

**WELCOME TO
COLUMBUS EAST HIGH SCHOOL**

MINIMUM STANDARDS OF ACCREDITATION

East High School holds a special First Class Commission issued by the State Department of Public Instruction for the State Board of Education.

BCSC MISSION STATEMENT

BCSC is a world-class community learning system.

COMMITMENT

Columbus East High School is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Nondiscrimination and Access to Equal Educational Opportunity See BCSC Policy 2260

The following person has been designated to handle inquires regarding the non-discrimination policies of the corporation or to address any complaint of discrimination:

**Civil Rights Compliance Officer
Assistant Superintendent of Human Resources
1200 Central Avenue
Columbus, IN 47201**

Telephone no. 812-376-4472

STUDENT MISSION STATEMENT

“We, the community of Columbus East High School, share the commitment of encouraging growth through involvement and unity in order to share positive attitudes. Through our actions we strive to reach academic and personal success by improving our character through understanding and leadership.”

The school colors are brown and orange.

The school emblem is the Olympian torch.

The nickname is the “Olympians”.

SCHOOL VISION STATEMENT

The Bartholomew Consolidated School Corporation’s vision is to be recognized as an Exemplary School District in the State of Indiana by the year 2009.

ACADEMIC INTEGRITY

Academic integrity entails a firm adherence to a set of values grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. It observes basic honesty in one's work, words, ideas, and actions. Academic integrity is a commitment to not lie, cheat, or steal in academic endeavors.

LITERACY STATEMENT

Given the pivotal role secondary schools play in developing the intellectual capital for our country's future, it is imperative that time and resources be directed at the teaching literacy to all of our students. In an economy heavily influenced by computerization, the workers who are the most successful are those who can engage in "expert thinking" (i.e., identifying and solving

unchartered problems for which there are no rule-based solutions) and "complex communications" (i.e., interacting with others to acquire or interpret information, to explain it, or to persuade others of its implications for action) To perform effectively in these two domains, students must demonstrate a command of critical information in an area along with an understanding of how the information is linked together and how things work. These relationships allow a person to generalize from specific cases to classes of problems - a vital skill. These trends have very clear implications for how students spend their time in our secondary schools: They need to be taking rigorous classes that prepare them to enter into and successfully compete in this new environment.

Dr. Donald Deshler, "Building a Strong Literacy Foundation for High School Excellence".

RULES FOR ENROLLMENT

Only those students residing with a parent or guardian who are not over 18 years of age or declared emancipated and living in the East High School district will be eligible to enroll and attend East High School. Call the school's main office (376-4370 or 376-4369) to arrange an appointment. All students enrolling in the school corporation must enroll in time to meet state credit requirements.

New students who have taken residence in the school district will enroll through the deans' office. All students transferring from other school districts must enroll in time to meet state credit requirements. Any student enrolled at East High School is subject to all the rules and regulations of the school.

Students new to the corporation must be accompanied by a parent/guardian to enroll. Proof of residence (example: rental receipt, utility bills, property tax forms, lease/sales agreement, phone call to rental office, etc.) and proof of guardianship must be provided at the time of enrollment. This might include birth certificate, custody agreement, or a court document assigning guardianship (NOT a notarized document).

Students who have previously dropped out of school or are over 18 years of age must be approved by a dean before being allowed to enroll. Any person 16 years old or older, who has not completed two (2) consecutive semesters (including summer school) or more, may be required to complete one semester of summer school or adult school before enrolling in regular day school.

A student who attends the McDowell Adult Education Center may re-enroll at the home high school after completing one successful semester at McDowell and with the approval of the home school principal or designee. Application for re-enrollment may be granted only one time. A successful semester is defined as one in which the student earns five (5) credits, excluding credits earned in summer school, with an overall grade average of C or better. To earn a credit, the student's attendance and conduct will have met the established standards as outlined in the McDowell Student Handbook.

After enrollment, a student may not drop out of school for more than three (3) days and re-enroll during the same semester. In situations of continued, excessive periods of unexcused absences, for example, runaways and trancies, the school retains the right to follow due process procedure for suspension or expulsion.

Students will be permitted to take fewer than six (6) subjects each semester only with the recommendation of the student's counselor and dean.

TRANSFERS

Students who wish to apply for a transfer to another school in the Bartholomew Consolidated School Corporation must apply on a written transfer form by March 15, at which time transfers are either approved or rejected for the upcoming year.

WITHDRAWAL

Any student, who wishes to withdraw from school for any reason must do so through the Principal. In all cases, a signature from the student and a parent or legal guardian is required. Principal will conduct an exit interview unless the student is exiting to another school corporation. The school principal shall advise the student and the student's parent that the student's withdrawal from school will prevent the student from receiving or will result in the revocation of the student's driver's license (or learner's permit) and work permit. Prior to withdrawing a student must complete any obligations, which may include those to teachers, resources centers, the library, and the bookstore. SECTION 19. IC 20-33-2-28.5 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2005]: Sec. 28.5.

- A. This section applies to an individual:
 - 1. who:
 - attends or last attended a public school; is at least sixteen (16) years of age but less than eighteen (18) years of age; and has not completed the requirements for graduation;
 - 2. who:
 - wishes to withdraw from school before graduation; fails to return at the beginning of a semester; or stops attending school during a semester; and
 - 3. who has no record of transfer to another school.
- B. An individual to whom this section applies may withdraw from school only if all of the following conditions are met:
 - 1. An exit interview is conducted.
 - 2. The individual's parent consents to the withdrawal.
 - 3. The school principal approves of the withdrawal.
- C. For purposes of this section, the following must be in written form:
 - 1. An individual's request to withdraw from school.
 - 2. A parent's consent to a withdrawal.
 - 3. A principal's consent to a withdrawal.
- D. If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to the governing body of the public school that the individual last attended.
- E. Each public school, including each school corporation and each charter school (as defined in IC 20-24-1-4), shall provide an annual report to the department setting forth the following information:
 - 1. The total number of individuals:
 - a. who withdrew from school under this section; and
 - b. who either:
 - (i) failed to return to school at the beginning of a semester; or
 - (ii) stopped attending school during a semester; and for whom there is no record of transfer to another school.
 - 2. The number of individuals who withdrew from school following an exit interview.
- F. If an individual to which this section applies:
 - 1. has not received consent to withdraw from school under this section; and
 - 2. fails to return to school at the beginning of a semester or during the semester; the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the bureau of child labor a record of the individual's failure to return to school so that the bureau of child labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. For purposes of IC 20-33-3-13, the individual shall be considered a dropout.
- G. At the same time that a school principal delivers the record under subsection (f), the principal shall deliver by certified mail or personal delivery to the bureau of motor vehicles a record of the individual's failure to return to school so that the bureau of motor vehicles revokes any driver's license or learner's permit issued to the individual and does not issue any additional driver's licenses or learner's permits to the individual before the individual is at least eighteen (18) years of age. For purposes of IC 9-24-2-1, the individual shall be considered a dropout.
- H. If:

1. a principal has delivered the record required under subsection (F) or (G), or both; and
2. the school subsequently gives consent to the individual to withdraw from school under this section; the principal of the school shall send a notice of withdrawal to the bureau of child labor and the bureau of motor vehicles by certified mail or personal delivery and, for purposes of IC 20-33-8-33 and IC 9-24-2-1, the individual shall no longer be considered a dropout.

ATTENDANCE

The Board believes that regular school attendance is critical to a student's ability to derive the full benefits provided in the school. Maximum learning occurs through teacher instruction, class participation, and interaction among students. Therefore, any school absence, excused or unexcused, places the student at a disadvantage. Regular school attendance further prepares students to assume their roles as productive members of the work force and society.

Students are subject to the requirements of state law and school attendance policies. Fulfilling the requirements of the law and policies is the responsibility of the students and their parent(s)/guardian(s).

A student who is absent from school is expected to independently make up any work missed during such absence.

PROCEDURES IN CASE OF ABSENCE

- I. In case of an absence, a parent or guardian must call the deans' office (376-4493) by 10:00 a.m. during the day of the absence. Failure to do so will result in the absence being listed as unexcused. Voice mail is available 24 hours per day.
- II. Students have two (2) days after returning to school to change an unexcused absence to an excused absence with parental notification.
- III. The day before or after any school vacation, a doctor's statement may be requested to confirm an illness.

ILLNESS

Students may be required to have a written statement from a licensed health care provider to receive an excused absence due to illness. The parent/guardian will be notified of this requirement in a timely manner.

Parents/guardians are encouraged to provide the school with a physician's statement that substantiates any chronic medical problem that would affect a student's regular school attendance or participation in physical education classes.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students must attend mods 6, 7, and 8 to participate in extracurricular activities that same day.

EXCUSED ABSENCES

Students may be absent from school for the following reasons:

1. Illness or injury requiring absence.
2. Death of immediate family member.
3. Death of another person when requested by parent or guardian (subject to approval of principal or designee). This request must be made prior to day of funeral.
4. Educational activities approved by the principal.
5. Special religious observations. (Examples: Good Friday, Yom Kippur, etc.)
6. Confirmed medical/dental appointments. A signed doctor statement must be returned.
7. Participation in state, multi-state, or national competition (subject to approval of principal or designee).
8. Subpoenaed to appear in court as a witness in a judicial proceeding.
9. Legislative page in the Indiana General Assembly.*

10. Election Day worker.
11. Job shadowing with approval of principal or designee.
12. College visitation is allowed only for grades 11 and 12.
13. For part-day illnesses, leaving school must be approved by nurse or dean for the absence to be excused.

Other highly extenuating circumstances may require a student to be absent from school. Such circumstances will be reviewed by and subject to the approval of the principal or designee on a case-by-case basis. Family vacations are excluded.

*In accordance with applicable law, students who are absent from school for service as a legislative page, election worker, or subpoenaed shall be recorded as present on the official attendance record.

EXCUSED ABSENCES MAKE-UP

For excused absences, a student may have the opportunity to make up all work and receive credit for the same. The following conditions apply:

1. The request for make-up is the responsibility of the student. Teachers may initiate the process.
2. The student is encouraged to complete the work prior to the absence, when possible.
3. For excused absences of two or more consecutive days, a parent/guardian may request assignments during the period of the student's absence.
4. Following an excused absence, students will be given a number of school days equal to the number of school days of absence to submit make-up work for credit. (Example: student who is absent on Monday and Tuesday will make up work on Wednesday and Thursday and turn it in on Friday.)

