibility of the Student to save and backup necessary data. Online storage is available on each student Google Apps account and on their Chromebook.
• Responsibility for Installed Software: The Student may not install or uninstall any software to the Chromebook. Operating system and application updates are the responsibility of the EH Technology Department and will be automated whenever possible.
Damaged or Lost Chromebooks:

- Equipment Warranty: Chromebooks are purchased with an extended covering parts.
- Responsibility for Care: The Student is responsible for maintaining a 100% working.
- Chromebook at all times. The Student shall use reasonable care to ensure that the Chromebook is not damaged, lost or stolen.
- Negligence: Examples of negligence include, but are not limited to:
  - Damage or theft which occurs when the equipment is unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school.
  - Damage or theft which occurs when lending equipment to others other than one's parents/guardians.
  - Damage or theft which occurs when using equipment in an unsafe environment or in an unsafe manner.
- EH reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence, intentional damage, or loss/theft due to negligence.
- Any damage caused by another student should be reported to the building administration as soon as possible for investigation and determination of responsibility for damage.
- Chromebook Damage: Chromebook insurance is optional. The cost will be $14.40 for the school year. In the event of accidental damage or theft, students with insurance will pay the deductible of $50.00. Students without insurance will be held responsible for any repairs or total replacement cost of $180.00. If a student's Chromebook is damaged beyond repair multiple times within a school year, building administration may be contacted to investigate for possible negligence or intentional damage.
- Actions Required in the Event of Damage or Loss: Report the problem immediately to the EH Student Help Desk (located in the HS Media Center). Student will receive loaner equipment while damage/loss and responsibility is assessed by EH personnel and/or administration. If the Chromebook is stolen or vandalized while not at EH or at an EH sponsored event, the Parent shall file a police report.
- Technical Support and Repair: EH will provide technical support, and maintenance and repair services. Any attempt to repair Chromebook by Student, Parent or other methods outside of EH may result in the Student and Parent being charged the full replacement cost.

Legal and Ethical Use Policies:

- Monitoring: To assure compliance with EHs Technology Use Agreement, software will monitor logins and files as needed. EH personnel will NOT remotely access the Chromebook webcam.
- Legal and Ethical Use: All aspects of EHs Technology Acceptable Use Agreement will remain in effect. EH will provide content filtering within the EH network and outside of the network. However, EH does not have full control of the information on the Internet or incoming email from a non-EH email provider.

Updates to Chromebook Use Agreement:

- This Agreement may be updated or changed from time to time. You can review the most current version of this Agreement at any time at www.easternhancock.org. If EH makes a change to the Agreement which has a material impact on Students and/or Parents, you will be provided notice of that change. Your continued use of the Chromebook following such notice constitutes your acceptance of those changes.

Student Network and Internet Acceptable Use and Safety Policy 2019-20

- Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services (“Network”) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event
there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

- The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation’s policy on instructional materials.

- The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

- First, and foremost, the Corporation may not be able to technologically limit access to services through the Corporation’s Internet connection to only those that have been authorized for the purpose of instruction study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

- The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

- The Superintendent or designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

- The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and /or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

- Pursuant to Federal law, students shall receive education about the following:
  1) safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
  2) the dangers inherent with the online disclosure of personally identifiable information and,
  3) the consequences of unauthorized access (e.g., “hacking”), cyberbullying and other unlawful or inappropriate activities by students online.
  4) unauthorized disclosure, use, and dissemination of personal information regarding minors.

- Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students
while in school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

- Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

- Students and staff members are responsible for good behavior on the Corporation’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

- Students shall not access social media for personal use from the Corporation’s network but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

- Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board’s computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by the Board policy and its accompanying guidelines.

- The Board designates the Superintendents or designee as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the Network.

- The Community School Corporation of Eastern Hancock County makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The district will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature or quality of information stored on district hard drives, servers, or other storage devices; nor for the accuracy, nature or quality of information gathered through district provided internet access. The district will not be responsible for personal property used to access district computers or networks or for district provided internet access. The district will not be responsible for unauthorized financial obligations resulted from district provided access to the internet.

