

STUDENT HANDBOOK

MESSAGE FROM THE PRINCIPAL:

Welcome to Eastern Greene High School. The staff members and I are pleased to have you here as a student, and we will do our best to make your experience here as productive and successful as you wish to make it.

Ted Baechtold, Superintendent, Eastern Greene Schools

Doug Lewis, Principal

Jon Neill, Dean of Students

Aaron Buskirk, Athletic Director

Kayla Willey, Guidance Counselor

Eastern Greene High School

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Find us on the web at: <http://www.egreene.k12.in.us/>

GENERAL INFORMATION

WELCOME

The success of students at school depends upon their self-discipline, effective study habits, and regular attendance. This handbook is intended to help you become better acquainted with our school and to help answer any questions that you might have. While this handbook is intended to be a fair summary of certain matters of interest to students, its readers should be aware that:

(1) it is not a complete statement of all procedures, policies, rules, and regulations of the Eastern Greene High School; (2) the school reserves the right to change without notice, any procedures, policies, programs and so on, which appear in this handbook; and (3) the various departments and teachers may have their own procedures and policies that apply to students.

Eastern Greene High School is committed to the principle of equal opportunity. It does not knowingly discriminate against any students, employees, or applicants for reason of sex, race, color, age, and national, ethnic, or geographical origin. It attempts to make its programs equally accessible to all qualified applicants despite physical disabilities.

We wish you a great deal of success in your academic and extra-curricular endeavors. Keep in mind that success is not an accident. Successful people are not just lucky; they plan for success. They do the things necessary to enable themselves to succeed.

Please take time to review the EGHS student handbook as part of your process for planning for a successful school year.

TO PARENTS

Your son or daughter will spend a large part of his/her adolescent years in school. We, at Eastern Greene High School, hope that during this time your son or daughter will grow not only in academics, but also in maturity. Growth in these areas will depend upon the successful combination of the

student's own effort, initiative, innate abilities, and diligent guidance from our school. We believe this can be achieved if the parents, the students, and the school work together. This cooperation may perhaps be better implemented if we set forth what we believe parents, students, and the school should be able to expect of one another.

1. The parents should be able to expect the following of the school:
 - a. That the school should be operated in a business-like and responsible manner with both requirements and regulations being reasonable and understandable.
 - b. That students' progress in studies is the priority of the school.
 - c. That parental inquiries, visits, and complaints receive prompt and courteous attention and that the school's response to these inquiries reflect a constructive, helpful attitude.
 - d. That teachers' grades are fair, impartial, and understandable.
 - e. That teachers' assignments are definite and that a reasonable amount of assistance is given in class with student initiative. A student will be provided individual help, as resources will permit.
 - f. That the school will do its best to maintain a wholesome student environment.
 - g. The right to inspect and review their children's educational records.
 - h. The right to seek amendment of inaccurate or misleading information in their children's educational records.
 - i. Parental consent to most disclosures of personally identifiable information from education records.
 - j. Questions concerning educational records can be answered by contacting the guidance department at (812) 825-5621x137 or the building principal.
 - k. Formal complaints of suspected violations in regards to a child's records may be reported to:
Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW
Washington, DC 20202-4605
2. The school should be able to expect the following of the parents:
 - a. That students' attendance be regular and punctual.
 - b. That the parents encourage and promote good study habits and acceptable behavior in their children.
 - c. That parental inquiries be first registered with the teachers, guidance counselors, and assistant principal and or principal.
 - d. That the parents demonstrate a positive attitude of the school. A negative home climate toward the school will too often damage a student's outlook and affect his/her behavior and success.
 - e. That the parents keep themselves informed of any difficulty between their child and the school.
 - f. That the parents call the school for an appointment with a teacher, a counselor, or the principal in the event of a serious problem or a serious misunderstanding that has not been satisfactorily resolved between the child and the school.
3. The students should be able to expect the following of the school:
 - a. That their voices be heard as long as they expresses themselves courteously.
 - b. That teachers' grading and treatment of the students be fair and understandable.
 - c. That correction of student behavior is fair and is done with consideration of the best interests of the individual student and the total school.
 - d. That extra help in a subject beyond what can be given during class time be initiated by the individual student.

- e. That student opinion is reflected through an elected student government.

PURPOSE OF THE STUDENT HANDBOOK

The purpose of the Eastern Greene High School Student Handbook is to state and define the expectations, guidelines, rules, and consequences of student behavior and to provide other important information in order to achieve an appropriate, safe, and orderly education of our students.

Certain consequences outlined in this handbook may be modified at the discretion of the administration depending upon the totality of the circumstances. No granting of a variance will constitute or establish a precedent in any future situation.

EASTERN GREENE HIGH SCHOOL BELL SCHEDULE

Tbird WIN (M, T, W, Th)		Activity Period (F)		2 Hour Delay	
1	8:00 – 8:48	1	8:00 – 8:45	1	10:00 – 10:30
WIN	8:52 – 9:15	2	8:49 – 9:39	2	10:34 – 11:09
2	9:19 – 10:07	Activity Pd.	9:43 – 10:15	3	11:13 – 11:43
3	10:11 – 10:59	3	10:19 – 11:04	4 (Lunch)	11:47 – 12:52
4 (Lunch)	10:59 – 12:21	4 (Lunch)	11:04 – 12:28	5	12:56 - 1:36
5	12:25 – 1:12	5	12:32 – 1:17	6	1:40 – 2:15
6	1:16 – 2:03	6	1:21 – 2:06	7	2:19 – 2:55
7	2:07 – 2:55	7	2:10 – 2:55		

CAFETERIA INFORMATION

1. Students should move to and from the cafeteria in an orderly manner. Running, cutting in line, and boisterous behavior is unacceptable. Compliance with this request will make the lunch period more enjoyable for all concerned.
2. The Chartwells School Dining Program prepares two types of lunches:
 - a. Premium Line: fully balanced plate lunch
 - b. Combo Line: hot sandwiches, deli sandwiches, breadsticks, pizza, wraps, and package salads. A cold bar is offered daily with a variety of choices. This food is free when you purchase any lunch.
3. Free and reduced lunches are available for students whose parents qualify according to federal income guidelines. Forms are available to all students who feel they may be eligible. The forms should be returned to the high school office. Notification will be given within one week to any student that submits a free lunch/reduced form. Students on free and reduced prices may purchase one tray at the reduced rate. After the first tray is purchased, full charges will apply if a student purchases an additional tray of food.
4. Students may not enter automobiles or be in the parking lot during lunch.
5. Students are encouraged to use funds for a complete lunch, not for a drink alone.
6. All food items and drinks will be restricted to the CAFETERIA.

7. All students are expected to clean up after they eat and take their trays to the dishwashing area. Failure to do so will result in an administrative detention. Clean up your areas and dump your trash. You will be held accountable.
8. Horse playing will result in an administrative detention.
9. Throwing food will result in one week of lunch detention.
10. Arm wrestling between students is not permissible at any time.
11. While playing card games is permissible during lunch, any students engaging in gambling will be dealt with according to the disciplinary policies for gambling.
12. Any student leaving the cafeteria must ask permission and/or have a note from a teacher.

BREAKFAST PROGRAM

The breakfast program is available to any student enrolled at Eastern Greene Schools. Students qualifying for free and reduced lunch also qualify for free and reduced breakfast. Reduced cost for those who qualify is \$.30. There is no charge for students who qualify for free lunch. Prices are subject to change. Breakfast is a great way to start your day. Get something hot, healthy, and nutritious daily in the cafeteria.

The Food Service Department at Eastern Greene Community Schools is committed to providing nutritionally balanced meals in compliance with the standards set by the USDA and the State of Indiana.

We are dedicated to ensuring that each student is given the opportunity to participate in the school lunch program. We strive to serve our customers in a positive and friendly atmosphere.

Chartwells School Dining Services has a staff of over 17 associates who provide over 1000 meals each day to the students of the Eastern Greene Community Schools.

We are proud to serve the students and staff in our district and continue to develop new and unique menu items that will keep us on the cutting edge of nutrition and healthy eating!

LIBRARY

The high school library is open from 7:45 a.m. until 3:10 p.m. Monday through Friday. Eastern Greene students may choose to use the library facility during any study hall as well as during the lunch periods. Students may make use of the library for research, study, and leisure reading. Students must receive a timed pass from the study hall administrator or staff member. Students must stay in the library the full period unless otherwise noted on the pass.

Students may be excluded from the library or face disciplinary action for the following:

1. Disruptive behavior.
2. Defacing or destruction of any library material, furniture, or hardware.
3. Tardiness.
4. Failure to cooperate with the librarian.
5. Failure to use the library for the purpose the student indicated at sign-up time.
6. Failure to comply with the materials overdue policy.
7. Non-payment of fines.

The school librarian will explain procedure for use of materials and general operations.

OVERDUE LIBRARY MATERIALS POLICY

1. There will be a \$.10 per day fine for each overdue item, beginning one week after the due date and accumulating to the replacement price of the item(s). The borrower can also renew the item(s). Students can pay for their fines, or they can volunteer to work in the library; for every 20 minutes worked, students can earn \$1.00 to pay off their fines. Students can earn \$3.00 off of fines for one class period worked.
2. Library privileges will be suspended if a fine exceeds \$5.00 and/or if the student has an over-

due book. The student's library privileges will remain suspended until the fine is paid and the materials are returned or until restitution arrangements are made with the librarian and carried out by the student.

3. Materials declared lost by the student or librarian must be replaced. If a lost book is not replaced, the student's name will be turned in to the office as for a lost textbook.

LIBRARY COMPUTER LAB

1. School faculty members may reserve the lab for their classes. Any open computers will then be on a first-come, first-served basis for study hall students.
2. If the lab is open, students may use the computers for research and class projects.

ACADEMICS

PURPOSE STATEMENT

Serving all learners today to prepare for tomorrow.

SCHOOL IMPROVEMENT GOALS

1. Each student will demonstrate improvement in content area literacy skills across the curriculum.
2. Each student will demonstrate improvement in their ability to reason and think through content and problems in each discipline area.

CORE VALUES

1. Developing and utilizing clear and appropriate academic expectations to maximize each student's potential.
2. Maintaining a safe and effective learning environment.
3. Ensuring a mutual respect for all members of our school community.

GRADUATION REQUIREMENTS

The minimum requirements for graduation from Eastern Greene High School are 43 credits. The required courses for graduation are 4 years of English, 2 semesters of physical education, 1 semester of health, 3 years of math, 2 years of science, 1 year of U.S. history, 1 semester of government, and 1 semester of economics. Students graduating after 2018 must pass the ISTEP+ assessments in Math and English/LA to be eligible to graduate. If a student does not pass these assessments, he or she must successfully meet the requirements for evidence or work based waiver. To qualify for a waiver a student must meet all the requirements listed above but additionally take the ECA every semester, complete any remediation the school provides, maintain a 95% attendance rate, have a "C" average (locally defined as 1.7) in the 34 core credits, and meet the additional requirements for their specific waiver.

All students will be on the Core 40 diploma track. These students will be required to have 4 years of English, 2 semesters of physical education, 1 semester of health, 3 years of math, 3 years of science, 1 year of U.S. history, 1 year of world history/civilization or geography/history of the world, 1 semester of government, and 1 semester of economics.

Students must earn credits as follows to attain the corresponding class status:

Sophomore	10 credits
Junior	20 credits
Senior	30 credits
Graduate.....	43 credits

Seniors who meet all state and local requirements for graduation will participate in commencement exercises on the date established by the school calendar. Seniors who fail to meet state and/or local graduation requirements will not be eligible to participate in com-

commencement exercises.

In order to be classified as a freshman, a student must be promoted from the eighth grade.

In order to be classified as a sophomore and granted the privileges of a sophomore, a student must have acquired a minimum of ten (10) credits and completed two (2) semesters of high school work.

In order to be classified as a junior and granted the privileges of a junior, a student must have acquired a minimum of twenty (20) credits and completed four (4) semesters of high school work.

In order to be classified as a first semester senior, a student must have completed a minimum of thirty (30) credits and completed six (6) semesters of high school work. In order to qualify as a graduating senior, a student must have at least forty-three (43) credits after seven (7) semesters.

EARLY GRADUATION POLICY: It is a School Board policy to grant an eighth semester attendance waiver to Eastern Greene students if they meet the following requirements:

1. The written request for a waiver is received prior to May 1st of the student's junior year.
2. The student will complete all state and local graduation requirements prior to the last day of the first semester of the student's senior year.
3. The student and parent/legal guardian demonstrates in the written request a genuine need to complete high school in seven semesters.

If a student fails to meet waiver requirements, the student will be enrolled in a full schedule for the remainder of the senior year. The early graduate is strongly encouraged to attend commencement exercises. Three year graduation plans are considered on an individualized basis.

GRADING

A, B, C, and D indicate passing grades, with F indicating failure. Marks given on the grade cards represent performance levels in academic achievement. Grades are recorded at the end of each nine-week period. A semester grade is determined by averaging the two nine week grades with the final exam results. Semester grades are the grades that appear on a student's permanent record.

SEMESTER EXAMS

Final exams will be given to all students at the end of each semester. This policy applies to all classes. A space has been provided on student report cards where the final exam grades will be registered. The semester average will be determined by averaging the two nine week grades and the final exam grade.

REPORT CARDS/PROGRESS REPORTS

All students will receive mid-term progress reports during each nine-week period and report cards at the end of each nine-week grading period.

The notices will be carried home by the individual student or mailed. This is one method used by the school to keep parents informed about student progress.

INCOMPLETE GRADE

If a student has not completed course work, a grade of "I" may be given. If this work is not completed within two weeks from the end of the grading period, then the teacher will submit the grade to the guidance department as an F unless further arrangements have been made by the student with the teacher to extend the two-week deadline. The student bears the responsibility for the completed work to be turned in after the grading period has ended or making arrangements with the teacher, in writing, for extending the time to complete class work. The teacher has the responsibility to contact both the student and the student's parents regarding the incomplete grade and the work needed to be completed.

HIGH SCHOOL GRADING SCALE

A = 93-100%

A- = 90-92%

B+	=	87-89%
B	=	83-86%
B-	=	80-82%
C+	=	77-79%
C	=	73-76%
C-	=	70-72%
D+	=	67-69%
D	=	63-66%
D-	=	60-62%
F	=	0-59%

VALEDICTORIAN AND SALUTATORIAN STATUS

Eastern Greene High School has determined that the valedictorian and salutatorian status will be decided at the end of the eighth semester of the senior year. Seniors who have the highest weighted GPA will be selected for this honor. Students considered for these honors must be on the academic honors diploma track.

WEIGHTED GPA FOR CLASS RANK

Eastern Greene High School is committed to providing many college prep and dual credit courses to our students. We aim for our students to take the most rigorous courses that their skill set and academic ability will allow. As a result, we will encourage and push our students to take these courses. Eastern Greene High School recognizes that not all college prep and dual credit courses are of the same rigor. As a result, we have classified our weighted classes into two categories. Courses categorized as a level 1 rigor class will receive a .5 quality point. Courses categorized as a level 2 rigor class will receive a 1.0 quality point. The table below displays the point scale for each category, as well as, the identified Eastern Greene High School courses for each category.

