

PARENT/STUDENT AGREEMENT

Name of Student: _____ (PLEASE PRINT)

Graduation Year: _____

Sports: _____/_____/_____

We have received a copy of the Eastern Greene High School Athletic Handbook. We have read the information published in this handbook and agree to comply with the rules and regulations as stated. (PLEASE INITIAL EACH OF THE FOLLOWING STATEMENTS.)

Parent

Student

_____ 1. I have read and agree to comply with the Code of Conduct as stated in this handbook.

_____ 2. Notice of Disclosure for the IHSA: I hereby consent to the disclosure of financial (athletic and otherwise scholastic) and attendance records of the school, including those records which may relate to or concerning my child.

_____ 3. I have read the acknowledgment of risk section of the athletic handbook and understand that injuries of various magnitudes may occur from participation in athletics.

_____ 4. I understand that the school corporation does not provide insurance coverage.

Date: ____/____/____

Parent/Guardian Signature

Student Signature

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.

Trent Provo, Superintendent, Eastern Greene Schools

Eric Kirkendall, Principal

Dean of Students

Aaron Buskirk, Athletic Director

Kayla Willey, Guidance Counselor

Eastern Greene High School

11064 East State Road 54

Bloomfield, IN 47424

(812) 825-5621

Fax: (812) 825-6661

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

Facebook: <https://www.facebook.com/EGHSThunderbirds/>

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 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 the reason of sex, race, color, sexual orientation, 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 extracurricular 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 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 responses 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 inquiry is first registered with the teachers, guidance counselors, and assistant principal, and or principal.
 - d. That the parents demonstrate a positive attitude toward 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 express themselves civilly.
- 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.

Handbook Purpose

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 to achieve an appropriate, safe, and orderly education for 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 – 8:47	1	8:00 – 8:45	1	10:00 – 10:35
WIN	8:52 – 9:11	2	8:50 – 9:35	2	10:40 – 11:10
2	9:16 – 10:03	Activity Pd.	9:40 – 10:15	3	11:15 – 11:50
3	10:08 – 10:55	3	10:20 – 11:05	4 (Lunch)	11:50 – 1:00
4 (Lunch)	10:55 – 12:22	4 (Lunch)	11:05 – 12:30	5	1:05 – 1:40
5	12:27 – 1:14	5	12:35 – 1:20	6	1:45 – 2:20
6	1:19 – 2:06	6	1:25 – 2:10	7	2:25 – 2:58
7	2:11 – 2:58	7	2:15 – 3:00		

Cafeteria Information

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 allowed 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!

1. 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 packaged salads. A cold bar is offered daily with a variety of choices. This food is free when you purchase any lunch.
2. Free/ 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 a reduced rate. After the first tray is purchased, full charges will apply if a student purchases an additional tray of food.
3. All food items and drinks will be restricted to the CAFETERIA.

EASTERN GREENE SCHOOL CORPORATION 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. 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 the 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 workplace for students and staff. Eastern Greene employees are presented as positive role models to the children of our school district and the 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 school-related 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 request or returns before the applicable 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 are 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, IN 47424

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, sexual orientation 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 decide 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 an extension of stipulated time allowances if either party requests 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 pesticide 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 advance notice.
- Provide notice of all pesticide applications to school nurses.
- Maintain a written record for at least 90 days of any pesticide applications.
- In case of emergency pesticide applications because of an immediate threat to 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 for services that 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 Americans with disabilities act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against based on a disability. This protection applies not just to the student, but to 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

concerning the student's education records. FERPA rights pertain only to records created or possessed by the school district that contains 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 an access request.

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 access arrangements 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 identifying the part of the record they want to be 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 has 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) the official must have access 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; this includes students seeking admission into a post-secondary institution or technical training program.
- (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 releasing 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 from the parents to a student who is 18 years old or an emancipated minor under State Law.

Eastern Greene Schools will/has to 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 in 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
Washington, D.C. 20202-5920*

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 stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to the 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 that point students to those which have been evaluated before use. While students will be able to move beyond those resources to others that have not been reviewed 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 permission and must be supervised by the Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online 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 ensure 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 intends to make Internet access available 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.

ABSENCE AND ATTENDANCE PROCEDURES

The responsibility for a student being present at school rests upon the student and the parents/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 for 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 x2000) the attendance line, by 11 a.m. to report a student's absence, **on the day of the absence**. Failure for the parent/guardian to report the absence will result in the absences being documented as unexcused, with no credit being issued for school work that is missed. Requests for homework assignments need to be made before 11:00 a.m.

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 arrange with the teacher to make up for all missed work. Students who were truant or received an out of school suspension will be able to make up assessments. Homework and other work will not be allowed to be made up.

EASTERN GREENE HIGH SCHOOL ATTENDANCE POLICY

1. 5 Day Attendance Allowance (5 parent excused absences are allowed per semester)
 - a. A THREE-DAY ATTENDANCE WARNING NOTICE will be issued to every student who reaches three parent excused absences per semester.
 - b. A FIVE-DAY ATTENDANCE WARNING NOTICE AND PHONE CALL will be issued to every student who reaches 5 parent excused absences per semester.