- NOTICEx: This policy and all its provisions are subordinate to local, state, and federal statutes.

Google Apps for Education

- Students may be provided with a Google user account as part of a primary Google education online account held by Eastern Hancock Schools. Through their Google account, students are assigned an email address to use for school-related email communication as well as online file storage space. To remain eligible as users, students’ use must be in support of and consistent with Eastern Hancock’s educational objectives.

Inappropriate Behavior

- The following are examples of network or internet behaviors that are NOT permitted:
  - deviating from teacher directed procedures
  - cyber-bullying
  - accessing or transmitting offensive, abusive or obscene messages or images
  - personal access and use of social media, blogs, or chat rooms from the Corporation’s network
  - damaging or attempting to damage hardware, software or networks or modifying or attempting to modify system files and settings
  - violating copyright laws and plagiarism
  - using another’s password or giving another user your password
  - trespassing in another’s folders, work or files
o intentionally wasting limited resources, such as bandwidth and hard drive space
o employing the network for commercial purposes.
o downloading any form of media for anything other than classroom/educational use.
o accessing the internet via personal property during school hours (i.e., cell phone, personal air card or other means that circumvent the corporation networks)
o violation of any local, state, or federal statute.

Cyberbullying
• “Cyber-bullying” is a form of bullying when a child, preteen or teen is embarrassed, humiliated, threatened, harassed, tormented, or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies, or mobile phones. This behavior will not be tolerated at Eastern Hancock.

6 - ATHLETIC & EXTRACURRICULAR ACTIVITIES

6.1 SPORTS SEASONS

Eastern Hancock Middle School offers eleven sports for student participation. We believe athletics builds character and enhances physical, emotional, social, and intellectual development of the students. Coaches teach athletic fundamentals and skills related to everyday life situations.

Fall Sports
Cross Country  6th, 7th, and 8th grade boys and girls
Football  7th and 8th grade boys
Volleyball  6th, 7th and 8th grade girls
Tennis  6th, 7th, and 8th grade boys and girls

Winter Sports
Basketball  6th, 7th, and 8th grade boys and girls
Wrestling  6th, 7th, and 8th grade boys and girls
Swimming  6th, 7th, and 8th grade boys and girls

Spring Sports
Track & Field  6th, 7th, and 8th grade boys and girls
Golf  6th, 7th, and 8th grade boys and girls
Softball  7th and 8th grade girls
Baseball  7th and 8th grade boys

6.2 CHEERLEADING

EHMS provides an opportunity for cheerleading to its students. Individuals who are selected are responsible for developing and maintaining school spirit. Cheerleaders cheer at all boys’ and girls’ basketball games and all boys’ football games. Cheerleaders are expected to maintain the same academic and behavioral standards as students in other sports.
6.3 STUDENT ACTIVITIES + PARTICIPATION = SUCCESS

Eastern Hancock Middle School encourages students to become involved in the many facets of school which are available. Student activities are designed to enhance the educational experience. Participation in student activities provides exploration opportunities and helps students identify their own interests and talents.

- **Student Council:** The Student Council of EHMS is the "voice of the student body." Membership is open to any student who has an interest in serving his/her class. Members of the student council are actively involved in sponsoring school dances, spirit week, and other special activities. Members learn the importance of working together toward common goals.

- **National Junior Honor Society:** Any student completing three semesters at EHMS with a GPA of 3.25 or above on a 4-point scale will be invited to apply for membership into the chapter. A student must show at least one leadership position, two service activities (one school related and one community related), and good character through teacher input. Any student meeting these criteria will be invited to be inducted.

- **Other Activities:** Eastern Hancock High School offers participation in athletics, cheerleading, academic teams, student publications, drama club, robotics club, art clubs, FFA, band, choir, FCA and many more.