Level of Rigor	Quality Point	Point Scale	Courses in this Category
1	.5	A = 4.5 A- = 4.16 B+ = 3.83 B = 3.5 B- = 3.16 C+ = 2.83 C = 2.5 C- = 2.16 D+ = 1.83 D = 1.5 D- = 1.16 F = 0.00	<ul style="list-style-type: none"> • College Algebra • Trigonometry • Survey in Biotechnology • Survey of Good Manufacturing Practices • Earth and Space Science • Digital Applications and Responsibility • Human Development and Wellness • AG Animal Science • AG Natural Resources • Ag Power, Structure, and Tech • Agribusiness Management • Spanish III • French III

2	1.0	A = 5.0 A- = 4.66 B+ = 4.33 B = 4.0 B- = 3.66 C+ = 3.33 C = 3.0 C- = 2.66 D+ = 2.33 D = 2.0 D- = 1.66 F = 0.00	<ul style="list-style-type: none"> • AP Physics I • AP Environmental Science • Chemistry II ACP • AP Biology • AP Calculus AB • AP Calculus BC • AP Statistics • AP English Language • English 12 Composition and Literature • English 12 ACP • Public Communication/Public Speaking ACP • AP Computer Science • US Government Honors • AP US History • Spanish IV • French IV
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PERMANENT RECORDS

Each student has a permanent record that contains grades and credits for that student. The permanent record is checked carefully for graduation requirements. Transcripts of the permanent record needed for transfer, military use, scholarship consideration, college applications, or prospective employer information may be requested from the counseling secretary.

STUDENT CLASS LOAD

Students are required to be enrolled in credit-earning courses six of the seven class periods daily; the one non/partial-credit class being a study hall or student assistant. Students must attend school for the entire day. If a student must return for another semester after graduation, that student may be allowed to attend only the class or classes necessary to complete his/her graduation requirements. Exceptions may be made in rare situations on a case-by-case basis with administrative approval.

CLASS CHANGE POLICY

1. Class changes requested by students must be completed before the first day of school.
2. Teacher recommendations will be taken into consideration when any change is requested.
3. All changes will be handled by the counseling office.
4. No student may withdraw from a class after the official start time without approval from the guidance department.
5. Students must complete add/drop form.

WITHDRAWING FROM SCHOOL

There are a number of reasons as to why a student may find it necessary to withdraw from school. When this becomes necessary, the parent must contact the guidance counselor and discuss the procedures to follow to withdraw the student. No grades will be given nor records transferred until the student meets all of his/her responsibilities to the school such as paying fees, returning books, and having each teacher complete the official withdrawal form. The withdrawal process will be complete only after an exit interview is held between the building principal, the student who is with-

drawing from school, and the student's parents/guardians. Students under the age of 18 will be required to enroll in Adult Education classes and must be in good standing to keep their driver's license.

TEXTBOOK, FEES

All textbooks used at Eastern Greene Schools are available on the rental basis. The textbook rental fee will be based upon a state approved percentage of the actual value of the textbook. Textbook rental will be due on two separate dates each year; fall semester will be due by December 31, and spring semester will be due by May 1. All textbooks are to be returned at the end of the year and should be returned in the same condition as when they were distributed. Students who fail to return textbooks will be asked to pay the total replacement cost of the book. The student must also replace books returned in a damaged condition. Should a student withdraw from a course, he/she is responsible for turning in the textbooks for that course. Fees are also necessary in shop classes where wood and metal must be used for projects. These shop fees will be determined at market cost by the shop instructor.

COLLEGE VISITATION DAYS

Juniors and seniors who intend to enroll in a college, university, or technical school after graduation may be granted college visitation days. EGHS will allow two (2) days for seniors and two (2) days for juniors for the purpose of visiting a campus and speaking to school personnel. Extraordinary situations will be evaluated on a case-by-case basis. Students who are in non-credit status due to poor attendance or have had several disciplinary write-ups, will not be granted a college visitation day.

Procedure:

1. The guidance office is notified in advance by the parents that they desire their child to visit a particular campus.
2. Prior to the absence, the student completes a parental request form and a COLLEGE VISIT REQUEST FORM available in the guidance office.
3. Documentation from the institution needs to be presented to the guidance and attendance offices for an excused absence. Documentation must be on official letterhead and with an authorized signature. This is common practice at most institutions.

ARMED FORCES RECRUITER ACCESS

Title IX, Section 9528 requires school districts that receive No Child Left Behind assistance to share student information such as names and addresses to military recruiters. Another provision in Section 9528 allows parents and students to protect this information by requesting that it not be released. To request that this information not be released, please contact the Guidance Department at (812) 825-5621 x2152.

HOMEWORK POLICY STATEMENT

It has been administrative policy at Eastern Greene High School for many years that teachers assign regular homework assignments. The Eastern Greene School Board, administrators, and teachers have realized the importance of this aspect of schoolwork. All persons involved must fulfill specific responsibilities if the use of homework as an integral part of the educational process is to be effective.

HOMEWORK DURING ILLNESS

Students are encouraged to obtain homework should they be absent for three or more days. The office staff will make arrangements for homework from the teachers if the absence is anticipated to be three or more days. This type of work should be completed as soon as possible upon the student's return. Students will need to consult their teachers if extra time is needed to complete specific assignments. Please notify the high school office by 9:30 a.m. on the day you expect to pick up the assignments. Parents who want to come to school for their student's books may stop by the office from 3:00 p.m. until 3:45 p.m. These parents can be given their child's locker

combination to pick up their child's books. Parents may also check for homework assignments on the school's Harmony student management system.

TUTORING

Contact the school (812-825-5621 x2152) for schedules and services available.

CREDIT RECOVERY

Online Credit recovery is available for students to complete previously failed credits and/or to work on ECA skills. Depending on the student's credit recovery needs, some costs may apply. Due to a limited number of slots in this program, the following criteria is used for placing students in the program during the school year for credit recovery purposes:

1. Seniors, who are just a few credits short of graduation, are given first consideration for credit recovery.
2. Students may only take courses previously failed during the freshman, sophomore, or junior school years.
3. Students will not be allowed to take more than two (2) credit recovery courses per semester through Eastern Greene High School.
4. Student will be monitored and required to maintain adequate progress in the completion of all online courses.

ONLINE CLASSES

Online classes may be offered to students for a number of reasons. Most generally, a student is enrolled in an online class as part of credit recovery. In that case, the student must meet the requirements outlined in the credit recovery section above. There are some circumstances where a student may be enrolled in multiple online classes. That will be evaluated on a case by case basis and a student will be required to be in attendance and working on a full class load. Students will be reviewed and evaluated on a case by case basis for enrollment in the online classes. The principal or designee will then make a decision.

HONOR ROLL

The All A and A & B Honor Rolls are reported at the end of each nine-week term and at the end of each semester. Both lists are posted for one week in the high school office, and both lists are submitted to a local newspaper for publication. Parents/guardians who do not want their child's or children's names published must notify one of the guidance counselors no later than the second week of school. Classes not used in the calculation are study halls and the student assistant class.

The guidance department and school administrators will make the determination of Honor Roll recipients. The Honor Roll will be released two weeks after the end of each grading period. All incomplete grades turn into an F two weeks from the end of each grading period unless the work has been completed and a grade has been submitted by the classroom teacher. A student with an incomplete will not be considered for the Honor Roll.

THUNDERBIRD HONOR SOCIETY

The Thunderbird Honor Society is an organization of distinguished Eastern Greene students. To be eligible for admission into the Thunderbird Honor Society, students must have attained a 3.5 (B+) weighted cumulative average. Students must be enrolled in A-track mathematics for 8 semesters and be in line with the requirements for the Academic Honors Diploma. The annual review is held in January when all sophomores, juniors, and seniors are screened for membership. Possible initiates are invited to fill out an application, and the faculty evaluates academically eligible members and candidates in the areas of the precepts: scholarship, service to others, positive leadership, and character. The Teacher Advisory Board reviews these evaluations to recommend membership. Induction into the Thunderbird Honor Society will take place with a special ceremony. Once inducted, members must continue to maintain a grade point average of 3.5 and continue to meet standards of the precepts as well as complete all group and individual service projects in order to retain membership in the society.

HONOR ASSEMBLIES

A positive activity of each school year is the awarding of honors to our students. Students receive recognition for outstanding work in several academic and extra-curricular areas.

The presentation of academic honor jackets will be during a fall assembly. At the end of the school year, the Honors and Awards Program will also recognize student achievement. Both assemblies will be held during the school year, either during school hours or in the evening. Parents are invited and encouraged to attend these special ceremonies.

CAREER CENTER

Eastern Greene Schools is a member of the Hoosier Hills Career Center located in Monroe County. Students from Eastern Greene are taken to Bloomington North, Ivy Tech, and other training sites in Bloomington to receive instruction in a wide variety of vocational courses. Students attend regular classes for three periods at Eastern Greene. The last half of the school day is spent in vocational classes. **ONLY COSMETOLOGY STUDENTS** will be allowed to drive to the Hoosier Hills Area Career Center. The bus will depart at 11:15 a.m. daily, and all students will ride the bus to and from vocational classes, returning before 2:55 p.m. Attendance to Hoosier Hills will be monitored by the Eastern Greene administration. EGHS students who choose to miss their vocational program without parent permission will be disciplined for truancy and risk losing their credit for this program.

A student must be screened to determine eligibility for entrance into the vocational program. The basic criteria involved in the determination are grade point average, outstanding attendance, potential for completion of the two-year program, and junior class standing. Student fees for all career center classes should be paid at Eastern Greene High School.

PHYSICAL EDUCATION PARTICIPATION

Two semesters of physical education are required at Eastern Greene High School. Physical education involves participation by the student. For this reason, much of a student's grade in physical education is determined by the amount of effort a student makes to participate to the best of his/her ability on a daily basis. Parents are advised not to write notes asking permission for a student to be excused from participation. Written exemptions by a licensed physician will be recognized as excuses from participating in physical activities.

WORK PERMITS

According to the Indiana Department of Labor, an issuing officer may deny a work permit to a minor for these reasons:

- attendance is not in good standing, as determined by the school
- academic performance does not meet the school's standards

Also, an issuing officer may revoke a work permit previously issued to a minor if the school determines that there has been a significant decrease in any of the following since the issuance of the permit:

- the minor's grade point average
- the minor's attendance at school

In accordance to these guidelines set forth by the Indiana Department of Labor, the issuing officers will be following these guidelines as set forth by the Eastern Greene Schools issuing officers:

- A work permit will only be issued if a minor has received passing grades at the end of his/her last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take.

In order for a minor to receive a second work permit, the minor must have received accumulative passing grades of at least a C average at the end of his/her last grading period in school.

For more information regarding work permit policies, see the website www.teenworker.org or phone 1-888-TEEN WORK.

HONOR JACKETS

ACADEMIC - Seniors who have accumulated a grade point average of 3.750 (weighted scale) or better and have been on the math "A" track shall be eligible to receive a special academic honor jacket. The student must maintain this superior grade point average during the senior year. Students should have attended Eastern Greene High School their junior year to be eligible for this award. Students who receive free or reduced lunch benefits will have 100% of the costs covered for the jacket. Students who do not receive free or reduced lunch benefits will cover 50% of the costs of the jacket or they may elect to receive an academic honors patch to be placed on another honor jacket for no cost.

BAND - Band honor jackets are awarded to students who are enrolled in the class for which they are lettering and participate in all required class activities (i.e., required concerts and rehearsals, etc.). Further, students must earn fifteen points from a list of after-school activities to receive a letter (or service bar). This list includes opportunities such as Solo and Ensemble Contest, All-State Auditions, All-District Band, private lessons, musical arts youth orchestra, and jazz band. The highest level of points will be awarded for participation in Marching Band and Pep Band. Interested students should see the Band director for a "point sheet" that has more specific information on it.

Students who meet the point requirement for a letter will receive a letter jacket award certificate at their spring concert. Students are free to order their letter jackets as soon as they wish. The Band Department will pay for the cost of the letter, numerals, nameplate, and other additions. Each student will receive a basic letter with the appropriate band pin attached. By attaining the point requirements each year, students can earn additional service bars to add to their letter. The letter jacket design will match the styling of the athletic jackets.

Letter jackets are one of the most visible parts of our school and represent the highest level of achievement in our music program. They should be a symbol of what you have accomplished as a student here. The band director, high school principal, and superintendent reserve the right to make exceptions to these requirements.

CHOIR/STRINGS - Choir and orchestra jackets are awarded to students who are enrolled in the class for which they are lettering and participate in all required class activities (i.e. concerts, rehearsals, etc.). Further, students must earn thirty (30) points from a list of after-school activities to receive a letter chevron patch. This list includes opportunities such as Solo and Ensemble Contest, All-State Auditions, private lessons, Musical Arts Youth Symphony, optional concerts, the all-school musical, etc. Interested students should see the choir/orchestra director for a "point sheet" that has more specific information on it.

Students who meet the point requirement for a letter will receive a letter jacket award certificate at their spring concert. Students are free to order their letter jackets as soon as they wish. The Choir/Orchestra Department will pay for the cost of the letter, service bars, pins, and additional chevrons. Each student will receive a basic letter with the appropriate choir or orchestra pin attached. Students can earn additional chevrons to add to their letter jacket sleeve for each additional 15 points earned. Students are limited to one chevron patch earned per year. The letter jacket design will match the styling of the band and athletic jackets.

Letter jackets are one of the most visible parts of our school and represent the highest level of achievement in our music program. They should be a symbol of citizenship, pride and accomplishments. The choir/orchestra director, high school principal, and superintendent reserve the right to make exceptions to these requirements.

ABSENCE AND ATTENDANCE PROCEDURES

The responsibility for a student being present at school rests upon the student and the par-

ents/guardians.All students are expected to attend regularly and to be on time.The staff at Eastern Greene High School believes that students miss important experiences when they are not in school.While it is true that students have the opportunity to make up the academic work missed, it is impossible to make up the total educational experience that can only be gained with regular attendance.The attendance policy has been formulated to develop a sound method to improve attendance and teach responsibility to our students.

1. Procedure for Reporting an Absence

Parents or guardians are asked to call (812-825-5621 and press #2) the high school office, by 9:30 a.m. to report a student's absence, **on the day of the absence.**A secretary will be available at the school to receive calls from 7:30 a.m. until 4:00 p.m.(812-825-5621, x2143).**A note must accompany each student's return to school even if a parent called.This note must be turned into the high school office before school starts.** The note must state the reason for being absent, the days of the absence, and must include the guardian's signature. Failure for the parent/guardian to report the absence on the day of the absence or by noon on the day of the student's return to the school will result in the absence being classified as unexcused, with no credit being issued for school work that is missed.Requests for homework assignments need to be made before 10:00 a.m.

On those days when snow routes are run, it is important for parents to call in and notify the office that their child will not be attending in order to ensure their absence is excused.

2. Student Procedure Following an Absence

It is the responsibility of the student to make sure that the school receives the proper notification regarding his or her absence. It is also the student's responsibility to make an arrangement with the teacher to make up all missed work. Students who were truant or received an out of school suspension will not be allowed to make-up work for credit.

EASTERN GREENE HIGH SCHOOL ATTENDANCE POLICY

1. Six Day Attendance Policy (6 counted/limited absences are allowed per semester)
 - a. A THREE-DAY ATTENDANCE WARNING NOTICE will be issued to every student who reaches four counted absences (semester).
 - b. A NON-CREDIT STATUS ATTENDANCE NOTICE will be issued to every student who reaches seven counted absences (semester). A counted absence of seven days from any class will place the student in a non-credit status within a given term (semester).The report will be sent via email unless no email address is provided then we will send via regular mail.The student will remain in class. If the student feels that justifiable or extraordinary circumstances have contributed to exceeding the six-day limit, the student may appeal to the attendance appeals committee for credit.The non-credit status begins on the seventh-day.This appeal may be granted if the following conditions have been met:
 1. The appeal form has been completed and returned by the due date specified by the form.
 2. Attendance after the six-day limit has been satisfactory.
 3. Appropriate doctor statements, if applicable, have been filed with the office. (Medical excuses are due in to the office no later than within 48 hours from the date of the absence.)
 4. All class work has been completed.
 5. All class objectives have been accomplished.
 6. The student is academically passing the class.
 7. Students have attended all available Tuesday and Thursday School attendance make-up sessions as approved by the administrators.
 8. The appeal may or may not be granted by the attendance committee.
 9. **For reporting purposes, once a student falls into loss of credit status in any class, any future absence not covered under the non-counted absence section**

will be recorded as an unexcused absence. This will include absences with parent note or phone call. This is in line with request by the Greene County Prosecutor's Office.

