

# **EAST NOBLE MIDDLE SCHOOL**



**“MAXIMIZING POTENTIAL IN ALL  
PEOPLE EVERY DAY”**

## **Student Handbook 2018-2019**

415 Drake Road  
Kendallville, Indiana  
46755

Telephone: 260-347-0100  
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Attendance Office: 260-347-7167

The East Noble School Corporation does not discriminate on a basis of sex, race, creed, color, or handicap in the operations of educational programs or activities, employment and other personnel policies and procedures.

Regular					30 Delay			
A LUNCH	10:37	11:07	30		A LUNCH	11:10	11:40	30
B LUNCH	11:34	12:04	30		B LUNCH	12:03	12:33	30
C LUNCH	12:31	1:01	30		C LUNCH	12:56	1:26	30
A LUNCH	Regular	Red	Purple		A LUNCH	30 Delay	Red	Purple
1ST	7:50	8:43	53					
2ND	8:47	9:40	53		1ST	8:35	9:24	49
3RD	9:44	10:37	53		2ND	9:28	10:17	49
A LUNCH	10:37	11:07	30		3RD	10:21	11:10	49
4th	11:11	12:04	53		A LUNCH	11:10	11:40	30
5th	12:08	1:01	53		4th	11:44	12:33	49
6th	1:05	1:58	53		5th	12:37	1:26	49
NE Time	2:02	2:45	43		6TH	1:30	2:19	49
	Instructional Time		361		NE	2:23	2:45	22
B LUNCH		Green	Yellow					
1ST	7:50	8:43	53		B LUNCH		Green	Yellow
2ND	8:47	9:40	53		1ST	8:35	9:24	49
3RD	9:44	10:37	53		2ND	9:28	10:17	49
4th	10:41	11:34	53		3RD	10:21	11:10	49
B LUNCH	11:34	12:04	30		4th	11:14	12:03	49
5th	12:08	1:01	53		B LUNCH	12:03	12:33	30
6th	1:05	1:58	53		5th	12:37	1:26	49
NE Time	2:02	2:45	43		6TH	1:30	2:19	49
	Instructional Time		361		NE	2:23	2:45	22
C LUNCH		Blue	Orange					
1ST	7:50	8:43	53		C LUNCH		Blue	Orange
2ND	8:47	9:40	53		1ST	8:35	9:24	49
3RD	9:44	10:37	53		2ND	9:28	10:17	49
4th	10:41	11:34	53		3RD	10:21	11:10	49
5TH	11:38	12:31	53		4th	11:14	12:03	49
C LUNCH	12:31	1:01	30		5TH	12:07	12:56	49
6th	1:05	1:58	53		C LUNCH	12:56	1:26	30
NE Time	2:02	2:45	43		6TH	1:30	2:19	49
	Instructional Time		361		NE	2:23	2:45	22

2 Hour Delay				3 Hour Delay			
A LUNCH	11:14	11:44	30	A LUNCH	11:30	12:00	30
B LUNCH	12:00	12:30	30	B LUNCH	12:15	12:45	30
C LUNCH	12:45	1:15	30	C LUNCH	1:00	1:30	30
A LUNCH	2 Hr Delay	Red	Purple	A LUNCH	3 Hr Delay	Red	Purple
1ST	9:50	10:30	40	1ST	10:50	11:30	40
3RD	10:34	11:14	40	A LUNCH	11:30	12:00	30
A LUNCH	11:14	11:44	30	4th	12:04	12:44	40
4th	11:48	12:28	40	5th	12:48	1:28	40
5th	12:32	1:12	40	2ND	1:32	2:12	40
6TH	1:16	1:56	40	3RD	2:16	2:56	40
2ND	2:00	2:45	45	6TH	3:00	3:45	45
NE				NE			
				B LUNCH		Green	Yellow
B LUNCH		Green	Yellow	1ST	10:50	11:30	40
1ST	9:50	10:30	40	4th	11:34	12:14	40
3RD	10:34	11:14	40	B LUNCH	12:14	12:44	30
4th	11:18	11:58	40	5th	12:48	1:28	40
B LUNCH	11:58	12:28	30	2ND	1:32	2:12	40
5th	12:32	1:12	40	3RD	2:16	2:56	40
6TH	1:16	1:56	40	6TH	3:00	3:45	45
2ND	2:00	2:45	45	NE			
NE							
				C LUNCH		Blue	Orange
C LUNCH		Blue	Orange	1ST	10:50	11:30	40
1st	9:50	10:30	40	4th	11:34	12:14	40
3rd	10:34	11:14	40	5th	12:18	12:58	40
4th	11:18	11:58	40	C LUNCH	12:58	1:28	30
5th	12:02	12:42	40	2ND	1:32	2:12	40
C LUNCH	12:42	1:12	30	3RD	2:16	2:56	40
6TH	1:16	1:56	40	6TH	3:00	3:45	45
2ND	2:00	2:45	45	NE			
NE							

## ATTENDANCE POLICY

Research demonstrates that students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of becoming productive, responsible adults. In addition, when students are expected to attend school and be on time for classes, they develop self-discipline and responsibility. Students who miss a class will never be able to completely retrieve that learning experience. The interaction with the teacher and fellow students can never be duplicated effectively.

Accordingly, if students are to receive maximum benefits from the educational programs of East Noble Middle School, students need to be in attendance on all scheduled school days, except those exempted by law or by policies of ENMS approved by the East Noble School Corporation.

The emphasis of the Attendance Policy is to encourage academic achievement, responsibility, punctuality, and maximum effort. It is not intended to bring undue hardship on any student, parent, or guardian.

Legal policies and guidelines given to schools under Indiana Law:

### **IC20-33-2-4 Compulsory Attendance**

Sec. 17. (a) Subject to the specific exceptions under this chapter, each individual is entitled to attend under **IC 20-26-11** or some other school which is taught in the English language.

(b) An individual is bound by the requirements of this chapter from the earlier of the date on which the individual officially enrolls in a school or, except as provided in subsection (h), the beginning of the fall school term for the school year in which the individual becomes seven (7) years of age until the date on which the individual:

(1) Graduates;

(2) reaches at least sixteen (16) years of age but who is less than eighteen (18) years of age and the requirements under subsection (j) concerning an exit interview are met enabling the individual to withdraw from school before graduation; or

(3) Reaches at least eighteen (18) years of age

(c) An individual for whom education is compulsory under this section shall attend school each year:

(1) for the number of days public schools are in session in the school corporation in which the individual is enrolled in Indiana; or

(2) If the individual is enrolled outside Indiana, for the number of days the public schools are in session where the individual is enrolled.

### **I.C. 20-33-2-3.2 Compulsory Attendance; parent's/guardian's responsibility**

Sec. 33 Compulsory Attendance; Parent's Responsibility. (a) It is unlawful for a parent/guardian to fail to ensure that his child attends school as required under this chapter.

Lengthy and repeated tardies to school may result in the tardies being considered as truancy.

## Attendance Definitions and Procedures

**Absences** – Absences are considered verified or unverified (truant).

Verified Absence - A verified absence is one which has been confirmed by the parent or guardian with a telephone call to the office or a note sent with the student and brought to the office.

Unverified (Truancy) Absence – A student absence in which notification by telephone call or written note has not been submitted to document the absence is considered unverified (truant). This documentation must be submitted within two days following the absence.

The student has **two school days** after the absence to verify their absence before being assigned truancy. Unverified absences will be considered truant on the **third day** after the absence.

A student will be considered unverified (truant) whenever he/she is absent from school, class, study hall, or an assigned activity and the absence is not verified or exempt. A student will be considered truant if he/she leaves a class, a school-sponsored activity and/or the school **without the permission of school authorities**. Absences initially determined unverified or truant cannot later be verified. All unverified absences will be considered truant. Consequences will range from detention to expulsion.

To ensure that parents/guardians are well informed of their child's attendance pattern, the following will occur:

The total number of absences will be posted on each progress report and report card.

**Sixth Absence**-A letter will be sent to parent/guardian. A copy of the policy will be included. A legal notice could also be sent home to notify the parent/guardian that the next absence may result in referring the parent/guardian to the legal authorities.

**Eighth Absence**-Personal contact may be made with the parent/guardian and parent/guardian may be referred to the Prosecutor.

**Ninth Absence**-Home visit by ENSC employee or school S.R.O. along with the County Prosecutor's letter; and parent/guardian may be referred to the legal authorities..

**Tenth Absence**-Appropriate penalties as determined by the administrator, including, but not limited to detention, removal from classroom, referral of the student and/or parent/guardian to the legal authorities, or recommendation for expulsion.

**Twelfth Absence** – 24 hour legal notice delivered by school S.R.O. or school administration.

**Any verified or unverified absences totaling fifteen (15) days during the school year may result in expulsion.**

**Email-** Students are expected to check their school email at least one time per school day. All attendance reminders and school announcements will be sent via email. Email is a privilege and any use deemed inappropriate by school administration may result in email privileges being revoked.

**E-Learning Days:** E-learning is a procedure by which a day of school is held without having students physically come to the school building. This will be used mainly in the event of inclement weather, but can also be used for staff professional development days. E-learning days are considered normal school days, and students are expected to be engaged in the educational process. Teachers will have assignments posted on Canvas by 9 AM on the e-learning day. Teachers will be available throughout the day, and will communicate with students exactly what times they will be online to help students via e-mail or any other prearranged communication.

For purposes of attendance on e-learning days, students are counted as "present" only if they do the e-learning work for their classes. If they don't do the work for any or all of their classes, they will be counted as "absent" for those classes.

