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ONCE A BLAZER ALWAYS A BLAZER!

The Elkhart Central High School Family welcomes you to the halls we call home.

The purpose of this handbook is to help you as you move around from day to day.

This handbook should answer many questions you might have about the functions, procedures, and policies of ECHS. Please take the time to familiarize yourself with the content of the handbook.

You are responsible for following all of the Elkhart Community School Policies.

OUR MOTTO

Knowledge is power.

OUR MISSION

The mission of Elkhart Central High School is to teach all students to think critically, to adapt to change and to work cooperatively as responsible citizens.

SCHOOL NAME AND COLORS

Elkhart Central Blue Blazers - Blue and White

SCHOOL FIGHT SONG

Fight on, Old Elkhart
Fight for Victory.
With your colors flying
We will cheer you all the way.
Rah! Rah! Rah!
Fight on, Old Elkhart
Fight for Victory.
Spread far the fame
Of our fair name,
On Old Elkhart, Win that game.
(whistle) Go, Elkhart, Go!
(whistle) Go, Elkhart, Go!
Hit 'em high, hit 'em low,
Go, Elkhart Go!

THE SCHOOL AND COMMUNITY

Central High School is one of two public, comprehensive, four-year high schools in the Elkhart Community Schools Corporation. Elkhart Central is accredited by the North Central Association of Colleges and Secondary Schools and by the Indiana Department of Education. Central is also serviced by the Elkhart Area Career Center which provides vocational training. The academic calendar consists of 180 days, divided into two semesters. Central has a 7 period day, with each period lasting 50 minutes. Elkhart Central High School has more than 100 certified staff members with student enrollment of approximately 1700 students. Elkhart with the surrounding area is a business and industrial community, which is located in north central Indiana. The city of Elkhart is 100 miles east of Chicago. Its economic base relies heavily on the mobile home, van conversion, and recreational vehicle industries, as well as on numerous suppliers for those industries. Other major industries include pharmaceuticals, band instruments, electronics, and a wide variety of smaller service businesses. The Elkhart Community School District's population is approximately 60,000.

The curriculum offers varying degrees of academic challenge in art, business education, English, family and consumer sciences, industrial technology, mathematics, music, physical education, health, science, and social studies. World languages are also available and include French, German, Japanese, Latin and Spanish. Courses in special programs are also offered, including courses for emotionally handicapped, visually impaired, learning disabled, and mildly and moderately mentally handicapped students. Honors courses are provided in social studies, science, art, math, and English. Through Indiana University's Advance College Project, courses in math, science, social studies and English are offered for dual high school and college credit. Advanced Placement exams are given in English, mathematics, science, social studies and in studio art.

1 BLAZER BLVD.
ELKHART, INDIANA 46516

Telephone..... (574) 295-4700
Attendance Office..... (574) 295-4702
Guidance Office..... (574) 295-4704
Activities Office..... (574) 295-4719
Athletic Office..... (574) 295-4720
Fax..... (574) 295-4712

Mr. Frank Serge
Principal

Mrs. Kelly Berheide
Assistant Principal

Brian Buckley
Athletic Director

Mr. Phil Stillson
Assistant Principal

Mr. Dan Swygart
Assistant Principal

Mr. Jason Grasty
Academic Dean

STAFF

Student Services

Katie Barhydt (A-Di)
Teresa McCaskey (Do-Hi)
Bonnie Kauffman (Ho-Mo)
* Gail Draper (Mu-R)
Sarah Flagg (S-Z)

Art

*Tom Grove
Steve Hentsch
Kara Oxner
Beth Sokolowski

Business Education

*Patti Pletcher
Jacob Balch
Mike Drews
Janet Riley

English

*Tracy Korn
Lindsey Abair
Ryan Bounds
Kelly Buckley
Bronwyn Carroll
Janis Elli
Tamara Gonzalez
Rhiannon Harrison
Matt Howe
Michelle Johnson
Judith McCullough
Lisa Munoz
Jesse Olson
Kevin Ong
Angela Raval
Leslie Smith
Amy Stine
Brittany Townsley

Family/Consumer Science

*Barbara VanWechel
Kathy Allen
Hillary Dufour
Anita Gorden
Andrea Herron

Health/Physical Education

*Missie Dickerson
Amy Amacher
Tim Borg

Matt Erlacher
Scott Sekal

Industrial Technology

*Dennis Gable
Trudy Battjes - Internship
Ted Elli
Jeremy Ruff

Mathematics

*Jena Nelson
Neil Bahbah
Katie Barrier
Kate Dean
Sasha Edwards
Emily Guzman
Jill Halloran-Barnes
Melissa Johnson
Joan Koppy
James Mackiewicz
Paul McClelland
Jami Philbrook
John Pletcher
Jill Slisz
Matt Windy
Jason Yoder Rupp

Media

*Nico Valentijn
Kathy Crain

Music

*William Niederer
Dan Burton
Sandy Carnall
Tim Carnall
Misty Grubbs
Jeff Hatfield
Karen Hershberger
Kyle Weirich

Science

*Eric Jantzen
Scott Barnes
Helene Dauerty
Peter Hoffman
Jeremy Hren
Jessica Knapp
Dan Loth
Matt Pagano

Sarah Pennington
Stephanie Ruff
Stephanie Scheimann
Les Szilagyi

Social Studies

*Steve Starzyk
Carrie Drews
David Hicks
Andrew Krabill
Levon Johnson
Kathy Nusbaum
John Sadowey
Rocky Sites
Nena Strong
Haley Warstler

Special Education

*Steve Stutsman
Cynthia East
Mike Failor
Lori Holt
John Hunziker
Karen Kijak
Matt Miles
Tanisha Miller
Dorothy Overgaard
Carol Pfeiffer
Carol Roach
Emily Schieber
Maegan Schmidt
Cory Watt

World Language

*April Schneider
Robert Alvarado
Jennifer Espinosa
Melissa Forbes
Hiromi Hollett
Catherine Mangones
Melissa Short
James Smith