6.4 EXTRACURRICULAR (ECA) AND ATHLETIC ELIGIBILITY

- A Middle School student will lose athletic eligibility if he/she has two or more failing grades at the end of a six-week grading period. Academic eligibility will be restored at the end of the next three-week or six-week period in which there are less than two failing grades. Three-week Progress Report grades can be used to re-establish athletic eligibility but not to cause ineligibility. **SEMESTER GRADES TAKE PRECEDENCE** over six-week grades for the purpose of determining eligibility. The Middle School rotation classes will be averaged to determine a semester grade.

- To be eligible for athletic participation, a student must:
  1. Have a physical form and insurance form signed by a physician, parent, and student.
  2. Have an athletic form signed by parent and student and have the athletic transportation fee.
  3. Be academically eligible.
  4. Have 10 practices completed before participating in game competition.

- Students who are suspended out-of-school or are placed in the in-school suspension room are ineligible to compete in contests which are held during the days of the assigned suspension.

6.5 DRUG TESTING PROGRAM

Mission Statement and Guiding Principles of the Community School Corporation of Eastern Hancock

Our mission is to ensure that each child is provided with the experience necessary to become a life-long, self-directed learner and to think, reason, and participate productively in a diverse society. Therefore, we believe: All students and staff have the right to learn in a challenging, safe, caring, and nurturing climate where the spirit of cooperation and respect for others is exemplified. A key purpose of schooling is to instill, in partnership with families, beliefs and attitudes that ensure that children understand, appreciate, and demonstrate the qualities of good citizenship.

- **Introduction**
  The effective date of this program is August 16, 2004. This program does not affect the current policies, practices, or rights of Eastern Hancock Schools with respect to alcohol, tobacco, and other drug possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Eastern Hancock Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol
usage.

- **Reasonable Concern**
  The Community School Corporation of Eastern Hancock has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem among our students, indicate that education alone, as a preventive measure, has not been effective in combating substance abuse. Statistics show that the mission of the Community School Corporation of Eastern Hancock is not being realized. Our commitment to maintaining the co-curricular and extracurricular activities as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in co-curricular and extracurricular activities.

- **Purpose**
  The primary purpose of this program is not intended to be disciplinary or punitive in nature but to educate our students. No student will be expelled or suspended from school, nor will any student’s grades be adversely affected by any positive random drug test under the random drug testing policy or refusal to participate in the random drug-testing program. No results obtained through a random drug test will be shared with any law enforcement agency. Participation in extracurricular activities is a privilege for our students. Students involved in co-curricular and extracurricular programs need to be exemplary in the eyes of other students and the community. It is the purpose of this program to educate, help, and direct students away from alcohol, tobacco, and other drugs and toward a healthy, safe, and drug-free life. The school has a responsibility to ensure a safe environment for all its students and staff. Use of alcohol, tobacco, and other drugs is a health and safety risk not only for the user but also for all those who come in contact with him or her. **It is MANDATORY** that each student who participates in the co-curricular and extracurricular programs or who drives a motor vehicle to, from, or at Eastern Hancock Middle and High Schools sign and return the “CONSENT FORM” prior to participation in any activity covered by this policy. Failure to comply will result in non-participation until the “CONSENT FORM” is signed and returned.

- **Scope**
  Participation in extracurricular activities is a privilege. This policy applies to all Eastern Hancock students in grades 6-12 who wish to participate in co-curricular or extracurricular activities that are listed in the current student handbook and any other school sponsored co-curricular or extracurricular activities not listed. It also includes any student who wishes to drive to school, from school or during school. Students whose only involvement in extracurricular activities is as a student driver will not be tested for nicotine (tobacco use).