**Exempt Absence** – An exempt absence is an absence from class that does not count toward the seven (7)-day limit per semester or the fifteen (15)-day limit for the school year. These absences are defined by law to include:

- (1) service as a page for an honoree of the Indiana General Assembly,
- (2) service on the precinct election board or as helper to a political candidate or a political party on the date of each general, city or town, special, and primary elections,
- (3) active duty with the Indiana National Guard,
- (4) attending school-sponsored field trips or approved school activities,
- (5) responding to a subpoena to appear in court as a witness in a judiciary proceeding, or
- (6) students identified and documented as a 504 participant

**Removal from Classroom**– Removal from Classroom is the assigning of the student to a separate classroom at the middle school in lieu of attending classes. While assigned, students are barred from participating in any school-related functions during non-school hours. Removal from Classroom is not counted as an absence. While in RFC, students will be required to turn their cell phones in to the RFC instructor; the phone will be returned to the student when their RFC consequence is fully served (or at the end of the day). Students will also be subject to any computer regulations the instructors and/or administrators deem appropriate.

**Out-of-School Suspension** - An Out-of-School Suspension is a suspension barring a student's appearance on East Noble Middle School grounds and participating in any school-related function. These absences are not considered in the absence count.

**Period Absence** - A student who is absent ten (10) or more minutes of his/her assigned class will be considered absent from that class. Depending on the circumstance, the absence may be considered truancy.

**Tardy** - If the student is absent for ten (10) or more minutes of the class, they are considered absent. Absences without verification will be considered as trancies. If the student is absent less than ten (10) minutes, they are considered tardy. Tardies are counted by class period. Students arriving late to school will be issued school consequences at the time of arrival; potential tardy consequences include:

1 <sup>st</sup> -3 <sup>rd</sup> Tardy	Teacher Consequence
4 <sup>th</sup> -5 <sup>th</sup> Tardy	Detention Assigned by Teacher
6 <sup>th</sup> -7 <sup>th</sup> Tardy	School Detention
8 <sup>th</sup> Tardy	1 Day-RFC
9 <sup>th</sup> Tardy	Up to 3 Days RFC
10 <sup>th</sup> Tardy	Up to 1 Day OSS
11 <sup>th</sup> Tardy	Up to 3 Days OSS
12 <sup>th</sup> + Tardy	Up to 5 Days OSS

**CAUTION:** *Students and parent/guardians should carefully evaluate the accumulation of their absences.*

### **PROCEDURES**

A parent/guardian should telephone the school (260-347-0100) the **day of the absence** giving the student's name, grade, and reason for the absence. Students without telephones should bring a written note the **day they return** to school stating the date of absence, first and last name of student, grade of student, and reason for the absence. All notes should be presented at the Office before 7:45 a.m. the day following the absence.

If a student has not had their parent/guardian call or has not brought a note, their absence will be considered truancy. The student has **two school days** after the absence to verify their absence before being assigned truancy. Unverified absences will be considered truant on the **third day** after the absence. A truancy will result in a discipline factor decided by administration on a case by case basis when the student returns to school.

The office opens at 7:30 A.M. each day. **All early dismissals and absence notes must be obtained prior to school.**

### **STUDENT MAKE-UP WORK**

If the student is absent, the student has one calendar day for each missed day to complete the make-up homework plus an additional calendar day if needed. Extended illness (must be documented with a doctor's statement and signed) will be handled on an individual basis. **THE STUDENT IS RESPONSIBLE FOR REQUESTING MAKE-UP WORK FROM THE TEACHER.**

### **CONSEQUENCES FOR UNVERIFIED/TRUANT DAILY ABSENCES**

Upon a 12<sup>th</sup> absence in the year, a 24-hour legal notice may be sent to parents/guardians via certified mail. Upon receipt of 24-hour notice, further absences may be considered trancies regardless of reason. Such absences may be considered a violation of the Indiana Compulsory Attendance law. Students and/or parents /guardians may be referred to the county prosecutor.

Other consequences for daily trancies will range from detention to expulsion.

**Under no circumstance is a student to leave the building during the school day without permission of a school administrator or designee.** Once a student has crossed the school's threshold, verification of an absence must be made from within the building. When a student leaves the building, he/she must have **prior approval from a parent/guardian by either: (1) having provided school personnel at the office with an early dismissal, or (2) calling a parent/guardian on the telephone to ask permission and having the school secretary talk to the parent/guardian**

**with verifying information. Office personnel may call a parent/guardian back at phone numbers on file in an attempt to verify parent/guardian communication.** After obtaining permission to leave the building, the student should sign out at the office. Failure to obtain prior permission to leave the building will result in truancy. Students arriving later than 7:45 a.m. or leaving earlier than 2:45 p.m. must sign in/out at the office and leave **ONLY** through the main doors.

## **BULLYING POLICY**

East Noble Middle School is committed to a working and learning environment free from any form of bullying. Bullying adversely affects the working, learning, and social environment for staff and students. Bullying of students, staff, or visitors to the building will not be tolerated.

**Definition of Bullying:** Bullying and/or cyber-bullying are a repeated harmful act involving physical, verbal, or psychological attacks or intimidation of a victim. It may include, but is not limited to: hitting, kicking, tripping, theft or destruction of property, demands, spreading of rumors, teasing, name-calling, put-downs, social isolation, threatening looks or gestures, and through use of the internet social networking or text messaging. Bullying can be of a racial or sexual nature and also includes hazing.

This rule applies when a student is:

- a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (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; or
- e. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.

### **Indiana Code: 20-33-8-0.2**

(a) "Bullying" means overt, unwanted, **repeated** acts or gestures, including (1) verbal or written communications or images transmitted in any manner (including digitally or electronically), (2) physical acts committed, aggression, or (3) any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

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

(b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in a religious event.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student's parent/guardian.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

**Staff Intervention:** East Noble staff members who observe or become aware of an act of bullying are expected to take immediate action to intervene, unless the intervention would be a threat to a staff member's safety. If a staff member believes his or her intervention has not or will not resolve the matter, or if the bullying continues, the staff member will report the incident to the assistant principal or school administrator. Students who have been bullied may seek additional support from the school.

**Student Intervention:** Students who are victims of bullying or observe another student being bullied are expected to report the incident to a staff member. All students have access to school email and are encouraged to use this format as a means of contacting the guidance counselor, S.R.O, assistant principal or principal.

**Investigative Procedures:** Upon learning about a bullying incident, the assistant-principal, or designee will investigate the incident. The investigation may include interviews (with the bully, victim, staff, and any witnesses), completing incident reports, and a review of school records.

**Consequences:** All bullying will be documented. Consequences could range from level 1 for initial acts to level 6 for repeated behaviors.

## **East Noble School Corporation’s Policy to Address Criminal Gangs and Criminal Gang Activity**

*It is the policy of East Noble School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property including school buses and/or at school-sponsored functions.*

*It is the policy of East Noble School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.*

- East Noble School Corporation defines “criminal gang” and “criminal gang activity” as:
  - "Criminal gang" defined (per IC 35-45-9-1) "criminal gang" means a group with at least three (3) members that specifically:
    - (1) either:
      - (A) promotes, sponsors, or assists in; or
      - (B) participates in; or
    - (2) requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).
  - “Gang Activity”- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.
- Procedures for investigating suspected criminal gang activity
  - Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct. Any corporation and school employee who promptly reports an incident of suspected criminal gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
  - The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal gang activity. The investigation shall be initiated by the principal or the principal’s designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator’s safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.



- The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education as needed during regularly scheduled board meetings.
- The principal shall provide the parents/guardians of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents/guardians includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.
- The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion.
- The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent/guardian cooperation and involvement or take other appropriate action). The principal shall inform the parents/guardians of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
- Notification of gang-related policy
  - The superintendent of the school corporation shall annually disseminate this policy to all parents/guardians who have children enrolled in a school within the school corporation (Handbooks). The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.
- Reporting of gang-related incidents
  - Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. The School Safety Specialist will be responsible for these reports.

## **EAST NOBLE MIDDLE SCHOOL: POINTS OF EXPLANATION**

The following are explanations of various points, terms and practices at East Noble Middle School.

**ACADEMIC PROBATION** -Students requiring school permission to be involved in extra-curricular activities must be in Good Standing. (Extra-curricular activities include but are not limited to dances, permits, clubs, and/or athletics.) Students are in Good Standing if they have earned all passing grades on their progress report or report card. While on Academic Probation, students will need to demonstrate through progress reports or report cards that he/she is passing all of his/her courses in order to be considered in Good Standing.

**AFFECTION** - (EXCESSIVE DISPLAY OF) - Any physical contact beyond walking hand-in-hand is inappropriate. Kissing is not permitted. Repeated violations and/or refusal to comply with staff requests to stop the behavior may result in a full range of discipline consequences.

**ALTERNATIVE LEARNING CENTER** - Off campus program designed for students that are not successful in the traditional middle school setting.

**AUDITORIUM CONDUCT** - Performers and speakers who present convocations to the ENMS student body and staff are our guests. As our guests, they deserve an attentive and courteous audience. Any disruptive behavior may result in removal from the program or activity and result in disciplinary action.

**BOOK BAGS** – School appropriate sized bags may be allowed to be carried in the hallways and to classrooms. Administration reserves the right to determine if the size of the bag is a hazard or safety concern for the school. Students are only allowed to carry one bag at a time to classrooms. All book bags may and shall be stored in the provided lockers during school hours. The school is not responsible for lost, damaged or stolen items.

