

# EACS

East Allen County Schools

2018-2019

## BACK-TO-SCHOOL GUIDE

1240 State Road 930 East  
New Haven, Indiana 46774  
260-446-0100  
[www.eacs.k12.in.us](http://www.eacs.k12.in.us)

[www.YouCanDreamItDolt.com](http://www.YouCanDreamItDolt.com)

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**DREAM IT. DO IT.**

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# WELCOME TO EACS

Dear Parents, Guardians, and Students:

Welcome to the 2018-19 school year! We are planning on another great year of learning for the students who attend East Allen County Schools! We are so proud of the accomplishments our students and staff have achieved over the past four years. We are improving in so many areas and our students graduate from our five East Allen high schools prepared for the next stage of their lives. At EACS we are changing lives! Over the past three years, The Indiana Department of Education has designated East Allen County Schools as an ‘A or B’ district and we are committed to living up to that standard every single day!

At EACS, we believe in a pro-active approach and always being student-focused. A major component of that approach involves compliance with federal and state laws to provide for the safety and welfare of students. Included in this 2018-19 school year handbook is information related to the *Family Educational Rights and Privacy Act (FERPA)*; release of directory information policy; exception forms for videotaping, photography, and interviewing; information regarding health services; bus transportation policies and a detailed *East Allen County Schools 2018-19 Student Conduct Code*. The Student Conduct Code is something with which you must be familiar. This policy is aligned with the *Positive Behavioral Interventions and Supports initiative (PBIS)* that is in place at all EACS schools. Not knowing what is contained within this document is not an excuse for a student’s improper behavior in school. For all teachers to teach, and for all students to learn, the classroom and school environment must be free from disruption. **Please take time to review this code with your child(ren).**

There are forms in the back of the handbook which are to be completed and returned to the school on or before **August 31, 2018**. If you have any questions, please contact the main office of your child(ren)’s school. There is much more information about our schools on our website: [www.eacs.k12.in.us](http://www.eacs.k12.in.us).

Making a difference! Having an impact! Improving student academic achievement! We have so much to offer our students and we believe we have something for everyone in East Allen County Schools! It is a place where students can Dream It and Do It! Our staff looks forward to working with you this school year as members of the same team as we strive to offer the best education possible for the students who attend our schools!

We are interested in your opinion of what we are doing well and what we can do to improve, please let us know!

Have a great year!

Sincerely,

*Mrs. Marilyn Hissong*

Superintendent  
East Allen County Schools

# DREAM IT. DO IT.

**2018-19 Board of School Trustees**

1240 State Road 930 East  
New Haven, IN 46774

Christopher Baker	<i>District 4E</i>
Gayle Etzler	<i>District 2E</i>
Timothy Hines	<i>District 1R (At Large)</i>
Todd Buckmaster	<i>District 6R (At Large)</i>
Terry Jo Lightfoot	<i>District 7E</i>
Paulette Nellems	<i>District 3E</i>
Robert Nelson Jr.	<i>District 5R (At Large)</i>

**DREAM IT. DO IT.**

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) **The right to inspect and review the student’s education record within forty-five (45) days of the day the School receives a request for access.** Parents or eligible students should submit to the School principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) **The right to request amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA.** Parents or eligible students who wish to ask the School to amend a record should write the school principal [or appropriate official] clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) **The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, and transportation personnel with regard to bus roster information); a person serving on the School Board; a person or company with whom the School has outsourced services of functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.].

(4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

<p style="text-align: center;"><b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</b> <b><i>Notice for Directory Information</i></b></p>
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The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that East Allen County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable from your child's education records. However, East Allen County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow East Allen County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want East Allen County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District by September 30. East Allen County Schools has designated the following information as directory information:

- Student's name- Participation in officially recognized activities & sports - Address- Weight and height of members of athletic teams - Telephone listing- Degrees, honors, and awards received - Electronic mail address - Photograph - The most recent

educational agency or institution attended- Date and place of birth - Student ID number, user ID, or other unique personal - - Major field of study identifier used to communicate in electronic systems that --- Dates of attendance cannot be used to access education records without a PIN, -- Grade level password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. 7908), as amended, and 10 U.S.C. 503 (c), as amended.

#### **GENERAL EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT**

East Allen County Schools has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, handicapping condition, national origin, or limited English proficiency due to national origin. In addition, educational services, student activities, programs, instruction and facilities will not be denied to anyone in East Allen County Schools as a result of an individual's race, color, sex, handicapping condition, national origin, or limited English proficiency due to national origin. Furthermore, East Allen County Schools has a policy to provide equal employment opportunity to all applicants and employees in a harassment-free work environment without regard to age, race, color, national origin, limited English proficiency due to national origin, sex, or disability. For further information, clarification, or complaint, parents may contact East Allen County Schools using the contact information below:

Contact Information: East Allen County Schools  
1240 State Road 930 East  
New Haven, IN 46774  
Telephone: (260) 446-0100

#### **EQUAL OPPORTUNITY STATEMENT**

East Allen County Schools is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. It is the policy of the East Allen County Schools to prohibit discrimination and harassment on the basis of race, color, religion, sex, national origin, age, disability, place of birth, sexual orientation, or any other characteristic protected by law in its education programs or employment policies as required by federal, state, and local nondiscrimination laws. East Allen County Schools provides equal access to the Boy Scouts and other designated youth groups. Each individual will be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. For further information, clarification, or complaint, parents may contact:

#### **Questions regarding Section 504 of the Rehabilitation Act of 1973:**

Connie Brown, Director of Special Services, East Allen County Schools  
Administrative Annex, 800 Homestead Drive, New Haven, IN 46774  
[cbrown@eacs.k12.in.us](mailto:cbrown@eacs.k12.in.us) (260) 446-0100 ext. 3109

**Questions about the Individuals with Disabilities Education Act (IDEA):**

Connie Brown, Director of Special Services, East Allen County Schools  
Administrative Annex, 800 Homestead Drive, New Haven, IN 46774  
[cbrown@eacs.k12.in.us](mailto:cbrown@eacs.k12.in.us) (260) 446-0100 ext. 3109

**Questions about non-discrimination and accommodation under Title IX of the Education Amendments of 1972:**

Tina Grady, Director of Human Resources, East Allen County Schools  
Administration Building, 1240 SR 930 E., New Haven, IN 46774  
[tgrady@eacs.k12.in.us](mailto:tgrady@eacs.k12.in.us) (260) 446-0100 ext. 1009

**Questions about the Family Educational Rights and Privacy Act (FERPA):**

Michelle Wenglikowski, Director of Student Services, East Allen County Schools  
Administrative Annex, 800 Homestead Drive, New Haven, IN 46774  
[mwenglikowski@eacs.k12.in.us](mailto:mwenglikowski@eacs.k12.in.us) 260-446-0100 ext. 3141

**Questions about equal employment opportunities (Title VII of the Civil Rights Act):**

Tina Grady, Director of Human Resources, East Allen County Schools  
Administration Building, 1240 SR 930 E., New Haven, IN 46774  
[tgrady@eacs.k12.in.us](mailto:tgrady@eacs.k12.in.us) (260) 446-0100 ext. 1009

**Questions about sexual harassment (Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972):**

Tina Grady, Director of Human Resources, East Allen County Schools  
Administration Building, 1240 SR 930 E., New Haven, IN 46774  
[tgrady@eacs.k12.in.us](mailto:tgrady@eacs.k12.in.us) (260) 446-0100 ext. 1009

**Questions about student harassment or bullying:**

Jeff Studebaker, School Safety Manager, East Allen County Schools  
Administrative Annex, 800 Homestead Drive, New Haven, IN 46774  
[jstudebaker@eacs.k12.in.us](mailto:jstudebaker@eacs.k12.in.us) (260) 446-0100 ext. 3206

**Questions about public records under the Freedom of Information Act:**

Tamyra Kelly, Public Information Officer, East Allen County Schools  
Administration Building, 1240 SR 930 E., New Haven, IN 46774  
[tkelly@eacs.k12.in.us](mailto:tkelly@eacs.k12.in.us) (260) 446-0100 ext. 1050

**Questions about pesticide application (357 IAC 1-16-8)**

To be added to the pesticide notification registry, please contact the school principal or the athletic director. Parents that register will then be notified 48 hours in advance of any pesticide application at the school.

**Questions about EACS concussion guidelines**

Abby Koroncevicius, Health Services Coordinator, East Allen County Schools  
Administrative Annex, 800 Homestead Drive, New Haven, IN 46774  
(260) 446-0100 ext. 7008



**Issues that remain unresolved after contacting the people above should be referred to:**

Marilyn Hissong, Superintendent of Schools, East Allen County Schools  
 Administration Building, 1240 SR 930 E., New Haven, IN 46774 (260) 446-0100 ext. 1001

<b>HEALTH SERVICES</b>
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The purpose of Health Services is not to replace the doctor. Parents are cautioned not to send an ill child to school. It is the parent/guardian’s responsibility to inform the school of health concerns that may require special accommodations for their child’s activities or educational program. The parent/guardian is expected to provide the school with current home, work, and emergency telephone numbers. **In case of illness or emergency at school**, if none of the designated contacts can be reached, and a serious medical emergency exists requiring medical treatment beyond what can be provided at school to maintain safety and/or life, EMS will transport the child to the nearest hospital.

**A. IMMUNIZATIONS**

Indiana School Code requires the parent/guardian to supply immunization information no later than the first day of school; by one of the following: doctor’s note with vaccine and date given; record maintained by the parent with vaccine and date given; immunization records from previous school; note of scheduled appointments from a doctor or Board of Health. Failure to provide the required immunization information shall be cause for exclusion of the student from school. This exclusion, if imposed, will end upon subsequent filing of such information. Below are the number of doses and each vaccine required for school entry by grade level.

<i>3 to 5 years old (Pre-kindergarten)</i>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella (Chicken Pox)	
<i>Grades K, 1, 2, 3 &amp; 4</i>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A (Hepatitis A)
<i>Grade 5</i>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella
<i>Grade 6</i>	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Hep A	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MVC4 (Meningococcal conjugate)
<i>Grades 7-11</i>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 1 MVC4
<i>Grade 12</i>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 2 MVC4 2 Hep A

Immunization objection based on religious beliefs or a medical condition will satisfy state requirements; however, the parent/guardian must sign an **IMMUNIZATION OBJECTION** (Hs-1a) form annually with a physician's signature also required for medical objection. *If there is an outbreak of a communicable disease at school, your child may be excluded if he/she does not have the required immunizations.*

## **B. MEDICATION**

The purpose of administering medication at school is to help the student maintain an optimal state of health to enhance his/her educational plans. Medication (prescription, over-the-counter, and/or herbal-vitamin-dietary supplements), required by the student should be administered at home. The parent/guardian should use every effort to have medication times set for time periods other than school hours. Medications given during school hours should be only those necessary to provide the student access to his/her educational program.

When this is not possible, an EACS Registered Nurse (RN or LPN) or trained staff Unlicensed Assistive Personnel [UAP]) will assist in administration of medication during school hours, subject to guidelines 1-9 listed below. The intent of the guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medications for those students that require them. A **STUDENT MEDICATION PERMIT** (Hs-5) must be completed and signed by the parent/guardian. The **STUDENT MEDICATION PERMIT** (Hs-5) and the complete **EACS Medication Policy** is available from the school nurse and is on the EACS web page under the Health Services tab.

1. Only the amount of medication needed at school should be sent.
2. The parent/guardian accepts the legal responsibility for the safe arrival of medication to school.
3. **STUDENTS ARE NOT TO CARRY ANY TYPE OF MEDICATION**, prescription, over-the-counter, and/or herbal-vitamin-dietary supplements, without prior consent of the school nurse RN. All medication must be kept in the school clinic. Violation of this policy may result in disciplinary action.
4. To protect students, school personnel will not administer medication until it has been verified and documented by the school nurse RN.
5. Prescription medication must be in the pharmacy labeled container with the student's name. The pharmacy label serves as the written order of the physician. The nurse RN may call the prescribing physician if there are questions regarding the dispensing of medication at school.
6. Over-the-counter medication (OTC) such as Tylenol and Advil must be sent from home. OTC medication must be in the original container with small containers preferred, as storage is limited. OTC medication will be administered within the parameters and frequency recommended on the container. OTC medications will only be given by a UAP after appropriate assessment by the school nurse RN. There is **NO STOCK SUPPLY OF OTC MEDICATION IN ANY EACS SCHOOL CLINIC.**

7. Herbal-Vitamin-Dietary Supplements as with prescription medication, if consumed incorrectly, may be harmful. Therefore, school personnel will only administer herbal-vitamin-dietary supplements if there is an **HERBAL-VITAMIN-DIETARY SUPPLEMENT PERMIT** (Hs-5a), signed by the student's physician and parent/guardian, on file in the school clinic.
8. Medication for emergency situations (asthma, bee stings, diabetes, food allergy, etc.) will be kept in the clinic. Students may possess and self-administer emergency medication in the classroom and at other school functions only with written consent from the parent/guardian and physician. The physician must state that the student has an acute or chronic disease or medical condition for which he/she has prescribed medication; the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication. Parent/guardian and physician written authorization must be filed annually with the student's school nurse RN. Appropriate staff members will be alerted to the potential emergency to ensure the student's safe and prompt treatment at school.
9. Sending medication home at any time during the school year will require written notice from the parent/guardian and released only to: (1) the student's parent; (2) (a) or an individual who is at least eighteen (18) years of age; and is designated in writing by the student's parent/guardian to receive medication. (b) or with the student if the student's parent/guardian provides written permission for the student to receive the medication.
10. ALL medication not picked up by the end of the school year is destroyed.