*Denotes Department Chair

Office Secretaries

Rosemary Krull.....Principal's Secretary, Office Manager
Carol Theodorovich.....Assistant Principal's Secretary, Treasurer
Lisa DeWyse.....Assistant Principals' Secretary, Attendance
Judy Miller.....Registrar
Loretta Tilford.....Athletic Office
Sue Behling.....Adult Reception
Carol Bradshaw.....Guidance
Cheryl Zehr.....Student Reception

Instructional Secretaries

Michelle Campanello.....Music
Lori Hubbard.....Media Center

Office Paraprofessionals

Yolanda Stahl.....Study Hall
Tim Miller.....Detention Room Supervisor
John Stahl.....In-School-Suspension Supervisor
Robert Buss.....Security Desk

Paraprofessionals

Gail Woods.....MoMH
Diane Lucchese.....MoMH Job Coordinator
Al Haynes.....Special Education
TBD.....MoMH
Nancy Morningstar.....EH
Edna Nunemaker.....Job Corp
Les Prout.....MD
Amy Schramski.....Learning Lab
Thelma Smith.....MD
Jan Roscoe.....Special Education
Nicole Nelson.....Special Education
Barb Foster.....Special Education
Alice Shelko.....Child Care
Matt Perkey.....Special Education
Susan Sarber.....MoMH
Sarah Miles.....Parent Liaison

Technical Assistants

Laura Baier.....Music
Carmen Macon.....Child Care
Laura Homan.....Computer Lab
Melissa McAllister.....Child Care
Katrina Torres.....ENL

Specialists

Phil Bergt.....School Psychologist
Dwight Rodgers.....Speech and Hearing Therapist
Becky Zehr.....School Nurse

Cafeteria

Marsha Hall.....Cafeteria Manager

Maintenance

Lester Perry.....Head Custodian
Jeff Hoogenboom.....Assistant Head Custodian
Elmer Shack.....Building Engineer
Kevin Perry.....Head Groundskeeper

**SEMESTER
DAILY CLASS SCHEDULE
ELKHART CENTRAL HIGH SCHOOL**

Regular Schedule

Period 1	7:50 – 8:40	
Period 2	8:45 – 9:35	
Period 3	9:40 – 10:30	
Advisory/Activity	10:35 – 11:00	
Period 4	11:05 – 12:30	
	A Lunch: 11:00 – 11:30	Class: 11:35 – 12:30
	B Class: 11:05 – 11:30	Lunch: 11:30 – 12:00
		Class: 12:05 – 12:30
	C Class: 11:05 – 12:00	Lunch: 12:00 – 12:30
Period 5	12:35 – 1:25	
Period 6	1:30 – 2:20	
Period 7	2:25 – 3:15	

I. ADMINISTRATION AND OFFICE

PERSONAL INFORMATION

Adult Reception Area

The office entrance is located near the school's front door where parents / guardians and visitors to the building may check in or make inquiries. Parents / guardians and visitors are requested to register their automobiles with the receptionist upon arrival. Students should not use this office entrance.

Visitors

Visitors are welcome at Elkhart Central High School. We especially like to see parents. However, please obtain permission before bringing a guest to school. Visits cannot be scheduled for the first or last week of a semester. Permission for students to bring a visitor to school must be secured one day or more prior to the visit. Forms are available from the office. The student must accompany the visitor throughout the day and will be responsible for his / her conduct. Visitors who come into the building only during lunch hour are not permitted. Any visitor should check into the office upon arrival rather than wander the halls unaccompanied. All visitors will be issued a guest ID.

Messages for Students

Only emergency messages from parents will be delivered to students. Messages received by telephone or delivered in person will be sent to the student. Students should not expect to receive messages from employers concerning work schedules.

Deliveries

When a student receives a delivery from a parent, friend, or florist the office will attempt to alert that student of the package. The office will not be held responsible if the student does not get the message or does not report to the office. Packages such as flowers and balloons will remain in the office until the end of the school day. Students should **not** request to have pizza or fast food delivered for their lunches.

Work Permits

Students who would like to obtain work permits may do so by contacting Student Services in the Educational Services Center at 262-5540.

Student Reception Area

The Student Reception Area in J hall is for student use. This is the office area designated for student business. It is where students should sign in or out of the building, drop off notes from home; obtain vacation and visitor request forms, and report problems with lockers or attendance records. **When students will be leaving for appointments they must bring a note to student reception that indicates the time they need to get out of class and how they will be transported to their appointment.** They can also make appointments with any of the principals; or arrange to see Mrs. Krull or Mrs.Theodorovich.

Lost and Found

Students who lose or find items should report to Mrs. DeWyse in Student Reception. They are encouraged to check periodically with Mrs. DeWyse for lost items—not just one time—since items frequently turn up several days after they're lost. Mrs. DeWyse keeps a record that includes descriptions of stolen items, so that if they are found they can be returned. It is also recommended that students put their names on their possessions, so they can be returned to department chairpersons or to teachers whose names are in the books. Students need to write their teacher's name as well as theirs in all textbooks.

Telephones

Pay phones are available for student use. They are located directly inside the main entrance and in H hall across from the guidance office. Telephones are to be used before school, lunch, and after school. **Students are not permitted to use the telephones during class. In case of emergency, the student must report to the office with a pass from the teacher.** There is a 5-minute limit on phone calls during the lunch hour.

Electronic Device Policy

It is the policy of the Elkhart Community Schools that cellular phones are to be turned off and put away from the time that students enter the building until the student is dismissed from school during the day. Elkhart Central will follow this policy for all electronic devices. Students who violate this rule will have their electronic devices confiscated, and will for repeated violations of this rule be subjected to suspension from school.

Elkhart Central will not be responsible in any way for cell phones, CD players, IPODS or MP3 players that may be lost or stolen. Bring these electronic devices to school at your own risk.

1. Consequences

- a. 1st offense The electronic device will be confiscated and brought to the office. Students may retrieve the electronic device from the office at the end of the day.
- b. 2nd offense The electronic device will be confiscated and brought to the office. The parent must come to school to pick up the device. At that time the parent will sign an agreement stating that any additional electronic device offenses will result in out of school suspension.