- c. A TEN-DAY EDUCATIONAL NEGLECT NOTICE will be issued, by certified mail, to every student who reaches ten counted absences within a given school year. Educational neglect is defined as a parent's failure to send a child to school. A report to the Greene County Prosecutor's Office and/or Department of Child Services will be made, and they will be provided a copy of the student's attendance record. Referral to the probation department may also take place.
2. Student Appeal for Credit
 - a. Written notice will be given to all students who have reached seven absences in their class.
 - b. The office will issue a Student Appeal for Credit form to all students who have exceeded the attendance requirements and have been placed in a non-credit status in any of their classes. Forms will be handed out and due dates set before each semester term ends. If the student exceeds the attendance limit after the deadline, the due date of the appeal will be extended up to one week after the last absence.
 - c. The student will have the opportunity to explain and validate the attendance record on the remainder of the form, **which then must be signed by the parent/guardian.**
 - d. The student will return the form to the classroom teacher prior to the due date for the teacher to fill out his/her informational section of the form. The teacher is the one who sets class objectives and must be the one to determine if those objectives have been met. The student then gives the form to the principal or designee who compiles the information for the attendance committee.
 - e. The attendance committee will review all Student Appeal for Credit forms.
 - f. Following a favorable review by the attendance committee of the appealing student's attendance, the decision to grant credit rests with the attendance committee in conjunction with the administrators.
 - g. The committee will consist of a combination of administrators and faculty members.
 - h. Students who lose their credit as a result of the appeal decision have a right to due process and may appeal the attendance committee's decision through the principal within two days of reaching a decision.
 - i. Students must attend Tuesday and/or Thursday make-up sessions (as needed) for their appeal to be considered. This is one factor that the attendance committee takes into consideration; however, attendance of these sessions does not necessarily guarantee that the appeal will be successful.

ATTENDANCE MAKE-UP DAYS

Students will be permitted to make up 14 periods by attending Tuesday and/or Thursday school (three hours) attendance make-up sessions as approved by the administrators. Students must attend these make-up sessions (as needed) for their appeal to be considered. This is one factor that the attendance committee takes into consideration; although, attendance of these sessions does not necessarily guarantee that the appeal will be successful. Each Thursday school equals three periods of class time. Students must complete any assignments from the teacher whose class time needs to be made up. This time may not be "banked" for future use.

ADDITIONAL ATTENDANCE GUIDELINES

1. An absence count will start only upon a student's first registered day in a class.
2. Absences which are due solely to hospitalization, long-term home illness, or absences which occur due to the necessity to see a medical doctor, will not count against the six day limit if parents/guardians provide the school with a written doctor's excuse immediately upon the student's return to school (**within forty-eight hours**). Absences due to the school nurse sending a student

home will also not count.

3. Class absence, as a result of approved school activities, will not count toward the six-day limit. This includes school-sponsored field trips, school approved college visitation days, and other such absences approved by the school administration.
4. Class absence as a result of internal or external suspension will not count against the six-day limit.

EXCUSED/NON-COUNTED ABSENCES

The following are excused absences that do not count toward the six-day attendance policy. These permit a student to make up work (except for out-of school suspension or expulsion).

1. Doctors, appointments, etc. (not counted).
 - a. Illness which requires a physician's care and is verified by a signed statement from the physician will not be counted. Parents need to call prior to the appointment time, and a note from the doctor is necessary upon return to school indicating the time and date of the appointment.
 - b. A signed statement from the dentist or doctor's office must verify medical and dental appointments. **Please have your medical statements faxed directly from the medical office to the high school to our fax number 812-825-6661.**
 - c. Mental or physical incapacity making a student unable to attend school will not be counted. In this case, a student must have documented, written verification from the physician indicating the incapacity.
 - d. Students sent home by the school nurse will also not be counted.

Forgery of doctor's notes will be reported to the prosecutor's office and additional penalties including recommendation for expulsion will be administered by the school administration.

2. Funerals of members of household or immediate family including mother, father, sister, brother, and grandparents (**not counted with approval of principal**).
3. Court related appearances or appointments; written verification from the court is needed (**not counted**).
4. School sponsored activities (**not counted**).
5. Local/state government participation (**not counted**).
 - a. Students serving as a Page at the State Legislature must have verification from an official of the Indiana General Assembly and prior approval from the high school office.
 - b. Poll workers during election days must have verification from election officials and prior approval from the high school office.
6. Absent while on suspension or expulsion (not counted, but work is not permitted to be made up for credit).
7. Pre-approved college visit days before May 1 with prior arrangements made with the guidance department, juniors two (2) day / seniors two (2) days (not counted).
8. Absences, with unique or extenuating circumstances of which the principal approves (not counted).
 - a. In such cases, procedures are in place that students must follow.
 - b. These procedures are available at the front office.

LIMITED ABSENCES

The following absences are excused so that class work can be given credit, but these count toward the six-day attendance policy. After six limited absences, all limited absences are considered unexcused.

1. **Personal student illness—must** be verified by parent (counted/limited).

2. **Family emergency—must** be verified by parents (counted/limited).
3. **Personal absence—must** be verified by parent and approved by the principal prior to the absence. Each student must come to the office and fill out a personal absence form at least forty-eight hours before taking this absence. **(counted/limited)**.
4. **Other days**, such as Crane-sponsored events, Take Your Child to Work, etc.—must have permission forty-eight hours before the absence takes place. Students must come to the office and fill out a form. Students are required to bring back written verification from the organization that sponsors the event. The absence will be considered unexcused without such prior permission and written verification. **(counted/limited)**.

VACATIONS

The building administration strongly discourages vacations during the regular school year. If a student is required to attend a vacation with his/her immediate family, all of the following criteria must be met in order for the absences to be excused as counted/limited*:

1. The building administration must be notified by the student's parents prior to the student leaving for vacation. A minimum of one week or earlier prior to notification is required.
2. The vacation must be with the immediate family of the student. (Note: Students going with friends or family of friends or students going with other students leaving for spring break are examples of vacations which would be unexcused absences.)
3. The student must make academic arrangements with his or her classroom teachers prior to leaving for the vacation.
4. Vacation time will NOT be excused during final exam days of each semester. We recommend that vacations not be scheduled within one week of the last scheduled school day due to the possibility of snow make-up days.

*Under extenuating circumstances exceptions may be made by the principal or his designee.

UNEXCUSED ABSENCES

Unexcused absences count toward the six day attendance policy. This shall also include any absence for which a parent/guardian does not inform the school of the student's absence either by telephone call or note sent with the student. An unexcused absence will cause the student to receive no credit for assignments for the time of the absence and a loss of the privilege to make up any work, tests, or quizzes. The following are some examples:

1. Truancy **(counted)**.
2. Oversleeping **(counted)**.
3. Car trouble **(counted)**.
4. Parents' failure to notify school of absence as outlined in our attendance procedures **(counted)**.
5. Failure to prearrange days outlined under excused absences **(counted)**.
6. Failure to prearrange college visit **(counted)**.

HARMONY ABSENCE CODES

The following are codes and their meanings that parents and students will see when viewing their personal file on the Harmony on-line student management system:

UN – unexcused (no parent call/note received)

EX – excused (parent call or note has been received)

CE – certified (doctor's note, court statement, etc., has been received)

DO – does not count (field trip, college day, etc.)

EDUCATIONAL NEGLECT

Educational neglect is defined as a parent's failure to send a child to school. If it is determined that

a student's poor attendance has a negative effect on the child, the Greene County Prosecutor's Office and the Department of Children Services will be notified, and they will be provided a copy of the student's attendance record. Referral to the probation department will also take place.

1. A four-day attendance warning notice will be mailed informing parents/students of the importance of good school attendance.
2. A non-credit attendance status notice will ask parents to contact the school for a personal or phone conference. After six days of absences, all future absences must be covered by a doctor's note.
3. After ten days of student absences in a school year, the Greene County Department of Children Services and the Greene County Prosecutor's office will be notified
4. Truancy is defined as the WILLFUL REFUSAL to attend school in defiance of parental and school authority. These absences will be recorded as unexcused and will be reported to the Greene County probation officer before the third truancy.

TARDINESS

WHAT IS A TARDY?

Tardiness, unless a staff member detains a student, is defined as any unexcused absence of a student beyond the scheduled time that a class begins. Almost all tardiness is avoidable. Tardiness disrupts not only the school program, but also the progress of classes. It seriously interferes with the educational atmosphere. Habits of punctuality and promptness are the chief elements of reliability. Lack of such habits will be detrimental to a successful life. Future employers and college entrance boards have a high regard for promptness. Students should arrive early and permit time for emergencies.

1. Students are considered tardy to school if they are not on time to their first period class. If a student is arriving to school late, he/she must first come to the office to sign in and to receive a pass to enter class. Students more than ten (10) minutes late will be considered absent for that period.
2. All students who are less than ten (10) minutes late will enter the classroom and be marked late by the teacher. Students more than ten (10) minutes late must have a pass from either the teacher who caused them to be late or a pass from the office for admittance.
3. Each teacher has his or her own definition as to what is tardy (in the seat before the bell rings, in the classroom, etc.) and their definition as outlined in their class rules is what will be followed in each respective classroom.

TARDY POLICY

Note: Tardies are cumulative per semester.

- First Tardy – Recorded by teacher and a verbal warning given to the student by that teacher. The next tardy will be turned into the office.
- Second Tardy – Written referral by teacher and given to the office.
- Third Tardy – Written referral by teacher, student assigned an administrative detention.
- Fourth Tardy – Written referral by teacher, Thursday School.
- Fifth Tardy – Written referral by the teacher, two (2) Thursday Schools.
- Sixth Tardy – Written referral by the teacher, three (3) days alternative suspension (AtS), conference with parents. (Failure to attend AtS will result in three (3) days out of school suspension.)
- Seventh Tardy – Written referral by teacher and loss of credit in that class for the semester. Parents will be informed in writing and student will have three (3) days of AtS.

*** (Repeated tardies after the seventh tardy may also result in recommendation for expulsion or additional consequences.)**

GREENE COUNTY PROBATION DEPARTMENT TRUANCY POLICY

TRUANCY OUT-OF-SCHOOL/CLASS SKIPPING

TRUANCY is defined as being absent from school or class without the knowledge or consent of parents/guardians and school officials. This shall include leaving the school or class without permission on any day or part of a school day. A student may also be considered to be habitually truant from school, which the state court has defined as a willful refusal to attend school in defiance of parental authority. Truancy is a violation of school policy and state law, and the school and the Greene County Probation Department shall take appropriate disciplinary action.

FIRST TRUANCY OFFENSE:

1. Thursday School
2. Parents Notified

SECOND TRUANCY OFFENSE:

1. Two (2) Thursday Schools
2. Parents notified
3. Greene County Probation Department Attendance Officer and law enforcement agency will be notified.

THIRD TRUANCY OFFENSE:

1. Five (5) Days alternative suspension
2. Parents notified
3. Greene County Probation Department Attendance Officer and law enforcement agency will be notified.

On the fourth truancy offense, a student may be recommended for expulsion and referred to the Probation Department and Greene County Circuit Court.

HIGH SCHOOL POLICIES AND PROCEDURES

ALL INDIANA CODES ESTABLISHED BY THE INDIANA LEGISLATURE, WHETHER OR NOT THEY ARE COVERED IN THIS HANDBOOK, GOVERN EASTERN GREENE HIGH SCHOOL. ANY CHANGE IN STATE LAW WOULD BRING ABOUT DEFINITE CHANGES IN THE POLICIES IN THIS HANDBOOK.

SCHOOL JURISDICTION

The jurisdiction of the school with respect to rules of conduct shall apply in these instances:

1. When on school grounds immediately before, during, and immediately after school hours.
2. When on school grounds at any other time in which the school is being used by any school group or specific organization.
3. On the way to and from school. This includes riding on the bus and students walking to their homes after departing the bus.
4. While on a school sponsored trip or activity. Any unlawful activity forbidden by Indiana state law that constitutes an interference with school purpose or educational function also falls under school jurisdiction and will result in disciplinary action.

RESTRICTED AREAS

1. During school hours, no student will be allowed to be **outside the high school building without permission from an administrator unless he or she is on their way to or from the**

agricultural classroom/shop.If a student has been given permission from the office to go to his/her car in the parking lot, that student will need to carry the large, green, paper outdoor pass.

2. All food or drink is to be consumed in the cafeteria during the school day.A violation of this rule will result in an administrative detention.
3. Lunch Restrictions
 - a. Although students are permitted to go to the library during their lunch period, students may not be in academic areas at that time.
 - b. Students are restricted to the cafeteria unless given permission to go to the library.No student is allowed in the hallways during lunch.
 - c. Students are not allowed to sign out at lunch time and return to the building before the end of lunch.
 - d. Students are permitted to buy a school lunch or to bring in their own lunch in a lunch box or paper bag.Pizza and other take-out food may not be ordered and delivered to students during school hours.
 - e. Disruptions or insubordination to a lunchroom supervisor will result in detention or suspension.
 - f. Students will be restricted to the use of the rest rooms inside the cafeteria.
 - g. Students are responsible for taking their trays and throwing their trash away.Administrative detentions will be assigned to those students who fail to comply this with common courtesy.

ENTERING SCHOOL OR LEAVING SCHOOL DURING SCHOOL HOURS

All entry to the building is through the main entrance.

Students are not to leave the building or school grounds while school is in session without obtaining permission from the principal's office.**Leaving school without permission from the school and parents is truancy.Students may never leave the building before securing all three of the following:**

1. Permission from their legal guardian.
2. Permission from the school office.
3. Signing out in the office.

Any student who enters or leaves during normal school hours must sign in or out in the office. All students are required to have parent permission to leave for ANY reason.Even if a student is 18, parent permission is required.If a student signs in late or signs out early, his/her attendance will be affected.

1. Students will be considered to be truant if they fail to sign out.
2. Students waiting for their parents to pick them up will have to wait in the high school office.

AFTER SCHOOL SUPERVISION

Eastern Greene Schools does not provide after school supervision, except for detention.Students who are involved in athletics, tutoring, or school club function are expected to be picked up immediately after they are finished.If a student has late practice, the student should make arrangements to be brought back to school for the practice.Therefore, unsupervised students are expected to go directly home after school.If this becomes a problem for any particular student, after school activities and/or extra-curricular events will be revoked for that student.

DELIVERIES TO SCHOOL FOR STUDENTS

Parents, guardians, and friends of students are encouraged to not send flowers and other gifts to school for students.These deliveries create a distraction to the learning environment.Any deliveries received by the front office will be held until the student can pick the delivery up after the school day.

BUILDING VISITORS

All entry into the building is through the main entrance.

1. All visitors must go directly to the high school office, state their business with the school, and obtain permission to be in the building. A visitor's pass will be issued to the person and must be visible at all times while visiting the building during the school day (8am to 3pm).
2. **STUDENT VISITORS:** Visitor passes will not be given to friends of students for the purpose of visiting with students during the school day. Former Eastern Greene students or students from other schools are not allowed to eat lunch with current students. Former students are allowed to visit with teachers only during a teacher's specific preparation period. These arrangements must be made prior to the day the visit is to occur and must include the written approval of the teacher.
3. **ADULT VISITORS:** All parents and visitors are required to register in the school office upon entering the building.

MORNING ANNOUNCEMENTS

Each morning, students will participate in the Pledge of Allegiance and a brief moment of silence. Additional announcement will not be made at this time unless needed. Instead all announcements will take place at the end of the day.

SIGNS, POSTERS, AND USE OF PAINT

All approved signs and posters must be removed by the last day the announcement is valid by the person who placed them in the building. No painting of doors or lockers is permitted. The placing of decals or other foreign substances on the building walls, doors, or other areas of the building is also prohibited. Signs should not be secured by scotch tape and signs should not be attached to glass windows.