- **Legal Obligation**
  Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

- **Drug Education**
  All co-curricular and extracurricular participants and student drivers will be required to attend one or more drug education sessions provided by the School Corporation. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

- **Consent Form**
  - It is **MANDATORY** that each student who participates in co-curricular or extracurricular activities or sign and return the “consent form” prior to participation in any co-curricular or extracurricular activity. Failure to comply will result in non-participation until the “consent form” is signed and returned.
  - Each extracurricular participant shall be provided with a “consent form,” a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Eastern Hancock Middle School and Eastern Hancock High School.
  - If at some time during the school year, the student wishes to be removed from the random drug-testing
program and thereby end his or her participation in co-curricular and/or extracurricular activities for the school year or wishes to enter the random testing pool, he or she must indicate that intention on the “change of status form” which is also attached to this policy. Students will be allowed only one such change of status during the school year.

- **Testing Procedure**

  1. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Student identification numbers specific to this program will be assigned to each participant. Identification numbers for each random testing will be drawn from one large pool of those agreeing to be tested. There will be only one copy of the listing of students consenting to be tested and their identification numbers. This copy will be maintained by the building principal. Testing may occur any day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.
  
  2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
  
  3. The method of collection (i.e., hair, saliva, urine) will be chosen at the beginning of each school year based on which protocol is the most beneficial for our program. A laboratory certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) will set up the testing environment, guarantee samples, and provide procedures and paperwork for the chosen collection protocol.
  
  4. Upon being selected for a test under this policy by random draw or a follow-up test, a student will be required to provide a “fresh” sample according to the quality control standards and policy of the laboratory conducting the testing.
  
  5. All students will remain under school supervision until they have produced an adequate specimen. In the case of a urine test, if unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen with two (2) hours, the student will be taken to the principal’s office and told s/he is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that s/he may be tested at a later date to be reinstated for eligibility.
  
  6. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. In the case of a urine test, there is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
  
  7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the “extracurricular activities” for the remainder of the school year. This will be reported to the parent/guardian.
  
  8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass. Submitting to random drug testing will be considered an excused absence from class and no there shall no penalty to grades.
  
  9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also “performance enhancing” drugs such as steroids may be tested.
  
  10. The school will select one or more laboratories to conduct the testing. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).
• **Chain of Custody**

1. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student’s number, not name will be used.

2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class (participants may be called after school during activity time).

3. Before the student’s sample is tested by the laboratory, the student shall fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

4. In the case of a urine test, a sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.

5. If the seal is tampered with or broken, after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

6. Students will be instructed to remove all coats, empty their pockets, and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two (2) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.

8. In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead, the student’s random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal administrative designee with no name attached; only the student’s random identification number will appear on the results sheet.

• **Test Results**

1. This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from participation in co-curricular or extracurricular activities or from driving to, from, and at school.

2. The principal/administrative designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a “positive” test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.

3. If the initial test is verified “positive”, the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may contact for help. The student will be prevented from participating in co-curricular and extracurricular activities until after a “follow-up” test is requested by the principal/administrative designee and negative results are reported. This non-participation includes practices,
meetings, trips, and any other activities of that group. A "follow-up" test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this 'follow-up' test is negative, the student will be allowed to resume "limited participation" in co-curricular and extracurricular activities. "Limited participation" allows a student to participate in practices and/or attend meetings. A student under limited participation may not participate in contests or activities as a representative of school. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. Student driving privileges will not be suspended for positive nicotine tests. Students whose only activity is as a student driver will not be tested for nicotine.

4. Students who have tested positive without satisfactory explanation and who have provided a negative follow-up test will be granted "limited participation" in co-curricular and extracurricular activities for 25% of the season or calendar of each activity in which the student is involved. For clubs and organizations that meet the entire school year, the period for "limited participation" shall be for the next nine school weeks. For activities such as athletics that have defined seasons, the 25% period will be defined as 25% of the scheduled contests for that activity. If a student is placed on limited participation with less than 25% of the calendar or season remaining, the remainder of the 25% will be served at the beginning of the next season or calendar in which the student has previously participated. On a student’s second positive test without satisfactory explanation, the period of limited participation shall be one full year. This period of limited participation can be decreased to 50% of a season or calendar by the building principal if the student produces documentation of satisfactory assessment/counseling by a school approved agency. On a third unsatisfactory positive result the student will lose eligibility to participate the remainder their middle or high school career depending on the student’s grade level. A student who has tested positive three times in grades 6-8 would lose eligibility in middle school but would regain eligibility upon entering high school. Offenses under this policy will not accumulate from middle school to high school. In addition, the Community School Corporation of Eastern Hancock reserves the right to continue testing any participating student who at any time during the school year tested “positive” and did not make satisfactory explanation.

5. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of the “negative” tests will be kept confidential to protect the identity of all students being tested.

6. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

- **Financial Responsibility**
  1. Under this policy, the Community School Corporation of Eastern Hancock County will pay for all initial random drug tests and all initial “follow-up” drug tests.
  2. An appeal (request to have a specimen retested) of a “positive” test is the financial responsibility of the student or his/her parent/guardian.
  3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

- **Confidentiality**
  Under this drug testing program, any school staff, coach or sponsor who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a court order being made upon that person in the course of a legal investigation. Once again, this will underscore the Community School Corporation of Eastern Hancock’s commitment to confidentiality with regards to the program.

- **Other Rules**
  Apart from this drug-testing program, Eastern Hancock’s Athletic Department as well as all other co-curricular and extracurricular activities and the coaching staff/sponsor of each sport/activity have their own training rules, code of
conduct, and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules, codes, and requirements.

6.6 RELEASE OF JUVENILE PROBATION INFORMATION

To enhance uniform enforcement of the Code, students participating in co-curricular or extra-curricular activities will authorize the administration of Community School Corporation of Eastern Hancock County to obtain any and all information in possession of any juvenile probation officer with respect to allegations that:

1. A student participating in co-curricular or extra-curricular activities, subsequent to the date of this consent, committed an act which would be considered a violation of the Indiana Criminal Code if he/she had committed that act as an adult; OR
2. A student participating in co-curricular or extra-curricular activities has, subsequent to the date of this consent, violated Indiana law restricting the possession and/or use of alcohol and other controlled substances by a minor.

7 - MEDICAL INFORMATION

7.1 NURSE/HEALTH OFFICE

Students who become ill during the school day should report to the office immediately and get permission to sign out to the nurse’s office. Ample and proper facilities and personnel are available for all cases of injury and illness. Students may be in the nurse’s office for up to one class period, as space is available. Students are responsible for turning in homework assignments and for getting assignments for the next day. With a temperature elevation of 99.6 or higher and/or vomiting or other serious illness or injury parents/guardians will be notified to pick up the student immediately. If your student is experiencing Flu-like symptoms (vomiting, diarrhea, or fever), they should not come to school until they have been symptom free for 24 hours. No student will be permitted to take another student home unless he/she has permission from both parents involved and authority from the office. It is the responsibility of parents/guardians to update immunization record, pertinent medical information, and emergency numbers.

The school nurse is available each day. The school nurse is always on call for emergencies. Parents/Guardians needing to contact the nurse may do so at (317) 936-5324, Ext. 225.

7.2 PRESCRIPTION MEDICATION

We prefer not to administer medication; however, if it is necessary, the following guidelines should be observed:

- The medication must be brought to school by the parent/guardian, unless special provisions are made with the school nurse. The medicine should be delivered to the office in the original container labeled with the student’s name, name of the drug, drug dosage, route of administration, directions or interval for the drug to be given, name of the licensed healthcare provider prescribing the medication, and expiration date.
- An accompanying order from the primary care physician, as well as signed permission from the parent or guardian must be included in the student’s health record.
- The prescription must be renewed ANNUALLY with updated orders provided to the school nurse.
- The school nurse will not administer a prescription medication twice a day unless the doctor has written a script that lists two specific times that occur during the school day.
• All medication, except authorized inhalers, will be kept in and dispensed from the school office. Students are asked to be responsible about coming to the office at the correct time to receive their medication.
• The nurse or office staff will supervise the taking of any medication.
• Parents must come to school to pick up any remaining medication. All medication left in the nurse’s office, will be discarded at the end of the school year.
• Antibiotics that are to be given three times a day need to be given before school, after school and before bedtime.