Announcements

Special announcements are televised during advisory on monitors, which are located in all classrooms, in the cafeteria, and in the student center. Organizations wishing to present special announcements must obtain approval of the assistant principal in charge of activities. To have an announcement appear on the daily announcements, the announcement must be signed by the teacher/sponsor, and the sponsor should forward the announcement to the media center by way of staff website. Other special notices are posted on the bulletin board outside the guidance office.

RULES AND REGULATIONS

ATTENDANCE POLICY

Student Attendance

Any time a student misses classes he or she loses an opportunity to learn. Some types of absences are unavoidable, but the trend toward taking students out of school for medical appointments, family vacations, and even shopping trips, should be eliminated.

Reporting Absences to the School

Parents are responsible for reporting absences to the school. Please call the attendance office at 295-4702 on the date of the absence or within 48 hours following the absence at the very latest. Students are not considered emancipated when they reach the age of 18. Parents should understand that they remain responsible for reporting absences until the student graduates or becomes legally emancipated. (For more information on becoming emancipated, call Pupil Services at 262-5540).

A. Student and Parent Responsibilities

1. A student must have permission to leave the building during the school day and is to SIGN OUT at the attendance office. Parents must verify the need to leave by sending a note or telephoning the attendance office. *Failure to follow this procedure will result in assignment of consequences. School-related activities including field trips and athletic contests will be handled by the sponsor or coach and do not count as absences.
2. A student arriving at school after 7:50 a.m. must SIGN IN at the attendance office.
3. A student who comes to school and is not in attendance in an assigned class or study hall is considered truant even though he/she remains in the building or on school grounds, unless excused by an administrator.
4. A parent may request to take a student out of school by completing form JE (5) Waiver of Student Attendance. The request for approval shall be submitted to the assistant principal prior to the date of the anticipated absences.
5. Whenever a student is absent from school, parents or legal guardians are requested to CALL THE ATTENDANCE OFFICE within 48 hours (295-4702) to report the reason for the absence. It is preferred that a parent call the office on the same day of the absence. The parent or guardian should keep a personal record of the student's days of absence, including causes such as doctor appointments or illness. If a parent is unable to call, a note written by the parent/legal guardian should be presented to the attendance office on the student's return to school. The note should include the student's first and last names, student ID number, dates of absence and reason(s) for absence.
6. The student is responsible for making up all assignments missed due to absence. NO credit will be given for assignments missed when students are truant.

B. Absences of Concern for High School Students 17 or Younger

"Absences of concern" include all trancies, non verified absences, unexcused absences, and absences which continue to concern the school principal/designee.

Students who accumulate absences of concern in a 12 month period in any Elkhart County School will proceed through the following levels and may also be subjected to disciplinary consequences.

Level 1 Formal Notification to parents

If a student accumulates four absences of concern, the parents or guardians will be formally notified by letter. This notice shall include information regarding the possibility that the student may become ineligible for a driver's license or learner's permit. Upon receipt of the letter it becomes the parent's/guardian's responsibility to contact the school to discuss the attendance of his/her child.

Level 2 Legal Notice

If subsequent to the completion of Level 1 notification, the student accumulates a total of seven (7) absences of concern, a legal notice will be sent by registered mail to the parent/guardian and copied to Juvenile Probation and/or the Department of Child Services (DCS).

Level 3 Continuing Absences of Concern

If subsequent to the completion of Level 2 notification, the student accumulates continuing absences of concern, an Attendance Hearing will be scheduled with the parent/guardian, student, hearing officer, school administrator, and any other concerned individual. The hearing officer will discuss the attendance concerns with the student, parent/guardian and administrator to identify the factors interfering with regular attendance and resolve the attendance problems. The hearing officer will submit a written summary with recommendations to the parent/guardian, school administrator, Juvenile Probation and/or DCS. He/she will notify the parent/guardian and student that continued absences will result in a referral to Juvenile Probation or DCS. Failure by the parent/guardian or student to attend the attendance hearing will result in advancement to Level 4.

Level 4 Probation/Department of Child Services

If subsequent to the completion of the Level 3 hearing, the student accumulates continuing absences of concern, the school will file a violation of legal notice with Juvenile Probation and/or DCS. The parent/guardian and school representative will receive notification of a mandatory meeting to be held with the Probation Officer of DCS. An investigation by DCS or an informal adjustment with the Probation Officer will be initiated.

Level 5 Juvenile Court

If subsequent to the completion of the Level 4 meeting, the student accumulates continuing absences of concern, the school will notify the Probation Officer or DCS for determination of court involvement.

C. Tardiness

Students will be expected to be on time to all classes. The teacher will determine when a student is tardy to a class. For most instructors, a student is tardy when he/she is not in his/her seat when the bell begins to ring. No credit will be given for work or activities missed because of tardiness.

The following are the consequences for tardiness:

If a student is over ten minutes late to a class, it will be considered an unexcused absence.

*Tardiness is based on an eighteen-week semester. A new slate starts every 18 weeks.

Once a student has arrived at the classroom, he/she may not use tardiness (i.e. "Take a tardy") for conducting business such as stopping in the office, going to the locker, etc.

Attendance and Participation in Activities

Students who have excessive unexcused absences will not be permitted to attend after school functions (Dances, class activities, club meeting, etc.)

D. Truancy

1. *Truancy* is defined as being absent from school or from any scheduled class or study hall without being excused by an administrator. Unexplained absences will be recorded as trancies. Any student leaving class or study hall without permission of the teacher will be considered truant.
2. *Truancy* is a violation of the High School Rules of Conduct established by the Board of School Trustees of the Elkhart Community Schools. It is also a violation of the attendance regulations of the high schools, and shall be cause for disciplinary action and could lead to loss of credit, and/or loss of a student's driver's license.

Make Up Work - Excused Absences

Students who are absent from school due to illness, serious illness of a family member, medical or dental appointments, family death, approved required church attendance, approved family related absences, and required military exams will be permitted to make up assignments and tests. In most cases, the student will be expected to make up work within the number of days missed. For instance, a student who is absent three days will be expected to make up work within three days of returning to school. Some long-term assignments such as research papers will be due on the specified date even if the student are absent. Teachers may extend the time allotted for make-up work at their own discretion. Parents are encouraged to contact teachers concerning the specific needs of their students. Please call 295-4989 to leave a voice mail message.