PASSING TIME AND CONGESTION

Passing time creates a crowded situation during normal conditions. To avoid any serious problems, students are asked to refrain from sitting on floors in the hallways. Students are also instructed to refrain from loud or boisterous behavior, running, pushing, and scuffling, all of which can add to the crowded situation and could cause a serious accident. Teachers or administrators will assign an administrative detention during the passing period for any misbehavior.

HALL/RESTROOM PASS

1. Students shall not be in the halls except during passing periods without handbooks signed by their teacher. Passes are found in the back of the handbook. **Students are required to carry their handbook with them at all times.**
2. Students should not be out of the classroom without permission of the teacher unless it is an emergency, including the restroom.
3. Violators should be counted tardy to class or referred to the office for discipline.
4. Students will not be allowed to use any person's handbook but their own.
5. Students will not be allowed to go to the counselor's office during a regular class unless it appears to be an emergency. Students may sign-up to see the counselor between periods. The students will be called (by pass) to the counselor's office when there is an opening in the counselor's schedule.

STUDENT TELEPHONE USE

Students should not ask to use private school lines unless the situation is an emergency. Routine calls should not be placed to students while at school. Only in true emergency situations will students be summoned from class. In all emergencies, the office will make a phone available to the student.

STUDENT APPOINTMENTS DURING THE SCHOOL DAY

Should a student need to leave during the school day for an appointment (dentist, doctor, etc.) parents must notify the high school office by phone, note, or in person before the student will be excused to leave. The student should return to school when the appointment is completed and continue the regular school day. Students should bring confirmation slips from the dentist or doctor upon returning to school.

RESTROOM POLICY AND PROCEDURES

Leaving the classroom to use the restroom is a disruption to the class routine. Students need to use the passing periods for this purpose. If a student is having some physical difficulty that may necessitate frequent use of the restroom, the student or parents are asked to see the nurse, counselor, or principal, so teachers may be informed that allowances will need to be made.

STUDENT AFFECTION

While love and affection are normal emotions, public displays of romantic affection are not. Overt displays of romantic affection such as kissing and petting will be considered discipline issues. Parents will be notified. If a conference does not remedy the concern, then further disciplinary measures may be necessary.

CHEATING

1. If there is concrete and indisputable proof that a student has cheated on an assignment, homework, or a test, or blatantly plagiarized a paper (not due to error related to lack of practice) the following procedures will be followed:
 - a. First Offense: Zero on the paper, office discipline notice sent to the parents, referral to the counselor, and an administrative detention.
 - b. Second Offense: Three-day suspension from school and a parent conference when the student returns to school.
 - c. Third Offense: F for the grading period and, following due process, possible removal from class.
2. If a second person is obviously assisting the student caught cheating, that person should receive like punishment.

GAMBLING

Any form of games for money will not be permitted at Eastern Greene Schools. Teachers will confiscate any money or materials involved and refer students to the office. Violations will be cause for suspension.

FOOD, CANDY, AND DRINKS

These items are not permitted outside the cafeteria and are not allowed in any of the classrooms unless approved by an administrator. Violation of this school policy will result in an administrative detention. Food should not be purchased between classes. Finally, energy drinks are not permitted at any time.

STUDENT DRESS CODE

The general policy of Eastern Greene High School is to allow as much individual freedom of choice as possible in matters of dress and grooming, consistent with cleanliness, decency, and appropriateness to school purposes. We ask that parents and guardians speak with their student about appropriate dress.

Clothing that symbolizes any type of gang activity is not permitted. The administration reserves the right to determine what is gang related.

The following outlines the student dress code:

- No outdoor coats or jackets to be worn in classes or hallways during school hours.
- Shoes must be worn at all times.

- o Overall Apparel
 - No exposed skin on any part of the midriff or back.
 - Clothing must be appropriate size. No clothing that is oversized or undersized should be worn to school.
 - No attire that may cause damage to school property or cause injury to others is allowed (chains, metal decoration, etc.)
 - No clothing that addresses or promotes tobacco, alcohol, drugs, promiscuous behavior, racial slurs, or other derogatory commentary.
 - No pajamas and/or sleepwear
 - No hats are to be worn. All hats shall be removed at the entrance of the school and shall not be worn until the student has exited the building. (The only exception is during designated hat days).
- o Shirts
 - Shirts must have straps at least 2" wide (the narrow width of a credit card).
 - No see-through shirts
 - No exposed undergarments
 - No cut-off or sleeveless shirts with the sides cut out.
 - No plunging necklines.
 - No holes or major tearing of pants mid-thigh or higher.
- o Pants
 - All shorts, pants, and skirts cannot be excessively short. (Use this test: Standing up right, place your student handbook sideways at the top of your knee. The bottom of the clothing must reach the handbook.)
 - No pajama pants.
 - No writing on the seat of the pants.
 - Any holes mid-thigh or higher exposing skin will not be allowed.

IF A STUDENT CHOOSES TO WEAR CLOTHING THAT VIOLATES THE DRESS CODE, THE STUDENT WILL CALL A PARENT TO BRING A CHANGE OF CLOTHING OR WEAR CLOTHING PROVIDED BY THE SCHOOL. CLASS TIME MISSED BY GOING HOME TO RESOLVE DRESS CODE ISSUES MAY BE CONSIDERED UNEXCUSED. IF A PARENT CANNOT BE REACHED AND IF THE ADMINISTRATION DOES NOT HAVE ADEQUATE CLOTHING, THE STUDENT WILL REMAIN IN THE OFFICE UNTIL THE DRESS CODE ISSUE IS RESOLVED.

COMMUNICATION DEVICES

Students may use cell phones, before and after school, during lunch break, or in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of cell phones at any other time is prohibited and they must be powered off. Cell phones may be used for approved academic purposes at teachers' discretion. Cell phones will be confiscated when used during non-authorized class time and released to the student's parents no sooner than after 3:00pm of the day the cell phone has been confiscated. Students will be disciplined with graduated consequences as multiple infractions occur. Eastern Greene High School is not responsible for lost or stolen cell phones or other electronic devices that are brought to school. Finally, if a student is in possession of a cell phone and there is probable cause to believe that the cell phone has been used to send inappropriate text messages and/or pictures the school reserves the right to search the student's cell phone.

USE OF HEADPHONES IN SCHOOL BUILDING 7:45 TO 3:05

Students are not allowed to wear headphones during the school day, unless approved by a teacher for educational purposes. The only exception is students can use headphones at lunch. This does not include in the hall to and from lunch.

VIDEO TAPING AND PICTURE TAKING DURING SCHOOL DAY

Students are not allowed to video tape school or school related activities and/or take pictures in school without proper permission from a school authority (teacher or administrator). Posting unapproved video/pictures on Youtube, Facebook, or other Internet social networking site may lead to a student's suspension/expulsion from school.

GANG ACTIVITY

As a school, our goal is to provide a safe learning environment for our students. Students are not to use gang symbols. This includes language, gestures, writing, and/or dress. Students engaging in gang activity will face disciplinary action.

BULLYING

1. This rule applies when a student is in the following situations:
 - a. On school grounds immediately before or during schools hours, immediately after school hours, or at any time when the school is being used by a school group (including summer school).
 - b. Off school grounds at a school activity, function, or event.
 - c. Traveling to or from school or a school activity, function, or event.
 - d. Using property or equipment provided by the school.
 - e. Engaged in any cyberbullying including the Internet, email, cell phone, or other communication devices directed towards an Eastern Greene High School student or staff member.
2. Bullying by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt and/or repeated acts or gestures, including transmitted verbal or written communication and/or physical acts is prohibited. Any similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, or corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

EMERGENCY DRILLS

Fire and tornado drills are conducted periodically, according to state regulations. A list of general information and instructions follow:

1. The **fire alarm** is a high pitched, buzzing whistle.
2. The **tornado alarm** is an intermittent buzzer sounded over the announcement system.
3. Follow the rules for safety and drill procedures that are posted in each room.
4. It is the responsibility of each student to be familiar with the drill route or procedure for each classroom.
5. Never run during a drill.
6. Follow all instructions of the teacher.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles that are hazardous to the safety of others or interfere in some way with school procedure. Such items include, but are not limited to, laser lights, lighters, yo-yos, CD players, games, firecrackers, hack sacks, skateboards, roller blades, guitars, and the like. These items will be taken from students, and disciplinary action will result. **Book bags and coats are**

not permitted in classrooms. Students are not allowed to ride bicycles to or from school. Eastern Greene High School is not responsible for lost cell phones, iPods, MP3 players, CD players, or other electronic devices that are brought to school.

SEARCH OF PERSON AND VEHICLES

1. As referenced in these rules, reasonable cause for search indicates circumstances, which would cause a person to reasonably believe that the search of a particular person, place, or thing would lead to the discovery of contraband as defined below in 2b.
2. The principal or his designee may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to the following:
 - a. Searches of the pockets of the student.
 - b. Searches of any object in the possession of the student such as a purse, briefcase, and backpack.
 - c. Pat down of the exterior of the student's clothing.

Searches of the person of a student, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer in accordance with subsection 6 of this section. A faculty member of the same gender as the student being searched shall conduct searches of the student in a private room. At least one, but not more than three, additional people of the same gender as the student being searched shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same gender as the student who is designated by the student and then reasonably available on school premises shall witness the search. The parent or guardian of any student search shall be notified of the search as soon as reasonably possible.

3. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent/guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent/guardian, or the motor vehicle's owner to provide or allow access to a motor vehicle shall be cause for termination of the privilege of bringing a motor vehicle onto school premises without further hearing. The principal or his designee may request a law enforcement officer to search a motor vehicle on school premises subject to subsection 6 of this section.
4. Anything found in the course of a search, conducted in accordance with this section, which is evidence of a violation of the student conduct standards of this school system may be treated as follows:
 - a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
 - b. Returned to the parent/guardian of the student from whom it was seized.
 - c. Destroyed if it has no significant value.
 - d. Turned over to any law enforcement officer.
5. Anything found in the course of a search conducted in accordance with this section that, by its presence, presents an immediate danger of physical harm or illness to any person may be seized and treated as follows:
 - a. Returned to the parent/guardian of the student from whom it was seized.
 - b. Destroyed.
 - c. Turned over to any law enforcement office in accordance with subsection 6.
6. The principal or his designee may request the assistance of a law enforcement officer to
 - a. Search any area of the school premises, any student, or any motor vehicle on school

premises.

- b. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

LOCKER INFORMATION AND POLICIES

1. All lockers made available for student use on the school premises are the property of the Eastern Greene School Corporation. Administrators may open lockers at any time it is considered necessary.
2. Lockers are made available for student use in storing school supplies and personal items necessary for use at school.
3. The school retains the right to inspect all lockers and the contents therein to insure that the lockers are being used in accordance with the intended purpose.
4. To retain access to student lockers, the high school office keeps a master list of combinations to all locks.
5. Students are not allowed to change locks or lockers.
6. Students are asked not to give their locker combinations to other students and to keep lockers locked at all times.
7. Students should take good care of their lockers; writing on the lockers is not permitted. Plastic shelves may be installed if they fit properly and do not cause damage to the adjoining lockers.
8. The school administration is not responsible for the destruction of signs that are posted on the outside of lockers by cheerleaders or other groups.

CHANGING OF LOCKERS AFTER AN ASSIGNMENT HAS BEEN MADE WILL WARRANT AN ADMINISTRATIVE DETENTION.

DO NOT GIVE ANYONE YOUR COMBINATION. DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKERS. LOCKERS ARE NOT SAFES, AND THE SCHOOL CANNOT MONITOR PERSONAL PROPERTY KEPT IN THE LOCKERS. ANYONE WHO EXPERIENCES A LOCKER PROBLEM SHOULD CONTACT THE OFFICE.

BASIC PROM RULES

1. The prom is planned by the junior class, and only juniors and seniors are permitted to attend. Sophomores and freshmen presently enrolled at Eastern Greene High School may also attend as guests if invited by a junior or senior student. Non-enrolled guests, who have obtained written approval from Eastern Greene High School administration, may attend the prom and after-prom. Guests should not be older than 21 years old.
2. If your guest has dropped out of school or has been expelled, he/she may not attend the prom.
3. Students below the freshman level of school may not attend as a guest.
4. Students who are home schooled may attend if they produce a certificate of current enrollment.
5. Certificates of GED completion must be presented if any student has withdrawn from school to enter Adult Education classes and is invited to attend the prom.
6. This is a formal dance; a suit and tie are required.
7. Students are to remain in formal dress until the dance is over at 12:00 a.m.
8. Students must make arrangements for changing clothes; this should not be done in cars.
9. Students who plan to attend the prom must register themselves and their guests with the sponsor two weeks prior to the event.
10. Juniors who did not sell sufficient magazine subscriptions may owe the full price of a single ticket.
11. Anyone suspected of drinking alcoholic beverages or using illicit drugs will be detained until parents can be reached. Police will be notified, and the student will face expulsion from Eastern Greene High School.

12. Students should notify the sponsor/chaperone if they need to leave the dance or post-prom activities early. Those leaving the dance or post-prom areas without the sponsor's approval will not be allowed to return.
13. Chaperones and prom attendees are the only ones allowed at the prom. Parents are welcome the first ten minutes for picture taking.
14. The prom sponsors, in consultation with the building administration, will have the final say over other issues that may arise.
15. Students whose intention is to circumvent the outlined rules will not be permitted to attend.

SCHOOL DANCES

Classes or student organizations may sponsor dances with the approval of the high school principal and/or the assistant principal. All dances, with the exception of the spring prom, will be held in the facilities at the high school.

Sponsoring groups will enforce the following regulations:

1. Groups must have prior approval from the principal /assistant principal before scheduling a dance.
2. Groups must have four (4) adult chaperones, not including administrators, who are approved by the principal / assistant principal.
3. Students are not permitted to leave and later return to the dance.
4. Members of the sponsoring group are responsible for set up and clean up of the dance area.
5. High school students are not allowed to attend middle school dances, and middle school students are not allowed to attend high school dances. Non-Eastern Greene students are not permitted to attend.
6. All school rules apply.

FIELD TRIPS

1. Field trips may be taken during the school day. These are designed to be educational experiences for the student. The student may attend if he/she has the following:
 - a. A field trip form signed by the parent/guardian that has been turned into the teacher.
 - b. A field trip note signed by every teacher. This should be done at least two (2) days prior to the field trip.
 - c. An emergency information on file in the office in order to participate. A copy of this emergency medical information must be taken on the field trip. It is the sponsors' responsibility to obtain this information.
2. Students will not be allowed to carry on bags or backpacks on field trips, unless given permission by the teacher, to deter students from taking drugs, alcohol, etc. on the field trip.
3. No food or drinks will be allowed.
4. A student can be denied the trip because of poor attendance and failing grades. **Students who have fallen into non-credit status due to attendance at any point during the school year, shall not attend field trips.**
5. A student may not drive themselves to a school sponsored field trip. If a student has a special circumstance, a parent/guardian can drive the student to the event.

BUS REGULATIONS

Transportation Handbook copies will be distributed to parents/students and are available upon request.

STUDENT DRIVING AND PARKING

Students driving any type of vehicle must follow safe driving practices and observe proper parking procedures. The following regulations must be adhered to in order to maintain a safe school environ-

ment. Students who violate these regulations face possible school suspension and/or revocation of driving privileges. Severe misconduct or repeated violations could result in student expulsion. If a student who has had his/her driving privileges revoked and drives to school, his/her vehicle may be towed at the owner's expense. Finally, any student that drives to school must consent to be a part of the Eastern Greene High School random drug test program.