### **C. ILLNESS AND INJURY AT SCHOOL**

For the sake of other's health, children should not attend school if they have a morning temperature of 99° or afternoon temperature of 100° (or above); are vomiting and/or have diarrhea; a rash; a communicable disease such as chickenpox; or a bacterial or fungal infection (pink eye, impetigo, ringworm); or appear obviously ill with or without a fever.

To keep parents informed about the causes and anticipated outcome of an injury, phone calls or notes may be used to alert parents of an injury that may require more than minor first aid.

Ill students (fever, vomiting, severe diarrhea, or at the discretion of the school RN) are NOT sent home on the bus. The parent or designee will be called to pick up.

RETURN TO SCHOOL POLICY: Children should be kept home until they are symptom and/or fever free for 24 hours without the use of medication. Children absent from school due to pink eye or impetigo should be seen by a physician and may return to school after 24 hours of antibiotic therapy. Many rashes are contagious; therefore, a doctor visit is encouraged for proper diagnosis and treatment.

### **D. STATE MANDATED SCREENINGS**

As per Indiana Code, visual acuity and audiometric screenings are done annually for students enrolled in EACS. Visual acuity screening is done in grades K or 1, 3, 5, and 8 and all others suspected of having a visual defect. Audiometric screening is done in

grades 1, 4, 7, and 10, all transferred students and all others suspected of having hearing loss. Parents may object to any or all screenings on religious grounds. Objections must be filed annually in writing, signed and dated by the objecting individual, and delivered to the building principal or school nurse RN, by Friday of the first full week in September.

### **E. HEAD LICE**

Head lice are a nuisance, not a carrier of disease. All parents should check their children at home for head lice throughout the year. Upon finding a suspected case of head lice, EACS procedure is:

1. The child's parent/guardian will be contacted to pick-up the child from school.
2. The school nurse or designee will show the suspected lice or nits to the parent/guardian.
3. Upon request by the parent/guardian the nurse or designee may check other family members for head lice. Classmates (defined as a group of students who spend most or all of the school day together in the same classroom), and other close contacts may be checked for lice at the discretion of the school RN.
4. Infested children should be treated at home, using a lice shampoo according to package directions or as ordered by a physician.
5. *The parent/guardian must accompany the child to school the next school day. The parent/guardian must remain at school until the nurse or designee has rechecked the child and found him/her to be free of live lice.*

EACS will generally not inform parents/guardians of a classroom or grade level that a case of head lice has been found as it infringes on the privacy of the student involved (FERPA).

### **F. BED BUGS**

Bed bugs are a nuisance, and are not known to transmit disease. When a bed bug is found on a student or a student's belongings, the student and all of his/her belongings are examined. The student's personal items, including book bag, will be stored in a trash bag or large Ziploc baggie and the student will take it home at the end of the school day.

Parents will be notified, informing them a bed bug was found on their child's belongings and a home inspection by a licensed professional will be recommended.

### **G. PREGNANCY**

Pregnant students are encouraged to remain in school and continue their education both during and after their pregnancy. Guidelines established by the Indiana State Department of Health for pregnant students in the school setting mandate that a written statement from the attending physician be presented to the school counselor or nurse RN which:

1. Verifies the pregnancy,
2. Notes her expected date of confinement,
3. Confirms that normal participation in classes does not pose a threat to her or the baby's well-being, and
4. Lists any specific restrictions that may apply.

Additional written permission from the attending physician may be required for participation in specific school activities.

## **H. MENINGOCOCCAL DISEASE**

One type of meningitis is caused by a bacteria called *Neisseria meningitidis*. Infections caused by this bacteria are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. The bacteria are spread from person to person contact through the exchange of nose and throat secretions, by activities such as kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are two vaccines that can prevent this disease in teens and young adults. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine (Menactra or Menveo) at age 11 or 12 years of age, with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school.

The state of Indiana requires all students in grades 6-12 to have appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is required for all students in 6<sup>th</sup> - 11<sup>th</sup> grade. A second booster dose is required for students entering 12<sup>th</sup> grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1).

All students in grades 6-12 must have acceptable documentation of required immunizations on record at the school they are currently attending. An acceptable record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many Health departments and private health care providers offer this vaccine. Please contact your health care provider for specific instructions regarding your child.

Additional information about meningococcal disease can be found at:

- The Indiana State Department of Health <http://www.in.gov/isdh/25455.htm>
- The Centers for Disease Control and Prevention <http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

## **I. HUMAN PAPILLOMAVIRUS (HPV)**

Indiana Code 20-34-4-3 requires the Indiana State Department of Health to provide information on the link between cancer and the human papillomavirus (HPV) and the vaccination that can protect your child from HPV related cancer later in life. Each year, HPV causes more than 26,000 new cases of cancer in both men and women. HPV is

the most common sexually transmitted infection and is spread by skin-to-skin sexual contact. The Centers for Disease Control and Prevention (CDC) has stated that based on recent studies, HPV is so common that nearly all sexually active people will get it during their life-time. Most HPV infections cause no symptoms and go away on their own. However, infection with the virus can lead to cervical cancer in women. It can also cause other oral and genital cancers in men and women. HPV causes genital warts.

Vaccination is the best way to prevent HPV infection and associated cancers present later in life. According to the Centers for Disease Control and Prevention, American Academy of Pediatrics, American Academy of Family Physicians, and the American College of Physicians, all boys and girls ages 11 or 12 years should get vaccinated. By vaccinating at this age, preteens will be protected before any exposure to the virus occurs. We also know the vaccine produces a better immune response at this age. There are two vaccines available to protect against HPV infection. The HPV vaccine is given in three doses over a six months. It is important to get all three shots. The HPV vaccine is safe to give at the same time as other recommended vaccines. Older teens and young adults can receive the vaccine through age 26.

The HPV vaccines are safe and highly effective. Both vaccines offer protection against HPV types 16 & 18. The vaccine is 93% effective in preventing precancers of the cervix caused by these types of HPV. One of the vaccines also offers protection from genital warts. The vaccines offer long-lasting protection from HPV. Current studies show that HPV protection from the vaccine lasts at least eight years. There is no evidence of waning protection after that time. These vaccines have also been studied very carefully for safety. Preteens and teens should always sit or lie down 15 minutes after receiving any vaccines to prevent fainting.

The vaccine does not protect against all types of HPV known to cause cervical cancer. It is important that women continue to receive routine cervical cancer screenings (Pap test). It is also important to follow-up on all abnormal results. The Pap test can find abnormal cells on the cervix, so that they can be removed before cancer develops. There are no tests currently available to find HPV in other parts of the body.

Please contact your health care provider if you have questions about HPV vaccine. Questions may be directed to the Indiana State Department of Health Immunization Program at (800) 701-0704.

For more information on HPV and the vaccine, please visit:  
Centers of Disease Control and Prevention (CDC) HPV website:

<http://www.cdc.gov/std/hpv/default.htm>

CDC HPV Vaccine website: <http://www.cdc.gov/vaccines/vpd-vac/hpv/>

Immunization Action Coalition (IAC) HPV website:

<http://www.vaccineinformation.org/hpv/>

1. <http://www.cdc.gov/hpv/whatishpv.html>
2. <http://www.cdc.gov/std/HPV/STDFact-HPV.htm>
3. <https://www.2.aap.org/immunization/illness/hpv/hpv.html>

## **Indoor Air Quality [IAQ]**

East Allen County Schools recognizes the importance of protecting your child's health. For this reason, East Allen County Schools has adopted Indoor Air Quality Policies for the district to follow. The measures instituted by the district include: 1) limiting animals in classrooms, except for educational purposes; 2) limiting the idling of vehicles on school grounds; and 3) the proper usage, storage and disposal of chemicals used on school grounds. Any concerns about IAQ should be addressed with your School Principal or the district's IAQ Coordinator (EACS Director of Facilities). More information about the practices being following by EACS on Indoor Air Quality can be found on the EACS Website.

## **Pest Control**

East Allen County Schools is committed to providing students a safe environment. EACS seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, the pest control practices that EACS utilizes may involve a variety of chemical and nonchemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. Parents and staff who want to receive advance notice of all pesticide use when school is in session should complete the EACS Pest Control Registry to receive notifications. The EACS Director of Facilities, (260) 446-0100 ext. 2003, is the contact person for providing information regarding pesticide application activities at the school site, the sending of notifications, and maintaining records of pesticide applications.

## **Asbestos Materials**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the East Allen County Schools are available for review and copying by students, staff and guardians during normal business hours. Asbestos Management Plans can be found at each school and at the Maintenance Service Center.

## **FOOD SERVICES – CAFETERIA POLICY**

All East Allen County Schools cafeterias use a Point of Sale system to keep track of money deposited into a student's account. Students are required to make deposits into their account for all purchases made in the cafeteria. (Except vended items) A \$10 minimum deposit is required for all full pay students. A \$2 minimum deposit is required for reduced priced students or for free students who wish to purchase ala carte items.

Money needs to be placed in an envelope with the student's name, POS ID number and amount of deposit. Deposits for the exact amount; no cash will be given back to the student. This needs to be turned in by 9:15 am to be credited to the student's account for lunch that day. Debit and credit cards may be used via E-Funds.

Full pay elementary students may charge up to \$5 before they are served an alternate meal. No charging is allowed for secondary students. An automated phone call is made to parents on Monday and Thursday evenings when a full pay student's balance falls below \$7.50 and reduced student is less than \$2 balance.

At the end of the school year, a student's balance (both positive and negative) will follow them to the next school year. Refunds for student's leaving the district or graduating can be requested from the school cafeteria manager. We can also transfer funds to a sibling who will be staying in the East Allen County School District.

All account activity and student balances can be viewed on the East Allen County Schools website under the Parents tab, using the Parent Access Login link.

**NOTE:** Food Service has implemented a new software program to receive/process the applications for Free/Reduced Lunch and Textbook Assistance. All applications will be done via the on-line registration, from your home computer or on-site at school during registration.

#### **INSURANCE**

Student accident insurance is available for purchase. The benefits are secondary, but will cover the first \$200 of a covered loss. All students must enroll in the EACS insurance plan or the parent must complete a Student Insurance Waiver Form (Pu-37). The waiver (Pu-37) or record of school insurance purchase must be on file in the school office by September 1 of the current school year. EACS does not provide medical insurance on students.

#### **RECORDS/RELEASE OF INFORMATION**

Most information about East Allen County Schools' students cannot be made public without consent of parents or legal guardians. To protect the rights and privacy of students and parents and to comply with federal and state laws and regulations, East Allen County Schools has adopted Policy 5125 which establishes guidelines concerning student records. Building principals and the Central Office Administration are responsible for the collection, maintenance and dissemination of all student records. Policy 5125 identifies who may access student records and explains how records may be requested. Copies of Policy 5125 are available in each school for review by any student or parent and online at [www.eacs.k12.in.us](http://www.eacs.k12.in.us). Questions concerning student records should be directed to the Office of Student Services.

Federal law does permit East Allen County Schools to release certain "directory information" which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory information" includes, but is not limited to, the student's name, address and telephone number, parent's name[s] and their home and work telephone numbers, major field of study, student work for display at the discretion of the teacher (no grade displayed), participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance,



degrees and awards received, motor vehicle description (including license plate number), hair and eye color, sex, date and place of birth, height, weight, grade level, photograph, video tape images not used in a disciplinary manner, quotations and other similar information. "Directory information" will not be provided to any organization to be used for profit-making purposes.

Before East Allen County Schools makes public any "directory information," it will provide, through its annual "Back-to-School Guide," annual public notice of the categories of information designated as "directory information" for a specific school year. For the current school year, the categories of information listed above will be designated as "directory information" which may be released without student or parent consent.

Parents and adult students may refuse to allow East Allen County Schools to disclose any or all of such "directory information" upon written notification to East Allen County Schools within twenty (20) days after receipt of this notice provided in the "Back-to-School Guide." East Allen County Schools may disclose "directory information" on former students without student or parental consent.