Vacation Request

Vacation request forms are available in the student reception area. Completed requests must be submitted to the Assistant Principal prior to the date of the anticipated absences. **Vacation days count towards absences.**

Extended Absence - Homework

If a student is absent from school for 3 or more consecutive days and wishes to obtain assignments, he or she should call Mrs. Bradshaw, in the counseling office (295-4704) and request assignments for specific days. Twenty-four hour notice is required for all teachers to respond and/ or the student's materials to be collected. The assignments should be picked up from Mrs. Bradshaw in the counseling office.

GUIDELINES FOR GOOD SCHOOL ORDER

Administrative Regulation

Section 1. General Responsibilities

A. School Responsibilities

The primary responsibility of the Elkhart Community Schools is to provide each student with an opportunity to acquire meaningful knowledge and skills and to help develop fully his or her potential as an individual in a safe environment. In order to assure a climate for learning, Elkhart Community Schools must maintain certain standards of conduct for school citizenship.

The Board of School Trustees of the Elkhart Community Schools and its employees have the legal responsibility for establishing and enforcing rules for student conduct.

Authority for such action is given in the General School Powers Act of 1965, the School Corporation Home Rule Act and Indiana Code 20-8.1-5.1-1 et seq. The Board of School Trustees has established student discipline policies in the School Board Policy Manual of the Elkhart Community Schools and has directed administrative officers and other school personnel to carry out these policies. School staff members will individually, collectively, and cooperatively work with parents and with appropriate available community resources to help each student gain acceptable self disciplinary standards.

To enable the schools to meet the needs of all students, district wide and building rules and standards of conduct are based on the same principles that govern the life of every individual. Primary among these principles must be respect for self and others and, based on such respect, the freedom to think, speak, and act. Failure to comply with any rule shall constitute grounds for expulsion, suspension, or any other reasonable disciplinary action(s). Avenues will be provided to students for due process as prescribed by law.

B. Student Responsibilities

1. Each student shall accept the responsibility for his or her own behavior.
2. Each student shall show respect for self and for others.
3. Each student shall comply with Board and school policies, rules, and standards, designed for protection of the rights of all.
4. Each student shall be involved in the educational process to the fullest extent possible.

C. Parent Responsibilities

1. Parents are to become familiar with these guidelines and review them with their students.
2. Parents are to work with their students and with school personnel to resolve any disciplinary problems.
3. Parents can be required to participate in any action taken in connection with their student's behavior.

D. Delegation of Authority

In carrying out the purposes of the school corporation, the following grants of authority are made, subject to the limitations that exist in statute.

1. When pupils are being supervised, each teacher and any other Elkhart Community Schools staff member is authorized to take any action which is then reasonably necessary to carry out, or to prevent interference with, the educational function of which the staff member is then in charge. Teachers and other school personnel shall have the right to remove students for a period of one day or less from any educational function under their supervision.
2. Each administrator may take any action concerning his or her school or any school activity within his or her jurisdiction which is reasonably necessary to carry out, or prevent interference with, any educational function or school purpose. Such action may include establishing written rules and standards to govern student conduct.
3. The superintendent, and other administrators with the superintendent's approval, may take any action with respect to all schools within the superintendent's jurisdiction which is reasonably necessary to carry out, or to prevent interference with, any educational function or school purpose.
4. The governing body may make written rules and establish written standards concerning student conduct which are reasonably necessary to carry out, or to prevent interference with, any educational function or school purpose. This body may also make such other delegations of rule-making, disciplinary, and other authority as are reasonably necessary in carrying out the purposes of the school corporation.

Section 2. Enforcement of Student Conduct Rules

In the absence of student self-discipline, each administrator, teacher or any other school personnel is responsible for implementing the rules for student conduct adopted by the individual school and the Board of School Trustees.

Some behavior problems are more serious than others and require different approaches and clearly defined actions.

A. Discipline

In dealing with pupils who have not exhibited sufficient self-discipline to live and work in harmony with others, school personnel may use any or all of the following techniques,

among others:

1. Positive reinforcement
2. Reprimanding
3. Counseling
4. Conferring with parent(s)/guardians(s)
5. Rearranging class schedules
6. Detaining at noon, before or after school, evenings, or on Saturday. Any pupil may be detained after school for a reasonable length of time. In such cases the parent or guardian is responsible for the student's transportation.
7. Referring pupils to guidance or administrative personnel in the schools (e.g., counselor, social worker, assistant principal, principal)
8. Revocation of computer privileges.
9. Removing from or restricting extracurricular activities
10. Rescinding the privilege of riding the school bus
11. Placing on school probation
12. Referring pupils to central office personnel
13. Referring pupils to law enforcement personnel in cases related to violations of the law
14. Complying with state laws which prevent issuance of or invalidation of driver's licenses, and which revoke work permits.
15. Removal From Class or Activity – Teacher
 - a. A middle school or high school teacher will have the right to remove a student from the teacher's class or activity for a period of up to one (1) school day.
 - b. An elementary teacher will have the right to remove a student from the teacher's classroom or activity for a period of up to one (1) school day.
16. Suspension from School – Principal

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to five (5) school days.
17. Expulsion from School

In accordance with the due process procedures defined in this administrative regulation, a student may be expelled from school for a period no longer than the remainder of the current semester/trimester plus the following semester/trimester, with the exception of a violation of rule pertaining to the possession of a firearm, deadly weapon, or destructive device listed under the grounds for Suspension and Expulsion in this administrative regulation.

B. Definitions

1. As used in this Administrative Regulation, the term "removal from school, class, or activity" means disciplinary action whereby the teacher may separate a student from his/her classroom or activity for a period of up to one (1) school day.
2. As used in this Administrative Regulation, the term "suspension" means disciplinary action whereby the principal or designee may separate a student from school attendance and all school functions for a period of five (5) school days or less.
3. As used in this Administrative Regulation, the term "expulsion" means disciplinary action whereby a student
 - a. is separated from school attendance for a period in excess of five (5) days; or
 - b. is separated for the balance of the then current semester/trimester or current year, unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester/trimester or current year; or
 - c. suffers some other penalty which automatically prevents completion within the normal time of his or her overall course of study in any school in the school corporation.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes, or given homebound instruction as authorized or required by law.