ABSENCES DUE TO OTHER HIGHLY EXTENUATING CIRCUMSTANCES

A parent/guardian will submit a request for an excused absence due to highly extenuating circumstances and for participation in non-school sponsored state, multi-state, or national competition on the official form. This form, available in the deans' office, should be completed and submitted to the principal or designee at least two (2) school days prior to an absence, unless an emergency prevents submission prior to the date of absence. In such case of emergency, the form must be submitted within two school days following the return to school. The request will be reviewed by and subject to the approval of the principal or designee.

UNEXCUSED ABSENCES

- I. All absences not provided for under Excused Absences shall be considered unexcused (UNX).
- II. The penalties for unexcused absences are as follows:
 - A. No credit for daily work missed.
 - B. For each unexcused absence of less than a whole day, without prior notification and parental approval:
 1. First offense - Student may be referred to deans' office.
 2. Second offense - Additional consequence(s) may be assigned by the dean.
 3. Third offense - Student may receive an out-of-school suspension.
 4. Fourth offense - Expulsion may be recommended to the superintendent on the recommendation of an administrator, student's counselor or dean.
 5. An accumulation of more than three (3) unexcused absences in any semester, not including days of suspension, may result in the student's withdrawal from the courses involved with a "WF." He/she will be assigned to a study hall for the classes involved. Extenuating circumstances involved in these absences will merit review.

SPECIAL PROVISIONS

1. After five (5) days of absence in a semester course, a notice may be sent to parents/guardians.

2. A student who exceeds twelve absences in a semester course may receive no credit in the course. The reasons for the student's absence will be reviewed before a loss of credit occurs.
3. A student who receives no credit in a course because of exceeding twelve absences in a semester course may audit the class or be assigned to a study hall.
4. A student or parent/guardian may appeal a decision resulting in the loss of credit in a course to an attendance review committee. The committee will be composed of the principal or designee, a dean(s), a counselor, and the student's teachers.

MAKE-UP WORK FOR SUSPENSION

Students who are suspended from school will be required to make up work (tests, papers, special assignments). No credit will be given for daily work missed. Students who fail to complete the required make-up work will receive zero credit. One day will be allowed for make up for each day of suspension. [Pre-assigned projects, special reports, papers, etc. must be turned in by the original deadline, as assigned by the teacher.] If that deadline occurs during the suspension, the assignment must be turned in the first day the student returns to school.

Daily work is that work which cannot be made up because the situation for the work cannot be recreated. This includes such activities as daily classroom assignments, including homework, quizzes, group participation activities, recitation, classroom discussion, journal notebooks, laboratory experiments and reports, and teacher notes.

HOMEWORK POLICY

The goal of the Bartholomew Consolidated School Corporation is to nurture the educational growth of its students. Homework, as it contributes to this development, is an important facet of the program of our school. The Board of School Trustees supports the reasons for and strongly encourages the use of homework as an extension of classroom activities.

Students, parents, teachers, and administrators share the responsibility of making meaningful, purposeful, relevant, and appropriate homework assignments, contributing to the child's understanding, skill development, and sense of responsibility.

Homework will be assigned, as needed, to accomplish the following objectives:

1. Help students learn responsibility, good work/study habits, and time organization.
2. Reinforce, review, and provide practice and application of learning gained in the classroom.
3. Promote home/school cooperation and communication for student's educational growth.
4. Promote the completion of homework assignments so the teacher may assess the progress of all students.

See individual departments for specific guidelines.

TARDIES

Excessive tardiness is a serious matter. The school accepts the responsibility of helping develop good habits in students. Acceptable excuses for being late to school are student illness, doctor's appointment, or emergency situations at home, accompanied by a parent call. These students will report to the dean's office immediately upon arrival. Students otherwise tardy to class will be deemed unexcused.

Penalties for accumulated tardies are:

- A. 3 tardies: one detention, assigned by teacher.
- B. 6 tardies: referred to dean for consequence.
- C. Additional tardies: referred to dean for consequence.

Late arrivals to school must sign in at the dean's office.

TRUANCIES

A student who is absent from school in defiance of parental authority or who is absent without excuse and without permission or consent of the parent/guardian will be regarded as truant.

The failure of a parent/guardian to provide an oral or written statement for an absence within two (2) school days after the absence from school shall be presumed evidence that the student's absence from school was without the permission or consent of the parent/guardian.

A student who is truant from school will not receive academic credit for any work missed during the period of truancy and shall be subject to established disciplinary action, which may lead to expulsion from school. For purposes of enforcement of the new Indiana Bureau of Motor Vehicles License Revocation Law, truancy is defined as missing one (1) unexcused period of school. (See Motor Vehicle License Issuance/Invalidation.)

INTERVENTION PROCEDURES

Procedures are established and may be implemented to involve the assistance of the school attendance officer, local law enforcement officials, Bartholomew County Department of Public Welfare, and the Juvenile Probation Division, or other agencies, when appropriate, in assuring the attendance of students, if the school's efforts with students and parents fail to produce satisfactory improvement in school attendance.

PERMITS TO LEAVE SCHOOL

- A. All permits to leave school grounds must be requested by a parent or guardian through a call to the deans' office. Leaving the campus without permission is regarded as truancy and will result in a disciplinary penalty.
- B. Students must sign in and out at the deans' office. They will be issued off-campus permits if proper permission has been given. Permits are issued **only** from the deans' office.
- C. Students who become ill at school are to report to the nurse or dean, who will contact a parent if he/she feels the student should go home. Students leaving school without permission will be considered truant and the absence will be unexcused.
- D. Students cannot be excused from school because they have no more scheduled classes for that particular day without special permission.
- E. East students are not to be at Columbus North High School or any other school during school hours without permission from the deans' office.

POLICIES AFFECTING STUDENTS

Students are expected to spend from 7:45 a.m. to 3:15 p.m. on school grounds unless they choose to leave for lunch during their scheduled lunch mod. The ability to leave in cars at noon is a privilege, which can be taken from students. Freshmen may not leave campus.

Students are expected to attend their classes and resource center assignments. Failure to attend is considered the same as skipping class.

Students are never to loiter in cars or in any school parking lot. As soon as a car is parked, students should move to the school building. Students are not permitted to loiter in any area around the building other than the outdoor commons located west of the cafeteria between the hours of 7:00 a.m. and 4:00 p.m. Students are never to go to the parking lot during class or resource unless they have permission from the deans' office.

INTERNET POLICY

Bartholomew Consolidated School Corporation (BCSC) will be providing your child with access to current technologies including the Internet and access to the BCSC computer network. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that s/he abide by the enclosed agreement which is to be signed by both the child and the parent.

Our goal is to provide an Internet environment that is safe and appropriate for all of our students. Bartholomew Consolidated School Corporation currently uses a commercial Internet screening product that filters Internet content and does not allow access to pages and/or sites with objectionable material. In addition, district personnel monitor Internet use to ensure that students are using the resources appropriately and design use according to their grade level.

At the beginning of each school year, your child's teacher will discuss the appropriate use of technology including the use of the Internet. The district's *Technology Acceptable Use Policy*, *Web Publishing Guidelines*, and *Safe Use of the Internet Guidelines* will be reviewed. Students will be expected to follow the rules established in these guidelines. Your local school may implement additional Internet and computer use procedures to make the experience safe and engaging for students. Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well.

Since you are legally responsible for your son/daughters actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under NO circumstances should anyone else be given the information to access your child's account.

Because the use of the Internet is becoming an integral part of learning and our society at large, all students are granted access when they are enrolled in our schools. If you DO NOT want your student to have access to the Internet, please contact your child's teacher(s) and access will be declined. If assignments require the use of the Internet, alternatives will be provided.

Bartholomew Consolidated School Corporation is using all of the strategies described above to ensure the safety of students and restrict access to inappropriate material. However, access to the Internet brings with it the potential availability of material that is of no educational value, abusive, racially biased, or is otherwise offensive. While district personnel are putting great effort into ensuring appropriate access, we cannot **guarantee** that students will not locate material that may be objectionable. We continue to rely on a student's judgment to use the Internet ethically, responsibly, and in accordance with the guidelines outlined by the district.

If you would like to review the district Internet guidelines with your child, they can be reviewed at the Bartholomew Consolidated School Corporation's By-laws and Policies website <http://www.neola.com/bartholomew-in/> under policy **7540.03 - INTERNET USE** or you can request a copy from the **main office** and they will be mailed to you. Your cooperation in helping students understand appropriate use of the Internet is greatly appreciated.

Proper use of the **Internet** is a joint responsibility of students, parents, and employees of the school corporation. **BCSC** retains the right to review and edit any materials downloaded, stored, or used on school computers. Before connecting to the Internet, students must first notify their teacher, teacher assistant or librarian. Violations of the policies will be dealt with seriously. Violators will be subjected to the loss of computing privileges and the normal disciplinary procedures of **BCSC**, including referral to police authorities. Use of information obtained via the Internet is at the student's own risk. Bartholomew Consolidated School Corporation denies any responsibility for any unauthorized financial obligations resulting from the use of school resources and accounts to access the Internet.

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Corporation has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Email accounts are provided to students of the Bartholomew Consolidated School Corporation in support of specific instructional programs. The access to and use of these email accounts is a privilege and not a right. The goal of student email accounts is to promote innovation and excellence by using email for research, resource sharing and communication. Email accounts will be offered to the students at Columbus East High School on a limited basis.

ALL STUDENTS WILL HAVE ACCESS TO INTERNET AND E-MAIL UNLESS A PARENT OR GUARDIAN SUBMITS, IN WRITING, A STATEMENT REVOKING THIS PRIVILEGE. THIS STATEMENT SHOULD BE TURNED IN TO THE MAIN OFFICE.

STUDENT E-MAIL ACCOUNT ACCEPTABLE USE

Email accounts are provided to students of the Bartholomew Consolidated School Corporation in support of specific instructional programs. The access to and use of these email accounts is a privilege and not a right. The goal of student email accounts is to promote innovation and excellence by using email for research, resource sharing and communication. During the pilot year, email accounts will only be offered to the senior class at Columbus East High School.

Usage of a Bartholomew Consolidated School Corporation email account is a privilege, not a right, and inappropriate use will result in loss of network privileges, disciplinary action, and/or referral to legal authorities.

- Email is to be used for school assignments and school related business only. Personal use of this email account is considered a violation of this policy.
- Electronic mail is not guaranteed to be private. BCSC personnel who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- Be polite. Do not write or send abusive, harassing, insulting, or threatening messages to others.
- Do not forward chain letters, jokes or other emails not related to school.
- You may not swear, use vulgarities or any other inappropriate languages.
- Sending or attaching documents containing pornographic, obscene, or sexually explicit material is not allowed.
- School email accounts will be closed after June 1, 2009. It is the student's responsibility to save any important information prior to this date.

TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY SUMMARY

Access to the BCSC's electronic communications system(s) and technology resources is provided without charge to students for instructional purposes and is a privilege, not a right. All students shall be required to acknowledge receipt and understanding of the administrative regulations governing use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with BCSC policies and regulations.

Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Users MAY use the technology and Internet access provided by BCSC to research and complete assigned classroom projects, and to send electronic mail using BCSC provided email accounts to others users, both inside and outside of BCSC, for educational purposes.

Users MAY NOT:

1. Circumvent or attempt to circumvent any technology protections and/or filters installed by BCSC.
2. Use technology and Internet access provided by BCSC for any illegal purpose, including but not limited to the violation of copyright laws.
3. Use technology and Internet access provided by BCSC to harass, vandalize, disable, download or upload any inappropriate or destructive materials (viruses, worms, copyrighted material, etc.)
4. Use technology and Internet access provided by BCSC to transmit or receive any inappropriate materials.
5. Use technology and Internet access provided by BCSC to access, use or modify another's materials regardless of whether the operating system allows this.
6. Use or attempt to retrieve and/or use another person's ID or password including but not limited to the use of "packet sniffers" and key logging software to gain access to technology and Internet access provided by BCSC.
7. Forge or attempt to forge electronic mail messages.
8. Attempt to read, delete, copy, or modify the electronic mail of other system users or deliberately interfere with the ability of other system users to send/receive electronic mail.
9. Waste materials/resources.
10. Engage in any activity, including the playing of games, that is not part of an approved educational program.
11. Access chat rooms.
12. Upload or install programs on BCSC computer(s) without appropriate authorization from the Technology Division.
13. Knowingly bring prohibited materials into BCSC's electronic communication system(s).
14. Harm, destroy school equipment or materials, data of another user of the BCSC's system(s), or any of the agencies or other networks that are connected to the Internet
15. Attempt to compromise, degrade, or disrupt system performance modify or reconfigure the software, data, or hardware of any BCSC resource (e.g., system/network administration) without appropriate authorization or permission.

ANTI-HARRASSMENT POLICY (IC 20-33-8-13.5)

General Policy Statement - It is the policy of the School Board to maintain an education and work environment, which is free from all forms of unlawful harassment. For purposes of this policy, "Board" means Board or its designee. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the School Corporation.

The Board will enforce its prohibition against harassment based on gender, age, race, color, national origin, including limited English language and other differences, religion/creed, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the School Corporation will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Corporation.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the School Corporation, and other individuals who come in contact with members of the School Corporation community at

school-related events/activities (whether on or off School Corporation property).

Other Violations of the Anti-Harassment Policy - The School Corporation will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment - Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

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

NOTE: Any staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave without pay until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee. The determination of filing criminal charges will be made by the appropriate law enforcement agencies.

Race/Color Harassment - Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or a corporation sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious/Creed/Harassment - Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or a corporation sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment - Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or a corporation sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment - Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or a corporation sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct - Members of the school corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other school corporation official so that the Board may address the

conduct before it becomes severe, pervasive, or persistent.

Members of the school corporation community or third parties who believe they have been unlawfully harassed by another member of the school corporation community or a third party are entitled to utilize the school corporation's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the school corporation community and posted in appropriate places throughout the school corporation.

Any school corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to an immediate supervisor. Thereafter, an investigation will follow as outlined in the guidelines.

STUDENT HAZING POLICY

Hazing and bullying activities of any kind are inconsistent with the educational process and are prohibited at any time. *Hazing* shall be defined as performing any act of initiation into any class, group, or organization that causes or creates a substantial risk of causing mental, emotional or physical harm. Permission, consent or assumption of risk by an individual shall not lessen the hazing prohibition. *Bullying* means intentional, repeated acts or gestures, including verbal or written communications transmitted by and/or physical acts committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate or harm the other student.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

STUDENT CONDUCT

A major purpose of Columbus East High School is to establish a climate in which all students are able to learn without disruption and interference. Consequently, all students at East are expected to behave in a way that does not disrupt or interfere with the education of fellow students. The guidelines for student conduct contained in this handbook have been established to set a standard of student behavior which will allow our school to accomplish, with maximum effectiveness, its primary purpose - the provision of the best educational opportunity for each of you. These guidelines are based upon I.C. 20-33-8 of the State of Indiana and the B.C.S.C. School Board Policy.

The jurisdiction of Columbus East High School extends to any activity for which it is responsible, whenever and wherever it occurs. Students are also subject to this jurisdiction while traveling to and from any school-related activity, whatever the form of transportation may be.

This is a listing of possible offenses at East High School and the possible sanctions that may be imposed. This listing is meant to be a guide; and factors such as severity, frequency of occurrence,

previous offense, and mitigating circumstances are taken into account. The discipline policy is progressive in that failure to alter behavior will result in increasingly stringent penalties. This listing is by no means all-inclusive and offenses not listed will be dealt with on an individual case basis.

Arson - Setting or attempting any unauthorized fire on school property.

Assault - Threatening to physically harm any student or staff member.

Battery - Intentionally, physically touching another person either directly or with a weapon (See Weapon) and causing either physical injury and/or mental trauma.

Cell Phones - Cell phones may be used 5A and 5B on gallery level, in the Commons area, cafeteria, before school, and after school. At **no** time may phones be used on floors 2, 3 or locker level. First offense: Friday school. Second offense: parent pick up. Multiple offenses may result in further consequences such as OSS.

When cell phones or other electronic devices are brought to school, the phone and the digital information stored therein are subject to search if there is reasonable suspicion of inappropriate actions which interfere with the educational process. **(Refer to Board Policy 5771)**

Cheating - Cheating, including, but not limited to plagiarism, use of notes without permission, copying from another student, or other forms of such dishonest behavior will be considered as a violation of acceptable behavior. The following will apply:

- First offense: Failure of test, assignment, etc. and parent contact by teacher.
- Second offense in same class: F for the 9-week period.
- Third offense in same class: W/F for semester; assignment to study hall.

Combative Acts or Gestures - Argumentative and/or aggressive behavior or actions that may reasonably lead to a fighting situation.

Computer use - Any school computer is the property of the school corporation. Damage or misuse of computers: deleting files, changing programs, tampering with software, etc. or physical damage to hardware is a serious offense. Likewise, student files and programs are their property and any misuse of these will be addressed.

Displaying or Distributing Disruptive Items Without Permission - Displaying flags, banners, or other symbols, which may be disruptive and are unauthorized is prohibited. Passing out written or pictorial materials on school property without the permission of the principal or his designee, or passing out materials in a disruptive manner is not allowed. Examples include but are not limited to: clothing, jewelry, articles, material, publications, vehicle stickers, vehicle decals, vehicle paintings, hangings within and outside of vehicles that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" groups that support racial violence. This list is not intended to be all-inclusive.

Dress at School - Students are expected to wear their clothing and to manage their appearance in such a manner that does not disrupt the educational setting, interfere with health or safety, promote vulgarity, create health risks, or racial disruptions.

T-shirts, necklaces, rings or other items with violence/gun, gang/violent group symbols, images or slogan denoting the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" groups that support racial disruption, or slogans promoting sexual connotations, alcohol or drugs which promote an attitude or perception that is

inconsistent with the school mission may not be worn at school. Students will be referred to the deans' office.

Additionally, students may not wear chains longer than 12 inches, hats, bandanas, or sunglasses. Hats and other head coverings are to be removed when entering the building and stored in a book bag or locker until day end. They may not wear tops/shirts revealing bare back, shoulders, or midriff. No tank tops, spaghetti strap tops, pajamas, slippers, or extremely short shorts or skirts are allowed. Students may be asked to put on additional clothing or go home to change clothes.

Drug and Alcohol Violations - See Substance Abuse.

Drug Paraphernalia - Students are not allowed to possess drug paraphernalia. Violations of paraphernalia with residue may result in suspension or expulsion from school. Such students may be subject to the same school and legal rules that cover using, distributing, or possessing a substance that looks like or is represented to be a controlled or illicit substance. Violations of paraphernalia without residue will result in a consequence assigned by the deans' office.

Electronic Devices - The use of electronic devices including but not limited to pagers, beepers, scanners, 2-way radios, and digital music devices is prohibited during the school day, EXCEPT digital musical devices, which may be used during 5A or 5B lunch on gallery level, in cafeteria, and commons area. No text messaging or use of camera phones is allowed. Inappropriate use of a personal computer or electronic device is prohibited. The school corporation accepts no responsibility for any personal electronic device brought on school grounds at any time. A consequence from the dean may be assigned for violation of the rules.

Extortion - Forcing a person to give up money, projects, assignments, or anything of value by threats, intimidation, or force.

Extra-Curricular Activities - All school rules apply during all extracurricular activities. Any violation of school rules or inappropriate behavior may result in discipline.

Failure to Accept Assigned Punishment - Refusal by a student to complete punishment assigned by an administrator or his designee or teacher when a student has violated a school rule.

False Alarms/False Reporting - Making a report, attempting to pull, or pulling an alarm for a fire or bomb when neither exists.

Fighting - Disagreement between two or more students in which physical contact takes place. Any encounter in which physical injury takes place will be considered a serious offense. A student may not become an aggressor, become offensive, or become a combatant and is expected to try to avoid any combative action. Students are to report any problems with other students to the deans' office.

Fireworks/Explosives - Having, selling, or giving away any explosives or fireworks is prohibited. This includes, but is not limited to, smoke bombs, firecrackers, cherry bombs, live ammunition, and any manufactured/homemade explosive device. (IC 20-33-8-16)

Food and Drink - Students are not permitted to bring drinks into the school from outside the building. They may be purchased before school or during lunch from the machines or in the cafeteria. Drinks are permitted in the Commons and cafeteria during those times. Water only is permitted on the second and third floors as well as the gyms, music and drama area, and C4 area, and only at the discretion of the classroom and resource teachers. Appropriate consequences will be assigned by the deans. Healthy snacks may be purchased from the vending machines before and after school and during 5A and 5B lunch mods.

Forgery - Writing the name of another person, or altering a name, time, date, or grade. Allowing another person to do this for you is also forgery.

Gambling - Playing any game of chance or skill involving the exchange of anything of value.

Gang Affiliation/Activity - The use of gang symbols, graffiti, or recruitment or any sign that may be construed as of affiliation is strictly prohibited. Incidents that are gang related will be deemed a more serious situation and handled as such. Gang threats, intimidation or violence may be grounds for expulsion.