## STUDENT RIGHTS AND PROTECTIONS

### **ADA/Section 504**

The East Allen County Schools does not discriminate nor deny any handicapped person the opportunity to participate in or benefit from any benefit or service, which is afforded non-handicapped students or personnel. For further information, assistance, clarification, or complaint, parents are encouraged to contact the Director of Special Services at 446-0100.

Contact Information: East Allen County Schools  
1000 Prospect Avenue  
New Haven, IN 46774  
Telephone: (260) 446-0100

### **Anti-Harassment/Anti-Bullying**

It is the policy of East Allen County Schools to maintain a learning and working environment that is free from all forms of unlawful harassment. All complaints will be taken seriously and investigated by school administrators. A complaint form is available in the school office.

## STUDENT CONDUCT CODE

### **A. INTRODUCTION**

Indiana school law provides: “Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a school corporation.” (I.C. 20-33-8-8(a)).

Under Indiana school law, students are expected to “follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.” (I.C. 20-33-8-8(c)).

EACS will provide a safe and orderly learning environment for all students and personnel. As part of its legal responsibility and pledge to provide a safe and orderly learning environment for all students and personnel, the EACS Board of School Trustees has adopted a three-part student discipline plan that outlines core behavioral expectations, conduct violations and disciplinary interventions and consequences to alert both students and parents to conduct expectations and misconduct interventions and consequences.

EACS uses Culturally Responsive Positive Behavior Interventions and Supports (CR-PBIS). CR-PBIS is a researched based, proactive framework to address discipline throughout the school with a tiered set of interventions designed to help teachers and school administrators manage student conduct in a positive way and help students better understand and improve their behaviors.

EACS policy authorizes the Superintendent to adopt additional rules and regulations that do not conflict with the Board’s core behavioral expectations, or any other Board policies. In addition, EACS policy authorizes building principals to establish additional rules and regulations provided those additional rules and regulations do not conflict with the Board’s core behavioral expectations, any other Board policies, or any rules and regulations established by the Superintendent. (These building rules apply to the principal’s particular building once they have been given general publicity to the building’s students and parents.)

### **B. NON-DISCRIMINATION PLEDGE**

EACS does not discriminate on the basis of race, color, national origin, sex, or limited English proficiency due to national origin in regard to disciplinary actions against students.

### **C. CORE BEHAVIORAL EXPECTATIONS**

In order for EACS students to learn in a proper educational environment, certain behavior is expected of all students not only to promote a positive learning opportunity but also to protect fellow students and school staff members as well as public and private property. The EACS core behavioral expectations are:

(Behavioral Expectations 1-9 apply when a student is in school for either regular school or summer school, on school grounds, off school grounds at a school activity, function or event, or traveling to or from school or a school activity, function or event. Behavioral Expectation 10 applies on or off school grounds whether school is in or out of session.)

(Sec.-1) **Unexcused Absence from School:** Students shall be in school on time unless officially excused.

(Sec.-2) **Disruption of the Educational Process:** Students shall not engage in behavior that interferes with the educational processes of instructing and learning.

(Sec.-3) **Public Immodesty or Indecency:** Students shall not engage in immodest or indecent activity.

(Sec.-4) **Dishonesty:** Students shall not lie or cheat in class or school.

(Sec.-5) **Disobedience or Mistreatment of School Authorities:** Students shall not disobey, disrespect or mistreat any EACS staff member or adult authority.

(Sec.-6) **Threatening, Risking, Causing, or Attempting to Cause, Physical Injury:** Students shall not use, threaten to use, or attempt to use, physical force or violence, or engage in other conduct that may cause injury to others. (Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this expectation.)

(Sec.-7) **Taking, or Damaging, School Property or the Property of Others:** Students shall not steal or intentionally damage school property or the property of others.

(Sec.-8) **Possession, or Use, of Tobacco, Alcohol or Drugs:** Students shall not possess, use, transmit, or be affected by tobacco, alcohol, or drugs. (Prescribed use of a drug authorized by a medical prescription from a physician or use of an over-the-counter (OTC) drug for which parental or guardian permission has been granted (on an EACS medication form) are not violations of this expectation provided the drug is dispensed by or under the supervision of a school nurse.)

(Sec.-9) **Possession, or Use, of Explosives, Knives, Deadly Weapons or Firearms:** Students shall not possess or use any explosives, knives, deadly weapons, or firearms. (All items will be confiscated. Deadly weapons and firearms will be given to the proper authorities).

(Sec.-10) **Other Unlawful Activity:** Students shall not engage in unlawful activity on or off school grounds whether school is in or out of session that either interferes with a school purpose or an educational function or requires the student's removal to restore order or protect persons on school property.

#### **D. BEHAVIOR INTERVENTIONS AND CONSEQUENCES**

Students whose behavior does not meet the stated behavioral expectations will be subject to behavior interventions and consequences that may be administered by teachers, administrators or other school personnel. In certain situations, the behavior intervention and consequences for younger students (grades PK-5) may be at a lower

range than the interventions and consequences for older students (grades 6-12). Certain law violations will be reported to the appropriate juvenile or law enforcement authorities. Behavior interventions and consequences may be administered by teachers, administrators, or other school personnel. The level of behavior interventions and consequences is identified for each violation. Most violations have a minimum and a maximum level of behavior consequence. Normally, interventions will be progressive in nature moving to a more serious intervention for repeat violations. However, in certain situations, the violation may be a repeated offense or of such a serious nature that progressive interventions would not be appropriate. The following may be used as a menu of corrective responses for behaviors. The teacher and administrator have the discretion to respond to student behavior within each level. The list of interventions is not exhaustive, but serves as a guide for students, parents, teachers and administrators. The building principal will make the final decision as to the most appropriate level of intervention and consequence.

<p style="text-align: center;"><b>Tier 1 Responses</b> <b>Classroom Interventions and Consequences</b></p>
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Reteach Behavioral Expectation  
Parent Contact  
Conference with Student or Parent  
Loss of Privilege  
Seat Change  
Proactive Circle  
Short Term Removal/Buddy Teacher  
Detention (in-school & after school)  
Counselor Referral  
Affective Statements  
Begin Charting Behaviors in RDS  
Responsive Circles  
Restorative Questions  
Referral to Rtl Team  
Conflict Mediation

<p style="text-align: center;"><b>Tier 2 Responses</b> <b>School Administration Interventions and Consequences</b></p>
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Reteach Behavioral Expectation  
Parent Contact  
School Community Service  
Referral to Community Resources  
Behavior Contract (informal)  
Functional Behavior Assessment (FBA)  
Referral to Rtl Team  
Student Mentor

In-School Suspension  
Out of School Suspension  
Building Level Probation Agreement  
Suspension of Work/Driver's Permit  
Responsive Circles  
Restorative Questions  
Schedule Adjustment  
Loss of Privilege  
Detention  
Administrator Time Out  
Counselor Referral

**Tier 3 Responses**  
**School Administration /District Level Interventions and Consequences**

Court Referral  
Request for Expulsion  
Alternative Placement  
Out of School Suspension  
Building Level Probation Agreement  
Suspension of Work/Driver's Permit

**Law Enforcement Interventions**

Corrective responses for serious violations may be appropriate when a student's behavior seriously affects the learning environment or the safety of the student and/or others in the school.

Certain law violations will not only result in school consequences but also will be reported to the appropriate juvenile or law enforcement authorities:

- False alarms or destructive device threats
- Theft (if loss is over \$100)
- Arson
- Sale or possession of alcohol, marijuana, narcotics or any illegal drugs
- Sale or possession of deadly weapons or firearms
- Physical assault on a teacher, administrator, staff member or other adult having authority over the student
- Sex offenses
- Vandalism to school property (if damages are over \$100)

Other law violations including, but not limited to, minor theft (under \$100) or minor vandalism (under \$100), **battery and assault (threats)** may be reported to the appropriate juvenile or law enforcement authorities.

Note: **Questioning Or Taken into Custody by Police:** Under the Indiana Juvenile Code, any law enforcement officer may take a child into custody under a court order or if the officer has reason to believe the child has committed a delinquent act. School officials will attempt to contact and inform parents/guardians if their child has been questioned by police or taken into custody.

### **Financial Responsibility**

As an additional disciplinary consequence, students and their parents will be held financially responsible for damages to EACS' property caused by the student to the extent permitted by Indiana law. Under Indiana law (I.C. 34-31-4-1), a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

### **Alternative School or Educational Program (IC. 20-30-8-1)**

A principal with the consent of the Director of Student Services may require a student who is at least sixteen (16) years of age and wishes to re-enroll after an expulsion to attend one (1) or more of the following:

- An alternative school or alternative educational program.
- Evening classes.
- Classes established for students who are at least sixteen (16) years of age.

### **Corporal Punishment**

EACS' employees will not use corporal punishment (the physical striking of a student) to discipline a student. However, EACS' employees may use reasonable physical force or restraint as necessary to end a disturbance threatening physical injury to others, to take dangerous objects from students, for self-defense, or, for the protection of persons or property.

### Behavior Expectations and Interventions

The following may be used as a menu of corrective responses for behaviors. The teacher and administrator have the discretion to respond to student behavior within each level. The following list provides examples but may not include all interventions. These serve as a guide for students, parents, teachers and administrators.

Tier 1 Responses Classroom Interventions	Tier 2 Responses Administrator Interventions	Tier 3 Responses Administrator /District Interventions	Law Enforcement Intervention
<ul style="list-style-type: none"> <li>A. Reteach Behavioral Expectation</li> <li>B. Parent Contact</li> <li>C. Conference with Student or Parent</li> <li>D. Loss of Privilege</li> <li>E. Seat Change</li> <li>F. Proactive Circle</li> <li>G. Short Term Removal/Buddy Teacher</li> <li>H. Detention (in-school &amp; after school)</li> <li>I. Counselor Referral</li> <li>J. Affective Statements</li> <li>K. Begin Charting Behaviors in RDS</li> <li>L. Responsive Circles</li> <li>M. Restorative Questions</li> <li>N. Referral to Rtl Team</li> <li>O. Conflict Mediation</li> </ul>	<ul style="list-style-type: none"> <li>A. Reteach Behavioral Expectation</li> <li>B. Parent Contact</li> <li>C. School Community Service</li> <li>D. Referral to Community Resources</li> <li>E. Behavior Contract (informal)</li> <li>F. Functional Behavior Assessment (FBA)</li> <li>G. Referral to Rtl Team</li> <li>H. Student Mentor</li> <li>I. In-School Suspension</li> <li>J. Out of School Suspension</li> <li>K. Building Level Probation Agreement</li> <li>L. Suspension of Work/Driver's Permit</li> <li>M. Responsive Circles</li> <li>N. Restorative Questions</li> <li>O. Schedule Adjustment</li> <li>P. Loss of Privilege</li> <li>Q. Detention</li> <li>R. Administrator Time Out</li> <li>S. Counselor Referral</li> </ul>	<ul style="list-style-type: none"> <li>A. Court Referral</li> <li>B. Request for Expulsion</li> <li>C. Alternative Placement</li> <li>D. Out of School Suspension</li> <li>E. Building Level Probation Agreement</li> <li>F. Suspension of Work/Driver's Permit</li> </ul>	<p>Corrective responses for serious violations may be appropriate when student's behavior seriously affects the learning environment or the safety of the student and/or others in the school.</p> <p>Certain law violations will not only result in school consequences but also will be reported to the appropriate juvenile or law enforcement authorities.</p> <p>Students may be reported to Status Offender Court Alternative Program (SOCAP) for excessive absenteeism.</p>

1. **Attendance**-Students are expected to arrive to class on time and attend school daily. This includes attending all classes, obtaining permission before leaving an assigned area, and delivering parent and doctor notes for absences. Examples of behavior that would violate this Behavior Expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Responsible	1.1 Tardiness Not being present at the beginning of the school day. (A student is not counted tardy if the student's bus is late)	X	X		
Be Responsible	1.2 Late to Class Failure to report to class on time.	X	X		
Be Responsible	1.3 Leaving School without permission Leaving school property while school is in session without a valid excuse.		X		
Be Responsible	1.4 Cutting Class Failure to report to, or remain in class without a valid excuse.		X		
Be Responsible	1.5 Unexcused Absences/Truancy A failure to report to school without school authorization or parent consent or unexcused/truancy absences.		X		
Be Responsible	1.6 Habitual Unexcused Absences/Truancy <u>7</u> failures to report to school without school authorization or parent consent or <u>7</u> unexcused absences.		X		X