VEHICLE REGULATIONS

1. All vehicles must be registered with the high school office. A student-parking sticker will be issued and must be displayed in the registered vehicle's window. When the status of a vehicle registration changes, the information is required to be reported to the high school office.
2. All student drivers must be members of the Eastern Greene High School random drug testing program. A parking sticker will not be issued until a student and parent/guardian has signed and returned a random drug test consent form to the high school office.
3. Excessive speed and reckless driving while on school property will result in loss of driving privileges. The posted speed limit is 5 mph. This will be enforced by the SRO. First offense will be a written warning. Consequent offenses will result in loss of driving privileges.
4. Students are not allowed to be in the parking lot during the school day unless walking to the agricultural building/shop.
5. Students should not leave school property (without permission) after arriving in the morning.
6. Student drivers should park in the west parking lot.
7. All passenger vehicles must yield right-of-way to buses.
8. Do not park in any manner that will restrict the normal flow of traffic (entrances, railings, etc.).
9. Report any damage to your car immediately.
10. Students need to make a full stop at the stop sign at the entranceway to Sylvania Road. Failure to do so will result in driving privileges being taken away.

DRIVING PRIVILEGES AFFECTED BY SCHOOL SUSPENSION

Indiana Code has an effect on the driver license law. It (1) prohibits the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, and motorcycle operator endorsement or license and (2) invalidates a person's license or permit if a person has had a second suspension or expulsion from school due to misconduct. In this case of a second suspension or expulsion, the license may be revoked if the person is less than eighteen years of age.

DISCIPLINARY CONSEQUENCES AND PROCEDURES

MINOR STUDENT VIOLATIONS - TEACHER INITIATED ACTION

Most student violations will fall within the realm of classroom discipline. All students will be held accountable for their behavior in the classrooms. Teachers are empowered with the right to use a variety of disciplinary techniques to ensure discipline. Teachers may hold a student after class for a conference, assign a lunch detention, or contact the parent about the student's behavior. Teachers may also recommend a discipline measure to the administrators. Major violations or failure to comply with teacher-initiated discipline will be handled by the administration. In some instances, students may be sent to the office or to the counselor from the classroom.

1. TEACHER INITIATED ACTION

Disciplinary problems that occur in the classroom which are not of a major nature (gum chewing, talking out of turn, impoliteness, forgetting book or materials, etc.) should be resolved by

the teacher in the following manner:

Step 1

- a. The teacher should talk with the student about his or her behavior and give a verbal warning that the inappropriate behavior must stop.
- b. Student should make a commitment to stop the action. Teachers can also take disciplinary action such as lunch detention, ten (10) to thirty (30) minute detention after school, classroom cleaning, or other appropriate punishment. This is considered a non-administrative detention.
- c. The teacher may also refer a student to the guidance counselor for counseling if the teacher thinks it might be helpful.

If Step 1 does not resolve a matter, or if a student does not comply with a teacher initiated disciplinary action, Step 2 is taken.

Step 2

- a. The teacher contacts the parent and notifies them of the student not complying with discipline.
- b. The teacher documents that the student did not comply with discipline.
- c. The teacher refers the student to the administration noting that Step 1 has been completed and attaches written documentation.
- d. Administration will handle the discipline of the student after Step 1 is completed.

Students who are sent to the administration for failure to serve teacher assigned discipline will be handled as follows:

Step 1 Administrative detention (one hour) and parent contact

Step 2 Thursday School (three hours)

Step 3 Three days alternative suspension (see below)

2. TEACHER HAS RIGHT TO TEMPORARILY REMOVE STUDENT FROM CLASS

The teacher may also remove a student from class for a period of up to one day if a problem has developed. The teacher should call the office and request an administrator to escort the student to the office. An administrator will keep the student in the office for the remainder of the period. The teacher should document for his/her own records and for future reference. If the teacher feels that further disciplinary action is necessary, then he/she should file a referral with the administration.

ADMINISTRATIVE DETENTION GUIDELINES (1 HOUR)

After-school detention is designed to permit students to serve penalties without missing class time. A one-hour administrative detention may be served Tuesday or Thursday from 3:05 – 4:05. The student will be assigned the next Tuesday or Thursday, depending upon when the student is referred to the office. If the student is unable to serve that day, he or she will be assigned to the next Tuesday or Thursday. This will be allowed to happen only once.

1. Detentions will be held in the area that is designated for this purpose. Assigned students are to report no later than 3:05 p.m. and will be dismissed at 4:05 p.m.
2. No student will be allowed into detention after 3:05 p.m.
3. Neither employment nor personal commitments of the student and/or parent will constitute a basis for exemption from detention.
4. No eating, drinking, or communication in any fashion will be permitted by students serving detention. All students must bring class assignments and material to the detention room.
5. Students should use the restroom before detention begins.
6. Violations of the rules of the detention will result in alternative suspension or OSS.
7. Any student failing to serve a one-hour administrative detention will automatically be assigned

a Thursday School or given alternative suspension.

THURSDAY SCHOOL (3 HOURS)

Thursday School is a program designed to permit students to serve penalties and not miss class time. Thursday School is a study period on Thursday evenings from 3:05 p.m. to 6:05 p.m. An administrative one-hour detention will also take place during this time from 3:05 p.m. until 4:05 p.m. Students are to work on an assignment the entire time. The students will provide textbooks, library books, or appropriate schoolwork. Rules will be simple, but strict. Sleeping, talking, and disturbance of other students will not be tolerated. Students who fail to comply will not be given credit for attending and will face serious disciplinary measures including alternative suspension. Any student failing to come to their first assigned Thursday School will automatically be placed in alternative suspension for 1-3 days. Further, students who fail to attend additional Thursday Schools will automatically be given three days of alternative suspension.

Parents or guardians will be notified in advance that their child will be serving a Thursday School. Transportation to and from Thursday School is the responsibility of students and/or parents/guardians. Work or personal commitment of the student and/or parent/guardian will not constitute a basis for exemption from serving Thursday School. Refusing to attend Thursday School will not be accepted.

If there is an extenuating circumstance or an emergency that occurs, and the school is notified at least 24 hours ahead of time by the parent/guardian, then it may be rescheduled at the discretion of the administrator. This will be allowed only one time, per student, per school year. If there is no contact made by the parent/guardian 24 hours before Thursday School, then the student will be placed in alternative suspension for 1-3 days.

ALTERNATIVE SUSPENSION (ATS)

Eastern Greene High School has joined with Bloomfield and WRV to develop an alternative to out of school suspension.

When a student in grades 7-12 is suspended, he or she will be required to attend ATS for the entire dates of suspension. Students will be supervised by a licensed teacher(s) and will be expected to complete assigned course work, read during designated times, and be involved in physical activity. Students will receive 100% credit for their work completed. Work is expected to be turned in when the student returns to regular classes.

ATS will be located on the White River Valley Jr./Sr. High School campus. Transportation to and from ATS will be provided by an Eastern Greene school bus after the student has arrived to EGHS from riding their own bus. Students will be required to take their lunch and all necessary text books and materials.

Students not attending ATS when suspended will not receive credit for work missed during the suspension period.

OUT-OF-SCHOOL SUSPENSION OR EXPULSION

MAJOR STUDENT VIOLATIONS

The acts set forth below are prohibited. Offenders may be subject to alternative suspension, suspension, and/or expulsion for such misconduct.

1. Engaging in any conduct that disrupts or interferes with school purposes. No student will be permitted to use any form of violence, force, noise, intimidation, fear, or any comparable conduct. In the case of physical violence, such as a fight, both students will be treated firmly in regards to discipline.
2. Trespassing, vandalizing school property, breaking and entering a school building or facility, attempting to set fire or setting fire or intentionally damaging any school property.
3. Causing or attempting to cause substantial damage to property.
4. Stealing or attempting to steal property on school grounds.

5. Intentionally causing or attempting to cause physical injury to a student or school employee.
6. Refusing to follow the directions of school employees or engaging in other acts of serious disrespect to school employees.
7. Engaging in immoral conduct.
8. Engaging in any activity forbidden by Indiana state law.
9. Being willfully truant from school.
10. Possessing any weapon, including but not limited to knives.(This will lead to immediate suspension and possible expulsion.)
11. Possessing drugs, drug paraphernalia and look-alike drugs. (This will lead to immediate suspension pending expulsion.)
12. Committing other serious disruptive acts as determined by the building principal.
13. Possessing firearms and explosive devices. (This will result in immediate suspension pending expulsion.)
14. Having knowledge of any situation listed in numbers 1-13 and failing to notify school officials.
15. Continuing and habitually violating school rules and disrupting the educational environment for themselves and/or others.

It is currently a violation of Indiana law for a student to fail to inform school representatives that he/she is seeking admission after being expelled from another school.The penalty to be applied is expulsion without due process.

There are times when a serious offense requires a student's removal from the school environment.When, in the opinion of the principal, such conduct warrants, a student may be suspended from attending school for a maximum of ten (10) days.Students who are suspended may not make up any work or tests missed for credit.Suspended students are not permitted to return to school for any reason until the morning following the final day of their suspension.This includes all athletic activities and all other scheduled activities during and after school hours.Parents of suspended students are encouraged to make an appointment with the assistant principal to discuss the student's behavior which led to suspension in order to prevent its recurrence.

Disciplinary action will be progressive and appropriate.The last alternative might be to assign the student an alternative plan of education such as Greene County Youth Alternative School or to expel the student from Eastern Greene High School.

BOMB THREATS

Perpetuating a bomb threat is a felony.Any student who makes the threat will face expulsion and will be reported to the authorities.

DISCIPLINARY CONSEQUENCES AND PROCEDURES MATRIX

The following matrix outlines the graduated consequences for various disciplinary issues at EGHS.NOTE: THE ADMINISTRATORS MAY SKIP STEPS AND INCREASE OR DECREASE ALL DISCIPLINE GUIDELINES IN EACH INDIVIDUAL CASE AT THEIR DISCRETION. IN ADDITION, IF A STUDENT CHOOSES TO NOT ATTEND AtS, A STUDENT WILL BE ASSIGNED OUT-OF-SCHOOL SUSPENSION (OSS).

Infraction	Step One	Step Two	Step Three	Step Four
Repeated dress code violations	Warning, student asked to change clothing	Administrative one hour detention	Thursday School	One to three days of AtS
Failure to follow reasonable	Thursday	Three to Five	Five to ten	N/A

rules/requests	School	days AtS	days AtS	
Major disruptions of class/leaving class without permission/being out of assigned area	Thursday School	Three days AtS	Three to five days AtS	N/A
Food, candy, and drinks in the classroom	Administrative detention	Thursday School	Three days AtS	Three to Five days AtS
Physical display of affection (PDA)	Teacher referral and parents contacted	Administrative detention	Thursday School	One to three days of AtS
Theft	Three days AtS to expulsion and restitution	Restitution and recommendation for expulsion	N/A	N/A
Lighters and laser lights	One administrative detention	Thursday School	Three days AtS	N/A
Disrespect to school personnel	Thursday School	One to three days AtS	Three days AtS	Five days AtS, possible recommendation for expulsion
Fleeing from or refusing a search	Five days AtS	Recommendation for expulsion	N/A	N/A
Vandalism	Three days AtS to expulsion and restitution	Five days AtS to expulsion and restitution	Restitution and recommendation for expulsion	N/A
Gambling	Thursday School	One day AtS	Three to Five days AtS	N/A

Infraction	Step One	Step Two	Step Three	Step Four
Pass/Handbook forgery (This includes use of another person's handbook)	Thursday School and loss of hall pass privileges	One wday AtS	Three to Five days AtS	N/A
Trespassing – Being on school grounds without permission is considered trespassing	Thursday School	One to three days AtS	Three to Five days AtS	N/A

Insubordination/interference with authority: No student shall be argumentative, confrontational, belligerent, or threatening to faculty and all other school staff members. Students will not interfere in the discharge of school staff's duties.	Three to five days AtS.	Five days AtS to recommendation for expulsion	N/A	N/A
Throwing objects – includes snowballs and flipping other students with rubber bands	One administrative detention	Thursday School	Three days AtS	Three to five days AtS
General disruption of the orderly learning process – behavior that seriously disrupts any school activity or the operation of the school (i.e. boycotts, sit-ins, walk-outs, etc.) is prohibited.	Five days AtS	Recommendation for expulsion	N/A	N/A
Hazing and/or harassment of other students	Three to five days AtS	Five days AtS to expulsion	Recommendation for expulsion	N/A
Profanity – any use of profanity in school by students not covered under other sections of this code will be dealt with as follows:	One administrative detention	Thursday School	Three to five days AtS	N/A
Profanity and abusive language directed to a school employee – no student shall use profanity, abusive language, or directing an obscene gesture to a school employee. Any obscene words spoken loud enough for the school employee to hear will be regarded as being directed to that school employee.	Three to five days AtS	Five days AtS	Ten days AtS	Rec. For Possible expulsion

Infraction	Step One	Step Two	Step Three	Step Four
Hall and locker traffic regulations - Loud talking, whistling, running, scuffling, and general horseplay will not be permitted in the halls or locker area at any time. Between classes, students are to keep moving to	Administrative detention	Thursday School	Two Thursday Schools	Three days AtS

avoid congestion in these areas.				
Sexual misconduct/harassment/indecent exposure/Sexting -No student will have sexual contact with another student at any time on the school grounds or at a school sponsored activity.Students who mutually agree to have sexual contact will both be regarded as offenders.No sexual harassment will be permitted.	Five to ten days AtS to expulsion; Notification made to Child Protective Services and the Greene County Sheriff's Department.	Recommendation for expulsion; Notification made to Child Protective Services and the Greene County Sheriff's Department.	N/A	N/A
Littering/throwing trash in the hallway/school grounds	Administrative Detention	Thursday School	Three to Five Days AtS	N/A
Forgery	Thursday School	Three days AtS	Three to five days AtS	N/A
Racial Harassment	Three days AtS	Five days AtS	Recommendation for expulsion	N/A
Note Writing -The writing and passing of notes between students oftentimes results in profanity, threats, and other unacceptable behaviors.Therefore, writing and passing notes is prohibited.	Written Warning	Administrative Detention	Thursday School	Three to five days AtS
Possession of pornographic material	Thursday School	Three days AtS	Three to Five days AtS	N/A
Bullying	Thursday School	Three days AtS	Five days AtS	Expulsion

Infraction	Step One	Step Two	Step Three	Step Four
Pushing/Shoving/Striking school personnel	Ten days of AtS and recommendation for expulsion; law enforcement agency contacted	N/A	N/A	N/A
Lying to staff member	One to three	Three to five	Recommen-	N/A

	days AtS	days AtS	duration for expulsion	
Cell Phones – Students will be disciplined if phone is in use/sounding during class time (unless the classroom teacher has approved an academic related use).This includes any form use such as conversation, texting, calling, ringing, beeping, buzzing, etc.These forms of use are considered distractions to the learning environment.	Thursday School detention and parent must come to school to pick up phone no sooner than after 3pm of the day it has been confiscated	Three days AtS and parent conference.	Three to five days AtS	Five days AtS

FIGHTING/PROMOTING A FIGHT

- a. A fight between individuals over a personal grievance between them and not directly involving other students is typical of most fights at Eastern Greene. Words and or a push/shove may cause a fight.It usually takes two people to fight; one does not have to throw punches or shove a person to merely defend oneself, nor does one have to say words that may be offensive to another person.Walking away or seeking help from a teacher or administrator before a fight takes place is advised. **Fighting will not be tolerated at our school.**

- Step 1 Ten days AtS to expulsion
- Step 2 Recommendation for expulsion

- b. Physical attack

A physical attack is an incident where one student, with little or no provocation, attacks another student who is unable to escape the attack.

- Step 1 Ten days AtS and notification of law enforcement.
- Step 2 Recommendation for expulsion.

- c. Exceptions/notes to procedures on fighting

An administrator may decrease or increase punishment in any given situation depending upon the facts of the situation.Students will not be permitted to attend classes the remainder of the day, and their parents will be asked to come and take them home.Students will also be held accountable for the statements made to administrators and other staff members while being separated in a confrontation or while being taken to the office.

Students will be subject to expulsion if they fail to comply with the directions of school personnel, fail to demonstrate self-control, require physical restraint, make threats, or become physically aggressive.

EXTORTION

No student shall obtain or attempt to obtain money, goods, and information from another or prevent someone from telling the truth about an incident at school by the use of force, intimidation, or coercion of any sort.