4. As used in this Administrative Regulation, the term "exclusion" means the separation of a student from attendance at, or denial of admission of a student to school.
5. As used in this Administrative Regulation, the term "school purposes" means the authority of the school corporation throughout its jurisdiction to promote knowledge and learning generally diffused and to take such actions as are necessary to an orderly and efficient educational system therein. The term includes the authority conferred on the school corporation by any statute.
6. As used in this Administrative Regulation, the term "educational function" means the performance by the school corporation, or its officers or employees, of an act or series of acts in carrying out school purposes.
7. As used in this Administrative Regulation, the term "school function" means any activity sanctioned or sponsored by the school.
8. As used in this Administrative Regulation, the term "conduct constituting an interference with school purposes," or comparable language, means and conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or material interference in the carrying out of school purposes. Undifferentiated fear or apprehension of disturbance, disruption, or interference shall not alone constitute sufficient grounds to support a determination that this conduct exists.

C. Grounds for Suspensions, Expulsions, and Exclusions

1. Prohibited Conduct Which May Result in a Suspension or Expulsion:

The following types of student conduct may constitute grounds for suspension, expulsion or other disciplinary action. Such conduct is defined to include, but not to be limited to, the following acts committed on school grounds; off school grounds, at any elementary school, middle school, or senior high school activity, function, or event; or when traveling to or from school or any educational function.

 - a. Interference with School Purposes. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other student to engage in such conduct.
 - b. Speech/Conduct. Engaging in speech or conduct, including use of clothing, jewelry, or hair style which is profane, indecent, lewd, vulgar, disparaging of another's race, disability, religion, ethnic background, or gender, an indicator of gang involvement, or offensive to school purposes.
 - c. Vandalism. Causing, or attempting to cause, damage to school or private property.
 - d. Theft. Stealing, or attempting to steal, school or private property, or being in possession of another person's property.
 - e. Fighting or Physical Injury. Intentionally causing, or attempting to cause, physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 - f. Intimidation or Harassment. Threatening, intimidating, or harassing any person, causing injury to that individual's person or property or, with the intent of obtaining money or anything of value from the person. Engaging in sexual harassment of another person, which involves sexually-related verbal statements, gestures, or physical contact.

- g. Hazing. Participation in an act of hazing. Hazing will be considered to be any act of initiation into any organization, group, activity, or social entity that causes or creates a substantial risk of causing mental, emotional, or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing will not diminish the inappropriateness of an act of hazing.
- h. Drug involvement. Knowingly possessing, using, providing, or transmitting to another person or being under the influence of any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant or intoxicant of any kind, or any paraphernalia for the use of such substance. An individual who uses an authorized drug as prescribed for him or her by a registered physician shall not be in violation of this rule. (Any student who is unsure if possession, use, or providing another person with any particular substance would violate this rule should contact the building principal before possessing, using, or transmitting the substance in question.)
- i. Student Operated Vehicles. Improperly operating motorized vehicles on school property and failing to obey posted speed limits, failing to display parking passes, or failing to obey other school regulations and Indiana laws that may apply. Keeping prohibited items in any automobile while it is on school property.
- j. Electronic Devices. Knowingly using on school grounds during school hours an electronic paging device, personal digital assistant (PDA), MP3 player, digital camera, handheld portable telephone, etc. ("electronic device") in a manner which constitutes an interference with school purposes or an educational function. Using an electronic device in a manner that is profane, indecent, or obscene, or constitutes an invasion of privacy or an act of academic dishonesty.
- k. Sale of drugs. Engaging in the unlawful selling of a controlled substance or engaging in a violation of criminal law that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- l. Insubordination. Failing to comply with directions of teachers or other school personnel where the failure constitutes an interference with school purposes or an educational function, including extra-curricular functions and other school sponsored activities.
- m. Academic Dishonesty. Submitting any schoolwork, for the purpose of meeting course requirements, which does not represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to, plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software.
- n. Violation of state law. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes.
- o. Violation of school rules. Violating or repeatedly violating any rules that are reasonably necessary and are validly adopted.
- p. Refusing a Search. Refusing to permit a lawful, reasonable search by authorized school officials of the student's person and/or possessions.
- q. Pyrotechnic Devices. Possessing and/or using, on school grounds without authorization by school officials, any pyrotechnic device, including firecrackers.

In addition to the grounds for expulsion and suspension listed above, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

2. Prohibited Conduct Which Will Result in an Expulsion

The following conduct will constitute grounds for expulsion:

Possession/Use of a Weapon. Knowingly possessing, handling, or transmitting a knife with a blade length greater than 3 inches, gun, destructive device, or any other object which can reasonably be considered a deadly weapon,

- a. No student shall possess, handle, or transmit any firearm, deadly weapon, or destructive device, on school property.

(1) The following devices are considered to be firearms:

- i. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- ii. the frame or receiver of any weapon described above,
- iii. any firearm muffler or firearm silencer,
- iv. any destructive device
- v. any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device,

(2) The following items are considered to be a destructive device:

- i. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device substantially similar to an item described above,
- ii. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- iii. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

(3) The following items are considered to be a deadly weapon:

- i. A loaded or unloaded firearm
- ii. A weapon, taser or electronic stun weapon device, equipment, chemical substance, or other material that, in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
- iii. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime
- iv. A biological disease, virus, or organism capable of causing serious bodily injury.

- b. Knowingly possessing a firearm or destructive device onto school property shall be grounds for expulsion for not less than one calendar year, subject to possible modification by the superintendent of schools or his designee, in accordance with Indiana law.
- c. Knowingly possessing or bringing a deadly weapon to school or on school property shall be grounds for expulsion for up to one calendar year.

The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

3. Grounds for Exclusion

- a. When a student is ill, has a communicable disease, or is infested with parasites.
- b. When a student has failed to receive the required tests and immunizations.
- c. When a student's immediate removal is necessary to restore order or to protect persons on school corporation property.
- d. When a student's legal settlement is not in the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the State Board of Education.