**2. Disruption of the Education Process-** Students shall not engage in behavior that interferes with the educational process of instruction and learning. Examples of behavior violating this Behavior Expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Respectful	<p>2.1 Bringing Personal Property Unrelated to the Educational Process to School            Bringing or possessing at school any object without permission of EACS educational personnel that has no educational purpose and may distract from instructing and learning such as cameras, lighters, matches, trading cards, toys, games, telephones, laser lights or electronic devices. Note- Items will be confiscated and may be returned to parents at the discretion of the principal or the principal's designee. The EACS administration recognizes parent concern for instant communication pertaining to the safety of their children. EACS also recognizes the potential use of cell phones for inappropriate communication, picture taking, and photographing of tests. All cell phones should remain unseen and unheard during instructional time.            Please see cell phone use policy on page 46.</p>	X	X		
Be Responsible	<p>2.2 Inappropriate Dress            Dressing in a manner that is not appropriate for the classroom or school activity such as wearing: shirts or sweatshirts which contain writing, pictures, or other insignia which are crude, vulgar, profane, or sexually suggestive, or which advocate racial, ethnic or religious prejudice, or which pertain to alcohol, drugs, or tobacco, bare midriff shirts or blouses, spandex nets, bandanas, sweatbands, sagging pants, or hats, hoods or sunglasses inside school buildings or buses. Clothing will be sufficient to conceal undergarments at all times.</p>	X	X		

**2. Disruption of the Education Process-** Students shall not engage in behavior that interferes with the educational process of instruction and learning. Examples of behavior violating this Behavior Expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Respectful	2.3 Misconduct Engaging in conduct such as chronic talking out in class, making rude noises or comments, teasing or horse-playing that disrupts instructing or learning.	X	X		
Be Responsible	2.4 Misusing Technology Failing to comply with all EACS and local school technology and electronic utilization policies, including policies related to use of equipment as well as policies related to internet access, intentionally damaging or disrupting hardware or software, violating copyright provisions without permission, accessing school records or another person's information or files without permission, entering or retrieving pornographic material or inappropriate text or files (files or text that contain derogatory or inflammatory racial, ethnic or religious slogans or symbols), intentionally entering or retrieving files carrying viruses, or engaging in any electronic crime or any unauthorized log-in using another students or faculty member's identity.		X	X	
Be Responsible	2.5 Gambling Playing any game of skill or chance for money or anything of value.		X	X	X
Be Responsible	2.6 Trespassing on School Property Entering any school property or facility without proper authority including entering school property or a school sponsored activity during a period of suspension or expulsion.		X	X	X

**2. Disruption of the Education Process-** Students shall not engage in behavior that interferes with the educational process of instruction and learning. Examples of behavior violating this Behavior Expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Safe	<p>2.7 Reckless Vehicle Use Operating any motorized or self propelled vehicle in a reckless manner on or near school grounds or at school sponsored activities.</p>		X	X	X
Be Safe	<p>2.8 Group or Gang Activity Engaging in activity such as: group or gang related coercion; intimidation; use of or displaying of, recognized group or gang colors, signs, graffiti, related paraphernalia, or involvement in activity which may incite any racial or ethnic group.</p>			X	X
Be Safe	<p>2.9 Interference With the Use of School Facility or School Grounds Occupying or urging others to occupy, any school building, school grounds, or part thereof with the intent to deprive others of its use including the blocking of entrances or exits of any school building, corridors, or rooms.</p>			X	X
Be Safe	<p>2.10 Failure to report Potential Action or Plans That May Cause Personal Injury or Property Damage Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or damage to property when the student has information about actions or plans regardless of where, when, or how the student received such information.</p>		X	X	X

**2. Disruption of the Education Process-** Students shall not engage in behavior that interferes with the educational process of instruction and learning. Examples of behavior violating this Behavior Expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Respectful	2.11 Disability Harassment Engagement in behavior that constitutes the harassment of anyone at school.		X	X	
Be Respectful	2.12 Racial/National Origin Harassment Engaging in behavior that constitutes racial or national origin harassment of anyone at school or at a school related activity including racial/national origin slurs, epithets, derogatory comments or descriptions, jokes, stories, drawings, pictures or gestures.		X	X	
Be Respectful	2.13 Religious Harassment Engaging in behavior that constitutes the harassment of anyone at school or at school related activity due to the individual's religious affiliation, or lack of religious affiliation.		X	X	
Be Respectful	2.14 Sexual Harassment Engaging in Behavior that constitutes the sexual harassment of anyone at school or at a school related activity such as unwelcomed sexual flirtations or propositions, sexual slurs, leering, sexually degrading descriptions or comments, sexual jokes, spreading sexual rumors, touching an individual's body or clothes in a sexual way, or cornering or blocking of normal movement.		X	X	X

**2. Disruption of the Education Process-** Students shall not engage in behavior that interferes with the educational process of instruction and learning. Examples of behavior violating this Behavior Expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Safe	<p>2.15 False Reporting Preventing or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any meeting or assembly on school property or at a school related activity including the making of a false report of a destructive device, fire or uncommon disease producing organism, triggering a false fire alarm or sending an actual or look alike uncommon disease producing substance to any school property vehicle or activity.</p>			X	X
Be Respectful	<p>2.16 Habitual Misconduct Consistently engaging in misconduct in a continuous pattern throughout the school year that disrupts instruction or learning.</p>		X	X	
Be Respectful	<p>2.17 Harassment and Bullying Engaging in any activity that disrupts a student’s ability to learn and a school’s ability to educate students. Harassment and bullying includes but is not limited to humiliation, slander, any written or verbal expression or physical act or gesture or a repeated hurtful behavior pattern directed toward another person. This behavior may include physical, verbal, written exclusionary behavior; cyber-bullying or emotional abuse intended to be harmful to another person, using property or equipment provided by the school, personal electronic devices or any other means. Parents or students should report acts of bullying which occur at school to the school principal or designee. All reports will be investigated.</p>		X	X	

**3. Immodesty or Indecency-**Students are expected to act/interact in ways appropriate for school settings. Examples of behavior that would violate this behavior expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Respectful	3.1 Inappropriate Speech/Conduct Inappropriate speech, conduct or material that is profane, indecent, lewd, vulgar or offensive to school purposes.	X	X		
Be Respectful	3.2 Sexual Behavior Engaging in any sexual activity while in school, on school property, or while participating in, or during attendance at school sponsored or events.		X	X	
Be Respectful	3.3 Peeping Looking into an area of a school facility where an individual could reasonably be expected to be disrobed, including restrooms, showers, and dressing rooms either in person or by means of a camera, a video recorder, or any other type of recording device.		X	X	
Be Respectful	3.4 Possession or Distribution of Pornographic Material Possessing or distributing materials that would reasonably be considered offensive by EACS community standards for students which are without redeeming educational or social value or which contain language considered to be vulgar, profane, or otherwise inappropriate.		X	X	X
Be Respectful	3.5 Public Indecency Publicly appearing in a state of indecency while in school, on school property, or while participating in, or during attendance at school sponsored activities or events.			X	X

**4. Dishonesty**-Students are expected to keep papers in their original form, turn in their own work, and provide the truth when speaking or writing. Examples of behavior that would violate this behavior expectation include but not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Responsible	4.1 Cheating Engaging in fraudulent conduct to gain an advantage in class or assist others in gaining an advantage in class or school. Student may receive a zero for assignment	X	X	X	
Be Responsible	4.2 Plagiarism Copying or imitating the language or ideas and thoughts of others and passing them on as one’s original work (this violation may also have academic consequences). Student may receive a zero for assignment		X	X	
Be Responsible	4.3 Misrepresentation Intentionally providing or omitting false written or oral information to anyone in authority at school with the intent to deceive school officials: including forging passes, notes, or school communications; falsely accusing any person of harassment; violating a school rule or state/federal law.		X	X	
Be Responsible	4.4 Altering Official School Records or Communications Tampering with official school documents in any manner, including changing grades or forging names on passes.		X	X	

**5. Disobedience or Mistreatment of School Authorities:** Students shall not disobey, disrespect or mistreat any EACS a staff member or adult authority. Examples of behavior that would violate this behavior expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Respectful	5.1 Disrespectful or Inappropriate Behavior Directed Toward a Supervisory Adult Engaging in behaviors such as walking away; (physically leaving while the adult is talking to the student); talking back (responding orally in a rude manner); inappropriate gestures or actions (actions that may be seen as rude or obscene); or other behavior reasonably considered disrespectful.	X	X		
Be Respectful	5.2 Insubordination/Defiance Failing to follow any reasonable direction given by staff member or adult in authority.	X	X		
Be Respectful	5.3 Failure to Serve an Intervention or Consequence Failing to serve a consequence by a staff member or an adult in authority. Intervention or consequence may be a detention, In-school suspension, community service, etc.		X	X	



**5. Disobedience or Mistreatment of School Authorities:** Students shall not disobey, disrespect or mistreat any EACS staff member or adult authority. Examples of behavior that would violate this behavior expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Respectful	5.4 Assault: Threatening an EACS Employee with Physical Harm/General Threat Threatening to strike, attack, or harm an EACS employee through any means of communication, including gestures, symbols, or signals such as threatening “to get” an EACS employee, creating a “hit list “of EACS employees who may be put in fear of harm, or warning an EACS employee that a family member might get hurt. Mentioned of general threat which implies staff may be in danger.			X	X
Be Respectful	5.5 Causing Injury to an EACS Employee Willfully participating in a physical altercation, reckless behavior or disorderly conduct that results in injury to an EACS employee.			X	X
Be Respectful	5.6 Battery to an EACS Employee Knowingly or intentionally touching, or placing blood or any other bodily fluid or product on, an EACS employee in a rude, insolent or angry manner including any such touching that occurs when the EACS employee is making a reasonable attempt to intervene in a student fight or other physical altercation.			X	X

**6. Attempting or Causing Injury to Others**-Students are expected to act/interact with friends, peers, and staff members that promote safe, positive school settings and do not lead to possible injuries. Examples that would violate this Behavior Expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Respectful	<b>6.1 Throwing Objects</b> Throwing any object, except in the normal course of participating in a recreational or athletic activity that may cause physical injury to another person in any part of the school building, on school grounds, at school events, or at or on school vehicles.	X	X		
Be Safe	<b>6.2 Pushing, Kicking, Slapping, Hitting</b> Pushing, kicking, slapping or hitting anyone either with or without intent to injure the person.	X	X		
Be Safe	<b>6.3 Recklessness</b> Performing an act that creates a substantial risk of bodily injury to another person or self.	X	X		
Be Respectful	<b>6.4 Assault</b> Threatening with Physical Harm/General Threat Threatening to strike, attack or harm anyone through any means of communication, including gestures, symbols, or signals such as threatening “to get” the person, creating a “hit list” of persons who are to be put in fear of harm, or warning a person that a family member could get hurt. Mention of general threat which implies students may be in danger.		X	X	X

**6. Attempting or Causing Injury to Others**-Students are expected to act/interact with friends, peers, and staff members that promote safe, positive school settings and do not lead to possible injuries. Examples that would violate this Behavior Expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Respectful	6.5 Provocation Engaging in conduct that is likely to provoke a reasonable person to fight or commit battery including verbal altercations.	X	X		
Be Respectful	6.6 Hazing Forcing or requiring another person, with or without the consent of the other person, and as a condition of association with a group or organization, to perform an act that may create a substantial risk of bodily injury.		X	X	
Be Respectful	6.7 Fighting Engaging in unpremeditated encounter with one or more other persons involving the giving and taking of blows, or the willingness to give and take blows.			X	X
Be Respectful	6.8 Battery Knowingly or intentionally touching or placing blood or any other bodily fluid or product on another person in a rude, insolent or angry manner.			X	X

**7. Taking or Damaging Property of Others**-Students are expected to enter the school facility with approval, be in possession of their own property, and handle all property with care so that it is not damaged.