7.3 OTC (Over the Counter) Medication (Tylenol, Ibuprofen, Antacids, etc.)

• No medication will be provided from the school. Parents/guardians must bring in the medication in the sealed, opened, original container. NO ECONOMY SIZED BOTTLES PLEASE.
• No medication shall be administered to a student without the written and dated consent of the student’s parent. The parent or guardian will need to fill out the “permission to administer” form(s) to accompany the medication in order for their child to receive medication at school. The instruction from parents must contain the date, name of student, name of medication, dosage, time to be given or frequency, the specific symptoms requiring this medication, and must be signed by the parent/guardian. These forms may be found online (Skyward or website) or in the office.
• UNDER NO CIRCUMSTANCE IS A STUDENT ALLOWED TO KEEP MEDICATION IN HIS/HER DESK, BOOK BAG, CLASSROOM, OR ON HIS/HER PERSON. The only exception to this policy is for chronic diseases (i.e.: asthma inhaler, cough drops) and the student must have written permission from the physician and parent/guardian to carry medication. Cough drops do not require written permission from the doctor and they must be kept in their original package.
• STUDENTS ARE NOT ALLOWED TO GIVE OTHER STUDENTS MEDICATION THAT THEY HAVE BROUGHT FROM HOME.
• No Aspirin or medication containing aspirin will be given without a physician’s order.
• No OTC meds will be given before 9 AM or after 2:30 PM.
• OTC medication stored in the office is only available during normal school hours.

7.4 DIAGNOSIS

Only a physician is qualified to make a medical diagnosis. If the nurse or other school personnel has reason to suspect a possible health problem, the parent/guardian will be notified with the suggestion that the student see a physician.

7.5 VISION & HEARING SCREENINGS

Vision screening will be conducted for all students new to the school and on an as-needed basis for any reason. The hearing screening will be conducted for students in grade 10 and for all students new to the school and on an as needed basis for any reason. The parent/guardian will be notified in writing if a medical evaluation is recommended for a student. Reports containing medical recommendations and findings must be returned to the school nurse in writing as soon as possible. Any student is welcome to come into the Clinic for evaluation of height, weight and/or blood pressure by the school nurse.
7.6 **PARENT ACCESS TO CHILD’S HEALTH RECORD**

IC 16-4-8-14 Sec. 14 (a) Except as provided in subsection (b) a custodial parent and a non-custodial parent of a child have equal access to their child health records. A provider may not allow a non-custodial parent access to the child’s health records if:

- a court has issued an order that limits the non-custodial parent’s access to the child’s health records and the provider has received a copy of the court order or has actual knowledge of the court order.
- a provider incurs additional expense by allowing a parent equal access to health records under this section, the provider may require the parent requesting the equal access to pay a fee to cover the cost of the additional expenses.

7.7 **IMMUNIZATIONS**

- Indiana law requires all students to have a complete immunization record on file with the school corporation. The parent/guardian is responsible for sending written notification to the school office when these records are brought up to date. All new students to the corporation are required to have a complete immunization record by the first day of enrollment in school.

**Indiana 2021-22 Required and Recommended School Immunizations**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th-11th Grade</td>
<td>3 Hepatitis B, 5 DTaP, 4 Polio, 2 Varicella</td>
<td>2 MMR, 2 Hepatitis A, 1 MCV4 (Meningococcal), 1 Tdap (Tetanus, Diphtheria &amp; Pertussis), Annual Influenza, 2 HPV (Human papillomavirus)</td>
</tr>
<tr>
<td>12th Grade</td>
<td>3 Hepatitis B, 5 DTaP, 4 Polio, 2 Varicella</td>
<td>2 MMR, 2 Hepatitis A, 2 MCV4, 1 Tdap, Annual Influenza, 2 MenB (Meningococcal), 2-3 HPV</td>
</tr>
</tbody>
</table>

- If the immunization requirements cannot be met by the first day of school a waiver will be given to your child. The law states that the waiver can be for no more than 20 days. If by the 21st day of school the immunization information has not been provided for your child, the child will not be allowed to attend school.