D. Student Due Process Procedures

1. Procedure for Removal from Class or Activity

When removing a student from an educational function, the recommended actions for teachers or other school personnel are as follows:

- a. Inform the student of the reason(s) for his or her removal. (Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from class without informing the student of the reasons.)
- b. Instruct the student to leave the classroom or activity.
- c. Tell the student where to report.
- d. Follow up the removal by checking to see if the student reported as instructed.
- e. Notify the administration by completing the Report of Student Removal, or in such other written manner as may be appropriate.

2. Procedure for Suspensions

Any principal or designee may suspend a student from school and all school functions for a period of five (5) school days or less after an investigation has determined that such suspension is necessary to further school purposes, or to prevent an interference with school purposes.

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- a. A meeting will be held prior to the suspension of any student. In kindergarten through 6th grade, the principal should attempt to have the student's parents or guardian in attendance at such meeting. At this meeting, the student will be entitled to
 - 1) a written or oral statement of the charges;
 - 2) a summary of the evidence against the student, if the student denies the charges; and,
 - 3) an opportunity to explain his or her conduct.
- b. The meeting shall precede suspension of the student and the student's parents or guardians will be notified as soon as possible after the meeting is concluded. In addition, the student's parents or guardians will be given written notification of the suspension. The notification will include the dates of the suspension, and will describe the student's misconduct, and the action taken by the principal. ("Student Suspension Notice" Administrative Regulation JGD-(1))
- c. Where the nature of the misconduct requires the immediate removal of the student, the parents will be notified of that action as soon as possible, and the written notification referred to in section (b) shall be given to them. The meeting with the principal will then be held within a reasonable time following the date of the suspension.
- d. Prior to the student's return to school from a suspension of three (3) days or more, the principal should attempt to schedule a meeting with the student's parent(s)/guardian(s) for the purpose of discussing the student's conduct.

3. Procedures for Expulsion

A student may be expelled from school for a period no longer than the remainder of the current semester or trimester plus the following semester or trimester, with the exception of a violation of the rule against possessing or using a firearm, destructive device, or deadly weapon. If an expulsion recommendation occurs during a summer school session, a student may be expelled from school for a period no longer than the remainder of the current summer school program plus the following semester or trimester.

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

- a. The principal, vice-principal, or assistant principal shall, after consulting or attempting to consult with Director of Employee and Student Relations, complete the "Principals Written Charge Requesting Expulsion," Administrative Regulation JGE-2.
- b. After said form has been completed, the form shall be delivered to the Superintendent, with a copy to the Director of Student Services and the Director of Employee and Student Relations. In the event the student is receiving Special Education Services pursuant to an IEP, the form shall also be submitted to the Director of Special Education. The Superintendent shall, after having reviewed the charge and determining that reasonable grounds for an investigation exist, appoint an Expulsion Examiner and forward the charge, within one school day of its receipt, to such Expulsion Examiner.
- c. The superintendent (or designee) shall appoint one of the following persons to conduct the expulsion meeting.
 - 1) legal counsel
 - 2) a member of the administrative staff who did not request expulsion of the student and was not involved in the events giving rise to the request for expulsion.
- d. The Expulsion Examiner shall, within two days after receiving the "Principal's Written Charge Requesting Expulsion" complete and send to the parent(s)/guardian(s) and student by certified mail the "Notice Regarding Expulsion Request."
- e. If the Expulsion Examiner does receive a request for an expulsion conference in person or by mail within five school attendance days after receipt by parent(s)/guardian(s) of the Notice Regarding Expulsion Request, the Expulsion Examiner shall schedule the hearing within a period of five school days after it is requested. When scheduling such conference, the Expulsion Examiner should confer with the principal, the Director of Employee and Student Relations, and the parent(s)/guardian(s) as to the date and time of the conference.
- f. If an expulsion meeting is held, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. The Expulsion Examiner will make a written summary of the evidence heard at the meeting, and should the Expulsion Examiner conclude that disciplinary action is necessary, make a recommendation to the Superintendent or Superintendent's Designee. The Superintendent or Superintendent's Designee may accept, reject, or modify the recommendation of the Expulsion Examiner. The Expulsion Examiner shall give notice of the action taken to the student and the student's parent, the principal and the Director of Student Services.
- g. If the Expulsion Examiner does not receive a request for an expulsion meeting within five school attendance days after receipt by parent(s)/guardian(s) of the Notice of Expulsion Request, then all rights, administratively and judicially, to contest and appeal the action requested in the charge by the principal or designee shall be waived. The Expulsion Examiner shall then notify by memorandum the Superintendent, the principal, the Director of Student Services, and the Director of Employee and Student Relations that the action requested in the charge by principal concerning such student shall automatically become effective.
- h. The student or parent has the right to appeal the decision of the Superintendent to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing and must provide a statement of the reasons, written information or submissions in support (provided said written information or submissions were provided to the Expulsion Examiner at the original expulsion meeting) and arguments for overruling the decision of the Superintendent. If an appeal is properly made, the board must consider the appeal. As the board considers the appeal, it will review the written summary of the expulsion meeting and the written arguments of the school administration and the student and/or the student's parent. The board will make its decision based upon the written submissions of the parties and any documents introduced during the original expulsion meeting, unless the board votes to conduct a meeting at which the school administration and student and/or the student's parents shall appear. In the event the board votes to conduct a meeting at which the school administration and the student and/or the student's parents shall appear, the meeting shall be held in executive session and the Board President shall communicate to the school administration and the student and/or student's parents the procedure to be used during the meeting. The board will then take any action deemed appropriate.

- i. Students shall not, during any suspension or expulsion, be on any school property.

4. Procedure for Exclusions

a. Procedure for Exclusion from School

- (1) Any exclusion by a principal or designee may be made only after the principal or designee has made an investigation and has determined that such exclusion is necessary according to the Guidelines for Good Order (Administrative Regulation JFC-1)
- (2) Within twenty-four (24) hours, or such additional time as is reasonably necessary, following any exclusion the principal or designee must complete and send the "Notice of Student's Exclusion" Administrative Regulation JGF (1) to the student's parents.
- (3) The principal or designee shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school.

b. Procedure for Challenging Exclusion Decision

If the parent or guardian disagrees with the principal's decision to exclude the student, the parent shall have the right to request that the Superintendent appoint an Exclusion Examiner for the purpose of considering the objection. The Exclusion Examiner shall meet with the parents as soon as practical in order to conduct such meeting. In addition to the parents, the appropriate administrator(s) may be present at the meeting to present the school's position in this matter. At the conclusion of the meeting, the Exclusion Examiner shall present his/her recommendation to the Superintendent requesting the continuance or termination of the exclusion.