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Respectful	7.1 Theft/Conversion Taking or Possessing school property or the property of another person without permission.		X	X	X
Be Responsible	7.2 Receiving Stolen Property Receiving, retaining, or disposing of school property or the property of another person that has been the subject of theft or conversion.		X	X	X
Be Respectful	7.3 Vandalism or Use of Graffiti Causing damage to school property or the property of others.				X
Be Safe	7.4 Arson/Mischief Setting fire to or attempting to set fire to any school property by the use of fire or any incendiary device.	X		X	X

**8. Possession or Use of Alcohol, Tobacco, or Drugs**-Students shall not possess, use, transmit, or be affected by tobacco, alcohol, or drugs on school grounds or at school sponsored activities on or off school grounds. Examples of behavior that would violate the Behavior Expectation include, but not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Safe	8.1 Caffeine Based Pills, Stimulants Possessing, using distributing or being affected by caffeine-based pills, substances containing phenylpropanolamine (PPA) or stimulants of any kind, whether available with or without a prescription.		X	X	X
Be Safe	8.2 Misuse of Over the Counter Drugs Possessing, using, distributing or being affected by any over-the counter drug or substance(including herbal-vitamin-dietary supplements) in a manner not authorized by written parental or guardian permission evidenced by a non-expired, properly executed EACS medication form.		X	X	X
Be Safe	8.3 Misuse of Prescription Drugs Possessing using, distributing, selling or being affected by a prescription drug in a manner not authorized by written parental or guardian permission evidenced by an unexpired properly executed EACS medication form.		X	X	X
Be Safe	8.4 Tobacco Products Possessing, using or distributing any tobacco product or any substance which is represented to be a tobacco product including e-cigarettes and vapor devices. 1 <sup>st</sup> Offense – 1 day ISS / Possible Ticket 2 <sup>nd</sup> Offense – 1 day OSS / Possible Ticket		X	X	X

**8. Possession or Use of Alcohol, Tobacco, or Drugs**-Students shall not possess, use, transmit, or be affected by tobacco, alcohol, or drugs on school grounds or at school sponsored activities on or off school grounds. Examples of behavior that would violate the Behavior Expectation include, but not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Safe	<p>8.5 Alcohol Possessing, using, transmitting, or being affected by any alcoholic beverages or any substance which is represented to be an alcoholic beverage.</p> <p>1<sup>st</sup> Offense – 5-10 day suspension; student will complete alcohol prevention program administered by EACS</p> <p>2<sup>nd</sup> Offense – 10 days OSS pending request for expulsion.</p>			X	X
Be Safe	<p>8.6 Drug Paraphernalia Possessing or using pipes, bongs, clips or related items.</p>			X	
Be Safe	<p>8.7 Drugs Possessing, using, transmitting, or being affected by any non-prescribed narcotic drug, hallucinogenic drug, steroid, marijuana, barbiturate, amphetamine, intoxicant, depressant, inhalant, or any substance which is represented to be or looks like any banned substance.</p>			X	X

**9. Possession, or Use of Explosives, Knives, Deadly Weapons or Firearms** -Students shall not possess or use any explosives, knives, deadly weapons, or firearms. Examples of behavior that would violate this behavior expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Safe	9.1 Knives Possessing or using any knife, including a pocket knife, for any reason unrelated to a school.			X	X
Be Safe	9.2 Fireworks & Explosives Possessing or using any fireworks product or explosive device.			X	X
Be Safe	9.3 Deadly Weapons Possessing or using any weapon, device, taser, electronic stun weapon, equipment, chemical substance or other material that in the manner it is use, or is intended to be used is readily capable of causing serious bodily injury.			X	X
Be Safe	9.4 Other Firearms Possessing, handling or transmitting any loaded or unloaded weapon that is capable of or designed to or that may readily be converted to expel a projectile by way of explosion. Such as but not limited to starter, gun, pipe bomb, or grenades.			X	X
Be Safe	9.5 Imitations of Deadly Weapons Possession of any material equipment or object that is made to look like a deadly weapon.			X	X

**9. Possession, or Use of Explosives, Knives, Deadly Weapons or Firearms** -Students shall not possess or use any explosives, knives, deadly weapons, or firearms. Examples of behavior that would violate this behavior expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Safe	9.6 Handguns Possessing, handling or transmitting any loaded or unloaded handgun/firearm.			X	X
Be Safe	9.7 Rifles or Shotguns Possessing, handling, or transmitting any loaded or unloaded rifle or shotgun.			X	X
Be Safe	9.8 Firearms Expels Projectile by Air Possession of any item represented to be a firearm or any weapon or device that expels a projectile by air.			X	X



**10. Other Unlawful Activity-** Students shall not engage in or conspire to engage in unlawful activity on or off school grounds whether school is in or out of session that either interferes with the school purpose or an educational function or requires the student's removal to restore order to protect persons on school property. Examples of behavior that would violate this behavior expectation include, but are not limited to:

Behavior Expectation	Behavior Violation	Tier 1	Tier 2	Tier 3	Law Enforcement Intervention
Be Responsible	10.1 Unlawful Activity Interfering with the School Purpose or Educational Function.			X	X
Be Responsible	10.2 Unlawful Activity Requiring a Student's Removal to Restore Order or Protect Persons on School Property.			X	X

## DUE PROCESS PROCEDURES AND LIMITATIONS

**1. Suspension** I.C. 20-33-8-18. A school principal, or his/her designee, may suspend a student for not more than ten (10) school days for misconduct, substantial disobedience, engaging in unlawful activity on or off school grounds or weapon violations. No student may be suspended before the school principal, or his/her designee, has afforded the student an opportunity for a meeting during which the student is entitled to the following:

- A written or oral statement of the charge against the student.
- A summary of the evidence against the student if the student denies the charge.
- An opportunity to explain the student's conduct.

If the student's misconduct requires immediate removal, the required meeting will take place as soon as reasonably possible after the student's suspension.

Following the suspension, the school principal, or his/her designee, will send a written statement to the parent of the suspended student describing the following:

- The student's misconduct.
- The action taken by the school principal or his/her designee.

**2. Expulsion Meeting** I.C. 20-33-8-19 A student expulsion is initiated by the student's principal filing a written charge requesting the student's expulsion. A student expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the Superintendent, or the Superintendent's designee. A student or a student's parent who fails to request and appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. At the expulsion meeting, the person conducting the expulsion meeting will:

- Make a written summary of the evidence heard at the expulsion hearing.
- Take such action as the person finds appropriate.
- Give notice of the action to the student and the student's parent.

**3. Continued Suspension Pending an Expulsion Meeting** I.C. 20-33-8-23 The Superintendent, or his/her designee, may continue a student's suspension for more than the ten (10) school day period until the time of the expulsion decision, if expulsion has been requested and the student's continued suspension will prevent or substantially reduce the risk of:

- Interference with an educational function or school purpose; or
- A physical injury to the student, other students, school employees, or visitors to the school.

**4. Appeals of Suspension Decisions by Principal:** There is no right to appeal the suspension decision of the principal, provided the principal complied with the pre-suspension notice requirements outlined in I.C. 20-33-8-19.

**5. Procedure For Disciplinary Action Against A Child With A Disability (I.C. 20-33-8-34):** Any disciplinary action taken against a student who is a child with a disability (as defined in I.C. 20-35-1-2) is subject to the Indiana’s State Board of Education’s disciplinary procedures for students with disabilities and is also subject to the procedural requirements of 20 U.S.C. § 1415 and rules adopted by the Indiana State Board of Education which are incorporated in the Board’s policy outlining disciplinary procedures for students with disabilities.

**BOARD CONSIDERATION, AND INTERMEDIATE ADMINISTRATIVE REVIEW, OF STUDENT DUE PROCESS**

**APPEALS**

**1. Board Consideration:** The EACS Board of School Trustees does not hear appeals in student discipline cases. However, the Board President does designate a Board member to serve as an “observer” during any administrative intermediate review of any expulsion examiner’s decision.

**2. Intermediate Administrative Review:** The student, or the student’s parent, may, within ten (10) days of receipt of notice of the action taken as a result of the expulsion meeting, request an intermediate administrative review of any expulsion examiner’s decision. Upon receipt of such a request, the Superintendent will designate an administrator to conduct the requested intermediate review. The administrator designated by the Superintendent to hear an intermediate appeal has the discretion to determine how the intermediate review will be conducted. The Superintendent’s designee, on intermediate appeal, will consider the record of the expulsion meeting, any evidence discovered since the expulsion meeting, and the positions of the parent and the school as presented to the designee, either orally or in writing. If “newly-discovered evidence” is proffered by the parent, or the student’s representative, the Superintendent’s designee can decide whether to require such evidence to be presented through witnesses, or in written summary form (through affidavits or otherwise). Before accepting, and relying upon “newly-discovered evidence,” the Superintendent’s designee must determine that the new evidence was not available at the time of the expulsion meeting. If “newly-discovered evidence” is to be considered, the school’s representative will be given an opportunity to respond to the new evidence presented by the student’s representative. This opportunity to respond may require a recess, or continuance, of the meeting regarding the intermediate appeal. The Superintendent’s designee does not evaluate the credibility of evidence presented to the expulsion examiner during the intermediate review process. Factual findings determined by the expulsion examiner are deemed to be correct unless there is a total absence of evidence in the record to support the expulsion examiner’s factual determination. The Superintendent’s designee does assess whether the factual findings of the expulsion examiner support the conclusion that a violation has occurred. The Superintendent’s designee also reviews the penalty imposed for consistency and appropriateness.

A student may be represented by an attorney at the intermediate appeal. Legal Counsel for EACS will attend if requested, any intermediate appeal meeting if the student is represented by an attorney. The Superintendent's designee will take the matter under advisement after the intermediate appeal meeting and then timely issue a written determination. After the designee's decision is made, the student, and the student's parent, have no further review options within EACS but may be entitled to judicial review of any expulsion decision.

## **DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES**

Under Indiana law and EACS Board policy, students with disabilities are subject to the EACS Student Conduct Code and, therefore, may be suspended or expelled for any violation of the Conduct Code subject to the following limitations contained in I.C. 20-33-8 and 511 IAC 7-29. Additional information regarding Disciplinary Procedures for Students with Disabilities are available in the Office of Student Services.

## **PARENT PARTICIPATION POLICY**

A parent (including a guardian or custodian) of a dependent student at the discretion of and upon proper notice by EACS personnel may be requested to participate in any disciplinary action involving the student's behavior, which is authorized under Indiana school law, I.C. 20-33-8, as well as the EACS Student Conduct Code.

Parent participation includes, but is not limited to, attending meetings, conferences, hearings, and assuring regular school attendance and attendance after school if necessary.

When EACS personnel deem it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:

1. Telephone contact by EACS personnel at least three (3) days in advance of the meeting, conference or hearing, followed by a letter of confirmation by regular or certified mail; or
2. Personal delivery of written notice of the required attendance at the meeting, conference or hearing by EACS personnel at least three (3) days beforehand.

The Superintendent, a principal or other administrative official shall be authorized upon receipt of parental consent to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency if such testing, counseling or evaluation is reasonably necessary to help any student, to further school purposes, or, to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the request of EACS personnel to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the

student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with I.C. 31-34-1-7.

## SEARCH AND SEIZURE POLICY

Prior to conducting any searches, the principal or his/her designee, shall summon another adult as a witness, if to do so will not result in an unreasonable delay. Determining whether unreasonable delay may result, is within the sole discretion of EACS.

### **1. Lockers:**

Under Indiana school law (I.C. 20-33-8-32) and EACS Board policy, a student who uses a locker that is EACS property is presumed to have no expectation of privacy in that locker or the locker's contents. A school principal, or his/her designee, may search a student's locker and the locker's contents at any time there is reasonable suspicion to believe such a search will lead to the discovery of:

- Evidence of a violation of an EACS Behavioral Expectation, or of state or federal law;
- Anything which represents a danger of physical harm or illness to students, EACS personnel, or others; or
- Unsanitary conditions.

### **2. Automobiles:**

A student who utilizes school parking privileges gives implied consent for a search of the student's vehicle under the same standards of reasonable suspicion that govern the search of a student's locker.

### **3. Student's Person/Book Bag/Possessions or Belongings:**

A student's person, book bag, possessions or belongings may be searched under the same standards of reasonable suspicion that govern the search of a student's locker.

Book bags should only be used for transporting school supplies to and from school. Book bags, coats and large purses shall remain in lockers throughout the school day. Bags needed for gym that are carried in the hallway must be clear or "see through".

### **4. Disposition of Seized Items:**

Any item seized from a student's locker, vehicle, person, book bag, possessions or belongings may be confiscated and:

- Admitted into evidence at any suspension or expulsion meeting;
- Destroyed if the item has no significant value;
- Returned to the student's parent; or
- Turned over to juvenile or law enforcement authorities.

### **5. Searches by Law Enforcement Authorities and Use of Certified Canines:**

Under Indiana school law and EACS board policy, a law enforcement agency having jurisdiction over the geographic area where a school is located may assist

in a search at the request of a school principal. Such assistance may include but may not be limited to the use of a certified dog and handler to initiate a search.

#### **CELL PHONE/ELECTRONIC COMMUNICATION DEVICE POLICY**

In support of our mission, EACS is committed to helping students prepare to succeed outside the classroom. In order to accomplish this mission, it will be necessary to ready students and teachers for the world of today and not the classrooms of yesterday. Thus, the importance of using technology tools to enhance learning will be even more important as advances are made during the 21<sup>st</sup> century and beyond.

Current cell phones have the computing power of a personal computer and can provide an important link into increasing student learning and achievement. EACS will be encouraging and supporting teachers in the continual use of technology, such as cell phones, to increase 21<sup>st</sup> century skills that will enable success in the local and global society.