**BOOK RENTAL** - Book rental should be paid on or before the first day of school. Parents/guardians who opt to pay in installments need to pay minimum amounts by the following schedule: 1/4 of the total by August 15, 1/2 by October 15, 3/4 by December 15 and full payment by February 15. By the end of February, all families with unpaid balances will be notified and given 15 days to make full payment or be processed through the court system.

**CAFETERIA** - All students are to remain at school for lunch. Students are to eat during their assigned lunch period and remain in the cafeteria until the end of the period. Students are not to share their lunch. Students may bring a “sack” lunch to school and eat in the cafeteria. Deliveries of pizzas, sandwiches, etc., from fast food restaurants are not allowed, including the bringing of crock pots, pan dishes, etc. Students who bring food or beverage items to school will not be permitted to take them into the building upon arrival. Students carrying beverages in any non-school issued container are subject to inspection/search. Students will not be allowed to charge lunches. Students who utilize their ID card to

purchase lunches and to deposit money in their lunch account must show their ID when making purchases. Students may make deposits into their account on any day during breakfast or lunch periods.

**GUIDELINES FOR STUDENT CAFETERIA USE**

- A. Upon entering the cafeteria for lunch, students sit down at their table. Students will be dismissed by the supervising teacher or staff member to pick up their meal.
- B. When students are finished eating, they are to return their trays, silverware, and trash to the proper containers or areas and return to their seats.
- C. All students must report to the cafeteria during their lunch period and leave only with a pass or permission from the cafeteria supervisor.
- D. All food and drinks need to remain in the cafeteria at all times.
- E. Students are expected to clean up their assigned areas and shall be requested to make sure the area is clean before they leave the cafeteria.
- F. Students are not permitted to be on their laptops or any electronic device during lunch.

**CELL PHONES/ELECTRONICAL COMMUNICATION DEVICE** – Cell phones and all other personal property items are not allowed to be a distraction or a disruption to the educational process. Cell phones and any electronic device not provided by ENSC should be powered off and placed in the student’s book bag or locker during school hours. Any item/object that causes a disruption of the school’s operation may be confiscated and will be returned to the student on the first offense. If a cell phone is confiscated a second time the parent/guardian will have to come to the school to retrieve the cell phone for the student. Administration reserves the rights to confiscate a cellular or personal device if it is believed the device was used for unwanted, inappropriate or other situational photos or use by any means to disrupt the school day. At no time shall a device that takes photos, records or shares photos be operational in the locker rooms and/or bathrooms. Cell phones are prohibited while inside the office complex and may be confiscated if out while in the office complex. Administration may ask to review a student’s cell phone if he/she deems it necessary to move forward with an ongoing school investigation. While a student is in the office, cellular devices or any communication device may be put on hold with school secretary until administration has cleared the student from the office. Those individuals bringing personal belongings to school or school functions bring them at their own risk of damage or loss of property. East Noble Schools are not liable for any loss of property or damage to personal property.

**CHECK POLICY** - East Noble Middle School will accept checks as payment for fees; however, we do not cash checks.

**CLASS SCHEDULE** - The school day consists of six (6) 53 minute periods plus one (1) No Excuse Class.

**CLASSROOM TEACHER** - Each teacher may enforce additional and reasonable rules within the classroom which he/she believes is necessary to provide the proper learning atmosphere and experiences for that class. Classroom rules will be posted in the room and a copy may be provided to students to take home to parents/guardians.

**CLINIC, ILLNESS AND MEDICATION** - A student who becomes ill while in school must report to the clinic. The regular sign-out procedures are to be followed if the student leaves school. The clinic is primarily a first aid station and is not to be used to catch up on sleep. Indiana Law prohibits school personnel from dispensing medicine, including aspirin. No medication is to be brought to school unless the following procedure is used:

1. A statement from the doctor declaring the type of medication and time it is to be taken and/or the medication in the prescription bottle bears the student’s name, doctor’s name, type of medicine, and dosage.
2. A note from parent or guardian authorizing the medication.
3. The medicine is left in the clinic.
4. Only the quantity of medicine needed to be taken during school hours is to be brought to the clinic. Students who require medication or have other medical needs and are involved in extra-curricular activities or programs are responsible to inform the appropriate coach/sponsor. Specific arrangements should be made regarding the taking of medication or procedures needed in case of a medical emergency while participating in the activity.
5. Students found with any type of medication, including over the counter medications and vitamins will result in suspension. If a student needs this type of medication during the day, it must be turned into the nurse’s office in the morning.

***Failure to follow these guidelines will result in disciplinary action.***

**CLOSED CAMPUS** - ENMS operates under a “Closed Campus System” for all students. All students, upon arriving on school grounds, are expected to remain at school unless he/she has been excused by the office and has had permission to sign out of the building. In order to provide a safe and secure environment; entrance to the building proper will be limited. Students arriving to school via car must enter door number 1. Those who ride the bus must enter thru door number five. During the hours of 7:50 a.m. and 2:45 p.m. all outside doors will be locked with the exception of the doors leading to the general office. During that time period everyone must enter the building thru door number one.

**COMPUTER USAGE** - Digital communications and Internet access are available to students, parents/guardians, teachers, and employees in the East Noble School Corporation (ENSC). These services offer vast, diverse, and unique resources that will enhance our mission to become life-long learners. Our goal in providing these services is to promote educational excellence, career development, and limited high-quality self-discovery activities in our schools by facilitating resource sharing, innovation, and communication. As times change more educational resources are available electronically and through the Internet. Printed resources are becoming less available; therefore ENSC is making a transition with regard to student access to Internet and network resources. Beginning with the fall of 2001, all students enrolled in ENSC have implied parent/guardian permission to access Internet and network resources. Parent/guardian may revoke Internet and network access for his/her student at any time. This may be accomplished by notifying his/her student’s school in writing that said student is not to use Internet resources. Guidelines for Internet use have been established and are enforced by the staff of all ENCS with their building administrator and the district Technology Coordinator. An Internet filter is in place at the district level. Any user who does not comply with the ENSC Network Agreement will lose Internet privileges for a period of not less than one week and be subject to discipline both pursuant to this policy and to other ENSC existing policies such as the code of conduct and network use agreement. Loss of computer privileges could include loss of email, server use or total loss of computer access; disciplinary action for a student could mean a warning, detention(s), suspension or expulsion. Repeat violations will result in more severe sanctions up to and including permanent termination of Internet access privileges. The responsibility for the educational use of the Internet is a joint responsibility of ENSC staff, parents/guardians and students. Students are expected to use the Internet as an educational tool in a responsible, ethical and polite manner. Students will be held responsible for their actions while using the Internet. Students are not to respond to unsolicited online contact and are required to advise supervising ENSC staff immediately regarding such contact. ENSC staff is to advise the school administrator regarding unsolicited online contact. Both staff and student Internet/network users should safeguard personal information such as name, address, telephone number, and passwords. The complete ENSC Network Use Agreement is available for review by parents, guardians, and members of the community in all school offices during regular business hours. **\*\* See: *Responsible Use Policy* \*\***

**DELIVERIES** - Flowers, balloons, packages, gifts, food, and other such items may not be accepted or delivered to students.

**DETENTIONS**- Detention may be assigned by a teacher or administrator. Detention obligation(s) have priority over extra-curricular practices. If detentions are not served, a student may be assigned to Removal from Classroom during lunch time or after school study tables to satisfy the obligation. **It is the students’ responsibility to remember when to serve their detentions.**

**DRESS AND GROOMING** - The administration and staff at East Noble Middle School feel that dress and grooming influences the attitude and behavior of the members of the student body. With the cooperation of the parents/guardians, the school will continue to encourage all students to dress in a fashion that the staff and the administration judge to reflect good taste and a style appropriate for a school day. If a style of dress or grooming appears to be disruptive to the educational process or could constitute a threat to the safety of health of students, it will not be permitted in school and teachers should report these students to the administration for appropriate action.

Examples of clothing disruptive to the educational process include, but not limited to:

1. Students are required to wear shoes.
2. Coats, hats, gloves, sunglasses, bandannas, hoods, and all other head coverings not approved by administration are not to be worn in the building at any time during the school day. These items are to be removed and placed in the student’s locker from 7:40 a.m. to 2:45 p.m. Hats are also not to be carried through the school. All hats need to be **put away** (they are not to be carried during the school day) or they will be confiscated and returned to the student or parent/guardian at a time deemed appropriate by school administration.

3. Students must refrain from wearing revealing attire or other style of dress that tends to be disruptive or deemed inappropriate.

I. Shirts and Tops

- a. Must cover top of the shoulder;
- b. Must not be backless;
- c. Midriff (belly) must not be exposed when arms hang at the sides; and
- d. Absolutely no cleavage should show.

II. Bottoms (skirts, shorts, pants, etc.)

- a. Pajamas are not permitted.
- b. There should be no skin exposed above the middle finger while arms are hanging straight at the side.
- c. Undergarments and/or posterior cleavage must not be showing when sitting, standing, or leaning over.

4. Students must refrain from wearing anything that visually demonstrates or displays any illegal or morally questionable activity. This includes, but is not limited to, any article of clothing or jewelry which advertises alcohol and/or drugs, tobacco products, gangs, weapons and/or ammunition, and clothing with unacceptable language and/or connotations.

5. Clothing or jewelry that may cause injuries, such as but are not limited to chains, wallet chains, bracelets, gloves, rings and chokers with spikes or studs, is prohibited.

6. Body accessories that are unsafe for certain activities or are disruptive to the educational environment are not to be worn to school.