Harassment and Hazing - Harassment and/or hazing of a student especially on the basis of race, national origin, age, or sex, is entirely prohibited. Students shall not racially harass or intimidate others by using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. Students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, which is racially disruptive or would cause a reasonable person to be intimidated. Examples include but are not limited to: clothing, jewelry, articles, material, publications, vehicle stickers, vehicle decals, vehicle paintings, hangings within and outside of vehicles that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" groups that support racial violence. This list is not intended to be all-inclusive. Violations of this policy shall result in disciplinary action by school authorities, with specific circumstances weighed carefully by school authorities. (See Anti-Harassment policy.)

Improper Hall Conduct - Running, shoving, or loud boisterous behavior, or being in the halls, stairwells, or locker level without permission. No students may sit on the floor on gallery level.

Inciting Another to Break A Law or School Rule/Commit A Violent Act - Talking, provoking, or encouraging another student to break a rule or commit an act that may harm a person or property.

Insubordination - The failure to obey the reasonable, fair, and proper directions or instructions of a school official or staff member (administrator, teacher, custodian, cafeteria worker, etc.).

Littering - Disposing of paper or other trash in an unacceptable manner either in the building or on the school grounds.

Loitering - Being in, around, or adjacent to the school building without permission. Loitering includes the following:

1. Being outside classrooms when class is in session.
2. Being in any unauthorized place in the building without permission.
3. Being in a parking lot without permission.
4. Being in front of the school without permission.
5. Congregating/standing on property adjacent to school property half an hour before/after and during the school day.

Lying - The intentional telling of false stories or giving false information.

Misuse of School Property/Vandalism - Using school property for any purpose other than that for which it was intended. If no damage results, students will be charged with misuse of school property. However, if damage occurs, the student will be charged with vandalism. Vandalism to school property is considered a serious offense. Accidental destruction of school property should be reported immediately; if the student is at fault, he/she will be expected to make restitution for the damage.

Student Motor Vehicle Parking Permits/Violations - Driving to East High School and parking on school property is not a right, rather a privilege.

All students who drive and park on school property are expected to follow all the laws of the State of Indiana regarding the operation of a motor vehicle. In addition, the following regulations apply:

- There is a 15 M.P.H. speed limit on school property at all times.
- Students and parents are not to use the “Bus loading and Parking Zone” in front of the school at any time. Parents wishing to pick up students after school should use the loop in the north parking lot.
- Students are not to drive cars during academic hours unless permission has been obtained from the dean’s office.
- Students are not to congregate in or around cars in the parking lots ½ hour before, after, or during school hours,
- Students who drive to school must park on school grounds in the **SOUTH STUDENT LOT ONLY**, in appropriate parking places, one vehicle per space (not East of the gym).
- Lock your parked vehicle. The security of your permit and your vehicle is your responsibility.
- No Parking at Yellow Curb.
- No Parking in Fire Zone

Student vehicles may be subject to search by school personnel if there is a reasonable suspicion that drugs, alcohol, stolen property, or any other contraband might be present in that vehicle and may pose a threat to the school environment.

All student vehicles are required to have a parking permit visible at all times while on school property. Student permits will be sold in the deans’ office and cost is \$5.00 for the first permit, and \$2.00 for replacement permits. All parking violations will be handled through the dean’s office.

Enforcement – The school deans shall conduct enforcement of parking violations.

Musical Devices - Electronic and/or digital music devices are not to be used during academic hours. They are to be kept in a secure place and out of sight. Students may only use them before school, after school, and during lunch in the Cafeteria and the Commons areas. The school is not responsible for loss, theft or damage. **They may not be used during school hours on 2nd and 3rd floors.**

Obscene/Profane Language - Language that is considered offensive or may be of a sexual nature. This may be communicated by verbal, written, or physical gestures.

Plagiarism - See Academic Integrity.

Public Display of Affection - Public display of affection is not permitted.

Possession of Stolen Property - Having property that the student knows or suspects was stolen by another person. A student is expected to immediately turn in to the main office or nearest teacher any property, which does not belong to that student.

Refusal to Identify Self - Failure to provide proper identification or refusing upon request to give

the correct name when asked by a member of the school staff and may result in disciplinary action.

Repeated Failure to Comply, Follow Directions, or Violations - After a number of instances, the act of repeated inappropriate behavior shows a pattern of defiance, noncompliance and unwillingness to cooperate with the school. Repeated inappropriate behaviors constitute a very serious infraction.

Restroom Misconduct - Using the facilities in a manner for which they are not intended (littering, loitering, flooding, unsanitary acts, etc.).

Sexual Misconduct - Touching others in ways that would be considered sexually expressive/offensive (embracing, kissing, fondling, etc.). Sexual misconduct would also include willful exposure, showing or revealing parts of the human body in such a manner that embarrasses or offends other people or causes disruption to others in the school (“mooning”, “streaking”, or “flashing”); having or sharing material of a sexual nature, obscene acts or gestures, other behavior that would be construed as sexually offensive.

Skateboarding - Skateboards and rollerblades are not to be used on school property nor are they to be carried. They must be stored in a student locker during the day. Bicycles and scooters are not to be used during school hours (including lunch).

Stealing - Taking something that belongs to the school or another person without permission.

Student Property - Unauthorized possession and/or use of another student’s property or vandalism to another student’s property is not permitted.

Substance Abuse Policy - No student may provide any substance to any other student, by sale or any other means, which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind.

No student may possess, use, or be under the influence of any substance which the student has reason to believe is or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drug, depressant, inhalant, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items.

Students are prohibited from possessing, using, sharing, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind with or without a prescription.

Any substance for which a student has a prescription or written permission from a parent must be brought to the school health office and administered/taken there.

The following conduct is criminal under Indiana Code and school officials are required to report such conduct - on school grounds, or within 1000 feet of school grounds - in writing to a law enforcement officer.

1. Knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substances except marijuana, hash oil, or hashish; or possessing with intent to manufacture or deliver, the above named substances, except marijuana, hash oil, or hashish.
2. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
3. Knowingly or intentionally manufacturing, advertising, distributing, or possession with intent to manufacture, advertise, or distribute a controlled substance.

4. Knowingly or intentionally possessing a controlled substance.
5. Knowingly or intentionally creating or delivering a counterfeit substance or possessing, with intent to deliver, a counterfeit substance.
6. Knowingly possessing, without a valid prescription, cocaine or a narcotic drug.
7. Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.
8. Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument, device or other object, that is intended to be used primarily for introducing a controlled substance into the human body, testing the strength effectiveness, or purity of a controlled substance, or enhancing the effect of a controlled substance.
9. Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture or deliver, marijuana, hash oil or hashish.
10. Knowingly or intentionally possessing marijuana, hash oil or hashish.

Should the above occur, the following will apply:

- A. 1st Offense - recommend expulsion to the superintendent. The expulsion will be waived if the following criteria are met by the student and parent/guardian:
 1. Student will be suspended from school for a minimum of five days.
 2. Student cannot return to school until he/she meets with the Substance Abuse Director for a preliminary assessment of chemical use, and in compliance with recommendations* of the Substance Abuse Director and school officials:
- * Possible recommendations from the Substance Abuse Director and school officials:
 - a. Return to school after five-day suspension.
 - b. Chemical use assessment administered by professional outpatient drug/alcohol counselor(s).
 - c. Assessment by outpatient drug-alcohol counselor(s) plus outpatient counseling and/or drug/alcohol education for student and/or parents via certified outpatient counselor(s) or qualified school personnel.
 - d. Inpatient treatment commensurate with family's ability to pay for service.
- B. 2nd Offense (cumulative grades 7-12) - School officials will recommend expulsion to the superintendent.

Dealing is defined as selling or sharing alcohol, or other unauthorized drugs or narcotics.

Disposition: 1st offense: Recommendation* of expulsion to superintendent.

- * If the dealing offense consists of "sharing" unauthorized drugs/alcohol with peers, then school officials and Substance Abuse Director will have the discretion of recommending to the superintendent the waiving of expulsion providing that the various criteria are met as outlined in A, steps 1 & 2.

Any incident that is in clear violation of Indiana State Statute shall be reported to the Columbus Police Department.

Throwing Of Objects - Throwing any object at any time is prohibited.

Tobacco Products - Students are prohibited from possession/use of any tobacco products or paraphernalia. Any paraphernalia may result in a consequence assigned by the deans' office.

Trespassing - Persons on school property without a valid reason will be asked to leave and warned not to return. Failure to leave or returning to school property after a warning will result in the police being notified and trespassing charges being filed.

Unauthorized Entry/Possession of Keys - Any student making unauthorized entry or possessing a key or keys to any part of the building without permission is violating the security of the school and may be suspended or expelled.

Unauthorized Presence During Suspension or Expulsion - A suspended student may not be on school grounds or attend any school function during the suspension. An expelled student caught on school grounds is subject to trespass charges.

Verbal Abuse/Inappropriate Language - Verbal abuse consists of addressing another in a disrespectful, insolent, defiant or antagonistic manner. Inappropriate language means using language or phrases that while not being obscene/profane are not acceptable in the school. Racial slurs, ethnic name-calling, or calling other people derogatory names would be included in this.

Weapons - Possession, use, sale, or gift of any item that is or can be construed to be a weapon is strictly prohibited. Guns, knives, brass knuckles, bows and arrows, pipes, tools, sticks/handles, BB guns, pepper spray, paint guns, even toy guns or facsimile thereof are prohibited. Students are reminded to remove hunting weapons from their vehicles before entering school property, which is also a violation. (IC 20-33-8-15)

POSSIBLE CONSEQUENCES FOR MISBEHAVIOR AT EAST HIGH SCHOOL

Every effort is made at East High School to insure that consequences for behavior are dealt with as fairly and consistently as possible. Public laws and due process are used and adhered to in determining policy. Unacceptable behavior may result in one or a combination of the actions listed below.

Activity Restrictions - Denied participation in regular scheduled activities. This could include social probation, which would exclude a student from school-related activities.

Alternative Program - Certain behaviors may warrant program changes made at East or referrals to other corporation programs outside the school building.

Classroom Suspension - A student may be suspended from an individual classroom by a teacher for one class period. Repeated offenses may result in withdrawal from the class with no credit and a failing grade as determined by the dean.

Community Service - A student may be assigned physical work activity such as collecting litter on school grounds, cleaning tables in the cafeteria, etc. The parent will be notified as to the time and nature of this physical work assignment. Demeaning or dangerous work activities will not be assigned.

Detention - Any staff member may assign detention, or non-school-no-spare-time make up. The staff member will allow one week for completion of the detention. Failure to complete detention will result in a parent call from the assigning teacher. Further failure to complete detention will result in consequences assigned by the deans. Repeated failures will be addressed with progressively stringent consequences. Continued failure to meet obligations will result in withdrawal or charges being filed under the due process regulations. Detention meets after school from 3:30 to 4:15 p.m. (location to be announced). Students must be there the whole time. Failure to bring materials, sleeping, or causing any kind of problem will result in removal and will not count as a completed detention.