**EACS WILL NOT BE RESPONSIBLE FOR LOST, STOLEN OR BROKEN CELL PHONES/ELECTRONIC COMMUNICATION DEVICES AND WILL NOT PAY FOR PHONES/DEVICES THAT ARE LOST, STOLEN OR MISPLACED BY STAFF MEMBERS AFTER CONFISCATION.**

Due to the enormous time spent on stolen cell phones/electronic communication devices, the school will NOT investigate stolen cell phones/electronic communication devices. Their security is the sole responsibility of the student.

#### **PARENT MESSAGES AND TELEPHONE CALLS**

We request your cooperation in limiting classroom disruptions to emergencies only. Because classroom time is valuable, we like to minimize disruptions. Forgotten items such as lunches, books and assignments, or any other items cannot be delivered to your student's class. Every time a classroom door is opened, concentration and instruction are interrupted. Messages will be delivered, but we recommend no calling or texting to students during the instructional day.

#### **EACS BULLYING AND HARASSMENT POLICY**

It is the intent of East Allen County Schools (EACS) to provide all students with an equitable opportunity to learn. EACS is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bullying is detrimental to student learning and achievement. It interferes with the mission of our schools to educate students and disrupts the operations of the school. Bullying affects not only students who are targets but also those who participate and witness such behavior.

EACS also believes that promoting ethical and responsible behavior is an essential part of our school's educational purpose. Ethics, responsible behavior and "character" are important if a student is to leave school as a "responsible

contributor to the local and global society." Bullying and harassment interfere with the accomplishment of this mission. EACS will take action in response to conduct that interferes with a student's opportunity to learn, our educational mission, and the operations of our schools.

### **Bullying Prohibited**

Bullying/Harassment is not acceptable conduct in EACS and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; 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. If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report the cyber bullying or harassment to the police.

### **Bullying Defined**

For the purpose of this policy, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) Has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) Has the effect of substantially interfering with the targeted student's academic performance; or
- (4) Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

## **Cyber Bullying Defined**

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing students, staff members, or school community at large by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

## **Application of policy**

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, or computer network. In addition, bullying is prohibited regardless of physical location when:

- (1) The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- (2) The bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Humiliation, slander, or repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics whether or not the student actually possesses them.
- B. Physical contact or injury to another person or his/her property
- C. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace
- D. Blackmail, extortion, demands for protection money, or involuntary loans or donations
- E. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures
- F. Stalking
- G. Blocking access to school property or facilities



H. Stealing or hiding books, backpacks, or other possessions.

For the purpose of these guidelines, bullying does not mean mere teasing, put-downs, "talking trash", trading of insults, or similar interactions among friends.

The determination of whether particular conduct constitutes bullying requires reasonable consideration of the circumstances which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### **Reporting**

Any student who believes he/she has been or is currently the victim of bullying or has knowledge of conduct that may be in violation of this policy is encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A parent may also submit a written report if he/she believes their child is currently the victim of bullying or has knowledge of conduct that may be in violation of this policy. The student may also report concerns to a teacher who will be responsible for notifying the appropriate administrator. All reports to staff of bullying must be reported to school administrators. Complaints against the building principal should be filed with an Assistant Superintendent. Complaints against an Assistant Superintendent or any other central office administrator should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Any employee who has knowledge of conduct that may be in violation of this policy **must** make a verbal report the same day when he/she has observed or become aware of such conduct and a written report using the **Report Form for Complaints of Harassment/Bullying/Discrimination** within 1 working day from when the verbal report was made.

Acts of reprisal or retaliation against any person who reports an incident of suspected bullying or otherwise participates in an investigation or inquiry related to a complaint of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

### **Responding to Bullying**

All complaints about bullying behavior that may violate this policy shall be **promptly** investigated. Complaints submitted anonymously also shall be investigated. Employees receiving anonymous complaints shall transcribe the complaint onto the **Report Form for Complaints of Harassment/Bullying/Discrimination**. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

The individual charged with investigating the complaint shall initiate an investigation and interview the complainant (or alleged target) within one (1) working day from when the complaint was received. If the alleged misconduct rises to the level of bullying, parents of the students involved will be notified of the nature of the complaint within one (1) working day from when the complaint was received. These timetables may be modified based on the scope of investigation and the totality of circumstances. 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 harassment, intimidation, or bullying. The principal shall submit the report to the Director of Student Services and the Superintendent or designee of the school corporation within ten (10) school days of the completion of the investigation.

The investigator shall report extreme incidents of bullying to the Superintendent or designee as soon as possible. Incidents that rise to the level of criminal conduct will be reported to law enforcement as soon as possible.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from restorative conferences, positive behavioral interventions up to and including expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The targeted student and his/her parents shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Should the findings of the investigation require remedial action, that plan of action must include but is not limited to the following: (1) Protection/support plan for the target and education for the individual involved in bullying; (2) Discipline for the bully as described above; (3) Notification to the parents of both the target and the bully.

Documentation related to the incident, other than any discipline imposed or other remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:

1. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
2. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
3. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

### **Failure to Report/Investigate**

Employees, volunteers or contracted service providers who fail to report suspected bullying and employees who are obligated under these guidelines to investigate, but fail to do so, may be subject to disciplinary action.

### **Training and Development**

A bullying prevention program using age appropriate research based information will be developed and implemented. No later than October 15 of each year, East Allen County Schools will provide age appropriate research based instruction focusing on bullying prevention for all students in grades Pre-K through 13.

East Allen County Schools will provide training to the school corporation's employees and volunteers who have direct and ongoing contact with students concerning the school's bullying prevention and reporting policy.

<b>SEXUAL HARRASSMENT AND SEX DISCRIMINATION</b>
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Section 1. General. As legally required, including under Title IX of the Education Amendments of 1972 and the Indiana Civil Rights Law, it is the policy and practice of East Allen County Schools ("EACS") that no student will be excluded from participation in, be denied the benefits or, or be subjected to discrimination in any education program or activity on the basis of sex. A student may not, based on sex, be limited in the enjoyment of any right, privilege, advantage, or opportunity, including courses, extracurricular activities, benefits, and facilities.

Section 2. Prohibition Against Sexual Harassment. The Administrative Guideline against sex discrimination includes a prohibition against sexual harassment both on and off school grounds if the conduct occurring away from school grounds affects EACS' environment. This prohibition includes but is not limited to conduct occurring at school buildings and bus stops, on buses, and during extracurricular activities, regardless of where they occur. Prohibited conduct includes but is not

limited to sexual advances, requests for sexual favors, sexual violence, and other verbal or physical conduct of a sexual nature that limits or denies, on the basis of sex, a student's ability to participate in EACS' programs and activities.

This Administrative Guideline prohibits sexual harassment by an employee or agent of EACS, by another student, and by third parties who come in contact with students at school or at school-related activities.

Section 3. Title IX Coordinator. EACS' Title IX Coordinator is responsible for EACS' compliance with Title IX, including directing the investigation of sex discrimination and sexual harassment complaints and assuring that prompt and effective corrective action is taken. EACS' Title IX Coordinator is:

Mrs. Tina Grady  
1240 State Road 930 East  
New Haven, Indiana 46744  
260-446-0100  
tgrady@eacs.k12.in.us

Section 4. Making a Complaint: Parents and students are encouraged to submit a complaint or provide information about suspected harassment or discrimination so that EACS may conduct a prompt investigation. Complaints may be made orally or in writing to a building administrator, guidance counselor or directly to the Title IX Coordinator. A complaint should be made as soon as possible after the complained-of incident, preferably within 10 days. However, EACS accepts complaints after the 10-day period.

EACS' employees are required to immediately report suspected sex discrimination and sexual harassment in writing to the Title IX Coordinator, whether the report is based on the employee's witnessing such conduct or on information from a student, a student's parent, or a third party. If a building administrator is the first EACS' employee to receive notice of a complaint, he or she must forward the complaint to the Title IX Coordinator immediately. The Title IX Coordinator will keep a record of all complaints. EACS' employees must also intervene to stop any observed sex discrimination or sexual harassment, unless surrounding circumstances would make such intervention dangerous. If this occurs, the EACS' employee must document and immediately report the incident to the Title IX Coordinator.

Complaints may be submitted on the complaint form (page 55). Regardless of the way in which the suspected sex discrimination or sexual harassment is reported, the complaint must be recorded in writing for submission to the Title IX Coordinator. All complaints will be treated as "formal" complaints. All complaints and subsequent investigations will be kept as confidential as possible. Upon receipt of a complaint, the Title IX Coordinator will contact the student's parent or guardian, or the student if the student is 18 or older, to advise that the Title IX Coordinator will investigate the alleged misconduct and to explain the process.

Immediately after receiving a complaint, the Title IX Coordinator will work with the building administrator to determine whether to take interim measures during the investigation and whether EACS must report the incident that is the subject of the complaint to Department of Child Services or law enforcement. Interim measures could include separating the individuals involved in the complaint, in-school suspension, or other interim disciplinary measures.

There is no "informal" process for addressing complaints of sex discrimination or sexual harassment. Any student who reports suspected sex discrimination or sexual harassment will not be required to resolve issues directly with the person accused of misconduct at any time.

Mediation will not be used to resolve reports of suspected sexual assault. EACS will take action to stop all sexual harassment, remedy the effects of the harassment, and prevent recurrence.

**Section 5. Investigating A Complaint:** The Title IX Coordinator or designee will conduct and complete a prompt investigation of the complaint in a timely manner. Depending on the nature and complexity of the issues, the process should generally take no more than approximately 30 days.

The investigation may include interviews of the complainant, the individual accused of engaging in discriminatory or harassing behavior, and any witness who may have relevant information.

All individuals who are interviewed will be provided an opportunity to present any evidence they reasonably believe could be relevant. Evidence of a student's past relationships with third parties will not be solicited or considered at any time. The complainant or the person who has been accused of misconduct may contact the Title IX Coordinator for a status update during the investigation.

At the conclusion of the investigation, the Title IX Coordinator will complete a confidential report documenting whether the allegations of suspected sex discrimination or sexual harassment are substantiated and, where necessary, proposing corrective and remedial action. In making the determination, the Title IX Coordinator will use the preponderance of the evidence standard of review (i.e., it is more likely than not that the sex discrimination or sexual harassment occurred). After reaching a determination, the Title IX Coordinator will inform the Complainant and the person accused of misconduct, in writing, whether each allegation was substantiated. This correspondence will include notice of EACS' prohibition against retaliation.

**Section 6. Appealing the Title IX Coordinator's Determination:** If either the complainant or the person accused of misconduct wishes to appeal the Title IX Coordinator's determination, he or she must contact the Title IX Coordinator within 10 days of receiving notice of the determination. Upon timely notice of appeal, the Superintendent will review the Title IX Coordinator's findings and any supporting documentation.

After the Superintendent's review, he/she may 1) affirm the Title IX Coordinator's determination; 2) reverse the Title IX Coordinator's determination, or 3) direct the Title IX Coordinator to take additional investigative actions. If the Superintendent directs further investigation, the investigation process described in *Investigating A Complaint* begins again. At the close of the additional investigation, the Title IX Coordinator will again inform the Complainant and the person accused of misconduct, in writing, whether each allegation was substantiated. The complainant and the person accused of misconduct will have 10 days to appeal the new decision to the Superintendent. The Superintendent's decision is final, except to the extent that an employee has a contractual right to challenge the decision or a student a legal right to challenge it.

**Section 7. Corrective Action:** If the Title IX Coordinator determines that a student has violated the Title IX policy or otherwise engaged in misconduct and that corrective action is necessary, discipline will follow the procedures outlined in the *Due Process Procedures and Limitations* portion of the EACS Student Handbook. Student corrective action could range from parent conferences up to and including expulsion.

If the Title IX Coordinator determines that a staff member has violated the Title IX policy or otherwise engaged in misconduct and that corrective action is necessary, he/she will either implement the corrective action as part of his/her role as Human Resources Director or recommend the corrective action to the Superintendent for his/her approval. Employee corrective action could range from a written warning up to and including a recommendation for termination of employment. If implementing the corrective action requires a hearing, the student who was the target of the alleged sex discrimination or sexual harassment does not have to appear in the same hearing room as the person accused of misconduct.

**Section 8. Remedial Action:** If the Title IX Coordinator determines that the allegations of suspected sex discrimination or sexual harassment are substantiated, then he/she must consider whether providing remedial action is appropriate. Remedial action could include student counseling and academic support, including recalculating any course grades, if appropriate.

**Section 9. Prohibition Against Retaliation:** EACS prohibits retaliation of any kind against anyone who reports suspected sex discrimination or sexual harassment. EACS' primary concern is student safety and providing a learning environment free of sex discrimination and sexual harassment. A student who makes a good faith report of sexual violence will not be disciplined for engaging in any sexual activity on school grounds or in connection with school-related activities that EACS discovers during its investigation. Retaliatory words or actions against someone who reports suspected sex discrimination or sexual harassment will result in discipline, up to and including student expulsion or termination of employment.