7. Clothing with holes, tears, rips, or other mutilations will be held to the same standard as shorts: no skin exposed above the middle finger while arms are hanging straight at the side.

Our goal is to create an environment similar to the world of work and provide for the safety and welfare of our students and to protect the educational function. Students who wear inappropriate clothing to school will be referred to the office. The student will be required to change their clothing before they are allowed to return to class. Alternate clothing may be provided for the student or a parent/guardian will need to bring the student a change of clothing. Students will not be allowed to leave school and drive home. Along with correcting dress code violation, the student will be given a consequence. Absences occurring as a result of a failure to change clothing will be considered unverified absences subject to standard consequences.

**DRUG TESTING** - In order to comply with the rules and regulations of the state of Indiana for providing a drug free environment for our students and staff, the East Noble School Corporation has established this policy for reasonable suspicion testing of East Noble students for illegal drug or alcohol use. If there is reasonable suspicion that a student is violating the school corporation's policy against possessing, using, transmitting, or being under the influence of any drug or intoxicant as prohibited in the East Noble Student Handbook, the appropriate school administrator may require that student to submit to chemical test. A chemical test means an analysis of the student's blood, breath, urine, saliva, or other bodily substance for the determination of the presence of alcohol, a controlled substance, or a drug. **A student who refuses a request to submit to a chemical test will be disciplined in accordance with the guidelines as set forth in the student handbook for the violation of the school corporation's policy for illegal drug and alcohol use (suspension with request for expulsion).** The cost of the chemical test will be paid for by the school corporation if the test results are negative. If the test results are positive, the parent or guardian will be responsible for the cost of the chemical test. The test will be done by an administrator at East Noble Middle School. In all cases the least intrusive testing method reasonably available that provides the most accurate test results will be used. For the purpose of this policy "reasonable suspicion" shall be defined to mean that school personnel have witnessed a student's behavior, speech, body odor, and/or appearance that is indicative of the use of alcohol and/or illegal drugs (controlled substances) or that school personnel have specific and credible information that a student has violated the school corporation's illegal drug and alcohol policy. Parents/guardians will be contacted within twenty-four hours concerning a student who has been tested. If the results of reasonable suspicion testing are positive for illegal use, the student will be disciplined according to the guidelines as set forth in the student handbook for such violations. Students involved in extra-curricular activities will also be subject to the rules and discipline of the department, coach and/or sponsor of the activity. Students are encouraged to seek professional treatment in dealing with substance abuse. At the discretion of the appropriate school administrator, the successful completion of a professional substance abuse treatment program by the student may result in the modification of the penalty for such behavior.

**EMAIL** - Students are expected to check their school email at least one time per school day.

**EMERGENCY PROCEDURES**- School safety is a priority. As a result, ENMS will conduct a battery of drills throughout the school year. Drills such as “Fire, Tornado, Bus Evacuation, Relocation, Reunification, Safety Searches, Dynamic Response, A.L.I.C.E (or similar to) and Lockdown” will be conducted so that procedures that have been created can be executed and evaluated. These drills are of vital importance to our school’s commitment to creating a SAFE and SECURE learning environment. During any crisis situation or drill, communication will be a crucial element of success. Following staff directions and procedures will allow for effective crisis management. Disruption of any drill will result in disciplinary action.

**EXTRA-CURRICULAR PARTICIPATION** - All school rules apply at all times when a student is involved in extra-curricular activities. In order to attend or participate in an extra-curricular activity, the student must be enrolled in and passing all of his/her classes when progress reports and report cards are issued. Students who violate the alcohol, illegal drugs, or tobacco rules as defined by ENMS or commit infractions, misdemeanors, and/or felonies under the laws of the State of Indiana will be subject to appropriate disciplinary action within the extracurricular activity in which they wish to participate. Students must be in attendance for at least periods 4, 5, 6, & NE of the regular school day in order to participate or practice that day. A student who is officially excused for a non-illness reason is exempt. Specific Activities affected by this include: **All Extracurricular Activities**. This includes all activities that are involved in competing against other schools or who perform for the general public. *See Extra-Curricular Activities Standards.*

**FIELD TRIPS/OVER NIGHT EVENTS** - All school rules apply at all times when a student is involved with a field trip or other school sponsored activities.

**GAMES** - Electronic games are not allowed at school during school hours. Card playing, not involving gambling, is acceptable during lunch.

**GRADES** - A student’s grade each term will be determined by daily work, quizzes, exams and other assignments. Individual classroom teachers will outline their grade formula and note such in their classroom rules.

**GRADING SCALE** - East Noble Middle School will have a new grading scale for the 2017-2018 school year. A+ 97-100; A 93-96; 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

**GRADE POINT AVERAGE** - Grade point average is accumulative, calculated at the end of school semesters, and based on a 4.0 point program with A =4.0; A- = 3.67; B+ = 3.33; B = 3.0; B- = 2.67; C+ = 2.33; C = 2.0; C- = 1.67; D+ = 1.33; D = 1.0; D- = .67.

**HOMEWORK** - Homework is an out-of-school assignment that contributes to the educational process of the student. It should be an extension of class work and related to the objectives of the curriculum. Teachers may assign homework as needed.

**HONOR ROLL** - An Honor Roll is published at the end of each Term for students who earn all “A’s and B’s”.

**LANGUAGE (VULGAR OR UNACCEPTABLE)** - It is expected that all ENMS students will use acceptable language and treat others with respect at all times. Vulgarity, profanity, lewd comments or put downs will not be tolerated at any time or in any instance and violations may be disciplined.

**LEAVING SCHOOL** - Upon arriving on school grounds you must have permission from the office and must sign out in the office before leaving the building/grounds. Leaving the building or designated class area without permission will be considered truancy.

**LOCKDOWN**- Lockdown is a term that is used to regulate movement within the building. During a Lockdown, all student and staff movement is halted. Students and staff are to remain quiet and contained in a locked room. This safety

procedure may be employed during situations where hallway movement is deemed inappropriate. ENMS will conduct random Lockdown Drills throughout the school year.

**LOCKERS** - ENMS provides lockers for student usage. However, lockers are the property of ENMS. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Do not leave large sums of money or valuables in your locker at any time. Valuables may be checked in the office for safe keeping. No open food or beverages are allowed in lockers.

**NATIONAL JUNIOR HONOR SOCIETY** - National Junior Honor Society students are selected on the basis of scholarship, leadership, service and character. Any seventh or eighth grader with an accumulated G.P.A. of 3.5 or above will be considered. A faculty evaluation will take place.

1. Leadership: Takes lead in classroom and school activities, promotes proper school activities, holds office or position of responsibility.
2. Service: Puts service to others above self-interest and performs committee and staff work.
3. Character: Meets promptly individual responsibilities to school and teachers, demonstrates highest standards of attitude toward honesty, reliability, fairness and tolerance. Upholds principles of morality and ethics.

Each student needs a minimum of five evaluations with an over-all accumulated score of 3.5 out of 4.0 with no criteria area average below 3.0. Chapter service projects will be performed throughout the school year.

**PARKING - (PARKING LOT)** - Cars not moved when requested through school communication that are impeding the bus traffic will be towed at the owner's expense.

*Disclaimer: All vehicles are parked at the owner's own risk.*

**PASSES** - Students needing to go to various parts of the building must use a pass signed by one of their teachers during the school day. Students who request a pass may use their student ID or have a signed pass. Teachers who request students to leave their room will use a teacher pass. Passes from the office or counselors should be picked up prior to the start of the school day. Passes cannot be written to go to the cafeteria.

**PERFECT ATTENDANCE** – To be eligible for perfect attendance award, a student must be in attendance everyday with an exception of two class periods per school year. E-Learning may have a consideration in perfect attendance as student must fully participate in the designated E-Learning days.

**POLICE DOG (K-9)** - It is against school policy and a Class A misdemeanor for a person who knowingly or intentionally:

1. Strikes, torments, injures, or otherwise mistreats a law enforcement animal; or
2. Interferes with the actions of a law enforcement animal while the animal is engaged in assisting a law enforcement officer in the performance of the officer's duties.

**POSSESSION**- Possession includes but is not limited to items found on the person, locker, book bag, purse, car....

**RECORDING DEVICES**- No audio or video recording of students, staff or ENMS operations is permitted.

**RESTRICTED AREAS** - Students are not to miss class or be absent from assigned areas. At no time are students to be in restricted areas without supervision. This includes areas such as: PE, choir, band, theatre, offices or other areas that are normally secured for storage during school and non-school hours.

**SKATEBOARDS/ROLLERBLADES/BIKES OR ANY OTHER WHEELED DEVICES** - Skateboards, roller blades or any motorized or self-propelled devices are not to be used in the hallways or other areas not designed for such purpose at any time. Skateboards may be used on the flat parking lot area during non-school hours, but at the risk of the individual if injury or harm should occur on property.

**STOLEN PROPERTY** - Students finding lost or stolen property should turn it in to the office immediately. Students found to be in possession of stolen property may be subject to disciplinary and legal action. ENMS is not responsible for personal property lost damaged or stolen at school.

**STUDENTS IN BUILDING** - Students are not to be in the building without direct teacher supervision before 7:30 a.m. or after 3:30 p.m.

**TELEPHONE USAGE** – Students that need to use the phone may do so by having the secretary in the office place their call. Telephone messages will be delivered to students only in case of family emergencies.