Expulsion - Expulsion from school for up to one school year in accordance with the due process policy. Expelled students may not attend any other school in the corporation. Students pending expulsion or expelled students lose the privilege of attending extracurricular and school sponsored activities for the duration of the expulsion.

IC 20-33-8-3-14 Grounds for Suspension or Expulsion - The following are grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

1. Student misconduct.

2. Substantial disobedience
 - a. The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
 2. off school grounds at a school activity, function, or event; or
 3. traveling to or from school or a school activity, function, or event.

Students who are expelled may not attend another Indiana school until the expulsion expires. (IC 20-33-8-30)

As a part of Due Process, students may appeal an expulsion. (IC 20-33-8-19)

In-School Counseling - A student will be referred to his/her counselor for individual sessions concerning problems of an academic or personal nature. It is hoped that such interaction will result in the successful resolution of the student's problem.

In-School Suspension - A highly structured, controlled, and supervised study environment to which students are assigned either for one or several days. While in this program, students will receive all classroom assignments and will complete this work for credit. Any student who fails to comply with the in-school-suspension rules will receive out-of-school suspension.

Loss of Privileges - Removal from one or more special school activities. This would include restricting a student to campus during the lunch hour, assignment to study hall, restriction to certain resource centers, as assigned by deans.

Out-Of-School-Suspension - Out-of-school suspension may be assigned for all major rule infractions. Students are not allowed on school grounds during the entire period of the suspension. Students are ineligible for all extracurricular activities. These days MAY count toward the twelve absence days allowed in a class. (IC 20-33-8-3-14)

Parent Contact/Conference - A conference with the parent(s) may be requested to clarify issues, resolve problems, and establish communication between the school and home to better serve the needs of the student.

Referral to Law Enforcement/Social Service Agency - The school is required by law to report certain violations to the proper agencies. Examples are substance abuse, physical violence, serious threats, serious thefts, child abuse, and neglect. The needs and welfare of the individual student are always a top priority in reporting and referral.

Referral to Principal - Certain behaviors may result in other sanctions approved by the principal. These may include, but are not limited to, written assignments such as letters of apology, description of the incident and alternative behavior response, and themes about the impact of negative behavior on self and others as well as one's responsibilities to the group.

Restitution - Damage to or theft of school, public and personal property are serious matters. Payment for damage or loss of property is the responsibility of the offending student. Legally, final responsibility for a student under 18 years of age lies with the legal guardian. If an accident occurs for which the student is responsible, it should be reported immediately to a staff member.

Substance Abuse Program - As detailed in the Offenses section, all violations of substance abuse or use are reported to and dealt with by the Substance Abuse Coordinator. Students who feel they need to share a problem concerning substance abuse may contact their counselor or the Abuse Coordinator directly (376-4449). In order to help promote a drug free environment, Columbus East High School campus may be subject to periodic canine searches. These will be requested by the administration in accordance with approved BCSC School Board Policy.

STUDY HALL

Students are assigned to study hall for various reasons. Permission to leave is granted by the supervisor. Students needing to use a resource center or meet with a particular teacher during this time must preplan and secure an approved pass from that teacher before reporting to study hall/resource.

After study hall attendance has been taken, the student: (1) presents the pass to the supervisor, (2) signs out, (3) checks in at resource, (4) signs back in to study hall before the mod ends. All passes must have valid signatures and specific times recorded.

GENERAL USE OF BUILDING

During academic hours, all areas of the school are supervised in order to maintain an academic atmosphere. A school bell is used to denote the beginning and ending of each mod. All classes are to start and dismiss by the sound of that tone. Each student is to be located in a classroom or in a resource center before the bell sounds during each mod of the day except during his/her lunch mod. There is no movement between floors or on the locker level without a visible pass from a teacher. The locker level is "off limits", except during the passing periods between mods.

Although students may use second floor restrooms during resource time with permission, they may not congregate or loiter. The third floor is off limits except during class time.

Before mod 1 and during a student's lunch mod, the commons and cafeteria are for socialization. Students are not to sit in stairwells, doorways, on tables, railings, or crosswalks. They may not sit in the hallways, auditorium area, or on the outside (east side) of the building. The use of the locker level is off limits during noon mods except between classes.

Students are not permitted to loiter around the building at any time during the school day. However, they may enjoy the outdoor commons behind the school (west side) during lunch mods. Students are expected to exit the building by 3:30 p.m. unless supervised by a staff person.

Students who need an elevator pass should obtain one from the school nurse. Students are not permitted to take other student riders on the elevator with them. Violation will result in forfeiture of the pass.

MOTOR VEHICLE LICENSE ISSUANCE/INVALIDATION

State law requires, and School Board policy provides, that a student who is 13 or 14 years of age who is determined to be habitually truant from school must be reported to the Bureau of Motor Vehicles as ineligible to be issued a driver's license or learner's permit until the student reaches the age of 18. Per School Board policy, a student who is truant from school four times in a semester or six times in a school year is a habitual truant.

A student who is expelled from school, who is suspended from school a second time in a school year, or who has withdrawn from school for any reason other than financial hardship, must also be reported to the Bureau of Motor Vehicles for the purpose of invalidating any driver's license or permit which has been issued to the student. The principal will meet with the student and his parent to determine financial hardship. In the case of a second suspension from school, expulsion, or withdrawal, the student's license will be invalidated by the Bureau of Motor Vehicles for 120 days after the student is suspended or until the student reaches the age of 18, whichever first occurs.

The new Habitual Truancy Addition to Discipline Rules will be adhered to and read as follows:

Section 15.IC20-33-2-28.5, AS ADDED BY P.L.242-2005, SECTION 19, is AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2006]: Sec. 28.5. (a) This section applies to an individual:

SOURCE: IC 20-33-2-28.5; (06)HB1347.1.16. --> SECTION 16. IC 20-33-2-28.5, AS ADDED BY P.L.242-2005, SECTION 19, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2006]: Sec. 28.5.

(a) This section applies to an individual:

(1) who:

- (A) attends or last attended a public school;
- (B) is at least sixteen (16) years of age but less than eighteen (18) years of age; and
- (C) has not completed the requirements for graduation;

(2) who:

- (A) wishes to withdraw from school before graduation;
- (B) fails to return at the beginning of a semester; or
- (C) stops attending school during a semester; and

(3) who has no record of transfer to another school.

(b) An individual to whom this section applies may withdraw from school only if all of the following conditions are met:

(1) An exit interview is conducted.

(2) The individual's parent consents to the withdrawal.

(3) The school principal approves of the withdrawal.

(4) The withdrawal is due to:

(A) financial hardship and the individual must be employed to support the individual's family or a dependent;

(B) illness; or

(C) an order by a court that has jurisdiction over the child.

During the exit interview, the school principal shall provide to the student and the student's parent a copy of statistics compiled by the department concerning the likely consequences of life without a high school diploma. The school principal shall advise the student and the student's parent that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit.

(c) For purposes of this section, the following must be in written form:

(1) An individual's request to withdraw from school.

(2) A parent's consent to a withdrawal.

(3) A principal's consent to a withdrawal.

(d) If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to the governing body of the public school that the individual last attended.

(e) Each public school, including each school corporation and each charter school (as defined in IC 20-24-1-4), shall provide an annual report to the department setting forth the following information:

(1) The total number of individuals:

(A) who withdrew from school under this section; and

(B) who either:

(i) failed to return to school at the beginning of a semester; or

(ii) stopped attending school during a semester;

and for whom there is no record of transfer to another school.

(2) The number of individuals who withdrew from school following an exit interview.

(f) If an individual to which this section applies:

(1) has not received consent to withdraw from school under this section; and

(2) fails to return to school at the beginning of a semester or during the semester;

the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the bureau of child labor a record of the individual's failure to return to school so that the bureau of child labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. For purposes of IC 20-33-3-13, the individual shall be considered a dropout.

(g) At the same time that a school principal delivers the record under subsection (f), the principal shall deliver by certified mail or personal delivery to the bureau of motor vehicles a record of the individual's failure to return to school so that the bureau of motor vehicles revokes any driver's

license or learner's permit issued to the individual and does not issue any additional driver's licenses or learner's permits to the individual before the individual is at least eighteen (18) years of age. For purposes of IC 9-24-2-1, the individual shall be considered a dropout.

(h) If:

- (1) a principal has delivered the record required under subsection (f) or (g), or both; and
- (2) the school subsequently gives consent to the individual to withdraw from school under this section;

the principal of the school shall send a notice of withdrawal to the bureau of child labor and the bureau of motor vehicles by certified mail or personal delivery and, for purposes of IC 20-33-3-13 and IC 9-24-2-1, the individual shall no longer be considered a dropout.

- State law may be updated as necessary.

TELEPHONE

A phone is available for student use in the deans' office. Calls are limited to 2 minutes each and must be made only in case of emergency. Students may use this phone before school, during lunch mods, and after school.

RESOURCE TIME

While not considered a credit class, resource time must be attended by students. It is part of their scheduled day. There are no free periods or double lunches at East. Students are mandated by the state to meet the required time of instruction. Resource time is part of that requirement, and all unscheduled time is to be spent in a supervised area of school unless special permission has been granted.

ASSIGNED RESOURCE OR HOME BASE

All students who have resource mod 1 will be assigned to a specific resource for attendance taking purposes. Students may be assigned resource mods during the day for other reasons. In that case, the student must stay in that resource area for the entire mod unless permission is given by a supervisor to leave the area. All students are expected to be in school by 7:45 a.m. and remain until 3:15 p.m. unless special arrangements have been made between the parents and the deans' office/counselors' office.

RESOURCE CENTER POLICY

Since the purpose of resource is to study and obtain help when needed, each student should make resource an extension of his or her class time. Students should be seated and ready to work when the bell rings. Students are to remain quietly in their seats during the first ten minutes of each mod. Students who leave the resource floor must have a pass. Take all possessions when leaving a particular area. Talking should be confined to getting help. Teachers and students should keep their voices at a very low level. Seating will be as indicated; sitting on the floor is prohibited. Stay out of the back hallways and stairwells except during passing times unless you have a pass. Eating and littering on the resource floor are prohibited. Support the person on duty who has the responsibility of assisting you and of creating a quiet learning environment. Good manners are highly desirable in a complex society; use them. Detentions may be given to violators.

AFTER SCHOOL HOURS

All students should be out of the building by 3:30 p.m. unless supervised by a staff member.

VISITORS

Students may not bring visitors to school. However, should an exception be made, the student must have made prior arrangements at least one day in advance with either a principal or a dean. Failure to do this will result in the visitor being asked to leave. Parents and other adults are welcome provided they check in at the main office upon their arrival and with dean approval.