- Step 1 Three days AtS/Request Parent Conference

KNIVES/WEAPONS

Students are forbidden to bring any kind of weapon to school whether on their person, stored in a

locker, or in a vehicle in the parking lot.

PENALTY:Any student using, possessing, transmitting, or otherwise being involved with the use of a weapon of any kind on school grounds, buses, or at any school related function, may be expelled for a period of up to one year.

EXPLOSIVES/FIREARMS

PENALTY:Any student using, possessing, transmitting, or otherwise being involved with the use of an explosive or firearms of any kind on school grounds, buses, or at any school related function, may be expelled for a period of up to one year.

FIRE ALARMS

Any student involved in falsifying a fire alarm will be subject to expulsion from the school and also subject to prosecution under Indiana law.

POSSESSION / USE OF DRUGS AND ALCOHOL AT SCHOOL

Students are not permitted to possess, use, or transmit any tobacco product on school grounds. This ban includes bus rides from the TIME STUDENTS GET ON the bus in the morning until they get off the bus at home in the evening.

Drug and alcohol infractions are seen as two of the most serious types of disruptions of the educational process, and as such, these will be dealt with most severely. The following are statements of the disciplinary code of Eastern Greene Schools, which apply to drug and alcohol abuse, and apply to any school activity, including the time students are transported to and from school.

1. No student may possess, use, or be under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
2. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
3. No student may possess or use any substance which the student has reason to believe is, or which has been represented to her/him as, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
4. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.
5. No student may possess or use drug paraphernalia at school.
6. Students will be subject to periodic drug searches by dogs. These searches will be unannounced and planned by the principal and the authorities.
7. Any substance for which a student has a prescription or written permission from a parent allowing use should be brought to the high school office/nurse's station.

Violation of the above policies will result in the following:

1. Notification of law enforcement officials.
2. Notification of parents.
3. Ten-day suspension and recommendation for student's expulsion.

TOBACCO USE/POSSESSION AT SCHOOL

INDIANA LAW PROHIBITS THE SALE AND USE OF TOBACCO TO MINORS AND THE SCHOOL DOES NOT PERMIT THIS ACTIVITY.

1. Eastern Greene students cannot be in possession of tobacco on school grounds (including busses), in the school building, or at any school related activity.
2. Parents are responsible for establishing guidelines for their own children regarding smoking, but the school shall establish its territorial lines for smoking and tobacco-related substance.

3. NO STUDENT MAY POSSESS OR USE TOBACCO SUBSTANCES (INCLUDING ELECTRIC CIGARETTES), MATCHES, OR LIGHTERS IN THE SCHOOL BUILDING, ON SCHOOL GROUNDS, OR ON THE SCHOOL BUS.

The consequences for possession of lighters are listed in the Administrative Discipline Procedures section of the student handbook.

Any student in possession of any form of tobacco may have such tobacco product taken and will be considered in violation of the policy. This is also a violation of state law and will be turned over to the authorities. Failure to adhere to this policy will result in the following:

1. Ticket issued by Greene County Sheriff's Department
2. Fine paid to Greene County
3. Suspension

In addition to being ticketed by the Greene County Prosecutor's Department, possession of tobacco will result in the following school discipline penalties.

1. First offense – one day OSS/ATS
2. Second offense – three days OSS and parent conference
3. Third offense – five days OSS and due process hearing to determine student's status at school

Note: If a student is 18 years old and a tobacco product is found in their vehicle as a result of the canine search or suspicion based search we will do the following. A parent will be notified but the 18 year old student will not be ticketed and they will not be suspended (because they can legal purchase the tobacco product). If the 18 year old student has possession of a tobacco product within the school building or on a school bus, they will be suspended but not ticketed.

EASTERN GREENE SCHOOLS

POLICIES AND PROCEDURES

SAFE SCHOOLS

Most schools are safe. Less than one percent of all violent deaths of children occur on school grounds, and a child is far more likely to be killed in the community or at home, but no school is immune to such potential problems. The violence that occurs in our neighborhoods and communities has found its way inside the schoolhouse door. We can take some solace in the knowledge that schools are among the safest places for young people, but we must do more. School violence reflects a much broader problem, one that can only be addressed when everyone at school, at home, and in the community works together.

There is ample documentation that prevention and early intervention efforts can reduce violence and other troubling behaviors in schools. Research-based practices can help school communities recognize the

warning signs early, so children can get the help they need before it is too late. In fact, research suggests that some of the most promising prevention and intervention strategies involve the entire educational community: administrators, teachers, families, students, support staff, and community members working together to form positive relationships with all children. Your assistance is needed to make it work.

VIDEO SURVEILLANCE AND CAMERAS

The campuses of Eastern Greene Schools are monitored by video and camera surveillance. The personal information and activities recorded are collected and used to maintain a safe and secure environment in schools and on school district property and may be disclosed for law enforcement purposes.

CIVILITY POLICY OF EASTERN GREENE SCHOOLS

All members of Eastern Greene Schools will treat parents and other members of the public with respect and expect the same in return. Our school is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and in preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility, and orderly conduct among our school community's employees, parents, and public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the greatest extent possible, a reasonable, safe, harassment-free work place for students and staff. Eastern Greene employees are presented as positive role models to the children of our school district and greater school community. Eastern Greene Schools encourages positive communication and discourages volatile, hostile, or aggressive actions (ex. Use of profanity towards staff members). The school seeks public cooperation with this endeavor.

DISRUPTIONS

Any individual who disrupts or threatens to disrupt normal school/office operations and its events; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school property immediately.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly.

If corrective action is not taken by the abusive party, the employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated, and, if the meeting or conference is on school premises, the offending person will be directed to immediately leave.

When an individual is directed to leave, the building principal or designee shall inform the person that he/she will be banned from future contact for thirty (30) days after being directed to leave. If the person is a parent/guardian of a student attending that school, the individual will be banned for seven (7) days. Patrons may be banned up to one year for physical violence or if they incite such violence.

If an individual refuses to leave upon the request or returns before the applicable period of time, the building principal or designee may notify law enforcement officials.

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

SEXUAL HARASSMENT POLICY

It is the policy of Eastern Greene Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for a student to harass another student through conduct or communication of a sexual nature. It shall also be a violation of this policy for any employee or volunteer to harass another employee or student through conduct or communication of a sexual nature.

Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure in the policy or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation.

The complete Sexual Harassment Policy and Guidelines adopted by the Eastern Greene School Board including reporting forms is available in the administrative office for any student or employee

use.

POLICY STATEMENT – TITLE IX AND SECTION 504

It is the policy and belief of the Eastern Greene School Board that education services, employment, programs, instruction, and facilities will not be denied to anyone as a result of one's race, color, religion, sex, limited English proficiency, national origin, or physical disabilities. Inquiries regarding compliance with Title IX and Section 504 may be directed to the building principals.

Eastern Greene High School

11064 East State Road 54

Bloomfield, IN47424

EASTERN GREENE SCHOOLS CIVIL RIGHTS NON-DISCRIMINATION GRIEVANCE PROCEDURE

1. Applies to Regulatory TITLE VI (race, color, national origin), TITLE IX (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap condition).
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, physical disabilities, and national origin (including limited English proficiency).
4. The high school principal serves as the Civil Rights Compliance Officer and Coordinator. The high school principal should be contacted for any allegations and violations of a corporate level, i.e. policy or practice.

LEVEL ONE

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint, in writing, to the appropriate compliance coordinator (described in #4 above). The written complaint should include the specific act or omission, the date of same, and parties involved.
2. The compliance coordinator shall initiate an investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be presented in writing to the complainant.
4. The complainant will have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, then level two procedures will be enacted.

LEVEL TWO

1. The compliance coordinator shall submit the written disagreement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants in the meeting shall include the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting. This decision shall be final.

Note: By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if either party makes a request in writing, as agreed to by all parties. If the alleged violation interpretation or application is of a corporate nature - such as a written rule, regulation, or policy, then level two is initiated immediately.

PEST CONTROL

The School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests

that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticides exposure to children. The corporation will:

- Inform annually parents and staff members of the Corporation's pest control policy at the time of the student registration by a separate memorandum or as a provision in the student handbook.
- Provide the name and phone number of the person to contact for information regarding pest control.
- Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
- Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
- Provide notice of all pesticide applications to school nurses.
- Maintain written record for at least 90 days of any pesticide applications.
- In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

MCKINNEY VENTO ACT

The McKinney Vento Act which was reauthorized in January 2002 ensures educational rights and protections for children and youth experiencing homelessness. The act is a part of the Federal Legislation called No Child Left Behind. The McKinney Vento Act provides school districts guidelines to services which are available to children that would be classified as homeless. The Eastern Greene School District will work with each school in the district and will provide a residency form to be completed twice a year by each family of the children attending and enrolling in our schools. The data collected from these forms will be used for data reporting purposes and to offer assistance when and where needed. The complete McKinney Vento Act can be found under The McKinney Vento Act homeless Assistance (42u.s.c.11431 et Seq).

AMERICANS WITH DISABILITIES ACT – SECTION 504

The American's with disabilities act (A.D.A.) and Section 504 of the rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities. Students with Disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the Guidance Department.

NOTIFICATION OF RIGHTS REGARDING STUDENT RECORDS

The Family Educational Rights and Privacy Act ("FERPA"), codified at 20 U.S.C. § 1232g, affords parents, students over 18 years of age ("eligible students"), and surrogates certain rights with respect to the student's education records. FERPA rights pertain only to records created or possessed by the school district that contain confidential educational or behavioral information, such as test scores and educational progress, psychological reports, behavioral data, disciplinary actions, and communications with the family or outside professionals.

The legal rights that FERPA grants to parents and eligible students may be summarized as follows:

- (1) The right to inspect and review the student's education records within 14 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for such access and notify the parent or eligible student of the time and place where the records may be inspected. The school may charge reasonable copying costs.

- (2) The right to request the amendment of or addenda to any education records which are believed to be inaccurate, misleading, or otherwise in violation of the student's rights. Parents or eligible students may ask the school to amend or insert addenda to a student's education records by writing the school principal or appropriate school official and clearly identifying the part of the record they want changed and explaining why it is inaccurate or otherwise should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except in situations where FERPA authorizes disclosure without consent, such as:
 - (a) disclosure to local school officials having legitimate educational interests in the information. A school official is (i) a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); (ii) a person serving on the school board; (iii) a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or (iv) a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if (i) it is in the educational interests of the student for the official to access the records or (ii) it is necessary for the official to have access in order to carry out his or her official duties.
 - (b) Upon the request of another school district in which a student seeks or intends to enroll, the school may disclose education records to officials of such district.
 - (c) Copies of education records may be provided in response to a lawful court order or a subpoena served upon school officials or may be provided to local, state or federal officials as needed for legitimate law enforcement purposes, provided that before release in either circumstance a reasonable attempt will be made to notify parents of the request.
 - (d) "Directory information" such as the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, photographs, weight and height of members of athletic teams, dates of attendance, most recent school attended, awards or honors received, and other similar information may be publicly released without parental consent unless the parents notify the school district by the end of the first week of the school year that they do not want certain designated directory information released without prior consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Eastern Greene Schools 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, S.W.
Washington, DC 20202-4605*

Questions regarding FERPA rights or requested compliance therewith should be directed to the student's current building principal or the Superintendent of Schools.

MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENTS

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parents;
 2. Mental or psychological problems of the student or student's family';
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of-
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State Law.

(School district will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. (School District) will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. (School District) will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. (School District) will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW*

COMPUTER POLICY (BOARD POLICY 7540)

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies, and other potentially offensive media.

Students using Corporation-provided Internet access must first have the permission of and must be supervised by the Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on line just as they are in a classroom or other school areas. The same general rules for behavior and communications apply.

The purpose of Corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student use must be in support of and consistent with the educational objectives of the Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access will not be utilized to:

Access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

- Transmit obscene, abusive, or sexually explicit language;
- Violate any local, state, or Federal statute;
- Vandalize, damage, or disable the property of another individual or organization;
- Access another individual's materials, information, or files without permission;
- Violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Corporation policy and rules may result in loss of Corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Corporation makes no warranties of any kind, neither express nor implied, for the Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The Corporation will not be responsible for accuracy, nature, or quality of information stored on Corporation

diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for personal property used to access Internet computers or networks or for Corporation-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Parents of the students in the Corporation may be provided with the following information:

- The Corporation is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the

Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using medical and information sources. Toward that end, the Corporation makes the Corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

This policy and all its provisions are subordinate to local, State, and Federal statutes.

EASTERN GREENE SCHOOLS

LIBRARIES

MISSION STATEMENT

The mission of the Eastern Greene libraries is to provide an inviting, dynamic learning environment and appropriate services to support and enhance teaching, literacy, and learning.

MATERIALS SELECTION POLICY

1. Responsibility for Selection
 - A. Selection of all materials will be the responsibility of the corporation librarian and library aids that are responsible for running the libraries in each building. These people will operate within the framework of policies determined by the EG School Board.
 - B. Both the students and staff members may recommend materials for consideration.
2. Criteria for Selection
 - A. Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases.
 - B. All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.

- C. Reviews in professionally recognized resources are a primary source for materials selection.
 - D. The library keeps its collections vital and useful by retaining or replacing essential materials and by removing those works that are worn, outdated, of little historical significance, or no longer in demand.
3. Gifts
- A. Gifts shall meet the same selection criteria as purchased materials. The appraisal of the gift for tax purposes is the responsibility of the donor.
 - B. When the library receives a cash gift for the purchase of materials, the library staff will make selection of specific titles.
 - C. The form of memorial identification will be a gift plate.
4. Reconsideration
- A. The student's choice of library materials for personal use is an individual matter. Parents/guardians may suggest/limit the materials checked out for their own children. While students may reject materials for themselves and parents reject items for their children, they cannot exercise censorship to restrict access to the materials by others.
 - B. Any person in the library's service area who objects to the presence or absence of a work may do so by completing the Request for Reconsideration of Library Material.
 - C. A panel of the corporation librarian, two teachers, and two parents will review challenges by reading the material in question, reading the Request for Reconsideration of Library Material form, and then discussing their findings in a meeting. The librarian will then inform the complainant, as well as the building principal, regarding the panel's decision about the challenge.

DRUGS, ALCOHOL, AND TOBACCO

EASTERN GREENE SCHOOLS DRUG, ALCOHOL, AND TOBACCA POLICY AND CONSEQUENCES POLICY 5530.02

INTRODUCTION

The School Board prohibits the use, possession, concealment, or distribution of any alcohol, drug, or related paraphernalia at any time on school property or at any school related event. This policy supersedes all previous policies and handbooks. The effective date of this policy is November 2007.

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a pro-active approach to a drug free school. Students using alcohol or illegal drugs pose a threat to their own health and safety, as well as other students. The purpose of this program is three fold: (1) to provide for the health and safety of **ALL** students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol or illegal drugs; and (3) to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle.

INCLUDED ACTIVITIES

Any student who participates in extracurricular activities, including all school-sponsored clubs and athletic teams, and any student who drives to school is included in this policy.

SCOPE

This policy applies to all Eastern Greene Schools students in grades K-12. This policy will include the following groups: Reasonable Suspicion, Random Testing, Voluntary Disclosure, and Random Searches.