**WATER/DRINKS** – Students are allowed to carry water in the building and in classrooms. Water must be in a clear water bottle with a lid and not colored or flavored in any way. Teachers may ask students to keep water bottles outside of their classroom due to distractions, safety, and equipment. All water/drinks being carried/consumed by students are subject to inspection by school personnel.

**VISITORS** - All visitors are to register in the main office and wear school ID at all times. Student visitors cannot be accommodated during the school day.



# EAST NOBLE SCHOOL CORPORATION

## STUDENT TECHNOLOGY RESPONSIBLE USE POLICY

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All use of the Internet shall be consistent with East Noble School Corporation's goal of maximizing the potential of every person every day by facilitating resource sharing, innovation, and communication. Guidance and instruction will be provided and required for each individual granted Internet access through the school. The policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Responsible Use Policy for Internet Access will result in the loss of privileges, disciplinary action and/or appropriate legal action. An agreement to this form is legally binding and indicates the party who signed off has read the terms and conditions carefully and understands their significance.

### Internet - Terms and Conditions

1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of East Noble School Corporation.

2) **Privileges** - The use of the East Noble telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology director and the superintendent will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of East Noble School Corporation may request the technology director and/or the system administrators to deny, revoke, or suspend specific user accounts.

3) **Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Downloading copyrighted material
- Using the network for private or commercial gain.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.
- Posting chain letters or engaging in spamming.

3) **Exclusive Use of Access** - Network users are solely responsible for the use of their login, passwords, and access privilege. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges. Primary network resources can only be accessed with school owned computers, laptops and similar devices. *If Internet access is needed on student owned computers, laptops, tablets, and other internet devices, users must access the filtered, wireless ENSC Guest Network. The use of cell phones is defined by each building, and users should understand and follow those guidelines provided elsewhere. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines. Students are encouraged to use personal USB drives or cloud storage to store and transport personal files between classrooms, home and school.*

4) **Network Etiquette** – You are expected to abide by the accepted rules of network and safety etiquette. These include but are not limited to the following:

- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the addresses or telephone numbers of students or colleagues.
- Do not use the network to disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be property of East Noble School Corporation.

5) **Personal Safety** – For your own benefit, observe the following precautions:

- Do not post personal contact information about yourself or other people. This information includes, but is not limited to, your address, telephone number, work address, etc.
- Do not agree to meet with someone you have met online.
- Disclose to your teacher, librarian, or classroom supervisor any message you receive that is inappropriate or makes you feel uncomfortable.

6) **Search and Seizure/Due Process** - Your laptop and network accounts are not private. Routine maintenance and monitoring of the email or file servers may lead to discovery that you have violated this agreement, or the law. The technology director and/or systems administrators will conduct searches if there is reasonable suspicion that you have violated this agreement or the law, or if requested by local, state or federal law enforcement officials. East Noble will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on network resources owned by East Noble School Corporation.

7) **Security** - Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources, you must notify the technology director. Users should not demonstrate the problem to other users. Users should not use another individual's logins. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges, and possible expulsion. If a user is identified as a security risk or has a history of problems with other computer systems, East Noble Schools may deny access to technology resources.

8) **Vandalism/Harassment** – Vandalism and/or harassment will result in cancellation of privileges and disciplinary action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Harassment is defined as the persistent annoyance of another user or the interference in another's work. This includes, but is not limited to, the sending of unwanted e-mail.

9) East Noble School Corporation reserves the right to amend this policy as needed.

10) The Responsible Use Policy is signed off on each year while at East Noble School Corporation.

## **EN Middle School/High School Behavior Code**

ENSC has high expectations for all students. In order for students to reach their potential, classrooms and schools must be free of disruptive behavior.

Maintaining good discipline within the schools is also a community responsibility. Parents/Guardians must be familiar with and supportive of school standards and work closely with the school staff.

Whenever possible, a teacher will ask parents/guardians for help in correcting a problem. If the situation continues or is serious, the teacher will seek assistance from the principal or principal's designee.

ENSC does not discriminate on the basis of race, gender, economic status, handicapping condition, national origin or any other personal characteristics in regard to disciplinary actions against students.

Rules and regulations apply to school grounds and premises before, during and after school hours; anytime school buildings or grounds are used by a school group; off school grounds at any school function or event; when traveling to and from school or school activity, function or event; at bus stops; or at any time or place which may affect an educational function or be identified with ENSC.

Examples for most rules are provided. Each rule is accompanied by the range of consequences for violating that rule. The school administrator will determine the level of the consequence based on such factors as the age of the student, number of prior offenses and the severity of the offense.

ENSC does not permit employees to use corporal punishment (the physical striking of a student as a disciplinary measure) in disciplining a student. It is recognized that reasonable use of physical force and restraint may be necessary to stop a disturbance threatening physical injury to others, to obtain possession of dangerous objects from students, for the purpose of self-defense or for the protection of persons or property.

A teacher and/or an administrator may use various means in an attempt to change student behavior including, but not limited to, counseling with the student, assigning detentions, having conferences with parents/guardians, assigning extra responsibilities or time in school, placing the student in a "time-out" room or removal from classroom room, assigning community service projects, referring to an intervention team or removing a child from class for a day pending review of the situation. The school principal/designee and teacher may cooperatively remove the student from the class for more than one day if this consequence would be beneficial in solving the problem. A school administrator may use any of those means, or after conducting an appropriate investigation, may suspend a child for up to ten days and, in some cases, a school principal may recommend a student be placed in an alternative program or expelled.

Principals also may establish rules and regulations, as long as they are consistent with this Behavior Code, the policies set by the Board of School Trustees or other rules and regulations established by the Superintendent.

### **SEARCH AND SEIZURE**

Authorized school personnel may conduct a search of a student, locker, book bag, laptop, student possessions/belongings or automobile, if they have reasonable suspicion for a search. A certified dog and the handler may be used to initiate a search. Reasonable suspicion for a search means circumstances that would cause a reasonable person to believe the search of a particular person, place or thing will lead to the discovery of:

1. Evidence of a violation of this Code or Indiana law; or
2. Anything that represents a danger of physical harm or illness to students, teachers, assistants or others, whether on school property, at a school-sponsored or school-supervised event or otherwise. Anything found in the course of a search, which is evidence of a violation of the ENSC Behavior Code, may be:
  1. Seized and admitted as evidence in any suspension or expulsion proceeding;
  2. Destroyed if it has no significant value;
  3. Turned over to the parent/guardian of the student from whom it was seized; or
  4. Turned over to any law enforcement officer.

If authorized school personnel reasonably believe that an individual student has hidden drugs or weapons in the student's clothing, the personnel may conduct a search of the student's person that requires the removal of clothing other than outer garments (such as a coat or jacket). Such a search will be conducted in a private room by a person of the same sex as the student being searched, with a least one additional adult of the same sex witnessing but not participating in the search. School officials will attempt to contact and inform the parent/guardian of the search as soon as reasonably possible after it has occurred.

## **Student Rights and Responsibilities**

The following statements summarize student rights and responsibilities. They help explain the relationship between and among students. In exercising their rights, students shall not disrupt the educational process or force upon, endanger or deny others their rights.

### **Education**

**RIGHT** • Students have the right to a public education unimpaired because of gender, race, religion, national origin, pregnancy, disability, parenthood, marital status, economic status, any other personal characteristics or any reason not related to their individual capabilities.

**RESPONSIBILITY** • Students have the responsibility to avoid actions or activities, individually or in groups, which shall interfere with the right of any person to a public education.

### **Learning Environment**

**RIGHT** • Students have the right to an orderly school and classroom environment that will promote learning for all students.

**RESPONSIBILITY** • Students have the responsibility to ensure that their actions do not disrupt the classroom environment or school activities.

### **Expression**

**RIGHT** • Students have the right to express themselves in speech, writing or symbolism within boundaries of the law and policies of the school system.

**RESPONSIBILITY** • Students have the responsibility to ensure that such expression does not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others or violate the law or the requirements of the Behavior Code and other Board policies.

### **Possession & Distribution of Literature**

**RIGHT** • Students have the right to possess and distribute literature including, but not limited to, newspapers, magazines, leaflets and pamphlets within the law and Board policies.

**RESPONSIBILITY** • Students must ensure that distribution (or possession) of literature will not conflict with or infringe upon school activities, infringe on the rights of others or contain religious, racial or ethnic slurs. The material must comply with the Behavior Code, which prohibits obscenity and harassment. The time, place and manner of distribution shall be determined by the principal.

### **Religion**

**RIGHT** • Students have the right to their own religious beliefs.

**RESPONSIBILITY** • Students have the responsibility to ensure that in exercising their own religious freedom, they do not violate other students' Constitutional rights to religious freedom.

### **Peaceful Assembly**

**RIGHT** • Students have the right to peaceful assembly.

**RESPONSIBILITY** • Students have the responsibility to secure approval for using school facilities for assembly; to discuss with an administrator the appropriateness of the facility for the functions; and to ensure that such assembly does not disrupt the educational process. Non-availability of adequate supervision shall constitute grounds for disapproval of such assembly.

### **Privacy**

**RIGHT** • Students have the right to protection from unlawful searches and seizures of their personal possession(s) or their person without reasonable cause.

**RESPONSIBILITY** • Students have the responsibility not to endanger themselves, other students, school personnel or the general public by possessing material or objects that are potentially hazardous and/or prohibited by federal, state or local law, or the requirements of the ENSC Behavior Code. .

## **Transportation**

**RIGHT** • Transportation is a privilege in the state of Indiana. Students have the right to safe and orderly transportation to and from school or a school activity when such transportation is provided within the transportation guidelines of the school system.