COUNSELORS

Each student will be assigned to a guidance counselor. Offices are located in the Guidance Area

and counselors are available throughout the school day. Students who wish to talk with their counselor are urged to come to the Guidance Area during their unscheduled time or sign in advance for a scheduled appointment.

Counselors are responsible for the educational program planning of their students. Counselors are also available to confer with students regarding school problems, occupational and educational plans, and personal problems. Additionally, they are available to work with students about career opportunities and college applications. The counselor will write the Principal's Recommendation, which is required on most college applications. Students with questions about college admissions, tests, transcripts, or needing any help or information in this area are urged to contact their counselor. Occupational information and college catalogues are available to students in the Career Resource Center and library.

Counselors welcome the opportunity to talk with parents. Appointments may be made by contacting counselors through the guidance secretary at 376-4357.

MORNING ANNOUNCEMENTS

Announcements will be read over the intercom and broadcast on television daily near the end of mod 1. Announcements must be e-mailed to the TV studio by 8:00 a.m. on the day the announcement is to be read. The director of the television studio has the right to refuse to read any announcement.

ACTIVITY FEE

An activity fee is paid by each student. Each student receives the school newspaper, a locker, and one identification card. The activity fee also helps support the student handbook, technology, and all student activities.

LOCKERS

Locker assignments are located on each student schedule. Lockers must be locked at all times. If the lock fails to work, it should be reported to the deans' office, and the lock will be repaired or replaced.

DO NOT share lockers or reveal locker combinations to other students. Students are not to leave any valuables in lockers. The school cannot be responsible for the theft of items from lockers.

Students may be on locker level only during passing periods or with a pass.

The school reserves the right to search lockers periodically in accordance with current laws and court rulings.

IDENTIFICATION CARDS

Each student at East High School will be issued an identification card, which will be used in the school offices, library, bookstore, and at social events. The student must carry this card at all times. If the card is lost, a new one should be purchased in the library during student's resource or lunch mod. A fee of \$2 is charged for replacement of ID cards.

City police have been encouraged to help patrol areas around the school. The police have been informed that all East students must have an ID card on their person. They may arrest all people found around the building and in parking lots who do not have a valid ID card from East High school.

REQUIREMENTS FOR SENIOR GRADUATION CLASSES OF 2008-2009

The requirements for graduation from East High School are established by the State Commission of Education and the Board of School Trustees of the Bartholomew Consolidated School Corporation. A student must have been approved by the principal and have met the following requirements from 9th (freshman) through 12th (senior) grades:

- 8 semesters of attendance*
- 6 subjects per semester - minimum
- 4 years of English
- 3 years of Mathematics
- 2 years of Science (1 year living, 1 year non-living)
- 1 year of U.S. History
- 1 year of World Studies
- 1 semester of Health and Safety
- 1 semester of Government
- 1 semester of Economics
- 1 full credit in Physical Education
- 14 Credits in elective courses to total 40 credits and any other requirements in place of government
- Passing ISTEP

Effective with the 2010 class, Physical Education will be two (2) credits for graduation.

NOTES:

One credit is given for each semester of passing work except for required Physical Education, Theatre Arts 9 (.5 credits), and various vocational courses through the Columbus Area Career Connection (C4). Effective with the class of 2010, required Physical Education course would award one credit per semester.

- * Seniors may graduate with 7 semesters attendance if they take English 12 in summer school between their junior and senior years. Students must complete their senior project by the end of first semester.

Students completing all course work necessary for a diploma but not successfully making ISTEP+ standards may still participate in the graduation ceremony and receive a Certificate of Course Completion.

Special courses may be taken to qualify for the Indiana State Academic Honors Diploma or the Core 40 Diploma. Students interested in receiving these diplomas should see their counselor for further information.

Students wishing to explore alternate methods of earning high school credit should meet with their counselor.

The graduation ceremony is considered a privilege given to seniors in good standing at East High School. Failure to meet student commitments, complete assigned duties or violations of school rules, can result in the loss of these privileges. Seniors are responsible for their actions through their last student day.

Senior Capstone Experience/Senior Project - All seniors will demonstrate proficiencies and essential skills through research, projects, written papers, and an oral presentation. Students will select a mentor to guide the student through the project offering suggestions, constructive criticism, encouragement, and support as they proceed through the requirements of the project. The student will then present his project at the end of the year to a five-member panel made up of teachers and community members. The project will measure content, context, higher order thinking, multi-disciplinary learning, creativity, ingenuity, resourcefulness, problem solving, and many other skills valued by higher education and the business and industrial world.

Beginning with the class of 2004, all BCSC students will be required to have a Senior Exit Portfolio completed. The Senior Exit Portfolio will consist of the following items:

- Transcript
- Resume

- Career Plan
- Senior Project

GRADING PERIODS

Each semester is divided into two grading periods of nine weeks each, not including vacations. Report cards and progress reports will be mailed. Following are the dates for each grading period during the 2008-2009 school year.

FIRST SEMESTER

First Period Aug. 14 - Oct. 15
 Second Period Oct. 20 - Dec. 19

SECOND SEMESTER

Third Period Jan. 6 - March 13
 Fourth Period March 23 - May 28

GRADING SYSTEM

The East High School grading system is as follows:

A - Excellent	F - Failure
B - Above Average	I - Incomplete
C - Average	W - Withdrawal
D - Below Average	WF - Withdrawal Failure
CR - Credit Without GPA	

A plus or minus may be added to any grade (A+ thru F) to indicate a more detailed explanation of a grade.

High academic standards are maintained to assure entrance opportunities to universities and colleges throughout the United States. Grades of "C" or better are strongly recommended in academic courses for those planning to attend college.

BCSC COURSE RETAKE POLICY

A course can be retaken if the original grade is D+ or lower. The original grade will remain on the transcript. The second grade will appear on the transcript. The higher of the two grades will be figured in the grade point average and class rank. This policy includes high school credits earned during middle school.

HONOR ROLL

1. The honor roll is calculated on a 12-point scale.
2. A grade point average of 9.0 or higher (B+) with no grade lower than 4.0 (C-) is required.
3. A student must be taking at least five credits of work in courses that count for the honor roll to qualify.

RANK IN CLASS

1. Rank in class is computed from grades earned in grades nine, ten, eleven, and twelve.
2. Rank in class is computed each semester unofficially. The official ranking is made after the seventh semester of work is completed.
3. A student's rank in class is computed by averaging semester grades in all subjects granting one credit or more for each semester of work.
4. Rank in class is determined on the following mathematical basis:

A+ : 12 points	C : 5 points
A : 11 points	C- : 4 points
A- : 10 points	D+ : 3 points

B+ : 9 points	D : 2 points
B : 8 points	D- : 1 point
B- : 7 points	P : 1 point
C+ : 6 points	F : 0 points

The number of "A" grades is multiplied by 11, the number of "B" grades is multiplied by 8, etc. The total number of points is then divided by the number of grades being considered.

Rank in class for transfers to East High school will be determined in the following way:

1. Students entering not later than the 6th semester shall be ranked under the regular procedure.
2. Students entering the 7th semester or later shall be given a co-rank with other members of the class but shall not be considered for the positions of valedictorian or salutatorian.

STUDENT PROGRESS REPORTS

During the course of the year, a parent may receive a student progress report. The purpose of this report is to inform the parent as to the academic progress of a student. Quite often this report is sent during the mid-point of a 9-week grading period or when a student is doing unsatisfactory work in a subject. However, it is quite possible for a student to receive a failing grade in a subject without ever having received a student progress report. For example, an "F" on a final exam or failure to hand in a special project could result in the final failing grade.

RECORDS AND TRANSCRIPTS

A permanent record of the courses taken by each student consists of: the grades received, his/her attendance record, and scores on special tests. When a student transfers to another school or applies for admission to college, the office will forward a transcript of this record. After the third transcript, a \$1.00 fee will be charged for each transcript requested. Written permission from parents is required before transcripts can be forwarded to potential employers in accordance with Public Law 93-380. There will be no charge for electronic transcripts sent to Indiana colleges and universities.

PARENT CONNECT

For the last several years, East has been using a software package called "SASIXp" to track student information, including demographics, grades, and attendance. This web-based component allows parents to access their own child(ren)'s information via the Internet. ParentCONNECTxp is a read-only component. You are not directly accessing your student's records, but rather looking at a report that is updated every morning at 4 a.m. This briefly describes some tips for using ParentCONNECTxp.

Things you should know about ParentCONNECTxp:

Student Info

- * The password we give you is obnoxious on purpose. Once you login, you can change your password by clicking on the "Settings" button located under the image of the apple.
- * We are not currently set up to generate alert notifications (located on the settings page), so clicking on those boxes will not work.
- * "Quarter Three Grades" does not show your child's grades on purpose. To see your child's current grade, go to the "Assignments" pencil.
- * The General Information button shows our current address information. Please notify the office if any information is inaccurate.
- * We do not track health information in SASI so this information is not available in ParentCONNECTxp.

Assignments

- * Most teachers do not enter assignments in their grade book until after they are due. Don't panic if the assignments page does not show any current assignments!

- * Click on the “Schedule” button to see your child’s current grades. Each percentage given is a link that will show what assignments, tests, and quizzes have contributed to that grade.

Discipline

- * We only provide very basic information about discipline incidences.

In order to register to use ParentCONNECTxp log on to: <http://www.pc.bsc.k12.in.us>. Click on Register and fill out the information requested and click the submit button. You will be contacted by e-mail or phone with instructions to pickup your password information in the Guidance Office. Questions? Please call 376-4492 or email parentconnect@bsc.k12.in.us.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year 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 records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit 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 the amendment of the student’s education records that the parent of reliable student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent of 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 consent to disclosures of personally identifiable information contained 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); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

TESTING PROGRAM

ISTEP - In September all sophomores will be required to take the ISTEP. Sophomore students must pass this test to qualify for an Indiana high school diploma. Students must be present on the designated test dates to take the tests. There will be no make-up allowances for missed days during the administration of the test. Sophomores who do not pass the test will have four more opportunities to take the test but will not have another opportunity until September of their junior year. Students who do not meet standards on the initial test or re-tests will be informed of remediation opportunities that will help prepare them for the test. These remediation sessions are considered to be a class in which attendance is taken.

College Board Examinations (SAT) - Columbus East High School is a testing center for the College Entrance Examination Board (SAT). Dates for the administration of these tests during the school year of 2008-2009 are October 4, 2008, November 1, 2008, December 6, 2008, January 24, 2009, March 14, 2009, May 2, 2009, and June 6, 2009. Registration for any of these dates must be completed 30 days before the date on which the test is to be taken. Registration forms may be obtained from counselors or online.