- **PLEASE REMEMBER TO PROVIDE THE SCHOOL WITH A COPY OF ANY UPDATED IMMUNIZATIONS THAT MAY BE GIVEN DURING THE SCHOOL YEAR.**

- **For a student to be exempt from complying with minimum immunization requirements for medical or religious reasons, the parent/guardian is required to submit to school a written request for exemption and the request must be FILED ANNUALLY with the corporation. In the case of a medical exemption, the signature of a physician is required.**
8 – SCHOOL SAFETY

- Eastern Hancock Middle School has a school safety plan that prepares for incidents, mitigates against their occurrence, directs how the school will react to an incident, and provides a means of recovering from the incident. Such plans shall also address preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism.
- Eastern Hancock Middle School has a certified School Safety Officer who regularly inspects facilities, schedules, implements, and records all readiness exercises, and coordinates resources.
- State law mandates a fire evacuation readiness exercise each month and a tornado readiness exercise twice a semester.
- In addition to these mandated exercises, Eastern Hancock Middle School also participates in readiness exercises that train staff and students in lockdowns and emergency responses.
- During all emergency responses and exercises, students are expected to remain orderly and quiet, and to follow all directions from the staff.
  - Any student who interferes with the safe function of the school or the successful implementation of a readiness exercise may face disciplinary action.
  - Any student who falsely reports an emergency (bomb threat, pulled fire alarm, etc.) may be suspended or expelled.
- In addition, school personnel will regularly meet with local, county, state, and federal first-responders to plan out emergency responses. Student volunteers, with parental permission, may be used in realistic emergency simulations.
- Eastern Hancock Middle School’s emergency operations plans are reviewed and, if necessary, updated annually.

9 - CORPORATION POLICIES/AGREEMENTS/ANNUAL NOTICES

9.1 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- The Family Educational Rights and Privacy Act of 1974 (as amended on December 19, 1974) provide certain safeguards to the privacy of our patrons and our students. Parents have certain rights under this act until such times as their student is eighteen (18) years of age or is enrolled in a post-high school institution, after which the student may exercise those rights.
- Although school policies may be promulgated to establish procedure, generally speaking, the parents have the right to examine their child’s records and request corrections if records are “inaccurate, misleading, or otherwise in violation of the privacy or other rights of students”. If there is disagreement on this matter between the parents and the school, parents may request and receive an informal hearing. Even if the results of the hearing support the school, parents may place additional comments or a dissenting opinion in their child’s permanent records.
- The school is obliged to keep records, which show any intrusion into a child’s permanent record, indicating who examined the record, the date it was examined and the purpose for the examination. School officials with a “legitimate educational interest” are exempted. Other exemptions include school officials from schools where a transfer is made and certain representatives of the state and federal government. Any other person may receive records with the written consent of the parents/guardians.
- The school will also respond to a court order or subpoena, but parents will be given advance notice.
- Certain “directory information” including the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and similar information may be released without parental
consent unless the parents notify the school district by October 1 of the current school year that they do not want certain designated directory information released without prior consent. The Board of School Trustees has adopted a policy implementing the provisions of the Privacy Act. A copy of this policy and the Privacy Act are on file and available for inspection at the office of the Superintendent of Schools.

9.2   PARENT PARTICIPATION POLICY

- A parent (including a guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code I. C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the discretion of and upon proper notice by a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.
- When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent/guardian shall be notified in the following manner: Written, email, or telephone contact by a school official in advance of the meeting, conference or hearing, followed by a letter of confirmation.
- Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly or seriously disruptive to the student's own educational progress or to the progress of others may be referred to the Hancock County Office of Family and Children and the child may be considered to be a “child in need of services” in accordance with I. C. 31-6-4-3 (a) (7). Legal Reference: I. C. 2-8.1-5.1-19, I. C. 31-6-4-3 (a) (7) Dated Adopted: 6/9/97