**RESPONSIBILITY** • Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct that will offer a hazard to themselves, their fellow students or the general public; and to refrain from violating federal, state or local law, or the requirements of the transportation guidelines.

# **Disciplinary Consequences**

Students who break rules are subject to disciplinary consequences by teachers, administrators or other school personnel. There are six levels of consequences for offenses. Examples provided do not constitute a complete list of the infractions for which students may be found in violation of rules.

## **Progressive Discipline Steps/Range of Consequences**

Minimum and maximum levels of disciplinary consequences are listed. It is intended that discipline be progressive in nature and move to a more serious consequence with each violation. In the case of more serious offenses, the consequences may not be progressive in nature but reflect the seriousness of the situation.

## **Suspensions**

If an out-of-school suspension is necessary, the student will have an opportunity to hear the charges against him/her and to present his/her side of the situation. Parents/guardians will be offered the opportunity to meet to discuss the suspension. The reason(s) for the suspension will be provided to the parents/guardians and student. If the intent of the principal is to file written charges for an expulsion, parents/guardians will be notified in writing.

## **Alternative Consequence**

The principal may develop an alternative disciplinary consequence within the school building. This will be documented in a written contract with the student, parent/guardian and teacher as appropriate. The written contract will remain in the school office.

## **Law Violations**

If the student violates the law, the ENSC Resource Officer will be contacted for assistance. The police department may be involved depending on the severity of the offense. Parents/guardians will also be contacted, as soon as possible.

# **Levels of Disciplinary Consequences**

### **LEVEL 1: CONFERENCE/PARENT/GUARDIAN CONTACT**

Staff members may initiate and conduct a conference or make contact with student, parent/guardian, teacher, counselor, administrator or others as necessary to correct the behavior.

### **LEVEL 2: ACTION OPTIONS**

Staff members may refer the student to the school counselor, conflict mediators, Student Support Team or other staff. The student may be placed in RFC, be assigned detention, be given school/community services or be denied participation in school or extracurricular activities. An administrator may suspend parking permits or work permits and may notify the state of certain misconduct that may cause suspension of driver's licenses. A Delinquency Affidavit will be filed for chronic attendance issues. Other options may be discussed among parents/guardians, teachers and administrators.

### **LEVEL 3: IN-SCHOOL ALTERNATIVES**

A school administrator may place the student in an in-school suspension or removal from classroom program for one-half day or more. The student may be placed in a specially designed in-school class or program.

**LEVEL 4: OUT-OF-SCHOOL AND/OR BUS SUSPENSION (1-10 DAYS)**

A student may be suspended from the bus and/or the school for up to ten school days.

**LEVEL 5: ALTERNATIVE CONSEQUENCES/PROGRAMS**

A student may be placed on school probation or placed in an alternative program within the home school. Violations may result in a Level 5 Probationary Contract. This allows the student to remain at the home school with restrictions. Violations of the Level 5 Probationary Contract may result in the school filing for an expulsion meeting.

**LEVEL 6: EXPULSION MEETING/EXPULSION**

For serious misbehavior, the principal or school administrator may request that a student be expelled from school. An expulsion is the denial of a student’s right to attend school or school-sponsored activities. In some cases, as an alternative to an expulsion, an Expulsion Examiner may place the student in an alternative program outside of the home school setting.

**Rules with Disciplinary Consequences**

<b>Level 1: Conference</b>	<b>Level 4: Out of School Suspension and/or Bus Suspension</b>
<b>Level 2: Action Options</b>	<b>Level 5: School Probation</b>
<b>Level 3: In-School Alternatives</b>	<b>Level 6: Expulsion/Alternative School</b>

**ATTENDANCE** (*Consequences range from Level 1-6*)

Good attendance is essential if students are to achieve and reach their potential. With a few exceptions, children age 7 through 17 are required by state law to attend school.

**A. Tardiness: 1-5**

If the student is absent for ten (10) or more minutes of the class, they are considered absent. Absences without verification will be considered as trancies. If the student is absent less than ten (10) minutes, they are considered tardy. Tardies are counted by class period.

**B. Excessive Absence: 1-6**

Frequent or prolonged absences that are felt to adversely affect the student’s education.

**C. Unverified Absence: 1-6**

Failure to report to school and without an approved excuse or parent/guardian call.

**D. Cutting Class: 1-5**

Failure to report to class/school and without an approved excuse. Students are to remain on school grounds unless permission to leave is granted by the school administration.

**E. Legal Settlement: 6-6**

A student may be expelled if it is determined that the student’s legal settlement is not in the attendance area of ENSC.

**DISRESPECT** (*Consequences range from Level 1-6*)

A student will not behave in a disrespectful manner towards staff or an adult in authority. Examples of disrespectful behavior include, but are not limited to:

**A. Walking Away: 1-4**

Leaving while a staff member or adult in authority is talking to the student.

**B. Talking Back: 1-4**

Responding orally in a rude manner to a staff member or adult in authority.

**C. Inappropriate Gestures and/or Actions that can be viewed as obscene or rude: 1-4**

**D. Acts of serious disrespect to school employees: 4-6**

**DISRUPTION** (*Consequences range from Level 1-6*)

No student may disrupt class, school, school safety procedures, or school-sponsored event. Examples include, but are not limited to:

**A. Chronic Talking: 1-4**

Repeated talking in the classroom without permission.

**B. Horseplay: 1- 6**

Rough or noisy play or pranks.

**C. Harassing/Teasing/Instigating: 1-6**

Pestering or tormenting; instigating a verbal or physical altercation.

**D. Refusing to Remain in Seat: 1-4**

Getting out of seat or moving seat without permission of staff member.

**E. Leaving without Permission: 1-5**

Leaving the classroom, building or assigned area without obtaining approval of the teacher and/or administrator.

**F. Bus Rules: 1-5**

Not in assigned seat; standing or moving about; opening door/window; eating/drinking on bus; loud, boisterous conduct; riding unassigned bus; other minor offenses.

**G. Excessive Display of Affection (PDA): 1-4**

Excessively hugging, kissing, or holding other student during the school day. Hand holding is permitted

**H. Recording Devices: 1-4**

Audio or video recording of students, staff or ENMS operations is prohibited unless being used as part of class/school sanctioned activity. Intentionally recording another in an effort to incite or cause a disruption may be considered Disorderly Conduct.

**I. Whistling or Noises: 1-4**

Noises that interfere with the harmonious operation of ENMS or those that cause a disruption to the educational environment will not be permitted. Examples include, but are not limited to: whistles (either by device or human), horns, bells, electronic device or human produced noises.

**J. Other: 1-6**

Any other action that disrupts or interferes with educational activities, school safety procedures or the school environment.

**K. Social Media: 1-6**

The intended or unintended disruption to the school environment and/or educational learning environment as a result of social media postings.

**IMPROPER USE OF SCHOOL TECHNOLOGY (Consequences range from Level 1-6)**

A student will not engage in the improper use of technology. Examples include, but are not limited to:

**A. Damaging or Disrupting Hardware or Software (including school issued laptops): 1-6**

**B. Entering or Retrieving Pornographic Material, Inappropriate Text/Files that may Contain Derogatory or Inflammatory Racial, Ethnic or Religious Slogans or Symbols) or Files that Carry Viruses or Any Other Type of Malware: 1-6**

**C. Violating Copyright Provisions without Permission: 1-6**

**D. Accessing School Records or Another Person's Information or Files without Permission: 1-6**

**E. Other Improper Use of Equipment: 1-6**

**F. Bypassing ENSC Security Policies/Filtering: 1-6**

*\*\*See Responsible Use Policy\*\**

**INJURY TO OTHERS (Consequences range from Level 2-6)**

A student will not cause or attempt to cause physical injury to other students, staff members, or others. Examples include, but are not limited to:

**A. Fighting: 3-6**

Physical contact by pushing, shoving or hitting, whether or not injury occurs, is prohibited.

**B. Shoving and/or Kicking: 2-6**

Pushing and/or kicking anyone.

**C. Hitting, Biting, Spitting, Horseplay or Other Conduct that Causes or May Cause Injury, or Harassment to Another Student or Adult: 2-6**

Hitting, biting, spitting, or throwing objects at a student or adult.

**D. Throwing Objects: 2-6**

Throwing any object that may cause injury in any part of the school, on school grounds, at school events, or at school vehicles.

**E. Bullying: 3-6**

*\*\*See Bullying Policy\*\**

**INSUBORDINATION (Consequences range from Level 1-5)**

A student will obey the lawful direction of any staff member or adult in authority during the time the student is in school or participating in a school activity. Examples of insubordination include, but are not limited to:

**A. Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority: 1-5**

Failure to follow any reasonable direction given by a staff member or adult in authority.

**B. Refusal to Work in Class: 1-4**

Failing to do assigned work in class or complete homework.

**C. Refusal to Serve Detention: 1-4**

Failure to serve detention as directed.

**D. Refusal to Participate in In-school Alternatives: 1-4**

Failure to report to in-school alternatives as directed by a staff member.

**E. Refusal to Report to Office: 1-4**

Failure to report to the administrative office as directed by a staff member.

**F. Refusal or Failure to Identify Oneself: 1-4**

Failure to identify oneself when requested by a staff member or adult in charge.

**G. Failure to Participate in an Alternative to Suspension Program. 1-5**

**MISREPRESENTATION (Consequences range from Level 1-5)**

A student will not lie or cheat. Examples include, but are not limited to:

**A. Altering Report Cards or Notes: 1-4**

Tampering with report cards, official passes and notes in any manner, including changing grades or forging names to excuses.