Counting of Attendance Days

1. Coming in late before 11:30 am or leaving early after 11:30 am counts as half of a missed day.
2. Coming in after 11:30 or leaving before 11:30 am or not attending school at all that day counts as 1 missed day.
3. For an excused absence all calls must be put into the office by 11:00 am the day of the absence.
4. All Doctors' notes must be received by the office 6 days from the first noted absence.

Excused/non-counted absences

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

1. Parent Notes (**Excused**)
 - a. Students are allowed 5 parent notes to excuse half or full day absences per semester.
 - b. After the 5th parent excused absence all absences must be accompanied by a doctor note (or appropriate documentation) or they will be counted as Unexcused Absences.
 - c. **Family emergency—must** be verified by parents with a note or phone call.
2. Doctors, appointments, etc. (**Excused**).
 - a. Illness that requires a physician's care and is verified by a signed statement from the physician will not be counted. Parents need to call before the appointment time, and a note

- from the doctor is necessary upon return to the 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. Forgery of doctor's notes will be reported to the prosecutor's office and additional penalties including a recommendation for expulsion will be administered by the school administration.**
 - c. All doctor's notes must be returned to school within 6 days from the date of the first absence. Any doctor's notes received after this date will not be counted as an excused absence.
 - d. Mental or physical incapacity making a student unable to attend school will be counted as excused if there is written verification from the physician indicating the incapacity.
 - e. Students sent home by the school nurse will also not be counted.
3. Funerals of members of a household or immediate family including mother, father, sister, brother, and grandparents **(excused with documentation, will not count toward the 5-day policy).**
 4. Court-related appearances or appointments; written verification from the court is needed **(excused with documentation, will not count toward the 5-day policy).**
 5. School-sponsored activities **(excused, will not count toward the 5-day policy).**
 6. Local/state government participation **(excused with documentation, will not count toward the 5-day policy).**
 - 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 **(excused, will not count toward the 5-day policy).**
 - b. Poll workers during election days must have verification from election officials and prior approval from the high school office **(excused, will not count toward the 5-day policy).**
 7. Absent while on suspension or expulsion **(excused, will not count toward the 5-day policy, but homework is not permitted to be made up for credit (per suspension policy)).**
 8. Pre-approved college visit days before May 1 with prior arrangements made with the guidance department, juniors two (2) day/seniors two (2) days **(excused, will not count toward the 5-day policy).**
 9. Inclement weather when the school bus must run an alternative route or the parents choose their children to not attend school due to potentially unsafe conditions. Parents must place a call before 11 A.M. with the unsafe claims. **(Excused and will not count toward 5-day policy)**
 10. **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. **(Excused and will not count toward the 5-day attendance policy)**
 11. Absences, with unique or extenuating circumstances of which the principal approves **(Excused but will count toward the 5-day policy).**
 - a. In such cases, procedures are in place that students must follow.
 - b. These procedures are available at the front office.

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 for an absence to be **excused within the 5-day attendance limit**. (If the 5-day limit has been reached each day afterward for family Vacation will count as an **unexcused** absence.

1. The building administration must be notified by the student's parents before the student leaves for vacation. A minimum of one week or earlier before 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 that would be unexcused absences.)
3. The student must make academic arrangements with his or her classroom teachers before leaving for the vacation.
4. Vacation time will NOT be excused during the 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 ten-day attendance policy. This 10-day policy counts for the entire school year. This shall also include any absence for which a parent/guardian does not inform the school of the student's absence either by a 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. Class Skipping/Skipping School
2. Oversleeping
3. Car trouble
4. Parents' failure to notify the school of absence as outlined in our attendance procedures
5. Failure to prearrange days outlined under excused absences
6. Failure to prearrange college visit

FIRST, AND SECOND UNEXCUSED ABSENCE:

1. Saturday School
2. Parents Notified

THIRD, FOURTH, FIFTH, AND SIXTH AND UNEXCUSED ABSENCE:

1. 1 day **ISS**
2. Parents Conference
3. Greene County Probation Department Attendance Officer and law enforcement agency will be notified.

SEVENTH, EIGHTH, AND NINTH UNEXCUSED ABSENCE:

1. 3 Days **ISS**
2. Parents Conference
3. Greene County Probation Department Attendance Officer and law enforcement agency will be notified.

TENTH UNEXCUSED ABSENCE (Educational Neglect):

1. 10 Days OSS/ Pending Expulsion
2. Expulsion Hearing
3. DCS Notified for Educational Neglect
4. Greene County Prosecutor Notified for Educational Neglect

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. Saturday School
2. Parents Notified

SECOND TRUANCY OFFENSE:

1. 1 day OSS Schools
2. Parents Conference
3. Greene County Probation Department Attendance Officer and law enforcement agency will be notified.

THIRD TRUANCY OFFENSE:

1. 3 Days OSS days suspension
2. Parents Conference
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.