**Section 10. Concurrent Complaints:** Nothing in this Administrative Guideline limits a complainant from filing and pursuing a concurrent criminal complaint. A

complainant may pursue a criminal complaint with an appropriate law enforcement agency, a sex discrimination or sexual harassment complaint according to EACS' Title IX Policy, or both simultaneously.

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**Title IX Complaint Form**

**I. Contact Information**

Telephone Number: \_\_\_\_\_

**II. Complainant**

You are filing this complaint on behalf of:

\_\_\_\_\_

Yourself  Your child or student  Another student

**III. School Information**

School Name:

\_\_\_\_\_

Principal's Name:

**Nature of Complaint**

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please describe the incident you experienced that led to this complaint in as much detail as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the individuals involved in and any witnesses to the incident.

\_\_\_\_\_  
\_\_\_\_\_

Submit this form to a building administrator or to EACS Title IX Coordinator Mrs. Tina Grady, 1240 State Road 930 E., New Haven, Indiana 46744, 260-446-0100, tgrady@eacs.k12.in.us.

## STUDENT ACTIVITY CODE OF CONDUCT

Participation in school sponsored activities governed by individual school rules, EACS discipline policy, IHSAA guidelines and Indiana Code is a privilege and is dependent upon students conducting themselves in a manner not discrediting the East Allen County School Corporation, or its schools. Participation is subject to academic eligibility and acceptable behavior both in and out of school.

The EACS' Core Behavioral Expectations identified in the EACS' Guide to Students and Parents apply both on and off school grounds for all student participants 365 days per year. **Each student participant and parent must sign the EACS form indicating receipt of the EACS' Guide to Students and Parents-Student Conduct Code to be eligible to participate.** The school administration and/or individual coaches and sponsors may have rules relating to participation other than the rules provided herein so long as such rules are not inconsistent with the EACS' Student Activity Code of Conduct. The school's administrative staff will be responsible for investigating alleged violations of the EACS' Student Activity Code of Conduct and determining if a violation has occurred. An out of school suspension may not automatically warrant a Code violation; however, a student participant cannot practice or compete during the term of any out-of-school suspension. (Competitions missed during the term of an out of school suspension may count as part of a competition/activity penalty.)

A student participating in multiple activities will be subject to disciplinary consequences for each activity he/she is actively involved. [Suspension penalties involving activities with grade/credit requirements will necessitate the sponsor providing an alternative assignment equivalent to the suspended activity in terms of grade/credit.]

**Students participating in school sponsored activities are subject to the behavioral consequences identified in the EACS' Guide to Students and Parents Student Conduct Code Section.** The consequences for violations of Core Behaviors have consistent penalties; therefore apply to violations committed by any student, from any school, in any school sponsored activity.

**The following penalties apply to EACS' Core Behavioral Expectation violations for students participating in IHSAA sponsored activities (interscholastic athletics/cheerleading):**

**FIRST OFFENSE:** Suspension from participation for one-third (1/3) of the activity the student is participating in at the time the violation is adjudicated. If less than one-third (1/3) of the activity remains, or the violation is adjudicated between activities, the penalty will be extended into the next activity the student participates for the equivalent remaining percentage of that next activity until the total suspension equals the required one-third (1/3) activity suspension.

**SECOND OFFENSE:** If the violation occurs during an activity in which the student participates, the student will be suspended for the remainder of that activity and the next activity in which the student participates. If the violation occurs outside the activity in which the student participates, the



student will be suspended for the next activity which the student does participate.

**THIRD OFFENSE:** The student will be suspended from participation for one (1) calendar year beginning with the date the violation is adjudicated.

**FOURTH OFFENSE:** The student will be suspended from all further participation.

**The following penalties apply to EACS' Core Behavioral Expectation violations for students participating in school sponsored activities.**

**FIRST OFFENSE:** Suspension from activity participation for thirty (30) calendar days

**SECOND OFFENSE:** Suspension from activity participation for sixty (60) calendar days

**THIRD OFFENSE:** Suspension from activity participation for three hundred sixty five (365) calendar days

**FOURTH OFFENSE:** Career activity suspension

**Suspensions will commence on the next contest/competition after the violation is adjudicated.**

The specific nature of the violation or the repeated violation of Core Behaviors will be considered in setting an appropriate and consistent penalty by the administrator/coach/sponsor for activity participants. The principal will not ordinarily intercede regarding appropriate discipline for student participants, but has the authority to increase or decrease the penalty based on his/her assessment. Penalties imposed on grades nine (9) through 13 participants will be progressive in nature.

#### **Appeal Procedure:**

A student may appeal a penalty to the appropriate Athletic/Activity Council. Appeals must be initiated within 72 hours of the penalty being imposed. The appropriate activity council, at its discretion, may recommend modifications. The determination, as approved by the building principal, is final and binding and no further individual school or corporation appeal will be accepted.

### **BUS TRANSPORTATION POLICY**

Under Indiana school law, bus transportation may be provided by a school corporation. However, riding a bus is a privilege, not a right. The following procedures and expectations have been established to promote the safety of students on their way to and from school.

#### **A. BUS TRANSPORTATION PROCEDURES**

1. Eligible students can be assigned to a single bus stop in the AM and a single bus stop in the PM, The AM and PM stops can be different. Alternate day scheduling is not available.
2. Eligible students will be assigned to bus stops based on the home address, unless a parent/guardian contacts the Transportation

Department with an alternate address or submits an online change request.

3. Students can ride only their assigned bus. If an emergency necessitates a change of bus assignment, such change must be approved by the school principal or the Director of Transportation. Riding a bus for non-school related activities such as scouts, visiting friends, or shopping are not considered emergencies.
4. When the number of students warrants, students must sit three to a seat.
5. The bus driver may assign students to a specific seat.
6. Once on the bus, a student is to take a seat immediately and remain orderly. The driver may start moving the bus after students are seated and the door is closed.
7. To protect the health and safety of others, children who have elevated temperatures, display symptoms of vomiting, diarrhea, seizures, or other symptoms indicating the child is obviously ill, should not be sent to school. If your child becomes ill at school, you (or an emergency contact person) will be called for pick-up. Sick children are NOT sent home on the bus.

## **B. BUS STOPS**

1. Students will be expected to walk a reasonable distance to established bus stops on any established routes.
  2. While waiting for the bus, a student must stand at least 10 feet back from the edge of the road, out of the way of all traffic. There must be no scuffling or disorderly conduct at the bus stop.
  3. A student must be at the bus stop five (5) minutes before the bus is scheduled to arrive. A driver must slow down at an assigned bus stop but need not stop if the student is not present to board.
- If you are late bringing your student to his/her bus stop do not pull up behind the bus and let your student off. There are several blind areas around the bus and the driver may not be able to see your child.

## **C. CROSSING ROADS OR STREETS**

1. A student should not cross a road to board a bus until the bus has come to a complete stop, has the stop sign out with the lights flashing, and the driver signals for the student to cross the street. Only then may he/she proceed.
2. To cross a road before entering or after leaving the bus, a student must walk approximately ten (10) feet in front of the bus while watching for traffic.

## **D. EXPECTATIONS ON THE BUS**

Expectations applying to conduct at the student's school also apply on the bus. The bus driver is in charge of the school bus at all times. Consequence levels are identified with the established expectations below. EACS Bus Expectations are as follows:

1. Students shall not stand or move from place to place during the trip. This includes students climbing or jumping from seat to seat.
2. Students shall show respect toward the driver. Loud or profane language and boisterous or indecent conduct will not be tolerated.

3. Students shall show respect toward other students. Students shall not be allowed to tease, hit, or trip other students.
4. Windows or doors shall be opened or closed only with the permission of the driver.
5. Windows are to be lowered half way only.
6. Students shall not eat or drink on the bus.
7. Students shall keep the bus clean. (leave no litter on seats or in isles).
8. Students shall keep all extremities inside the bus.
9. Students shall not use tobacco or other similar products on the bus.
10. Students shall not use lighters or matches on the bus.
11. Students shall not vandalize the bus.
12. EACS' policy on cell phones, as outlined in the EACS' Student Conduct Code, applies on any EACS' school bus as well as on school property.
13. Any person who boards a school bus after being denied permission commits a Level 6 felony (I.C. 35-43-2-2).

#### **D. VIOLATION PROCEDURES**

Student misconduct on a bus or violations of the bus transportation expectations will be addressed as follows:

**Level 1:** Parent Letter Requesting Assistance.

**Level 2:** Written violation, TR25 sent home, one (1) day suspension from the bus. Bus driver shall contact the parent to explain the situation.

**Level 3:** Written violation, TR25 sent home, three (3) to five (5) day suspension from the bus by the Director of Transportation or Principal.

**Level 4:** Written violation, TR25 sent home, ten (10) to twenty (20) day suspension from the bus by the Director of Transportation, or Principal and Parent Conference.

**Level 5:** Recommended SUSPENSION FROM THE BUS FOR REMAINDER OF THE SEMESTER and a parent conference.

**Level 6:** Recommended SUSPENSION FROM THE BUS FOR REMAINDER OF THE YEAR and a parent conference.

**Note:** EACS reserves the right to impose a more serious consequence for student misconduct on a bus or for a violation of the bus transportation policy in the event the misconduct or violation is so serious the use of the progressive discipline steps outlined above would not adequately address the misconduct or violation.

**STUDENTS ARE RESPONSIBLE TO GIVE ALL WRITTEN WARNINGS TO THEIR PARENTS.**

#### **E. SCHOOL BUS VIDEOS**

EACS buses are equipped with video and audio enhanced cameras. Due to the Family Education Right to Privacy Act only school officials are allowed to view the bus videos.

## **F. TRANSPORTATION FOR HOMELESS STUDENTS:**

Students who meet the criteria as homeless and/or unaccompanied youth are eligible for transportation provided by EACS. The Homeless Student Liaison and/or the Director of Student Services will work in collaboration with the Director of Transportation to ensure that all eligible students are provided transportation. EACS will adhere to the requirements listed in Chapter 7 of the McKinney-Vento Homeless Liaison Toolkit. The Homeless Student Liaison, Director of Student Services and the Director of Transportation shall work together to ensure that these requirements are met and that students of EACS are served.

<b>ATTENDANCE POLICY</b>
--------------------------

A direct relationship exists between success in school and attendance. To ensure that students are in regular attendance, Indiana school law and EACS board policy require that all students attend daily unless they are officially excused. Good attendance is a shared responsibility of students, parents and school staff. Expectations are:

### **A. STUDENT RESPONSIBILITY**

It is the student's responsibility to be in school and in his or her assigned area. All personal appointments and obligations should be planned for times outside the instructional school day.

### **B. PARENTAL RESPONSIBILITY**

It is the parent's responsibility to:

1. Call the school to report the child's absence by 8:30 a.m. the day of the absence. The parent need not call when the absence has been pre-arranged and approved by school officials.
2. Send appropriate verification with the child for school attendance records the day of the child's return following the absence, such as a doctor's verification or parental note.

### **C. SCHOOL RESPONSIBILITY - PARENTAL NOTIFICATION**

If the parent has not called the school by 8:30 a.m., EACS' personnel will make a "reasonable attempt" to call the parent that day to document the absence and to assure each child's safety. (This notification cannot always occur as time constraints and non-working telephone numbers often prevent verification.) Schools have the option of not counting class work missed during a student's absence if no phone call or note has been submitted by the parent.

It is the school's responsibility to notify parents of attendance concerns as follows:

1. Send a letter after five (5) days of total absence and eight (8) days of total absence, excused and/or unexcused.

2. Schedule a parent conference after the tenth (10) day of total absence, excused and/or unexcused.
3. Send a letter after ten (10) days of total absence, excused and/or unexcused, and notify parents that additional consequences are being considered for excessive unexcused absences including notification of local court authorities.

#### **D. MAKE-UP WORK**

Assignments and tests missed due to excused absences (including those “counted as present” or “resulting from school discipline”) may be completed for credit. Students in grades 6-12 are responsible to request assignments upon returning to school. Make-up work is to be completed in a length of time equal to the number of days absent, plus one. Assignments made prior to the student’s absence are due as scheduled.

Assignments and tests missed due to unexcused absences cannot be completed for credit without administrator approval. No building may adopt a rule providing for an automatic grade reduction due to a student’s absence without the consent of the Superintendent.

#### **E. FULL DAY ABSENCE**

No class attendance on a scheduled school day.

#### **F. ONE-HALF DAY ABSENCE**

An absence of at least one-half day on a scheduled school day.