RULES FOR STUDENT CONDUCT

In addition to the adopted board policies and the administrative regulations governing all students of the Elkhart Community Schools, the Elkhart Community Schools adopt the following rules governing student conduct. These rules apply to actions which occur on school property, inside or outside the school building, or on property adjacent to school property, or at any school-sponsored activity regardless of location, or when traveling to or from school or any educational activity. Disregard of these rules shall constitute grounds for suspension, expulsion, or any other reasonable form of disciplinary action. In addition to being subjected to discipline, students who use cellular phones, pagers, cameras, electronic equipment and other similar devices in a manner that is inconsistent with these rules may have those devices confiscated by the school.

1. Insubordination. Refusal to obey or follow a reasonable order or directive of any Elkhart school staff member. Refusal to provide proper and sufficient identification upon request of any staff member. Staff members shall mean teachers, administrators, custodians, bus drivers, paraprofessionals, all other employees and officials, and authorized volunteers.
2. Failure to clearly display a school identification card when this is required by a student's school..
3. Theft of school property or property belonging to another student or a staff member, or being in possession of stolen property.
4. Fighting and/or committing any act which jeopardizes the health, safety, or welfare of other students, staff members, or visitors.
5. Vandalism. Damaging any property belonging to other students, staff, or to the Elkhart Community Schools
6. Use of, display of, or participation in any form of profanity, indecency, or obscenity.
7. Use of conduct or language which reasonably threatens, intimidates, or indicates disrespect for another person.
8. Bullying. Student(s) who use overt, repeated acts or gestures, including, but not limited to, verbal or written communications, and/or physical acts, with the intent to harass, ridicule, humiliate, intimidate, or harm other students.
9. Failure to follow directions during an emergency or an emergency drill.
10. Failure to follow cafeteria procedures and rules.
11. Consuming food or drink in the building except in the cafeteria or other designated areas.
12. Use of the elevator without specific and express permission of a staff member.
13. Leaving class station or other assigned area without permission of a staff member.
14. Leaving school property at a time other than the end of the student's scheduled day, unless specific permission is granted by the administration, and the sign-out procedure is followed by the student.
15. Failure to comply with school attendance/tardy policies..
16. Failure to comply with study hall, detention, and/or in-school suspension regulations.
17. Failure to attend assigned detention including, but not limited to, after-school detention, lunch detention, weekend detention, etc.
18. Failure to comply with driving and parking regulations. Reckless driving is prohibited (when applicable).
19. Failure to comply with bus regulations.
20. Failure to comply with the school's release time regulations.
21. Possession or use of tobacco in any form; possession, use, or under the influence of alcohol; or possession, use, under the influence, or transmission of any controlled substance or substance represented as a controlled substance, or paraphernalia for the use of such substance.
22. Violating any reasonable condition of probationary enrollment status for which proper notice has been given.
23. Using electronic equipment such as radios, stereo equipment, CD players, digital music players, tape devices, personal digital assistant (PDA), etc. in the school buildings in a manner that constitutes an interference with school purposes or an education function..
24. Failure to comply with the building's dress code..
25. Failure to bring required materials and equipment to classes and refusal to participate in class activities.
26. Continuously and intentionally making noises or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under his/her supervision.
27. Using on school grounds, from the time the student enters the building until dismissal, an electronic paging device or cellular phone.
28. Using electronic equipment or a camera in a manner that is profane, indecent, or obscene, or constitutes an invasion of privacy or an act of academic dishonesty or constitutes an interference with school purpose or an educational function.

29. Violations of the Board of School Trustees' Policy on Acceptable Use of Electronic Information, Services, and Networks (IGBC) regarding appropriate use of school corporation computers and networks.
30. Knowingly possessing handling, or transmitting a knife, gun, destructive device, or any other object that can reasonably be considered a weapon.
31. Possessing and/or using, on school grounds, without authorization by school officials, matches, cigarette lighters, or any pyrotechnic device, including firecrackers.

Sexual Harassment

All persons associated with the Elkhart Community Schools community including, but not limited to, the Board, the administration, the staff, and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as member of the school community will be in violation of this policy. All matters involving sexual harassment complaints shall remain confidential to the fullest extent possible.

Definition of Sexual Harassment: unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or participation in an educational function, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting such individual's education, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Hearing Officer:

The Director of Employee and Student Relations of the Elkhart Community Schools shall serve as the hearing officer vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below.

Any member of the Elkhart Community Schools community who believes that he/she has been subjected to sexual harassment is to report the incident(s) to any Elkhart Community Schools administrator. The administrator is to contact the hearing officer.

Any questions regarding this policy should be directed to a building administrator.

OTHER REGULATIONS

Student ID

Students are required to visibly wear their identification card at school at all times. Pictures for student I.D.'s will be taken during the summer. The cost of the first ID is \$3.00; replacements are \$5.00 each. Students will use their I.D.'s when purchasing breakfast and lunch, checking out materials from the Media Center, and when attending dances and Fun Nights. Students will not be allowed in to the school building without an ID. **I.D.'s that are defaced or missing any of the student information will need to be replaced.**