Preliminary Scholastic Aptitude Test (PSAT) - The PSAT is a short form of the Scholastic Aptitude Test. This test has merit both as a practice instrument for the SAT and as a qualifying examination for the National Merit Scholarship Program. The test date is October 18, 2008.

The American College Test (ACT) - This test is required for entrance to some out-of-state colleges. Many colleges will accept it in lieu of the SAT. This test is a 3-hour examination consisting of four parts: 1. English composition; 2. mathematics; 3. ability to read and interpret social studies; 4. ability to read and interpret natural sciences.

This test will be given at East High School on September 13, 2008, October 25, 2008, December 13, 2008, February 7, 2009, April 4, 2009, and June 13, 2009. To register for the ACT, a student should request a registration form from the counselor or online.

Other Tests - Individual and group career interest inventories are also available such as the SDS (Self-Directed-Search), COIN and KUDER.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

The FAFSA is to be filed by the parent or guardian of a student who is applying for college financial aid for the academic year 2008-2009. The information reported on the FAFSA is confidential and is sent only to the selected recipients. The FAFSA does not award financial aid; rather it evaluates the financial ability of a family to contribute to the costs of the student's post high school education. The decision to award financial aid rests solely with the individual institutions.

DROPPING OR CHANGING A COURSE

During the year, each student, with the aid of his/her counselor, plans a program of studies for the coming year. The student is expected to discuss the program with his/her parents. After a program has been planned, changes may be made until the end of school. Due to the complexity of scheduling, changes made after this date are discouraged.

If a student desires a schedule change after school starts, a schedule change form must be obtained from the student's counselor. This form is to be signed by the teachers involved in the schedule change and a parent or guardian, and then returned to the counselor. The change is not official

until the student receives a new schedule from the counselor. Failure to make it “official” will result in an unexcused absence in the dropped class.

The deadline for such changes is ten (10) days after the start of the semester. Any student dropping a course after the first two weeks will receive a WF for the course and be placed in study hall for the remainder of the semester. A grade of WF is equivalent to a grade of F when class rank is determined.

WORK PERMITS

Under the child labor laws of Indiana, work permits for jobs after school, on Saturdays, or during vacations must be obtained before a student age seventeen (17) and under may be legally employed.

A student who needs a work permit should obtain an “Intent to Employ Card” from the employer, which is to be completed by the employer, and signed by the student and parent. The completed card is then taken to the main office at East. The information must be received before noon of the day the student wants the permit. The student may pick up the work permit near the end of school.

A student’s work permit may be denied or revoked at any time if the student does not have good school attendance or if the student’s academic performance does not meet the school’s standards. A student with two (2) or more Fs will not be issued a work permit or will have their current permit revoked. Questions may be referred to the deans.

Any questions can be directed to the Principal’s secretary in the main office. (See Motor Vehicle/License issuance/Validation)

CHANGE OF INFORMATION

Any change in student information should be reported to the deans office, which will enable the school to maintain contact with the home.

AWARDS AND HONORARY ORGANIZATIONS

Academic Honors - At the end of each year, students are recognized for their academic accomplishments. Awards are presented at an awards program near the end of May.

Academic Letters - An academic letter is awarded for student achievement. This letter is the same size, quality and school colors as other letters at the school. The letter is the Old English style to differentiate it from the athletic letter.

The academic letter is given only to senior high students at the end of four consecutive semesters, each averaging 10 points (A-) or higher. The student cannot receive a semester grade lower than 4 points (C-). Transfer students are eligible after two consecutive semesters in our corporation, assuming the grades transferred meet the local criteria.

The academic letter awards are computed by averaging the semester grades in all subjects except Theatrical Arts Makeup. The student may have no “incomplete” grades (I) on his record for the four semesters.

Scholarships or Loans - The Guidance Office maintains an up-to-date directory.

LOST AND FOUND

The lost and found items are kept in the main office. Lost and found is cleaned out after the end of each 9 weeks.

SCHOOL BUSES

School bus drivers are to have complete control of all school children while students are on the buses. Drivers will keep order, maintain discipline, and treat everyone in a civil manner. The driver will see that no child is imposed

upon or mistreated, and use every care for the safety of the children. Buses are equipped with audio visual equipment. The school bus is an extension of the classroom, and students are expected to abide by the bus rules and regulations.

Rules:

Before Bus Arrives

1. Leave home on time each day.
2. If there are no sidewalks, walk facing traffic.
3. Arrive at bus stop 5 minutes prior to pick up time.
4. Wait off the roadway, not in the street.
5. Respect private property.

Boarding the Bus

1. Wait for the bus to come to a full stop.
2. Be polite and take your turn getting on the bus.
3. Use the handrails.

Conduct on the Bus

1. Go to straight to assigned seat and stay seated. Do not move around the bus while the bus is in motion. (Driver has the right to assign seats as he/she deems necessary.)
2. Do not distract the driver unless it is an emergency. (Drivers need to keep their minds on driving and eyes on the road.)
3. Loud, profane language or yelling is not permitted. (Talk quietly so the driver can hear traffic sounds.)
4. Keep arms, feet and personal items out of the aisles, to yourself, and inside the bus.
5. Eating, drinks, and gum are not permitted.
6. Do not open or close windows without driver's permission.
7. Carry-on bags or personal items should not infringe on the space of others.
8. All toys, games, balls, or personal items should be kept inside a contained bag and are not for use on a bus.
9. Use of alcohol, drugs of any kind, tobacco, matches, or lighters is not permitted.
10. Firearms or weapons of any kind are not permitted.
11. Do not litter or deface the bus in any way.
12. Do not tamper with any safety device or any other equipment on the bus.
13. Rude, discourteous, or annoying behavior is not permitted.
14. Physical or verbal abuse of another student will not be tolerated.
15. Any behavior that is deemed to be a danger in relation to safety, well-being, or respect for others will not be tolerated.

Leaving the Bus

1. Do not leave your seat until the bus comes to a complete stop.
2. Take your turn, don't crowd in front of others.
3. Use the handrails and watch your step.
4. Follow the directions of the driver when crossing the street, at all transfer points.

In accordance with Indiana Law, RIDING THE BUS IS A PRIVILEGE! Failure to follow the rules may result in suspension of transportation privileges.

School Bus Disciplinary Action Guideline:

- | | |
|-----------------|---|
| Warning: | Driver will talk with student to try to resolve the issue. |
| First Offense: | Driver will talk with student and assign student to another seat. If the student's behavior warrants; the driver may suspend riding privileges for one day. |
| Second Offense: | The driver will notify the principal who may take action to suspend the pupil from riding the bus for up to ten days. |

Third Offense: The bus driver will notify the principal who will take action to suspend the student from riding the school bus for the remainder of the school year.

The above is a guideline; severe issues may result in immediate suspension of bus privileges.

EVACUATION DRILLS

Evacuation and fire drills are held periodically and every room has a specific pattern for evacuation. All students and all teachers should be familiar with the pattern for any room they occupy. A sounding of the fire alarm system will indicate a complete evacuation of the building in an orderly manner.

A tornado or disaster drill will be announced on the intercom, and teachers should move students into the areas designated according to the predetermined plan.

All alarms are to be followed unless the persons in the office indicate otherwise by means of the intercom.

Crisis Plan - The school corporation has a crisis and response plan that will be implemented by each school.

SCHOOL SPONSORED TRIPS/FIELD TRIPS

Permission must be granted by the administration for any school-sponsored trips, whether taken on school or non-school days. Students are not to drive cars to the field trip location. Parent permission forms must be obtained from the faculty member sponsoring the trip, must be properly signed by the parent, and be presented to the sponsor before a student will be allowed to go on a school trip. These forms should be retained by the sponsor for the year. Students are requested to notify their teachers of upcoming field trips and submit assignments before departure. It is not recommended that students leave cars parked in the lots overnight or for multi-day field trips. The school is not responsible for any damage.

IN-SCHOOL CONVOCATIONS

The behavior of the student body during convocations should be above reproach. When an outside speaker is on the platform, he should be treated as an honored guest. If the program is one involving students or faculty, the participants should be accorded the respect due them. The way the student body conducts itself during a convocation is a reflection of the quality of our school.

BOOKSTORE

The school bookstore is located on the gallery floor near the northeast corner of the building across from the auditorium. The bookstore is open daily from 7:00 a.m. to 1:00 p.m. Parents and staff members are welcome during regular school hours. Regular school supplies such as pens, pencils, paper, posterboard, notebooks, protractors, rulers, are on sale throughout the school year.

Textbooks are usually adopted for a period of six years. Students may pay for required class materials in one or more of the following ways:

Rentals - Most books are rented by semester to students for a fraction of the cost of the book. Students should check books when issued. If the student receives a book which he feels is badly marked or damaged, he should report the condition at once so that he will not be held responsible when the book is returned. Only the exact books assigned to a student will be accepted as returned. A different book, or a book whose identification numbers have been destroyed or altered, will not be accepted as credit for that student. Students will be charged replacement cost for lost or destroyed books. Book fee billings are mailed after schedule change deadlines and are due upon receipt.

Purchase - Some books are not placed on rental. These may be paperbacks, workbooks, or books

for specialized and/or small classes. Students may wish to sell these books when they are finished with them; this will be done by the student; the bookstore does not handle used books for resale.

Flat Fee - In a limited number of situations, students are asked to pay a fee to cover materials needed for a course.

Application for Free/State Adopted Books - Applications should be completed and returned promptly to the principal's secretary. The forms are distributed in mod 1 the first day of school. The information given on the completed application will be used to determine eligibility for free books. The art, band, choral, physical education, science, shop and activity/technology fees are NOT included under free textbooks. Applications received and approved after state deadline will be retroactive for first semester and will cover second semester.

LIBRARY

The library provides networked computers for student use, as well as laser printers. Students may print color copies for a fee. Black and white copies are free for the first 5 printed and .10 for each additional page. Students must be doing school-related work only while on the computers. Violators may have their privileges revoked.

Students may use the library during resource to study, read or use computers. After the second nine weeks, student may not use the library as an alternative to resource if they have any grade lower than a C- on their report card. Students should see the librarian if they have any questions about this policy. All students may come in anytime to checkout or return books, or to get assistance from the librarian.

CAFETERIA

Cafeteria use begins daily with the serving of breakfast at 7:15 a.m. and will end at 7:40 a.m. No food will be sold after 7:40 a.m. Students should return all dishes, milk cartons, and trash to the return windows. If a tray has been taken, it must be returned to the return window. Do not leave anything on the table.