- 1. Reasonable Suspicion** testing will be used on students who exhibit a "reasonable suspicion" of drug/alcohol use. Students who use drugs and/or alcohol often exhibit negative behaviors or display other indicators of drug or alcohol use. These indicators can include, but are not limited to, observation of negative behaviors and specific observation concerning behavior; body odors or speech of a student; information received from staff members, parents, students, school employees or detection devices/services.
 - A. The administration reserves the right to test a student, at any time, based upon "reasonable suspicion" of drug or alcohol use. A refusal to submit to a drug/alcohol screening test by a student will be considered a violation of this policy and treated the same as if one had tested positive for drug/alcohol use.
 - B. The administration will document the negative behavior or indicators and contact the parent/guardian following testing.
- 2. Random Testing** will be used for the students who: (Selection for random testing will not be done by Eastern Greene employees). *Random testing **WILL NOT** be used on grades K-4 at this time. The administration reserves the right to include them in this program if the need arises at a later date.)
 - A. Are involved in athletics or any school sponsored extracurricular/co-curricular activity. Extracurricular activity is defined as any activity that the student participates in that is outside the scope of the regular school day. Participation in extracurricular activities is a privilege. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. Co-curricular has the expectation of both during the school day and after.
 - B. Wish to drive on school property, to any school related activity or enroll in driver education.
- 3. Voluntary Disclosure** is to encourage students to seek help for a use or abuse problem. It is not intended to be disciplinary or punitive in nature. Voluntary Disclosure is not permissible after a student has been identified for Reasonable Suspicion, Random Testing, or during Random Searches.
- 4. Random Searches** will be conducted periodically. Areas to be searched may include, but not limited to, lockers, backpacks, books, computers, lunch boxes, clothing, and vehicles on school property. If any alcohol, drug, or drug related paraphernalia is found, it will be considered a violation of this policy.

BANNED SUBSTANCES

For the purpose of the policy, the following substances or their metabolites that can be tested for are considered illicit or banned for Eastern Greene Schools' students and will be tested:

Amphetamines	Cocaine	Benzodiazepines	Buprenorphine
Cocaine Metabolite	Opiates	Methamphetamines	Cannabinoids
Urine Alcohol	Tramadol		

FINANCIAL RESPONSIBILITY

1. Eastern Greene Schools will pay for all **Random** drug tests, all **Reasonable Suspicion** tests and all initial follow-up tests. Any future follow-up test that must be conducted will be paid for by the student or his/her parent/guardian.
2. A request for another test to appeal a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Any student who fails to sign and return a **Consent Form** by the specified date and then decides to participate in an extracurricular program at a later date **MUST** submit to urinalysis. The

student or his/her parent/guardian will be financially responsible for the test.

4. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONSENT FORM

1. It is **MANDATORY** for each student and his/her parent/guardian to sign and return a **Consent Form** prior to:
 - A. Participating in any after school activity, athletics, extracurricular activity, driver education or co-curricular activity.
 - B. Driving on school property or to any school related activity.

Failure to return a properly signed **Consent Form** prior to participation in any of the above activities will be treated the same as a Voluntary Disclosure unless a previous violation has occurred.

TEST RESULTS

When a test result comes back negative, the student and custodial parent(s) or guardian(s) shall be notified. In the event a student tests positive, he/she along with the custodial parent(s) or guardian(s) will meet with the Principal, Assistant Principal or Athletic Director at school where the positive test results will be reported to the student and parent(s) or guardian(s). The principal and/or designee will explain the type of substance that was found and the health hazards involved. The Principal and/or designee will also discuss the nature and extent of the consequences that will be enforced.

TESTING PROCEDURES

Will be completed according to testing protocol as outlined by the administrative policy.

CONSEQUENCES FOR VIOLATING THIS POLICY

FOR EACH AND EVERY OCCURRENCE FOR ANY SUBSTANCE, THE PARENTS/GUARDIANS, PARTICIPANT'S COACH/SPONSOR, AND THE PROBATION OFFICE WILL BE NOTIFIED. THE STUDENT MUST ENROLL IN A SUBSTANCE ABUSE PROGRAM AND PROVIDE WRITTEN DOCUMENTATION OF THIS ENROLLMENT TO THE PRINCIPAL OR HIS/HER DESIGNEE. IF A STUDENT'S DRUG TEST IS POSITIVE AND THE STUDENT FAILS TO PROVIDE DOCUMENTATION FROM AN APPROVED PROGRAM, THE STUDENT WILL FACE A TEN (10)-DAY SUSPENSION.

VOLUNTARY DISCLOSURE

(For Students in grades 5-8, their first offense will be treated as Voluntary Disclosure.)

1. Student will not be allowed to participate in any after school activity, athletics, extracurricular/co-curricular activity, or wear the schools Honor Jacket until a follow-up test shows, "negative" results.
2. Student will not be allowed to drive on school property, to any school related activity, or participate in driver education until a "negative" test result has been achieved.
3. Student will be given a follow-up test for drugs/alcohol with the test being administered after there has been sufficient time for the illegal substance to leave the students system, but not prior to 30 days.
4. If the follow-up results in a "positive" it will be treated as a "First Violation".

FIRST VIOLATION – DRUGS AND ALCOHOL

(For Students in grades 5-8, this will be treated as a "Voluntary Disclosure".)

1. Participation in 50% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for nine weeks. When the student is enrolled in a substance abuse program, the penalty is reduced to 25%. If the program is not completed, the full penalty will be completed.
2. Student will be given follow-up tests periodically for drugs/alcohol for the next 365 days with the first test being administered after there has been sufficient time for the illegal substance to leave the students system, but not prior to 30 days.
3. If any follow-up test results in a "positive" it will be treated as a **"Second Violation"**.

FIRST VIOLATION – TOBACCO

1. Participation in 25% of the season events will be prohibited. When the student is enrolled in a substance abuse program, the penalty is reduced to 0%. If the program is not completed, the full penalty will be completed

SECOND VIOLATION – DRUGS AND ALCOHOL

(For students in grades 5-8, this will be treated as a "First Violation".)

1. Participation in 100% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for 18 weeks.
2. Student will be subject to follow-up tests periodically for drugs/alcohol during the remainder of his/her suspension at Eastern Greene Schools with the first test being administered after there has been sufficient time for the illegal substance to leave the students system, but not prior to 30 days.
3. If any follow-up test results in a "positive" it will be treated as a **"Third Violation"**.

SECOND VIOLATION – TOBACCO

1. Participation in 50% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for nine weeks. When the student is enrolled in a substance abuse program, the penalty is reduced to 25%. If the program is not completed, the full penalty will be completed

THIRD VIOLATION – DRUGS AND ALCOHOL

(For students in grades 5-8, this will be treated as a "Second Violation", any subsequent violations will be treated as a "Third Violation".)

1. Participation in all ECA events and driving to school will be prohibited for 365 days.

THIRD VIOLATION – TOBACCO

1. Participation in 100% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for 18 weeks. If a student is serving the consequences and the athletic season or school year ends during the time period of the consequences, the consequences will be carried over to the next athletic season or school year.

CO-CURRICULAR VIOLATIONS

If the privileged activity of exclusion is one that meets during the school day where academic credit is earned (i.e. band, choir, orchestra, drama, etc....). No competitions or performances are permitted; however, the student can practice and continue to attend that activity during the school day. It is the responsibility of the sponsor (director) to implement a parallel curriculum to ensure that there is **no** academic penalty for missing competition.

OTHER CONSEQUENCES

1. Students will be subject to this policy if there is notification to a school official by verified legal court notification.
2. If a positive test results in levels that prove the student was under the influence during school hours or during school activities will be subject to school handbook policy.

APPEAL PROCESS

If the student or the student's custodial parent(s) or guardian(s) desire, they may have any remaining portion of the urine sample re-analyzed by another laboratory selected by the student's custodial parent(s) or guardian(s) from an approved list of laboratories provided by the school corporation. This request for an appeal should occur within three school days of the date of the initial conference to discuss the positive test. For such a retest the sample must be verified and transmitted to the laboratory by the school nurse and/or designee. The student and/or the student's custodial parent(s) or guardian(s) will be financially responsible for any retest under the provisions of this item. A form for requesting this retest is included with this policy. The student and the student's custodial parent(s) or guardian(s) may also submit any prescription or other information, which will be considered in determining whether a positive test can be satisfactorily explained.

MEDICAL INFORMATION

1. The following **OVER THE COUNTER** (OTC) medications will be provided by the school and be administered to students by authorized school personnel with written permission from parent/guardian.
 - Non-aspirin pain reliever (acetaminophen)
 - Ibuprophen
 - Cough drops
 - Tums
2. **NON-PRESCRIPTION** medication may be administered to students by school personnel only when accompanied by written instruction from the parent/guardian.

These instructions must include the following:

 - a. Name of student
 - b. Name of non-prescription medication
 - c. Purpose
 - d. Dosage and directions for administration
 - e. Date
 - f. Non-prescription or "over-the-counter" medication not normally recommended for children and teenagers must be accompanied by a physician's signature.
3. **PRESCRIPTION** medication may be administered to students by school personnel only when accompanied by written permission from the parent/guardian **AND** written instructions from a physician. (The label on the prescription container fulfills the requirement for physician's instructions.)
 - a. Name of patient
 - b. Name of prescription medication
 - c. Purpose
 - d. Dosage and directions for administration
 - e. Signature of physician
 - f. Date
4. **ADDITIONAL ITEMS FOR PARENTS/GUARDIANS**
 - a. Medications, non-prescription and prescriptions, which are possessed by the school nursing staff for administration during school hours for a student in grades 9 through 12, may be released only to the student with written permission by the parent/guardian.
 - b. All medications must be presented to the nurse's office for control and dispensing purposes.

es.

- c. It is the student's responsibility to report to the office for dispensing of medication (unless incapacitated)
- d. All NON-PRESCRIPTION and PRESCRIPTION medications must be in the original containers, with the labels intact.
- e. Medications with expired dates cannot be given at the school.
- f. Medications prescribed twice daily should be given at home.
- g. Medications ordered three times daily could be given at home before school, immediately after school, and at bedtime.
- h. Herbal remedies and homeopathic remedies will not be given by the nurse.
- i. A permission slip must be on file with the nurse if medicine is at any time to be self-administered.

EASTERN GREENE SCHOOLS PARENT AUTHORIZATION TO DISPENSE MEDICATION

I, _____, authorize the nurse or her/his appointed designee of
(Parent or Guardian)

Eastern Greene Schools to give _____ to _____
(medication) (child and grade level)

for the following period of time _____ to _____.
(beginning date) (ending date)

The medication was prescribed by Dr. _____.

Specific dispensing instructions include these: _____

(Parent/Guardian Signature)

(Date)

(Telephone) _____

SICK STUDENTS

Emergency information is required for each student enrolled at Eastern Greene Schools. This is filled out on the registration card, signed and submitted by the parent or legal guardian ANNUALLY and kept updated. The information requested will aid in the location of you or someone designated by you in your absence if your child should become ill or injured while at school. The name and

phone number of the child's physician and any information regarding any medications, health problems or conditions that would aid in the care of the child while at school should be listed on this card. It is the responsibility of the parent/ guardian to update the office of any emergency contact information changes.

Students with temperatures of 99.6 degrees or over with other symptoms of illness should remain at home. Your child should be fever free (without the help of medication) for 24 hours before returning to school. Your child should be vomit/ diarrhea free for 24 hours before returning to school.

Please keep your child home also for the following:

- Vomiting or Diarrhea (with or without fever)
- Inflammatory eye conditions- student may return to school with a doctor's statement that the inflammation has been treated for 24 hours or at least 3 doses of the prescribed medication were given.
- Any cough associated with temperature 99.6 degrees or above
- Sore throat associated with temperature 99.6 degrees or above
- Discharging ears
- Pediculosis (lice) - Students must be checked by the school nurse and determined to be free of nits before they can be readmitted to the classroom or ride the bus. The day of lice diagnosis is considered to be a certified absence. **It is expected that the student be treated on the day of diagnosis and be brought to the nurse for reassessment the following day.**
- Recurrent or persistent skin infections
- Generalized rash

Remember to call the school office to report absences.

IMMUNIZATION NOTICE

The School Board and the State Board of Health require that all students K-12 be properly immunized against whooping cough, poliomyelitis, diphtheria, tetanus, measles, mumps, rubella (German measles), chicken pox, hepatitis B. Every child entering grades 6-12 must also be immunized against meningitis. From time to time other communicable diseases may be designated by the State Board of Health

The superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accordance with the Superintendent's and State's administrative guidelines on immunizations. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infection is available. Within twenty (20) days after the first day of school, the parent shall provide a written statement as prescribed by the State Department of Health regarding the HPV information.

I.C. 20-30-5-17, 20-34-4-2 thru 7

INDIANA STATE DEPARTMENT OF HEALTH (ISDH) SCHOOL IMMUNIZATION REQUIREMENTS (UPDATED: NOVEMBER 2013)

Grades 6 to 11:	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	1 Tdap (Tetanus & Pertussis)
		1 MCV (Meningococcal)
Grade 12:	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	1 Tdap (Tetanus & Pertussis)
		2 MCV (Meningococcal)

HEARING SCREENING:

Indiana State law requires that each school year students in grades 1, 4, 7, and 10 receive a hearing screening. Students who participate in Kindergarten Round-Up may also be screened. In addition, students new the school system, students identified as having a hearing problem in previous years, and students referred for screening by teacher or parent are also given a hearing screening each year. Students who do not pass the initial screening are screened a second time. Parents will only be contacted should their child not pass a second screening. No student shall be required to take a hearing screening if written objection by a parent or legal guardian is submitted to the school speech-language pathologist prior to the screening. A signed note should be sent to the school to decline the screening.

ATHLETICS

PURPOSE

The athletic program of Eastern Greene High School, a part of the extra-curricular program, places emphasis on developing the individual by providing a broad program of athletic activities and wholesome competition, with appropriate equipment, facilities, and competent supervision and coaching. Any individual who is capable and willing to meet the standards of the program is provided the privilege to participate.

Proper administration of the athletic program is essential to insure the well-being of the participant and the maintenance of a wholesome program. The coaching staff, athletic director, and high school principal administer the program within the policies established by the coach, athletic director, high school principal, IHSAA, and the local school board.

Games with neighboring and conference schools have a primary purpose of promoting friendly rivalry, new friendships, playing skills, sportsmanship, and improved community relations.

EASTERN GREENE SCHOOLS CIVILITY POLICY

All people associated with Eastern Greene athletic teams will follow the EG Civility Policy detailed previously in the civility policy section of the handbook.

ATHLETIC PARTICIPATION FEE

All high school student-athletes will pay a \$25.00 participation fee one time per school year. This fee goes directly towards transportation costs for traveling to away contests. In return, student-athletes will receive an athletic pass that will allow them to attend home athletic contests for free.

SOUTHWESTERN INDIANA ATHLETIC CONFERENCE

Eastern Greene is a member of Southwestern Indiana Athletic Conference, hereafter referred to as SWIAC. Members of the SWIAC Conference are the following schools:

- | | |
|---------------|-----------|
| Bloomfield | Clay City |
| North Daviess | Shakamak |

Eastern Greene	Linton
White River Valley	North Central

SOUTHWEST FOOTBALL CONFERENCE

Eastern Greene is a member of the Southwest Seven Football Conference. Members of the SW Conference are as follows:

Eastern Greene	Wood Memorial
North Central	North Daviess
North Knox	

ATHLETIC CODE

The primary purpose of the athletic program at Eastern Greene High School is to promote the physical, mental, social, emotional, and moral well-being of the participants. It is hoped that athletics in our school will be a positive force in preparing youth for an enriching and vital role in society. The athletic program is an important and integral part of the total school program. Through voluntary participation, the athletes give time, energy, and loyalty to the program. The athlete should also accept the training rules, regulations, and responsibilities, which are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations as the role demands.

Fundamentals of Sportsmanship

1. Show respect for your opponents at all times.
2. Always respect the contest officials and abide by their decisions.
3. Know, understand, and appreciate the rules of the contest in which you are competing.
4. Maintain self-control at all times, regardless of the situation.
5. Recognize and appreciate the skill in performance of your teammates and opponents.

In addition to the rules and regulations for students at Eastern Greene High School, athletic program participants are also governed by the following athletic code.

GENERAL REGULATIONS

1. IHSAA rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members and parents, and to enforce school, SWIAC Conference, and IHSAA regulations in all matters.

IHSAA Rule 18 Scholarship (C-18-1):

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full-credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full-credit subjects (or the equivalent) that a student can take. Semester grades take precedence.