TARDINESS

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 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 late, he/she must first come to the office to sign in and receive a pass to enter class. Students more than ten (10) minutes late will be considered absent for that half of the day.
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 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	-	Documentation by teacher
Second Tardy	-	Documentation by teacher
Third Tardy	-	Documentation by the teacher, Tuesday School.
Fourth Tardy	-	Documentation by the teacher, Thursday School.
Fifth Tardy	-	Documentation by the teacher, Saturday School, or (2) Thursday School (if applicable).
Sixth Tardy	-	Documentation by the teacher, 2 Saturday School
Seventh Tardy		Documentation by the teacher, 1 day ISS, conference with parents.

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

eLearning Plan

The following plan will be used in case of a weather cancellation:

Teachers:

- Teachers will be available from 9:00 a.m. to 3:00 p.m. Teachers will still have their allotted prep and lunchtime per the master contract. For teachers, who utilize synchronous learning, instruction will be placed on a 2-hour delay schedule with classes starting at 10:00 am.
- Teachers will use Google Classroom, Google Meets, or other approved Eastern Greene online curriculum.
- Teachers should practice with students before eLearning days on how to login to Google Classroom and other online resources. Teachers should also provide instructions to parents concerning the above-mentioned information.
- Teachers will continue with lessons and curriculum daily. A long-term closure will not just be a review. Lessons should be standards-based and build on each other to create new knowledge to cover the required standards for that grade level/class.
- As much as possible, teachers should try to use Google Meets to connect with students, teach lessons, and answer questions. Teachers can also record lessons to be posted on Google Classroom for viewing by students. At a minimum, teachers will post assignments on Google Meets and be available through email.

Students:

- Students should be ready for instruction at 9:00 each morning. Students should be prepared to login to Google Classroom daily to view instructions and assignments from teachers. If meeting synchronously, classes will begin at 10:00 am. Students should be prepared to work on classwork for 2-3 hours at the elementary level, 3-4 hours at the middle school level, and 4-5 hours at the high school level. These are only estimates and could vary.
- Students must take part in school activities to be counted as "present". If students can take part in online activities, they should be logged in and working daily to be counted "present". All work, including paper packets, will have due dates set by your teacher. While some work may be graded on completion, the bulk of the work will be taken for a grade. **Students have 1 day to submit eLearning work in case they have internet issues at home. The submission deadline of 1 day begins the day the teacher assigned the work.**
- WiFi internet access is available at the high school and middle school/elementary school parking lots. Students may also check out a device from the school if needed.

EGHS LIBRARY

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.

LIBRARY

The high school library is open from 7:45 a.m. until 3:00 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 for 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 the procedure for use of materials and general operations.

Overdue 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) up to \$10.00. 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

overdue 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.

Material 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 merit and the audience for whom it is intended. No single standard can be applied in all cases.

B. The librarian has 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 collection 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 a 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 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.

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 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, 6 semesters of math (at high school level), 6 semesters of science, 2 semesters of U.S. history, 1 semester of government, and 1 semester of economics. Students graduating in 2023 or later will be required to complete one of the Postsecondary Readiness Competencies, as well as either a Work-Based, Service-Based, or Project-Based Learning component. These are locally defined. Please see the Guidance Office or a copy of the Course Description Guide for more specific information. If a student does not pass the Post-Secondary Readiness requirements, he or she must successfully meet the requirements for evidence or a Work-Based waiver. To qualify for a waiver a student must meet all the academic requirements listed above but additionally attempt 3 areas of Post-Secondary Readiness, maintain a 95% attendance rate, have a "C" average (locally defined as 2.0) in the 34 core credits, and meet the additional requirements for their specific waiver. There is not a waiver for Work-Based, Service-Based, or Project-Based Learning components.

Seniors who meet all state and local requirements for graduation by May of the graduating year will be allowed to 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 commencement exercises.

To be classified as a sophomore and granted the privileges of a sophomore, a student must have a minimum of 10 credits and completed 2 semesters of high school work.

To be classified as a junior and granted the privileges of a junior, a student must have acquired a minimum of 20 credits and completed 4 semesters of high school work.

To be classified as a first-semester senior, a student must have completed a minimum of 30 credits and completed 6 semesters of high school work. To qualify as a graduating senior, a student must have at least 43 credits after eight semesters.

The following types of diplomas are offered at Eastern Greene Schools: Core 40, Academic Honors, Technical Honors.

VALEDICTORIAN AND SALUTATORIAN STATUS

Eastern Greene High School has determined that the valedictorian and salutarian 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.

If after review, students are tied in the selection process for these honors, Students will share the honor and share the responsibilities.

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 one year before the desired graduation date.
2. The student will complete all state and local graduation requirements before the last day of the first semester of the student's senior year or end of student's junior year.
3. The student and parent/legal guardian demonstrates in the written request a genuine need to complete high school in six or 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. These early 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 (when applicable). 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 (when applicable).

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 emailed through the Harmony 3 notification system to parents.