9.3   PARENTAL ACCESS TO EDUCATION RECORD

IC20-10.1-22.4

- Sec. 1   As used in this chapter, “education records” means information that:
  - Is recorded by a non-public or public school; and Concerns a student who is or was enrolled in the school.
- Sec. 2   (a) Except as provided in subsection (b), a non-public or public school must allow a custodial parent and a non-custodial parent of a child the same access to their child’s education records.
  - A non-public or public school may not allow a non-custodial parent access to the child’s education records if:
    - A court has issued an order that limits the non-custodial parent's access to the child’s education records and the school has received a copy of the court order or has actual knowledge of the court order.

9.4   GENERAL NONDISCRIMINATION POLICY STATEMENT

- It is the policy of the Community School Corporation of Eastern Hancock not to discriminate on the basis of race, color, religion, sex, national origin including limited English proficiency, age or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act (I. C. 22-9-1), I. C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964. The Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990.
- Inquiries regarding compliance with Title IX, Section 504, and the Americans with Disabilities Act should be directed to the compliance coordinator * of the Community School Corporation of Eastern Hancock, 10370 E 250 N, Charlottesville, Indiana or to the Office for Civil Rights, U. S. Department of Education, Washington, D. C.
• A compliance coordinator is required for Title IX, Section 504 and the Americans with Disability Act.

9.5 REHABILITATION ACT OF 1973 SECTION 504 POLICY STATEMENT

• It is the policy of the Community School Corporation of Eastern Hancock not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in any program or activity sponsored by this school corporation.
• Inquiries regarding compliance with this policy should be directed to the Section 504 Coordinator of the Community School Corporation of Eastern Hancock or the Office of Civil Rights, U. S. Department of Education, Washington, D.C.

9.6 AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

• It is the policy of the Community School Corporation of Eastern Hancock not to exclude qualified individuals with disabilities from participation in or benefiting from the services, programs, or activities of the school corporation. It is also the policy of this school corporation not to discriminate against a qualified individual with a disability in its job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or conditions and privileges of employment.
• It is the intention of this school corporation to comply with all applicable requirements of the Americans with Disabilities Act (ADA).
• Inquiries regarding compliance with this policy should be directed to the Americans with Disabilities Act (ADA) Coordinator of the Community School Corporation of Eastern Hancock or to the office for Civil Rights, U. S. Department of Education, Washington, D. C.
• Members of the public, individuals with disabilities, and groups representing individuals with disabilities are encouraged to submit suggestions to school corporation officials on how the Community School Corporation of Eastern Hancock might better meet the needs of individuals with disabilities pursuant to this stated policy.

9.7 PUBLIC NOTICE OF NONDISCRIMINATION ASSURANCES

• The Community School Corporation of Eastern Hancock County assures that it will comply with all requirements of Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973 as amended. Eastern Hancock further assures that it will not discriminate against any person in the United States on the basis of race, color, sex, national origin, religion, or handicap, nor will anyone be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its programs and activities and operation of its facilities.
• For inquiries regarding compliance as well as grievances on the above assurances contact:
  Superintendent, Mr. David Pfaff
  10370 E. 250 N.
  Charlottesville, IN 46117
  317-936-5444
  or
  Office of Civil Rights
  U.S. Department of Education
  Washington, D.C.
9.8  HATCH AMENDMENT

(GOALS 2000)
RIGHTS TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS
In addition to any other rights with respect to the inspection of instructional materials, the parent/guardian of a child enrolled in a school within the Community School Corporation of Eastern Hancock which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints. LEGAL REFERENCE: 20 U.S.C. 1232H (a)

9.9  STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATION OF SCHOOL PROGRAMS

No student shall be required without prior written consent of the student’s parent/guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

- policy affiliations; mental and psychological problems potentially embarrassing to the student or his/her family; sex behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privilege and analogous relationships, such as those of lawyers, physicians, and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Legal Reference: 20 U.S.C. 1231h(b)