#### **G. ABSENCES COUNTED AS PRESENT**

1. Serving as a page in the Indiana General Assembly.
2. Students in grades 7-12 serving at the polls on Election Day with prior approval of the school principal.
3. Court appearances requested and documented by subpoena, probation officer or officer of the court.
4. National Guard Duty for not more than ten (10) days per school year.
5. Placement in a hospital or other juvenile facility which provides instruction.
6. Homebound instruction.
7. Field trips, with approval of the school principal.
8. Post-secondary visits for juniors and seniors with approval of the school principal and institution verification. (2 per year)
9. Religious observation or instruction.
10. Hazardous road conditions verified by the Director of Transportation and approved by the Office of Student Services.

#### **H. EXCUSED ABSENCES (Principal may request verification)**

1. Personal illness with parent notification.
2. Medical appointments.
3. Serious illness in the immediate family.

4. Death in the family.
5. Family vacations with parent(s), with prior approval of the school principal (limit five days per year).
6. Other absences as approved by the school principal.

#### **I. ABSENCES RESULTING FROM SCHOOL DISCIPLINE**

Students who are absent from school as a consequence of school discipline are not counted absent when:

1. Serving out of school suspensions.
2. Pending placement in an alternative program.

#### **J. UNEXCUSED ABSENCES**

1. Absence due to truancy.
2. Absence due to head lice or improper immunizations after the first day.
3. Absence due to missing the bus or loss of bus privilege.
4. Absence after a total of ten (10) absences for the school year; without acceptable verification.
5. Other reasons not defined as excused in East Allen County Schools' attendance policy.

#### **K. EXCESSIVE ABSENTEEISM**

When a student reaches a total of ten (10) days of absence for any reason during the school year, all subsequent absences must be documented by one of the following:

1. Verification by an Indiana licensed medical professional who has examined the student and excused him/her for the period of absence.
2. An EACS Chronic Illness Form (available in school clinic or office).
3. Pre-approval or verification by the school principal for extreme emergencies.

#### **L. TRUANCY**

EACS definitions regarding truancy are as follows:

1. Truancy: An absence from school without school authorization or parental consent constitutes one truancy event.
2. Habitual Truant: A student who has accumulated seven (7) or more unexcused absences during the school year.

Truancy will be addressed as a disciplinary issue.

Habitual Truancy will be addressed as follows:

1. Truancy may be reported to SOCAP for court action
2. Under IC 9-24, students at least thirteen (13) years of age but less than fifteen (15) years of age accumulating at least eleven (11) unexcused absences, may not be issued an operator's license or a learner's permit to

drive a motor vehicle until the individual is at least eighteen (18) years of age. A principal review of an individual's attendance on February 1 and October 1 may determine the revoking of denial and the student may be eligible for a license or permit.

#### **M. TARDINESS**

A student is considered tardy if he or she is not present at the beginning of the school day. A student is not counted tardy if the bus the student arrived on is late. Tardiness will be addressed as a disciplinary issue.

#### **N. CUTTING CLASS**

Failure to report to class or assigned area without an approved excuse is considered cutting class. Students are expected to be in their assigned area unless excused by a school official. Cutting class will be addressed as a disciplinary issue.

#### **O. LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Students are to remain on school grounds unless permission to leave is granted by a school administrator. Leaving school grounds without permission will be addressed as a disciplinary issue.

### **Glossary of Terms**

**Academic Dishonesty-** Providing, receiving or reviewing answers to quizzes or test items or independent assignments; having out or using books, notes or notebooks during a test without permission from a staff member

**Affective Statements-**personal expressions of feelings in response to specific positive or negative behaviors of others, and 'I statements' that humanize the person making them, immediately changing the dynamic between the people involved [and making it] possible to improve relationships in a school community

**Alternative Placement-** Range of placements for students which may include regular classroom, special classes, home instruction, and an alternative school. Placement decisions must be made on an individual basis

**Battery-**Deliberate physical harm to another

**Behavior Intervention Plan (BIP)-**A plan that includes strategies and supports to help students/staff manage behavior problems successfully

**Bomb Threat-**The making of threats or providing false information about the presence of explosive materials or devices on school property without cause in writing, in person or by phone, including text messaging

**Bullying-** "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

**Community Service-** An unpaid service for the benefit of the public that is performed as part (or all) of the consequence for committing an infraction

**Computer Misuse-** Any unauthorized or inappropriate use of computers, including the Internet, specific programs or hacking

**Conference-** A communication that takes place face-to-face or by telephone

**Conflict Resolution-**A process used by a neutral party to solve problems, build agreement and reduce aggression between others

**Consequence-** A result that follows from an action or condition

**Corrective Responses-**Responses to inappropriate behavior intended to teach and increase the likelihood of appropriate, replacement behavior

**Court Referral-** A referral to the Allen County court by a school or district administrator when a student is out of compliance with Indiana School Laws and Rules

**Criminal Behavior-** Any behavior that is considered an infraction against the law

**Cutting Class-**Once a student arrives on school property they are expected to attend all assigned classes and/activities. Failure to do so, without prior approval, will be considered cutting class

**Cyber-bullying-**The use of information and communication technologies to support delivered, repeated and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others

**Destruction of Property or Vandalism-** Damage, destruction or defacement of property belonging to the school or others

**Disrespect Toward Others-** Inappropriate comments or physical gestures toward others

**Functional Behavior Assessment (FBA) -** An assessment process used to gather the information needed to develop a behavior plan

**Individual Education Program (IEP) -** A plan required for special education students that includes goals, supports, services, criteria for measurement of goals and evaluation of progress toward achieving goals

**Insubordination-** Refusal to follow directives from someone in authority

**Intervention-** A strategy or supplement that is used to teach a student an expectation when regular instruction was unsuccessful



**Law Violations-**Occurrences when laws are not followed

**Loss of Privileges-** As a consequence of a violation of EACS Code of Conduct, a student can lose their right to participate in school events and activities

**Mentoring-**The act of guiding, advising, listening to and acting as a role model for another over a period of time

**Positive Behavior Interventions and Supports (PBIS)-**A school wide behavior management framework that has a three-tier model of prevention and intervention

**Referral to Community Resources-** a referral to community based organizations that provide services for students and families

**Reportable to Police-**Police reports are required when an offense is illegal or causes injury to persons

**Responsive Circles-** A process where all stakeholders affected by an injustice have an opportunity to discuss how they have been affected by the injustice and to decide what should be done to repair the harm

**Restorative Questions –** A set of specific questions to clarify and address challenging behaviors and also to address when a person was hurt by someone's actions

**Restitution-** Replacing item(s) that were stolen or damaged or providing fair market value by way of compensation or service

**Schedule Adjustment-** An adjustment in the student's daily schedule

**Sexual-Orientation Harassment-**A negative opinion or attitude toward an individual or group of persons based on their sexual attraction toward or responsiveness to members of the opposite or same-sex

**Stealing/Theft-**Taking or attempting to take property of another person or institution without permission or knowledge of the owner, with the intent to deprive the owner of its use

**Tardiness-** Arriving late to school or class

**Tobacco Products-** Tobacco products include but not limited to cigarettes, cigars pipe tobacco, snuff, chewing tobacco or smokeless tobacco

**Trespassing-**Being on school property without permission, including while suspended or expelled; includes breaking and entering

**Truancy-**Unexcused absence from school

## EACS – PARENT (FAN) DECORUM

The East Allen County School Corporation and the Board of School Trustees recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom. Players and coaches are required to conduct themselves in the same manner on the playing field as in the classroom. In as much as players and coaches must adhere to an expected behavior, it becomes incumbent upon our district to set the following standards for adult fan and parent behavior:

1. Making derogatory comments about officials, coaches, players of either team or other parents and fans at an athletic event is not acceptable.
2. Swearing in public at athletic events is not acceptable.
3. Attending athletic events intoxicated is not acceptable.
4. Being offensive in any other fashion is not acceptable.
5. Parents must remember that participation is a privilege not a right. Coaches must have the final word in who is kept on the team, who participates and the amount of participation. Confronting a coach at practice or at an event concerning these matters is not acceptable.

Parents violating the above standards risk sanctions by the East Allen County Schools including but not limited to the following:

1. A warning, verbal or written
2. Removal from the contest or premises
3. A No Trespass Notice issued on behalf of EACS

## **EACS Pest Control Registry Application**

Parents and staff who want to receive advance notice of all pesticide use when school is in session should complete this Pest Control Registry to receive notifications for this school year.

***Please print the required information below to be added to the EACS Pest Control Registry:***

School: \_\_\_\_\_

Name of Individual  
Making request: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Individual Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return this form to your School's Office to be forwarded to the EACS'  
Facility/Maintenance Department**

**OBJECTION TO THE RELEASE  
OF DIRECTORY INFORMATION**

*Please print*

Student's Name \_\_\_\_\_

Student's School \_\_\_\_\_

Please circle the number of the specific categories of information, if any, listed below that you do not wish to be released without your specific prior written permission and return this form to your school's guidance department.

1. Student's name
2. Address
3. Telephone number
4. Date and place of birth
5. Honors and awards
6. Dates of attendance
7. Weight and height (for athletic programs and publications)
8. Photographs (for athletic and extra-curricular programs and publications)
9. Diploma received

Parent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Eligible Student's Signature\*: \_\_\_\_\_

Student Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## **Notice of Right to Opt-Out of Release of Information to Military Recruiters**

The 2015 *Every Child Succeeds Act* specifies all local educational agencies receiving federal funds must provide military recruiters, upon request, contact information for junior and senior students. Military recruiters are entitled, upon request, to receive the name, address, and telephone listing of all junior and senior students unless a written opt-out request has been submitted. This information is considered "Directory Information."

Prior to the student turning age 18, parents/legal guardians have the right to opt-out of releasing Directory Information to military recruiters. Only the parent/guardian, not the student, has the right to opt-out of releasing the information if the student is under the age of 18.

Once the student turns age 18, only the student, not the parent, has the right to opt-out of releasing Directory Information to military recruiters.

\_\_\_\_\_ I am the parent/guardian of the junior or senior student listed above and release of this student's Directory Information to military recruiters is **DENIED**. This denial will remain in effect until the end of the current school year or until the student turns age 18, whichever occurs first.

**Parent Signature** \_\_\_\_\_

\_\_\_\_\_ I am the student listed above and I am age 18 or older. I **DENY** the release of my Directory Information to military recruiters. This denial will remain in effect until the end of the current school year.

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

Return this form to your school's guidance department.

Should you choose to retract your decision to deny the release of information, please contact your school's guidance office.

**PERMISSION FOR MEDIA VIDEOTAPING, PHOTOGRAPHY AND INTERVIEWING**

Periodically, EACS invites the local broadcast and print media to cover educational or extracurricular activities of a positive nature. The Public Relations Liaison for the East Allen County Schools may also cover these events for district publications.

These media may videotape, photograph and/or interview students. Students may be identified by first and last names. If you do **not** want your child to be included in media coverage of an event without your prior written consent, please return the form at the bottom to your child's guidance department **by August 31, 2018**.

If you do **not** return this form, it will be assumed that you have granted permission for your child to participate in media coverage of a positive educational extracurricular event.

Please do not include my child in media coverage of an event without prior written consent.

*Please print:*

Student's Name: \_\_\_\_\_

Student's School: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## East Allen County Schools

### Student/Parent Acknowledgement Form

The signature below acknowledges that I have received a copy of the East Allen County Schools Back-to-School Information Guide, District Calendar, and waiver forms.

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

\_\_\_\_\_  
Grade

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

*Return the bottom portion of this form to your school's guidance department.*

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## East Allen County Schools

### Student/Parent Acknowledgement Form

The signature below acknowledges that I have received a copy of the East Allen County Schools Back-to-School Information Guide, District Calendar, and waiver forms.

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

\_\_\_\_\_  
Grade

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

**CONCUSSION ACKNOWLEDGEMENT AND SIGNATURE FORM  
FOR PARENTS AND STUDENT ATHLETES**

Student Athlete's Name (Please Print):

\_\_\_\_\_

Sport Participating In (If Known): \_\_\_\_\_

Date: \_\_\_\_\_

Due to the new law "Student Athletes: Concussions and Head Injuries" (IC 20-34-7), schools are now required to distribute information sheets to inform and educate student athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. The law requires that each year, before beginning practice for an interscholastic or intramural sport, a high school student athlete and the student athlete's parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete's coach. The law further states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries. Parent - Concussion in High School Sports – A Fact Sheet for Parents" and ensure that your child has also received and read "Heads Up – Concussion in High School Sports – A Fact Sheet for Athletes". After reading these fact sheets, please sign below and ensure that your child also signs the form. Once signed, have your student athlete return this form to his/her coach.

I am a student athlete participating in the above mentioned sport. I have received and read the Student Athlete Information Fact Sheet. I understand the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury.

\_\_\_\_\_  
(Signature of Student Athlete) (Date)

I, as the parent or legal guardian of the above named student, have received and read the Parent Information Fact Sheet. I understand the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury.

\_\_\_\_\_  
(Signature of Parent or Guardian) (Date)