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 made arrangements with the teacher, in writing, for extending the time to complete classwork. 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%

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 skillset 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 0.5 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	0.5	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 • Pre-Calculus • Trigonometry • Digital Applications and Responsibility • Principles of Business Management • Animal Science • Landscape Management • 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 Biology • AP Environmental Science • AP Calculus AB • AP Calculus BC • AP World History • AP Human Geography • AP English Language • Literature/Composition • AP Computer Science • 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 in 6 of the 7 class periods daily; the one non/partial-credit class being a study hall or student assistant. Students must attend school for the entire day. **Seniors in good standing can apply for a half-day schedule. The schedule must be approved by the principal.** 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 third 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 the add/drop form.

Withdrawal from School

There are several reasons why a student may find it necessary to withdraw from school. When this becomes necessary, the parent must contact the guidance office 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 withdrawing 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 a 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 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.

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 2 school days prior to May 1st

per year for seniors and juniors for the purpose of visiting 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

It has been the 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.

Credit Recovery

Online Credit recovery is available for students to complete ***previously failed credits***. 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 that previously failed during the freshman, sophomore, or junior school years.
3. Students will not be allowed to take more than 3 credit recovery courses at a time per semester through Eastern Greene High School.
4. Students will be monitored and required to maintain adequate progress in the completion of all online courses.

Virtual Program

Eastern Greene High School's online, virtual program offers students the opportunity to earn credits **from home** needed to earn a Core 40 diploma. Virtual students will still be monitored by high school administrators to ensure they are making academic progress. Depending on the student's credit recovery needs, some costs may apply. In addition to the aforementioned Credit Recovery guidelines, the following requirements may apply:

1. A meeting with the Principal prior to being accepted into the virtual program.
2. A student must maintain full-time status; 5 - 7 classes per semester as assigned.
3. Students must be on a Core 40 or General Diploma track.
4. Final exams must be coordinated with and proctored by the designated staff at the high school at the end of each semester.
5. Students are not eligible to participate in any extracurricular activities. The only exception would be Prom and Graduation.
6. All classes not completed by the end of the year will be reported as an F for the class.

The virtual program may be utilized for any student that meets one of the following:

1. At least one full semester (7 credits) behind on graduation requirements.
2. Expelled students.
3. Students are unable to attend in-person classes due to extreme medical conditions or circumstances.

Honor Roll Recognition

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 the guidance counselor 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 (THS) is an organization of distinguished EGHS students. To be eligible for induction into THS, students in the Classes of 2021 and 2022 must have attained a 3.5 weighted cumulative GPA, and the Class of 2023 must attain a 3.65 weighted cumulative GPA. All students must be enrolled in A-track mathematics for 6 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 THS will take place with a special ceremony in March. Once inducted, members must continue to maintain the required GPA and continue to meet the standards of the precepts as well as complete all group and individual service projects in order to retain membership in the society. A full set of Bylaws can be obtained from the THS Adviser as well as the THS page on the EG website.

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.

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. All students regardless of financial status will need to cover 100% 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 letters. 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.

Career Center

Eastern Greene Schools is a member of the Hoosier Hills Career Center located in Monroe County. Junior and Senior 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. The bus will depart at 11:20 a.m. daily, and all students will ride the bus to and from vocational classes, returning before 2:55 p.m. Students may drive to HHCC, however, must have a waiver on file. Attendance to Hoosier Hills will be monitored by the Eastern Greene administration. EGHS students who choose to miss their vocational program without parents 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. Only Junior and Senior students can attend HHCC. The basic criteria involved in the determination are grade point average, outstanding attendance, the 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 excused from participating in physical activities. Students should be prepared by bringing the appropriate attire to participate correctly.

E-Sports

Eastern Greene High School has developed an E-sports team. All members of the E-Sports team will adhere to all the athletic handbook requirements with the additional implementation of the following.

1. Students cannot fail any classes while actively participating/competing in E-sports activities.
2. Students must maintain a 2.7 cumulative GPA

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 any school property.
2. When on school grounds at any other time in which the school is being used by any school group or specific community organization.
3. On the way to and from school. This includes riding on the bus, the bus stop, 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 purposes or an educational function also falls under school jurisdiction and will result in disciplinary action.

Cafeteria Expectations

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.**
2. All food is to be consumed in the cafeteria during the school day. Students may have drinks outside of the cafeteria area. Liquid containers must have a secure liquid tight lid and must comply with the teacher's classroom rules and requests.
3. **Lunch Restrictions**
 1. Students are restricted to the cafeteria unless given permission to go to the library. No student is allowed in the hallways during lunch.
 2. Students are not allowed to sign out at lunch time and return to the building before the end of lunch. Students may not sit in their vehicles or be in the parking lot during lunch. Students are not allowed to leave campus for lunch even with parent permission. Parents wishing to eat with students must physically sign them out in the front office. Any missed class will be unexcused.
 3. 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. Students will not be reimbursed for food purchases.
 4. Disruptions or insubordination to a lunchroom supervisor will result in detention or suspension.
 5. Students will be restricted to the use of the restrooms inside the cafeteria.
 6. Students are responsible for taking their trays and throwing their trash away. Administrative detentions will be assigned to those students who fail to comply with this with common courtesy.
 7. Students will remain seated in the cafeteria until the dismissal bell rings.
 8. Students may not sit in their vehicles or be in the parking lot during lunch. Students are not allowed to leave campus for lunch even with parent permission. Parents wishing to eat with students must physically sign them out in the front office. Any missed class will be unexcused.