Two semesters of the state required physical education course might be counted as a full-credit subject for eligibility purposes even though a full credit is not granted by the Department of Education. When the block four scheduling program is used, students must be currently enrolled in and passing three courses. Class periods must meet Indiana Department of Education standards for awarding credit and minutes in class.

NOTE: A full-credit subject requires a minimum total of 250 minutes of instruction per week for one semester.

Maximum Classes	4	5	6	7
Must Pass	3	4	5	5

This scholarship policy will be used for all incoming freshman in the fall of a school year. Therefore, in order for a ninth grade athlete to be academically eligible in the fall of his/her freshman year, he/she must have passed five classes on the final grading period of his/her eighth grade year.

Eighth grade students who participate in football weight training in the winter and spring must be passing five classes on their last report card.

Consent and Release Certificates

Between May 1 and the student's first practice in preparation for interschool athletic participation the following must occur:

- a. The student shall have had a physical examination by, or shall provide certification from, a physician holding an unlimited license to practice medicine.
 - b. The parent or guardian shall give written consent for such participation unless the student is emancipated.
 - c. The parent or guardian shall consent to the school's disclosure to the IHSAA, of all requested detailed financial (athletic or otherwise), scholastic, and attendance records of the school, including records which may concern or be related to the student unless the student is emancipated in which event the student shall give such consent.
 - d. The Consent and Release Certificate shall be on file in the principal's office prior to the student's first practice. This certificate may suffice for the entire school year. This rule cannot be waived.
2. Any civil law infraction or conduct by a student athlete that is determined by the head coach and/or school administration to be detrimental to the athletic program or school will result in counseling by the head coach and administration with possible suspension or expulsion from the team.
 3. No athlete may quit one sport and try out for any other sport during the current sport season or the following sport season; i.e., if an athlete quits cross-country, he/she could not participate in another fall or winter sport for that school year. An athlete is considered part of a team once the coach posts the names of the players selected. Quitting a team after the team members are posted or announced constitutes quitting. Any exemptions from this rule will be determined by the Athletic Advisory Committee.
 4. Athletes must travel to and from contests in transportation provided by the school. The only exceptions are these:
 - a. Injury to a participant, which would require alternate transportation.
 - b. Prior arrangement between the participant's parent and the coach for the student to ride with that parent.
 5. A display of unsportsmanlike conduct toward an opponent or official or use of profanity during practice or contest will result in counseling by the head coach and possible suspension.
 6. Unexcused absence from a scheduled athletic contest will result in the following:
 - a. Suspension for one contest following the first violation.
 - b. Suspension for the remainder of the season following the second violation.
 7. Violations of school rules which require administrative action may entail these consequences:
 - a. Suspension for one contest following the first violation.
 - b. Suspension for the remainder of the season following the second violation.
 8. Theft or malicious destruction of any school or individual's equipment (vandalism) will not be tolerated.

- a. The student athlete shall be suspended for a minimum of 20% of the scheduled events for that sport for that year following the first offense. If the suspension falls near enough to the end of a season that the full penalty of 20% of the contests cannot be assessed, the penalty shall carry over to the next sport season in which the athlete participates. If the student is not involved in a sport at the time of the violation, the student shall be removed from 20% of the contests of the first sport season in which the student would normally participate. Attempts to circumvent this rule by going out for a sport in which a student athlete does not normally participate will not be tolerated.
 - b. The student athlete will be suspended from team or teams for 365 days from the date of the suspension following the second offense.
 - c. The student athlete will be denied athletic participation for the remainder of his/her high school career following the third offense.
 - d. The rules or regulations of this code shall apply to any violations, on or off school premises, 365 days per year.
9. Completion of the sport's season is required in order for the athlete to be eligible for a letter or other team and individual awards. The exception would be an injury, which limits participation. No awards shall be given to any athlete suspended for the remainder of the season for athletic code violation.
 10. Dress code is set by the coach, and student athletes should conform to the coach's guidelines and must adhere to any IHSAA and school policies.
 11. An athlete may compete in two different sports during the same season if approved by the athletic director and coaches. A written agreement must be on file in the athletic office detailing the expectations of both coaches and the involved athlete. Expectations must cover the sharing of practice time and how conflicts will be resolved if contests conflict. This agreement must be signed by the athlete and his/her parent/guardian and by both head coaches. For example, a fall athlete might run cross-country and be a member of the cheerleading team.
 12. Each team and coach will observe the mandatory moratorium week set by the IHSAA. Moratorium week is the week of July 4th (Monday through Sunday of the July 4th week). All athletes, cheerleaders, dancers, and coaches, on all levels, will observe the mandatory moratorium week. During this seven day period, there shall be no contact between athletes and coaches and no athletic activities, including conditioning, conducted.
 - a. Cheerleading and dance summer camps are the only EXCEPTION to this rule.
 - b. These exceptions must be approved by the athletic director.

SCHOOL ATTENDANCE REQUIREMENTS

1. A student must be in school by the end of second period in order to participate in an athletic activity (game or practice) on that day. Exceptions would be made if the student had an approved medical or dental appointment, in which case the student must present the attendance officer a signed statement from the doctor or dentist upon returning to school that day. A funeral could also be an exception with approved documentation.
2. The student should be aware that accurate daily attendance records shall be maintained in the athletic office and posted for daily participation eligibility.
3. If the student is absent the last day of the week, and the competition is on a non-school day, the student must bring to the coach a signed statement from the parent that permission is given to participate. It is recommended that the coach call the parent regarding the absence and the health of the participant.
4. A student who has been injured and has missed practice due to medical treatment cannot participate again until the date indicated by his/her doctor. A medical statement releasing the student to participate in sports must also be presented to the coach before the athlete is eligi-

ble for participation.

HOLIDAYS AND SUNDAY PRACTICING

1. There shall be NO practicing or contests on any level on Thanksgiving Day or Christmas Day.
2. There shall be no practicing or contests on any level on Sundays.
 - a. Summer camps are the only exceptions.
 - b. Biddy Ball, AAU, or any other non-school sponsored clubs are not under the school regulations.

SUBSTANCE ABUSE OR USE

Use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents by athletes is prohibited 365 days per year.

Please refer to Eastern Greene Schools Drug/Alcohol Prevention Policy for policy and consequences of athletic eligibility if a substance abuse/use occurs. In addition, each coach may have rules/regulations that will increase any suspensions from participation. All increased suspensions will be upheld by the administration.

FELONY OR MISDEMEANOR INFRACTIONS

These infractions will result in a possible suspension of up to one (1) year. Each individual case will be reviewed by the administration and the Athletic Advisory Committee.

SPECIAL AWARDS

1. The Thunderbird Award will be given to the most outstanding male and female athlete based on participation in all sports, overall athletic ability, general attitude, leadership, and scholarship. This is to be voted on by the Athletic Advisory Committee.
2. All conference awards, recognized by a conference patch and individual plaque, will be given to any athlete selected to an All-SWIAC and All-SW 7 team in his/her sport.

EASTERN GREENE HIGH SCHOOL ATHLETIC AWARDS

Certificates

- a) A varsity certificate will be awarded to an athlete if the coach determines the athlete has earned a letter for the season.
- b) A participation certificate will be presented to a participant who does not earn a varsity letter.

Minimum Requirements for a Varsity Letter

a) Football

1. Play in at least 50% of all the season games.
 - a. Average 2 quarters per game, special teams do not count toward quarters.
2. Complete the season

b) Cross Country

1. Be among the ten average finishers in season meets
2. Compete in the SWIAC meet
3. Complete the season

c) Volleyball

1. Play in at least 50% of all the season games
2. Dress for the sectional
3. Complete the season

d) Basketball

1. Play in at least 50% of all the season games
2. Dress for the sectional

3. Complete the season

e) Baseball and Softball

1. Play in at least 50% of all the season games
2. Dress for the sectional
3. Complete the season

f) Track

1. Compile a total of points equal to or greater than the number of meets run
2. Compete in SWIAC meet
3. Complete the season

g) Golf

1. Score in the top four on the team in at least 50% of the meets
2. Compete in SWIAC and/or sectional
3. Complete the season

h) Cheerleader

1. Cheer at all football and boys basketball games and any other required games
2. Complete the season

i) Managers, all varsity sports

1. Perform managerial duties at practices and games, including all regular season and tournament games
2. Complete the season

j) Statisticians, all varsity sports

1. Take team stats for all home and away contests
2. Take team stats for all tournament contests
3. Complete the season

*A coach may award a varsity letter when circumstances prevent an athlete or student from meeting the prescribed standards. Injury, illness, or other contributing factors may play a part in the coach's decision. In such cases, the decision will be left up to the coach's discretion.

Athletic Jackets

The activities listed below are ones that students can earn a varsity letter in:

Cross Country	Football
Volleyball	Basketball
Baseball	Varsity Cheerleading
Golf	Varsity Manager
Softball	Statisticians
Track	

An athletic jacket shall be awarded to those students who earn one varsity letter. This goes into effect during the fall of the student's ninth grade year. Once the student earns their first varsity letter they will be able order the jacket after their season concludes. The recipient shall pay for the cost of the basic jacket, letter, numeral, nameplate, and other additions as needed. The jacket shall be black with black sleeves and white striping on the wristbands and collar area. The letter and numeral shall be white chenille on scarlet felt. Individual pins, signifying the sports in which the athlete lettered, shall be presented at the same time as awarding the jacket. A chevron shall be presented to each student upon each successful letter in the respective sport. The athletic director, high school principal or superintendent may make exceptions to these requirements. A suspended athlete may not receive awards of any kind. The honor jacket must be worn with integrity and re-

spect for our school. Eastern Greene High School reserves the right to remove letters or withhold jackets from athletes conducting themselves improperly on or off school grounds 365 days a year. Athletes will not receive their jacket until full payment has been received.

TICKET PRICES AT EASTERN GREENE SCHOOLS

1. All Varsity Events
 - a) Admission: \$5.00 per person
 - b) Children ages 5 and under will be admitted for free.
2. JV Only Events
 - a) Admission: \$3.00 per person
 - b) Children in fourth grade or younger will be admitted for free

Athletic Passes

1. Student Passes: \$25.00 per student
 - a) Free admittance to all home fall, winter, and spring athletic events
 - b) Must be a student at Eastern Greene Schools
 - c) IHSAA tournament, SWIAC tournaments and Toby Yoho Classic are EXCLUDED
2. Adult – All Season/All Sports Pass: \$70.00 per person
 - a) Free admittance to all home fall, winter, and spring athletic events
 - b) IHSAA tournaments, SWIAC tournaments and Toby Yoho Classic are EXCLUDED
3. Adult – Season Pass: \$40.00 per person
 - a) Free admittance to all home athletic events for that season (fall, winter, or spring)
 - b) IHSAA tournaments, SWIAC tournaments and Toby Yoho Classic are EXCLUDED

STUDENT HANDBOOK

ADDENDUM - SPORTS MEDICINE

Participation in athletics at EGHS is a privilege and offers many benefits. Unfortunately with these benefits also comes the inherent risk of injury. In order to protect the health and safety of student-athletes, an Indiana Licensed and Board of Certification (BOC) certified athletic trainer has been contracted to provide athletic training services on behalf of EGHS.

SPORTS MEDICINE STAFF

Team Physician

Credentials: Physician (MD or DO) with unlimited license to practice in Indiana

Fundamental Duties: Oversee the provision of athletic training services, provide on-site medical care for select home athletic events and injury checks as schedule allows, be available for consultation with athletic trainer when appropriate.

Athletic Trainer (AT)

Credentials: License to practice in Indiana, BOC Certified, AED-CPR certified

Fundamental Duties: Provide for high school student athletes participating in interscholastic athletics - onsite injury evaluation and care, provide for basic injury rehabilitation, make injury related return to play decisions, document services provided, serve as a resource to EGHS athletic department and student-athletes on topics related to health, safety and performance.

Athletic Training Student Manager (ATSM)

Credentials: None

Fundamental Duties: To provide assistance to the Athletic Trainer. The ATSM is not to apply assess or provide treatment for any athlete without instructions from and direct supervision of the athletic trainer. Under no circumstances is the ATSM to make any judgments related to return to play or the health and safety of any student-athlete.

ATHLETIC TRAINING ROOM (ATR)

EGHS has an area designated as an athletic training room. It is located on the lower level in room 007, right next to the weight room. You can access the training room through the "Players Entrance" door number 9. The ATR is a location where student-athletes may receive treatments, preventative care and education/consultation as well as rehabilitation. The primary function of the ATR is to serve as an acute management facility. Although the athletic trainer can assist, the responsibility of long term care and management of an injury lay with the student-athlete and his/her family. Student-athletes are not to self-treat, use the athletic training room or any equipment in the athletic training room without the permission or supervision of the athletic trainer. The athletic training room rules of conduct are as follows:

- Athletes are to sign in upon entering the athletic training room.
- Shirts, shorts and shoes must be worn at all times in the athletic training room unless otherwise directed by the athletic trainer. It is preferred that athletes shower prior to examination.
- The athletic training room is to be used for the medical care of athletes only. It is not a lounge or a hangout. No horseplay or roughhousing will be tolerated.
- No food or drink is allowed in the athletic training room without permission of the athletic trainer.
- No tobacco products are allowed in the athletic training room
- Athletes are not to have or use cell phones in the athletic training room without permission of the athletic trainer.
- No obscene or offensive language will be tolerated in the athletic training room.
- Do not remove any supplies or equipment from the athletic training room without permission of the athletic trainer.
- Please be courteous to the athletic trainer and other athletes.

REPORTING OF INJURY, ILLNESS AND MEDICAL CONDITIONS

It is the responsibility of the athlete (as well as the coaches) to report any and all injuries, illnesses and medical conditions to the athletic trainer as soon as possible, preferably within 48 hours of occurrence. Any injury, illness or medical condition, even those that do not occur during athletic participation, may impact an athlete's ability to safely participate in athletics. When the AT is informed of the injury/illness/medical condition and has performed an appropriate examination, he/she will notify the appropriate coach or coaches about the findings and make a decision regarding playing status and/or necessity of medical referrals.

RETURN TO PARTICIPATION AFTER INJURY/ILLNESS OR WITH SELECT MEDICAL CONDITIONS

All student-athletes who have suffered an injury/illness or who have select medical conditions must be cleared by the athletic trainer prior to being allowed back to practice or competition. Many variables will be taken into consideration when making the return to participation decision, but the student-athlete must demonstrate satisfactorily to the athletic trainer that he/she is not placing himself/herself or anyone else at an increased risk of injury or harm by their return to activity. These return to play decisions are made in consultation with the team physician and other physicians as appropriate. Each student-athlete must meet the following criteria prior to being allowed to return to activity (including athletics practices/games and exertional activity in physical education class):

- 1) Satisfactorily complete a fundamental examination by the athletic trainer.
- 2) Satisfactorily complete physical exertion and abilities testing by the athletic trainer.

- 3) Student-athletes may also be required to have a written clearance from a physician under certain circumstances. If an athlete sees a physician for any athletic injury they will be required to have a written physician clearance. Medical conditions that may require a written clearance include but are not limited to the following: Concussion, fractures, dislocations, surgical procedures, mononucleosis or other infectious illnesses, infectious skin conditions, open wounds, pregnancy, heat related illnesses, and any other conditions deemed necessary by the athletic trainer.

For concussions, these additional criteria must be met

- 4) Return to baseline symptoms with normal daily and school (classroom) activities
- 5) Return to baseline or normative values with performance on ImPACT™ test

SCHOOL SONG LYRICS

Eastern Greene High; we are the best!

Eastern Greene High beats all the rest.

We have spirit.

We have skill.

We have the backing

We have the will.

So come on let's join in the fight.

We Thunderbirds will triumph tonight!

Give three cheers for Eastern Greene.

We're going to win tonight.

SCHOOL COLORS

Red-White-Black

SCHOOL SONG

Notre Dame Victory March

SCHOOL MASCOT

Thunderbird