A plate lunch and ala carte menu are available daily. Ala carte prices are varied and posted in the cafeteria. The student prices are: \$2.00 for plate lunch; \$0.40 for reduced plate lunch; \$1.00 for breakfast; and \$0.30 for reduced breakfast.

In order to comfortably accommodate a large number of students, it is necessary that the cafeteria rules be properly observed.

Cafeteria Violations - Behavior that would disrupt a school's dining service, including, but not limited to:

1. Throwing food or other objects.
2. Leaving lunch tray or litter on tables or noon.
3. Sitting on the tables.
4. Running or loud/disruptive behavior.
5. Removing food from the cafeteria and/or having food in other areas.
6. Pushing, shoving, teasing, or cutting in line.
7. Ruining another student's lunch.

HEALTH SERVICES

Health services, including first aid emergency care and health instruction, are offered each student at CEHS.

In accordance with Indiana's legal standards, all freshman will have a scoliosis screening, which is administered by school corporation nurse. All sophomores are given hearing tests during the school year. These tests are conducted by speech and hearing therapists, in collaboration with

school nurses. Parents are notified of hearing failures in order that the student may receive further medical assistance. Any student desiring tests may self-refer. The parent or teacher may notify the school nurse if there are concerns.

A visit to the nurse's office requires a pass signed by the teacher of the class the student misses, with no exception. This includes post-lunch illness. Permission to leave school must be given by the nurse and the dean's office after a parent has been called. Once notification that a student needs to go home has been made, the student needs to be picked up within 1 hour. No student is to leave without this permission regardless of the time of day.

Nurse's restrooms are to be used only by ill persons. Feminine products can be purchased ONLY in the nurse's office.

Indiana law requires that schools follow guidelines regarding administration of medication to students:

1. Only medications necessary to provide the student access to his/her educational program should be given during school hours. Whenever possible, medications should be given at home.
2. Medication must be brought to school and kept in an original and properly labeled container in the nurse's area.
3. Written instructions from a physician are required for prescription medicines. Forms are available in the nurse's office for this. The form must be signed by parents and the doctor and returned to the nurse.
4. Written permission of parent(s) is required for any over-the-counter medication to be given at school. Only those medicines provided by parents will be dispensed.
5. No medications are to be carried by students - even over-the-counter medicines. This includes Tylenol, Midol, ibuprofen, cold medicine, vitamins, etc. There are serious consequences for having drugs in student possession.

Personal hygiene matters should be cared for at home. This includes showering/bathing, hair washing, deodorant needs, and care of tattoos and piercings.

When a student enters school at CEHS, he/she will be asked to update their student information. Each student will receive a print out of the student system for review. Students should take this information sheet to his/her parent for yearly review. This form will ask for names of persons who have parental permission to authorize treatment and release of information, should the parent not be available as well as emergency numbers. Students need to be aware of his/her doctor's and dentist's names. The parent needs to sign the form and return it to the dean's office. ALL phone numbers at which parents can be reached should be included on this paper as well as a working e-mail address for the parent.

If a student has a health condition that may interfere with their education, please notify the school nurse. Parental input is helpful in managing students' health at school. Information from the physician may be necessary.

The school nurse may be reached at 376-4337.

AHERA Information - 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 Bartholomew Consolidated School Corporation is available for review and copying by students, staff and guardians during normal business hours.

ATHLETIC PROGRAM

I. Eligibility

Columbus East High School is a member of the Indiana High School Athletic Association (IHSAA) and is governed by their by-laws. The IHSAA recognizes the principal as the administrative head of athletic activities.

- A. A student must be enrolled in at least five (5) full credit courses or the equivalent. It is highly recommended that a student athlete be enrolled in at least six (6) classes.
- B. A student must have received passing grades in at least five (5) full credit courses or the equivalent during the student's previous grading period (semester grades take precedence).
- C. A student who is, or will be, 20 years old prior to or on the scheduled date of the IHSAA state finals in a sport will be ineligible for athletic competition in that sport.
- D. A student must have a current Pre-Participation Physical Evaluation form on file in the Athletic Office before the first practice.
- E. Students must attend mods 6, 7, and 8 in order to participate in extracurricular activities that same day.

II. Hoosier Hills Conference

- A. Columbus East is a charter member of the Hoosier Hills Conference.
- B. Member schools are Bedford North Lawrence, Columbus East, Floyd Central, Jennings County, Jeffersonville, Madison, New Albany, and Seymour.
- C. Each year the conference will award a boys all-sport trophy, a girls all-sport trophy, and a grand all-sport trophy.

III. Awards

- A. A letter is given for recognition of achievement and excellence in each sport.
- B. Each coach has, in writing, requirements for winning a letter in his/her sport.
- C. Upon meeting the requirements for a letter in a sport, the athlete shall receive a block (6" "E") letter and a service bar with an emblem of the sport. The letter may be worn on a sweater or jacket purchased by the athlete, with the service bar put on the left sleeve.
 1. The letter shall be placed on a jacket, or button-front sweater, centered on the left side between the pocket and shoulder.
 2. The letter shall be placed on a pullover sweater, centered on front.
 3. The service bars shall be placed on the left sleeve, starting three inches down from the shoulder.
- D. For second and subsequent awards, a service bar with the emblem of the sport shall be awarded.
- E. Seniors may be awarded a block letter upon completion of a sport season, based on the coach's recommendation.
- F. Captains will receive a service bar with star attached to place on their jacket.
- G. All letter awards must have the coach's recommendation and be passed upon by the athletic director.
- H. A Senior Award is presented at the Spring Awards Program for participation and achievement in more than one sport. Any senior who has won four or more letters in at least two sports in grades 9-12 will be awarded a plaque commemorating such achievement. The athlete must be in good standing and have defended all previously won letters.
- I. Most Valuable Player awards are presented by all athletic teams. The recipient of this award is determined by a secret ballot vote of the members of the team. The awards are presented by the Athletic Department.

STUDENT DISCIPLINE RULES AND REGULATIONS CONCERNING ATHLETES

I. Establishment of Rules

Reasonable rules governing the conduct and discipline of students who participate in athletic activities sponsored by the corporation shall be established by each head coach, subject to approval by the school's athletic director and principal. To the fullest extent practicable, such rules shall be reduced to writing and made available to students at the opening of a sports

season.

II. Causes for Discipline

Reasonable disciplinary action may be imposed upon students for violation of rules governing the conduct of students who participate in athletic activities. Suspension of athletic participation beyond five (5) school days, or permanent expulsion for a sport season, may be used for the following:

- A. Insubordination or failure to follow any reasonable rule or direction of a coach;
- B. Failure to attend practices or games;
- C. Unsportsmanlike conduct which disrupts or interferes in any material way with practices or games; or
- D. Any conduct set forth in I.C. 20-8-1-5, which constitutes grounds for expulsion or suspension from school.

III. Procedure

In the event that a head coach is considering the suspension of a student (for more than five (5) school days) or permanent expulsion for a sport season from any athletic participation, the head coach shall use the following procedure:

- A. The coach shall cause an investigation to be conducted and make a reasonable attempt to determine the facts relative to such impending discipline.
- B. The coach shall inform the student of the allegation constituting the cause for the impending discipline.
- C. The coach shall provide the student an informal opportunity to explain his/her conduct.
- D. The coach shall determine the facts relevant to such discipline and shall inform the student of such facts;
- E. The coach shall provide the student's parents, guardians, or legal custodians a written statement as to the reason for such discipline and shall provide the principal and athletic director with a copy; and
- F. The athlete and parents, guardians, or legal custodians shall be informed that a conference with the coach, athletic director, or principal may be held upon request within five (5) days of imposition of discipline.

IV. Substance Abuse Policy Concerning Athletics, Extra and Co-Curricular (This is a summary and the complete policy may be obtained from the sponsor.)

Rule: A student shall not use or consume, have in his/her possession, buy/sell or give away any illicit chemicals or substances.

- A. This policy will apply to all BCSC students - elementary, middle school, and high school.
- B. This policy is in effect 365 days a year for school or non-school events.
- C. The penalties in this are cumulative. Thus, if the first violation occurred in the sixth grade, the student would follow the procedure under the first violation. If the same student had a violation as an 11th grader, then the student would follow the procedure under penalties for subsequent violations.
- D. After confirmation of a violation, the student will lose eligibility to participate in athletic, extra- and co-curricular activities for one calendar year from the date of the confirmation.
- E. The student will be referred to the Student Assistance Director for help and assessment. If the Student Assistance Director's guidelines are met, eligibility can be re-established.
- F. BCSC policy requires students in athletic, extra- and co-curricular activities to have drug testing consent forms signed and be a part of the random drug testing procedure.

PENALTIES FOR VIOLATION OF POLICY:

I. First Violation (If the Student Assistance Director's guidelines are met):

- A. The student shall lose eligibility for scheduled contests for the next ten (10) program days for all athletic, extra and co-curricular activities that they are participating in at that time. If a contest does not occur in those ten (10) days (5 non-practice, 5 practice but no games), the student will then miss the next scheduled contest. If the student is not in an activity when the infraction occurs, then he will serve the penalty when the activity begins. If the student is an athlete, then they will serve the penalty when that athletic season begins, even

- though he may have previously served a penalty from an extra- or co-curricular activity.
- B. The student must be free of all illicit chemicals and substances as determined by the Substance Abuse Director through an appropriate screen before eligibility is re-established.
 - C. If the student fails to follow the conditions of the probationary period, the student will become ineligible for participation in all athletic, extra-curricular or co-curricular activities for the remainder of the probationary period.
- II. Subsequent Violations (If the Student Assistance Director's guidelines are met):
- A. The probationary period will last for one calendar year from the date of confirmation.
 - B. The student will be suspended from all scheduled athletic, extra-curricular and co-curricular contests for 20 program days.
 - C. If a contest does not occur in these 20 days (10 practice, 10 practice but no games), the student will miss the next scheduled game.
 - D. The student must be free of all illicit chemicals and substances as determined by the Substance Abuse Director through an appropriate screen before eligibility is re-established.
 - E. If the student fails to follow the conditions of the probationary period, the student will become ineligible for participation in all athletic, extra-curricular or co-curricular activities for the remainder of the probationary period.
 - F. If another substance abuse violation occurs during the probationary period, then the student will lose eligibility for all activities for one year from the date of that confirmation.

Columbus East High School cheerleaders are considered as support groups for fall and winter athletic teams to cheer at football games in the fall and basketball games in the winter. They will be involved in planning and coordinating various spirit activities during the year.

PRIORITY HANDBOOK

If there are any deviations or conflicts between the Student Handbook and the Due Process Manual, as adopted by the Board of School Trustees, the provisions in the Due Process Manual will prevail.