9. 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 consequences. Clean up your areas and dump your trash. You will be held accountable. Throwing food is prohibited.
10. While card games are permissible during lunch, any students engaging in gambling will be dealt with according to the disciplinary policies for gambling.
11. Any student leaving the cafeteria must ask permission and/or have a note from a teacher.
12. Students shall remain seated until the bell rings. No lining up to leave the cafeteria.
13. 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.

School Expectations

Entering/Leaving School

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 a 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 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 (8 am to 3 pm).
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 not

allowed to visit with teachers.

3. **ADULT VISITORS:** All parents and visitors are required to register in the school office upon entering the building.

Morning Announcements

Each morning during the WIN period, students will participate in the Pledge of Allegiance and a brief moment of silence. Additional announcements will be made during the WIN period.

Signs, Posters, and 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.

Hallway Behavior

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 detention during the passing period for any misbehavior.

Hall/Restroom Passes

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 handbooks with them at all times.**
2. Students should not be out of the classroom without the 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 Phone 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.

Restroom Policies

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 a Thursday School.
 - b. Second Offense: zero on the assignment, 2 days ISS and parent conference
 - c. Third Offense: F for the grading period and, following due process, possible removal from class.
2. If a second person is assisting a student caught cheating, that person should receive similar punishment.
3. Cheating in a dual credit course could result in additional consequences through the supporting college or university.

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.

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 for school purposes. We ask that parents and guardians speak with their students about appropriate dress. School administration reserves the right to make the final decision for school appropriateness. The dress code will be enforced at extracurricular activities and during the school day.

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 to be worn in classes or hallways during school hours except letter jackets. Light jackets are acceptable. Blankets should not be worn to classes.

Shoes must be worn at all times.

No exposed back and shirts must cover the belly button at all times.

No clothing that is undersized should be worn to school.

No clothing that addresses or promotes tobacco, alcohol, drugs, promiscuous behavior, racial slurs, or other derogatory commentaries.

No hats, doo-rags, hoodie hoods, or head coverings of any kind are to be worn during the school day. All head coverings 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 or for religious purposes)

Headbands and bandanas may only be worn above the forehead as a hair restraint and are otherwise prohibited.

Sunglasses, fish hooks, chains, or other sharp jewelry are not permitted.

o Shirts

- Shirts must have straps and straps must remain over both shoulders
- No mesh/see-through shirts
- No exposed undergarments- (ex no sagging pants exposing underwear or low cut shirts exposing bra padding)
- No cut-off shirts during the school day will be permitted
- No plunging necklines that would reveal undergarments or unbuttoned dress shirts that would reveal a bare chest.

o Pants

- All shorts, pants, dresses, and skirts cannot be excessively short. Shorts and skirts must be modestly worn with at least a 3-inch inseam.
- Leggings and yoga pants are allowed but must be worn at the appropriate size to not reveal undergarments
- Any holes exposing undergarments are not allowed and holes must stay below the 3-inch inseam.

If a student chooses to wear clothing that violates the dress code, the student will be provided a change of clothes. The class time missed by attempting to resolve this issue will be considered unexcused. If a parent cannot be reached or the administration does not have adequate clothing, the student will remain in ISS until the dress code issue is resolved.

1st offense- warning and corrective action

2nd offense- Tuesday school and corrective action

3rd offense- Saturday school and corrective action

Personal Technology Devices

Communication devices include cell phones, tablets, and smartwatches. 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 3:00 pm on 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, video, and/or pictures the school reserves the right to search the student's cell phone.

Headphone Policy

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/Audio/Photography Prohibited

Students are not allowed to videotape or record audio during school or school-related activities and/or take pictures in school without proper permission from a school authority (teacher or administrator). Posting unapproved audio/video/pictures on Youtube, Facebook, or other Internet

social networking sites 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.

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. Tornado Drills and Warnings will be announced over the loudspeaker by office staff.
2. Follow the rules for safety and drill procedures that are posted in each room.
3. It is the responsibility of each student to be familiar with the drill route or procedure for each classroom.
4. Never run during a drill.
5. 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 procedures. Such items include, but are not limited to, laser lights, lighters, yo-yos, CD players, games, firecrackers, hacky sacks, skateboards, rollerblades, guitars, and the like. These items will be taken from students, and disciplinary action will result. **Book bags will be permitted at teacher's discretion.** 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 Persons 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 pockets of the student.
 - b. Searches of any object in the possession of the student such as a purse, briefcase, and/or backpack.
 - c. Pat down the exterior of the student's clothing.
 - d. Removal of shoes.