**B. False Information: 1-5**

Making false statements, written or oral.

**C. Cheating: 1-4**

Violating rules of honesty such as copying another student's test, assignment, etc.

**D. Plagiarism: 1-4**

Using the work of others or published work. (May cause student to fail course.)

**PERSONAL PROPERTY/DISRUPTIVE OBJECTS (Consequences range from Level 1-5)**

**Students are responsible for keeping possession of personal devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.**

A student will not use during school hours any object that interrupts the educational purpose and/or may distract from teaching and learning. Examples include, but are not limited to:

**Personal security alarms, cell phones, digital cameras, laser lights, MP3/iPods, or other electronic devices/toys.**

*Electronic devices will be considered as in use if they are on or in sight during school hours. Items may be confiscated and may be returned to parents/guardians at the discretion of the principal/designee.*

**PROFANITY/OBSCENITY (Consequences range from Level 1-6)**

A student will not use profane or obscene language or make obscene gestures. Examples include, but are not limited to:

**A. Swearing: 1-5**

Saying anything that conveys an offensive, obscene, racially offensive or sexually suggestive message or is in poor taste for a school setting.

**B. Obscene Gestures: 1-5**

Making any sign that conveys an offensive, obscene or sexually suggestive message.

**C. Derogatory Written Materials: 1-5**

Having any written material or pictures that convey an offensive, obscene, threatening, demeaning or sexually suggestive message.

**D. Directed at Staff Member: 3-6**

Writing, saying or making gestures that convey an offensive, obscene or sexually suggestive message toward a staff member.

**REPEATED RULE VIOLATIONS (Consequences range from Level 2-6)**

Repeating violations of rules that students are expected to follow. Students who continue to violate the rules will receive more severe consequences up to and including the possibility of expulsion.

**STUDENT DRESS (Consequences range from Level 1-5)**

Students and parents/guardians are expected to display good judgment in making sure students' clothing and appearance are neat, clean and appropriate for the classroom. Students are expected to wear shoes. Hats, sunglasses and coats may not be worn inside the school building.

Inappropriate clothing or other attire that may disrupt the classroom is not allowed. Examples include but are not limited to: shirts, sweatshirts or other clothing with slogans, sayings, or messages that are solicitous, profane, obscene or advertise such things as beer, illegal substances, etc.; bare-midriff shirts or blouses, short shorts, see-through clothing and other improperly revealing apparel; apparel representative of or worn in a way to indicate gang affiliation; and/or apparel depicting derogatory or inflammatory racial, ethnic, religious slogans or symbols or symbols of violence. Students who are dressed inappropriately will be asked to change or remove the offending article.

**\*\* See Dress and Grooming\*\***

**THREATENING (Consequences range from Level 1-6)**

A student will not threaten another student or staff member or other person. Examples of prohibited actions include, but are not limited to:

**A. Against a Staff Member: 4-6**



Threatening to strike, attack or harm any staff member.

**B. Against a Student or Other Person: 2-6**

Threatening to strike, attack or harm any student or other person.

**C. Bullying: 1-6**

Overt, repeated acts or gestures, including verbal or written communications, text messaging; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. This rule will also apply when using property or equipment provided by the school.

**TOBACCO PRODUCTS** (Consequences range from Level 2-6)

Possession and/or use of any tobacco or item resembling to be tobacco is prohibited. Tobacco products, matches, lighters will also be confiscated. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including but not limited to cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic and non electronic items, "vap" or "vapor" or other substitute forms of cigarettes or items resembling cigarettes, but also those being represented as cigarettes.

**The following severe violations will result in immediate and significant consequences and the police may be contacted. Parents/Guardians will be notified, as soon as possible.**

**BATTERY:** *(Consequences range from Level 4-6)*

Knowing or intentional touching of another person in a rude, insolent or angry manner. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to students, staff or others.

**DEFAMATION OF CHARACTER:** *(Consequences range from level 3-6)*

Acting in a manner that brings embarrassment or shame to yourself and/or your school, or that negatively impacts the reputation of yourself or your school. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

**DESTRUCTION OF PROPERTY/VANDALISM:** *(Consequences range from Level 3-6)*

Causing damage, vandalizing school property or the property of others. The family will be held financially responsible for damages.

**DISORDERLY CONDUCT:** *(Consequences range from Level 4-6)*

Engaging in fighting or tumultuous conduct and/or making unreasonable noise that disrupts the educational atmosphere and refusing to cease the disruption when requested or engaging in actions that disrupts the educational atmosphere.

**ELECTRONIC-RELATED CRIMES:** *(Consequences range from Level 4-6)*

Engaging in electronic-related crimes.

**FALSE ALARMS:** *(Consequences range from Level 4-6)*

False fire alarm or false emergency call.

**FIREARMS:** *(Consequences range from Level 5-6)*

Possession of a loaded or unloaded firearm, taser gun, electronic stun gun or any weapon or device that expels a projectile by the action of an explosive, or having knowledge of another person's intent to violate or violation of this rule and failing to report the information to a school administrator or teacher.

Possession, purchase and/or sale of any item represented to be a firearm or any weapon or device that expels a projectile by air.

Any possession of an item or article that is in relation to appear, replicate or resemble a weapon of any sort. Example; fake firearm or other weapon characteristics.

**GROUP OR GANG INVOLVEMENT:** *(Consequences range from Level 4-6)*

Group or gang involvement includes, but is not limited to, group or gang-related coercion; intimidation; display of group or gang colors and paraphernalia; use of recognized group or gang signs, graffiti, related paraphernalia; and/or involvement in activity which incites any racial or ethnic group.

**INAPPROPRIATE SEXUAL BEHAVIOR:** *(Consequences range from Level 5-6)*

Participating in inappropriate sexual behavior including sexual harassment or public indecency on school property, at school activities, going to or from school events or at any time where the behavior may interfere with school purposes.

**ILLEGAL CONDUCT:** *(Consequences range from Level 4-6)*

Involvement in any conduct on school premises during a school function or event, or on the way to and from school or at a school event, or at any time or place which violates local, state or federal law where such conduct poses a danger to the health, welfare or safety of students, staff, visitors or interferes with school purposes. Behaviors include but are not limited to: trespassing, arson, gambling, possession of stolen property, petty theft.

**INTIMIDATION:** *(Consequences range from Level 3-6)*

A person who communicates a threat to another person with the intent that the other person engages in conduct against his/her will, or the other person is placed in fear of retaliation for a prior lawful act.

**NARCOTICS/DRUGS/ALCOHOL:** *(Consequences range from Level 4-6)*

Possession, consumption, supplying others, under the influence and/or sale of illegal narcotics and drugs such as but not limited to steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use of over-the-counter medications or other substances which may be purchased legally and are used, or believed to, or represented to produce an effect similar to a drug.

**PORNOGRAPHIC MATERIAL:** *(Consequences range from Level 4-6)*

Possession and/or distribution of pornographic material that would reasonably be considered offensive by community standards for students, that are without redeeming social value or that contain language considered to be vulgarity or profanity.

**POSSESSION OR USE OF FIREWORKS AND/OR POSSESSION OF AMMUNITION:** *(Consequences range from Level 3-6)*

Using or possessing any explosive device.

**PROBATIONARY CONTRACT BROKEN:** *(Consequences range from Level 4-6)*

Violation of a Level 5 probation agreement.

**THEFT:** *(Consequences range from Level 3-6)*

Theft by force or treachery, repeated petty theft or assisting/participating/accepting or possession of stolen property.

**THREAT OF ILLEGAL CONDUCT:** *(Consequences range from Level 3-6)*

Threat of engaging in a law violation of any kind that constitutes a danger to the safety of others or is an interference with school purposes.

**WEAPONS:** *(Consequences range from Level 4-6)*

Possession, purchase or sale of a knife, weapon, explosive, chemical agent dispenser, destructive device or other object that can reasonably be considered a weapon. If weapons are confiscated, they will not be returned. They will be given to the proper authorities for disposal. Any possession of an item or article that is in relation to appear, replicate or resemble a weapon of any sort. Example; fake firearm or other weapon characteristics.

# Legally Speaking

## Child Abuse

Indiana law requires school personnel only to report, *not investigate*, suspected abuse or neglect to the Noble County Office of the Division of Family and Children's Services or appropriate law enforcement agency. Failing to do so is a Class B misdemeanor.

## Discrimination/Harassment

ENSC supports the principle that all persons are entitled to equal opportunity without regard to race, religion, color, marital status, national origin, sex, age, disability, limited English proficiency or any other personal characteristic. No person is excluded from

participating, denied the benefits of, or otherwise subject to unlawful discrimination on such basis in any educational program or activity, and harassment on any such basis is prohibited. Unwelcome, inappropriate conduct indicative of prohibited harassment may take different forms, including, but not limited to, the following:

**A. Verbal.** The making of offensive written or oral innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person's sex, race, national origin, religion, age, citizenship status, disability or perceived disability, that are offensive to a student, school employee or other persons associated with ENSC.

**B. Non-verbal.** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based on another's sex, race, national origin, religion, age, citizenship status, disability or perceived disability that are offensive to employees, students or other persons associated with ENSC.

**C. Physical Contact.** Prohibited sexual harassment may also include threatening or causing unwanted touching, contact, or attempts of the same, including patting, pinching, pushing the body or coerced sexual intercourse or relations with a student, school employee or other person associated with ENSC. Harassment can be between an employee and student, one employee to another or one student to another. Harassment can also involve other persons associated with ENSC. A student who believes he or she has been harassed should notify a school administrator as soon as possible. The confidentiality, both of the complainant and of the accused, will be respected consistent with ENSC's legal obligations and the need to investigate allegations of misconduct and take appropriate corrective action. Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual is subject to disciplinary action.