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. Destroyed or 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. 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. Destroyed or turned over to any law enforcement officer.
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 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. All book bags and sports bags are to be kept in lockers, not in classrooms or office spaces.
3. The school retains the right to inspect all lockers and the contents therein to ensure 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.

Dances/After-School Activities

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 20 years old.
2. Enrolled Eastern Greene students who are not participating in the Extracurricular Activity Random Drug Testing Program cannot attend.
3. Students below the freshman level of school may not attend as a guest.
4. Students who are homeschooled may not attend unless they are a guest and can produce a certificate of current enrollment.
5. Certificates of HSE 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, tuxedo, or formal gown must be worn.
7. Students are to remain in a 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.
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 disciplinary action.
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.
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. If your guest has dropped out of school or has been expelled, he/she may not attend the prom.

School Dances

Classes or student organizations may sponsor dances with the approval of the high school principal and/or 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 the setup 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. **Appropriate Dress Code**
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 has been turned in for the school year.
 - b. The teacher sponsoring the trip must provide a list to the entire staff five (5) days prior to the field trip. Grades will be checked to determine eligibility by the Dean of Students.
 - c. An emergency information 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. An "Incomplete" will not be held against a student going on a field trip.
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.

Student Bus Transportation

1. All students must be at their designated stop prior to the scheduled arrival time. Bus Drivers are not required to stop and sound their horn or wait for a student who is not waiting for a bus.
2. Students should be waiting in an orderly manner at least ten (10) feet away from the road. Students should be prepared for a ten (10) minute variation in pick-up and drop-off times.
3. When you must cross the road to enter the bus, or after leaving the bus, always wait until the bus stops and then cross in front of the bus.
4. Wait until the bus comes to a complete stop before trying to load or unload
5. Look in both directions before stepping from behind parked cars. Stay away from the roadway until the bus comes to a complete stop and the Bus Driver indicates that it is safe to board.
6. Keep hands and head inside the bus at all times. The window may be lowered to the first stop only. Do not throw anything out of the bus window.
7. Students are to ride their assigned bus only and the Bus Driver has the right to assign seats.
8. Do not ask the Bus Driver to stop at places other than the regular bus stops; he/she is not permitted to do this except by proper authorization from a school official. All students are to get off at their regular stop unless they have a note or call from the parents/guardians and the approval of the Building Principal. Permission to ride a bus other than the assigned bus must be made in advance and approved by the Building Principal. This is based on seat availability.
9. Upon recommendation of the Bus Driver, school administrators may deny the privilege of riding the school bus to any student who refuses to conduct himself/herself appropriately.

Bus Discipline

Students violating the bus conduct rules or any other school rules on the bus may be referred to the administration and be subject to disciplinary action up to and including being suspended from the bus for the remainder of the year, as well as additional school penalties.

Students failing to comply with the rules and regulations may be disciplined using the following guidelines:

1st Offense: Verbal Warning by Bus Driver telling the student what he/she did wrong and what the consequences will be if repeated.

2nd Offense: Written Warning given to the student signed by Parent/Guardian, a copy is sent to the Building Principal.

3rd Offense: Suspended from the bus for one (1) day.*

4th Offense: Suspended from the bus up to three (3) days by the administration.*

5th Offense: Can be expelled from the bus for the remainder of the school year. Administrators reserve the right to waive any step, accelerate the discipline plan, or devise an alternative consequence based upon the severity of the misconduct. *A student suspended/expelled from riding their bus is suspended/expelled from all Eastern Greene school buses.

Student Driving and Parking

Students driving any type of vehicle must follow safe driving practices and observe proper parking procedures. No mopeds will be allowed. The following regulations must be adhered to in order to maintain a safe school environment. 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 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. Consecutive and cumulative 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.) or in a manner that takes up multiple parking spots. Vehicles may be towed at owner's expense.
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 Policies Impacted by Suspension

Indiana Code has an effect on the driver's 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

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 Saturday School or ISS.
7. Any student failing to serve a one-hour administrative detention will automatically be assigned a Thursday School.
8. Students will work on homework and are not allowed to sleep or be on their cell phones.

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.

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 6:05 p.m.
2. No student will be allowed into Thursday School 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 Saturday School or ISS.
7. Any student failing to serve a one-hour administrative detention will automatically be

assigned an ISS.

8. Students will work on homework and are not allowed to sleep or be on their cell phones.

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 Saturday School.

SATURDAY SCHOOL

Saturday School is a program designed to permit students to serve penalties and not miss class time. Saturday School is a community service based program on assigned Saturdays from 8-11am. Students split time between classwork and community service assignments. 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 suspension. Students will not be allowed cell phones during Saturday School as well. Failure to attend Saturday School will result in out of school suspension.

Parents or guardians will be notified in advance that their child will be serving a Saturday School. Transportation to and from Saturday 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 Saturday School. Refusing to attend Saturday School will not be accepted.

If there is an extenuating circumstance or an emergency that occurs, and the school is notified at least 48 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 48 hours before Saturday School, then the student will be suspended for 1 day.

IN SCHOOL SUSPENSION

ISS is a consequence designed to allow students to serve penalties at school in an isolated environment. Students in ISS are monitored by our Behavioral Interventionist. Students will have an opportunity to complete school work for credit, provide service to the school, and work with the Behavioral Interventionist to reset and transition back into the classroom. On occasion, administrators may assign an academic ISS if a student is behind and we believe time could benefit them catching up.

OUT-OF-SCHOOL SUSPENSION

OSS is a serious consequence designed to remove the student from the school environment. Students receiving OSS do not get to make up classwork and homework. If a student misses a test, quiz, or project, the student must make arrangements with teachers to recover that grade. Expulsion is removal from school for the remainder of the school year.

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 lunch detention, or contact the parent about the student's behavior. 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, electronic devices, talking out of turn, impoliteness, forgetting books 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. Students should make a commitment to stop the action.

If Step 1 does not resolve the 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.
- d. The 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 Detention (one hour)

Step 2 Thursday School (three hours)

Step 3 Saturday School (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.

MAJOR STUDENT VIOLATIONS-OFFICE INITIATED

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

1. Engaging in any conduct that disrupts or interferes with school purposes. No students 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. 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 **Dean of Students** to discuss the student's behavior which led to a 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 HSE alternative schooling or to expel the student from Eastern Greene High School.

BULLYING

Bullying is aggressive behavior that seeks to harm, intimidate, or coerce its victim.

All reports will be handled confidentially to protect the identity of those reporting.

Considerations in determining if the behavior meets the definition of bullying:

- **The history between the individuals: Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying.)**
- **Power differential: Is there an imbalance of power? Power imbalance is not limited to physical strength.**
- **Repetition: Has this or a similar incident happened before? Is the individual worried that it may happen again?**
- **Are any of the individuals involved with a gang? This may result in interventions different from bullying.**

Just because something does not fit the definition of bullying does not mean it will not be addressed.

Bullying rules apply 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.

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 SATURDAY SCHOOL A STUDENT WILL BE ASSIGNED IN SCHOOL SUSPENSION (ISS).

Infraction	Step One	Step Two	Step Three	Step Four
Dress Code violations	Warning and Change of clothes	Tuesday Detention and Change of clothes	Saturday School and Change of clothes	Referred as Insubordination
Physical display of affection (PDA)	Warning and parents contacted	Tuesday Detention	Thursday School	Saturday School
Failure to follow reasonable rules/requests	Tuesday Detention	Saturday School	1-2 Days ISS	1-3 Days OSS
Academic	Thursday School	2 days ISS	Removal from	

Dishonesty (Cheating)			class	
Littering/throwing trash in the hallway/school grounds	Tuesday Detention	Thursday School	Saturday School	
Unapproved/ Inappropriate Elevator Use	Tuesday Detention	Thursday School	Saturday School	
Lighters and laser lights	Tuesday Detention	Thursday School	Saturday School	
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.	Tuesday Detention and parent must come to school to pick up phone no sooner than after 3pm of the day it has been confiscated.	Thursday School and parent must come to school to pick up phone no sooner than after 3pm of the day it has been confiscated.	Saturday School, Parent collects Phone and parent conference	1-3 days OSS, Parent collects Phone and parent conference
Pass/Handbook forgery (This includes the use of another person's handbook)	Tuesday Detention and loss of hall pass privileges	Thursday School	Saturday School	3 days OSS
Profanity – any use of profanity in school by students not covered under other	Tuesday Detention	Thursday School	Saturday School	1-2 days ISS

sections of this code will be dealt with as follows:				
Throwing objects – includes snowballs, food, and flipping other students with rubber bands	Tuesday Detention	Thursday School	Saturday School	3 Days OSS
Video/ Audio/ Photography during School Day	Thursday School	Saturday School	1-2 days ISS	1-3 Days OSS
Horseplay/ Roughhousing	Thursday School	Saturday School	1-3 days ISS	1-3 Days OSS
Major disruptions of class/leaving class without permission/being out of assigned area	Thursday School	Saturday School	3 Days OSS	N/A
Gambling	Thursday School	Saturday School	3-5 days OSS	N/A
Forgery	Thursday School	Saturday School	3-5 days OSS	N/A
Lying to staff member	Thursday School	Saturday School to 3 days OSS	3 to 5 days OSS	N/A
Academic Insubordination	Thursday School	Saturday School	1-3 days OSS	
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.	1 day ISS	3-5 days ISS	3-5 days OSS	10 days OSS- pending expulsion