## **Taking a Child into Custody**

Under the Indiana Juvenile Code, any law enforcement officer may take a child into custody under court order or if the officer has reason to believe the child has committed a delinquent act. Additionally, a law enforcement officer, probation officer or Child Protective Services caseworker may take a child into custody under specified circumstances if they are acting with probable cause to believe the child is "a child in need of services." School officials will attempt to contact and inform parents/guardians if their child has been questioned by police or taken into custody.

## **Student Records**

Both schools and the district office keep students' permanent records. Special Education keeps records for special education students. All other records – personal health information, family information, disciplinary hearing reports, professional or clinical evaluations are destroyed five years after the student leaves school. Current students are not charged for copies of records.

### ***Access to a Student's Record***

The parent/guardian and student, if 18 or older, have the right to see the student's record and to have it explained.

Administrators, secretaries, counselors, case managers and teachers are responsible for supervising, instructing or helping a student have access to that student's records. Unofficial records – teachers' grade books, counselors' notes and memos that individuals keep as memory aids – are the individual's property and not open to anyone unless the owner chooses.

### ***Release of Student Records***

Some information in a student's permanent record may be released without specific authorization from parents, including the student's name, birth date, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, awards and the most recent educational agency or institution the student attended. Parents/Guardians or students age 18 or older who do not want this type of information released must give a written statement to the principal, and the information will be restricted as much as possible under the law. A student's official record, except for absence notes from parents/guardians and interoffice memos, will be transferred to other ENSC schools or districts without a parent's written request. Parents/Guardians may review the records before they are transferred. Also, disciplinary records are forwarded to non-ENSC schools that have requested them and in which the student seeks or intends to enroll. The district will send a student's official record to a college or a prospective employer only if the parent or student age 18 or older requests in writing the specific records.

### ***Privacy***

Federal law requires parents to be notified of district policies involving disclosure of student information for use in marketing activities, administration of surveys requesting certain private information about students and families, and non-emergency invasive physical examinations so that parents/guardians and students 18 years of age or older may opt out of participation. Our district policy is not to engage in any of those activities.

### ***Release to Noncustodial Parents***

A noncustodial parent, unless restricted by a court order, has access to all student report cards, student records and disciplinary actions, and may participate in conferences and school activities. The noncustodial parent may not visit the student during the school day, nor may the child be released to the noncustodial parent without written permission from the custodial parent.

# Transportation

## Guidelines, Violations and Consequences

In the State of Indiana, riding a bus is considered a privilege. Students who wish to enjoy this privilege must follow certain rules and regulations in order to help insure safe and orderly bus transportation.

The bus is an extension of the school. Principals/designees working with drivers, parents/guardians and other Transportation personnel have the responsibility and authority to handle discipline incidents that occur on the bus and at bus stops. The goal is to help students demonstrate proper behavior on the bus and to ensure that bus travel is safe.

The following section describes violations that interfere with safe transportation and outlines disciplinary action that principals and/or their designees may take in helping to correct the situation and ensure safety of students and staff. If, in the sole judgment of the principal, based on the age of the student and/or the offense, an alternative consequence is satisfactory to resolve the violation at any step, the principal has the authority to develop the alternative under written agreement with the parent/guardian and student.

General disruptive conduct such as standing and moving about; not in assigned seat; improper language/gestures; repeatedly bothering others; throwing objects inside or outside of bus; putting head, hands and feet outside of window; opening the emergency door; or refusal to cooperate with a reasonable request from transportation staff will result in bus referral to school officials for appropriate disciplinary action(s). School principal/designee will investigate the referral and, if the principal/designee determines the student is responsible for the stated offense, the principal/designee will determine consequences that may include a bus suspension.

In the case of more serious offenses, students will be assessed a consequence consistent with a principal/designee determination of similar consequences for students in the school environment. Levels of discipline described in the Behavior Code shall be used to determine appropriate discipline with possible periods of suspension from the bus as determined by the chosen level of consequence.

In the case of any action that clearly threatens the safe operations of a bus and its occupants and/or is a violation of the law, the offending student may be assessed by the building principal a penalty that exceeds the stated guidelines including, but not limited to, removal from the bus for up to 20 days and/ or the entire year and/or suspension or expulsion from school.

**Parents/guardians are reminded that in the state of Indiana, it is unlawful (as Level 6 felony under IC 35.43.2.2) for any unauthorized person, including parents/guardians to board a school bus without the permission of the school corporation.**

## **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

Extra-curricular and Co-Curricular activities include athletic, music, drama, club, Student Council, class office and other programs sanctioned by the school. Students who participate in organized extra-curricular events and activities are not only representing themselves, but also East Noble Middle School. Therefore, those students who want to participate in Extra-Curricular or Co-Curricular activities at all levels are expected to be model representatives of East Noble Middle School and are expected to demonstrate good conduct both at school and when in public. Students are under the regulations and guidelines of the Extra-Curricular policy for 24 hours a day for the entire calendar year. Students who are or want to be in Extra-Curricular or Co-Curricular activities and violate the alcohol, drug or tobacco rules as defined by East Noble Middle School or commit felonies under the laws of the State of Indiana will be subject to appropriate disciplinary action within the Extra-Curricular or Co-Curricular activity in which they wish to participate. Students are under the guidelines of all East Noble rules while participating or attending activities or practices at East Noble or during school sanctioned trips or events. All school rules apply at all times when a student is involved in extra-curricular activities.

### **ATHLETICS/EXTRACURRICULAR**

Students are invited to try out for various athletic teams. Those who wish to participate must have a "Parents Consent Form, Trip Approval, and Insurance Waiver Form" and a doctor's physical form filled out and handed in to the office before beginning practice. New forms are required each school year.

### **ATHLETIC PHILOSOPHY**

Our main concern in athletics is to insure that students develop positive self-concepts and attitudes as a result of participation on a team. Skill development will also be emphasized at all levels of participation. Students will learn to

become responsible, team oriented players who demonstrate good sportsmanship at all times. Social development and student involvement are also important aspects of the overall athletic program.

### **ACADEMIC ELIGIBILITY**

All extracurricular/co-curricular participants are students first and, therefore, must maintain academic eligibility throughout the grading period. If a student receives any failing grade on progress reports or report cards, he/she will be considered ineligible. Students may regain their eligibility if all failing grades are eliminated on their next report card or progress report. Students in grade 6 and 7 determined to be ineligible after the last grading period will be ineligible for participation in fall activities of the next year until progress reports are issued. The eligibility rule applies to any judged event or competitive activity. School administration reserve the right to make decisions that may alter eligibility.

### **AGE ELIGIBILITY POLICY**

Age eligibility is established by the Indiana High School Association (IHSAA).

6th grade - Student who is or shall be 14 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.

7th Grade – Student who is or shall be 15 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.

8th Grade – Student who is or shall be 16 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.

### **ATHLETICS/EXTRACURRICULAR ACTIVITY RESPONSIBILITIES**

When a student is involved in athletics, attends an ENSC event at home or away or other extracurricular activities, he/she becomes a representative for their school. These participants, therefore, are responsible for conducting themselves in a manner that is acceptable to both the school and to themselves. Extracurricular activities are a privilege, not a right. The participant is expected to be a good citizen and set a good example for others, both at school and away from school. Students must be in attendance for at least periods 4, 5, 6, & NE of the regular school day in order to participate or practice that day. Improper behavior may result in suspension from the team/activity.

### **DEFAMATION OF CHARACTER:**

Acting in a manner that brings embarrassment or shame to yourself and/or your school, or that negatively impacts the reputation of yourself or your school. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

**PLEASE REMEMBER THAT EXTRACURRICULAR AND ATHLETIC PARTICIPATION IS A PRIVILEGE AND THAT PRIVILEGE CAN BE TAKEN AWAY IF:**

1. A student fails to meet academic requirements.
  2. A student's behavior and/or attitude are detrimental to his/her team and school.
  3. A student is assigned in-school/removal from classroom or out of school suspension.
  4. Theft or vandalism at school or in the community.
  5. Students who become involved with the legal authorities, whether this is part of an ongoing investigation, arrest or probation, may face disciplinary action regarding athletic participation.
  - \*6. A student is found to be involved (use, possession, or sale) with drugs, alcohol, or tobacco at any time or place.
- \*Students found in violation of #6 may be ineligible for all sports for the remainder of the school year. The East Noble School Corporation Substance Abuse Policy can apply to #6.

### **East Noble Middle School Clubs (subject to change):**

Art Club	Academic Team
Drama	Gaming Club
National Honor Society	Yearbook
Student Council	STAR
SWAT	History Club
Sources of Strength	Robotics

### **East Noble Athletic Teams**

(Must meet extracurricular eligibility standards)

Basketball (B,G) (7, 8)  
Golf (B,G) (6,7,8)  
Soccer (B,G) (7,8)  
Track (B,G) (6,7,8)  
Wrestling (B) (6,7,8)

Cross Country (B,G) (6,7,8)  
Football (B) (7,8)  
Volleyball (G) (7,8)  
Cheerleading (7,8)  
Swim (B,G) (6,7,8)

**Extra-Curricular Competitive or Performance Groups**

(Must meet extracurricular eligibility standards, even-though they may not be school sponsored)

Academic Spell Bowl                      Academic Super Bowl  
Science Fair  
Archery

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