Interference with School Purpose	Saturday School-OSS; Recommendation of Expulsion	3 days OSS-OSS; Recommendation of Expulsion	10 day OSS pending possible expulsion	
Vandalism (Depending on severity)	Saturday School to expulsion and restitution	Five days OSS to expulsion and restitution	Restitution and recommendation for expulsion	N/A
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.	Saturday School to 1 day OSS	3-5 days OSS to Expulsion	10 days OSS-pending expulsion	N/A
Hazing and/or harassment of other students	Saturday School to 5 days OSS	5 daysOSS to expulsion	Recommendation for expulsion	N/A
Racial Harassment	Saturday School to 5 days OSS	Recommendation for expulsion	N/A	N/A
Bullying	Saturday School to 3 days OSS	3 days to 5 days OSS	10 days OSS pending Expulsion	
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	Saturday School to 3 days OSS	3 to 5 days OSS	5 Days OSS	Rec. For Possible expulsion

be regarded as being directed to that school employee.				
Petty Theft	Saturday School	3 days ISS	5 days OSS	
Disrespect to school personnel	Saturday School	3-5 days ISS	1-5 days OSS	10 days OSS- pending expulsion
Possession of pornographic material	Saturday School	3 days OSS	5 days OSS	N/A
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.	Five days OSS 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
Fleeing from or refusing a search (constitutes an automatic admission of guilt)	5 days OSS	10 days OSS pending expulsion	N/A	N/A
Fighting/Promoting a Fight/Assault/ Battery	5-10 days OSS; possible expulsion	10 days OSS pending expulsion		
Positive Drug Test	5 days OSS	10 days OSS; pending expulsion	N/A	N/A
Trespassing – Being on school grounds without permission	3 days OSS; law enforcement notification	5 days OSS; law enforcement notification	7 days OSS; law enforcement notification	10 days OSS- pending expulsion

is considered trespassing				
Tobacco/Vaping	2 day ISS	3 days ISS	5 days OSS	Expulsion
Drugs (Physical Possession, Sharing, or Under the Influence) (Includes Vaping w/ THC)	7-10 days OSS; pending expulsion			
Theft- \$249-100	5 days OSS	10 days OSS pending expulsion		
Theft- \$250 or more	10 days OSS, expulsion and possible restitution	N/A	N/A	N/A
Knives/Weapons/Fire arms/Explosives (possession or use)	10 days OSS- Expulsion	Recommendation for Expulsion		
Threat Made Towards School (Pulling Fire Alarm, Bomb Threat, Threat of Mass Violence)	10 days OSS- Expulsion			
Threats, Intimidation, or Extortion	10 days OSS pending possible expulsion; contact of law enforcement	N/A	N/A	N/A
Pushing/Shoving/ Striking school personnel	10 day OSS and expulsion; law enforcement agency contacted	N/A	N/A	N/A

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.**

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.

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 for 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.

KNIVES/WEAPONS/FIREARMS/EXPLOSIVES

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.

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.

Tobacco and Vaping (Nicotine)

TOBACCO USE/POSSESSION

Indiana law prohibits the sale and use of tobacco to minors (must be 18 or older) and the school does not permit this activity on school grounds.

1. Eastern Greene students cannot be in possession of tobacco on school grounds (including buses), 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 substances.
3. No student may possess or use tobacco substances including e-cigarettes, matches, or lighters in the school building, school buses, or on school grounds.

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

Consequences for possession of tobacco products including vapes are listed in the 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 – 2 days ISS
2. Second offense – 3 days ISS and parent conference
3. Third offense – 5 days OSS
4. Fourth offense-10 days OSS and possible expulsion hearing

Drugs and Alcohol

Eastern Greene Schools
Drug/Alcohol Prevention Policy
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 proactive 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 threefold: (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.

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.

DRUGS AND ALCOHOL USE/POSSESSION

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 beverages, 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 beverages, 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.
- 8.

Violation of the above policies will result in the following:

1. Notification of law enforcement officials.
2. Notification of parents.
3. Any student that tests positive for an illegal drug will serve 5 days OSS for first offense.

Prescriptions of Banned Substances

At this time, Indiana law prohibits the use of medicinal marijuana products along with other banned substances. Any student who is under the care of a doctor prescribing CBD Oil or other banned/drug tested substances should present doctor documentation to have on file at the time of prescription. Documentation should identify the duration of doctor's care. If a student tests positive for a banned substance without a doctor's note on file prior to the time of testing, the student will incur the same consequences as a positive drug test.

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 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:

Alcohol	Amphetamines	Cocaine	Barbiturates
Propoxyphene	Opiates	Methadone	Cannabinoids
Steroids	Benzodiazepine	Nicotine	

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. 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 dances and prom.
 - B. Participation in any co-curricular activities such as performances and field trips.
 - C. 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.

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.

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. Consequences for a positive drug test will be enforced the same as drug possession/use on campus.

TESTING PROCEDURES

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

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 a 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.

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: Licensed 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

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)
- Ibuprofen
- Cough drops
- Tums

2. **NON-PRESCRIPTION** medication may be administered to students by school personnel only when accompanied by written instructions 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.
- c. It is the student's responsibility to report to the office for dispensing of medication
- 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 for self-administered medication.

**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

(child and grade level) (medication)

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 vomiting/ 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 requires 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.

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