Bus Regulations

1. The bus driver has the same relationship to the child, as does the school teacher. It is the duty of the driver to maintain order on the bus or van at all times.
2. Obey the driver promptly and cheerfully. The driver is working for your safety and is your friend. Realize that he or she has a big responsibility and that it is your job to help.
3. Be careful in approaching the bus stops. Walk on the left facing on-coming traffic where there are no sidewalks.
4. Avoid standing or playing on the road while waiting for the bus.
5. Do not destroy or damage surrounding property in any way while waiting for the bus. (Such damage results in the discontinuance of bus "stops".)
6. Help keep the bus on schedule - **be on time. The child is to be waiting at the proper boarding station when the school bus arrives.**
7. No pupil will enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
8. Be seated promptly, and be careful not to block the aisle. No one is permitted to save seats. Remain seated until the bus stops.
9. Take your turn and avoid pushing when entering or leaving the bus.
10. Remember, loud talking or laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. Classroom conduct is expected except for conversation in normal tones.
11. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
12. No windows or doors will be opened or closed except by permission of the driver.
13. Help keep the bus clean, sanitary and orderly. Deposit refuses in the containers at the front of the bus or in school waste baskets. **No food shall be eaten on the bus.** (See exceptions to this rule in the field trip language)
14. Only band instruments that can be carried by the student without taking up room of another student or blocking the center aisle may be carried on the bus. Where there is a difference in the point of view of the student, band director, and driver, the director of transportation shall make the determination.
15. No large objects will be carried on the bus (art projects, displays, science projects) that would take up room of another student or block the center aisle.
16. No animals (rodents, reptiles, insects, bird, etc.) will be allowed to be transported on the school bus.

Cheating Policy

The Assistant Principal will be made aware of any incidents of cheating via a student referral form as soon as possible. The teacher will make a parental/guardian contact in all three instances, either by telephone or by letter.

1st incident	student receives a zero for the assignment
2nd incident	student receives a zero for all assignments for 1/2 the current semester
3rd incident	student receives a zero for the semester and removal from class

The teacher has a responsibility to take all appropriate measures to prevent cheating. A cheating incident is defined as copying or using someone's work as your own on a test or on any other assigned work, such as homework, workbooks, quizzes, research paper, etc. All students involved in a cheating incident will be levied the same consequence: i.e. one(s) who used someone else's material and the one(s) who provided/permitted the material to be used. The above definition helps to clarify but does not encompass all facets of cheating. The teacher will determine when a cheating incident occurs.

Secondary Schools Student Dress Code

A safe and positive learning environment is essential to a quality educational experience. Students have the right, as well as the responsibility, to make good choices when it comes to clothing and personal appearance. Gaining experience in how to present oneself in the best manner possible is a valuable skill students will use throughout life.

The purpose of the student dress code is to draw some clear boundaries around what is acceptable and what is not. The standards which follow apply to the regular school day, school activities, and whenever a student is on school grounds or representing the school. Every student is encouraged to dress above these minimum basic standards of safety and appropriateness.

1. Outerwear (coats, hats, gloves, sunglasses, etc.) must be removed once inside the school.
2. Shorts, dresses, skirts, skorts or other similar clothing should be at least mid-thigh length when seated or standing.
3. Clothing should fully cover, when standing or seated, the stomach, buttocks, back, shoulders, and chest. Boys' shirts must be tucked in. Clothing that is sheer, tight, low-cut, or sleeveless shall not be worn.
4. Clothing must fit appropriately, meaning nothing too tight or too baggy.
5. Pants are to be appropriately sized. A belt is required for pants with belt loops. Pants are to be belted at the waist. Pajama pants are not allowed. Pants with **holes** in them are not allowed.
6. Shoes are to be worn at all times. Sandals and flip-flops are permitted as long as they fit securely enough to provide safe movement.
7. Clothing, accessories, jewelry, hair coloring and body art should not be offensive or distracting. Examples of offensive or distracting items include:
 - References to sex, illegal drugs, tobacco, alcohol, or weapons
 - Gang-related
 - Obscene, rude, or libelous
 - Threatening
 - Disrespectful of the Guidelines for Good School Order or school image

Building administrators are the final authority when it comes to what is appropriate for student clothing and personal appearance. Violations of the Student Dress Code as interpreted by a school building administrator can lead to disciplinary consequences consistent with the progressive discipline policies adopted by the Elkhart Community Schools.

Smoking

There will be no smoking on school grounds or inside the building. School grounds are bordered on the north and west by the Elkhart River, on the south by the railroad tracks, and on the east by Goshen Avenue. Students caught smoking may also be issued a citation from Elkhart Law Enforcement.

Student Lockers

Lockers are the property of the Elkhart Community Schools with an individual locker available for use by each student. Lockers offer minimal security, and items of unusual value should not be placed in the locker. The school considers the contents of a student's locker to belong to the student to whom the locker has been assigned. The school cannot be responsible for articles taken from lockers.

Each student will be assigned a hall locker with a built-in combination lock. Students will use the locker they are assigned and will not share their combination. Any locker may be entered by designated school officials (without prior notice to the individual to whom the locker has been assigned) at any time that indications suggest the locker may contain dangerous, illegal, or stolen material. An effort will be made to have the student present.

DRIVING AND PARKING REGULATIONS

Indiana Driver's License Law

Any student who wishes to obtain an Indiana Driver's License or permit must be enrolled and in good standing. Individuals less than eighteen (18) years of age will not be issued a driver's license or learners permit until they reach the age of eighteen (18) if they are classified as habitual truants, or if they withdraw from school for a reason other than financial hardship.

If an individual is less than eighteen (18) years of age and is a habitual truant or has 10 or more unexcused absences or has withdrawn from school for a reason other than financial hardship, the Indiana Bureau of Motor Vehicles will invalidate the driver's license or learner's permit until age eighteen (18).

Individuals who are under at least a second suspension will be ineligible to hold a driver's license or learner's permit for 180 days..

Individuals who are under an expulsion will be ineligible to hold a driver's license or learner's permit until the return to school from the expulsion.

Students whose driver's licenses are invalidated will be required to return their Central High School parking permit to the office.

- Student Appeal**
1. 90 days good attendance
 2. hardship need
 3. GED/Good attendance

I. General Provisions

1. Use of the parking lot is a privilege granted for the convenience of students and staff.
2. Student parking permits may be issued to students who meet academic eligibility requirements. Grounds for suspension of parking privileges would be two in-school or

out-of-school suspensions in a semester. Also, failure to meet extra-curricular requirements for academic eligibility, involvement in any incident involving drugs or alcohol, **four (4)** parking tickets in a school year, or any one incident involving a driving violation in the parking lot.

3. Students who wish to apply for a Central High School parking sticker will be required to complete a Student School Automobile Permit Application that indicates that they agree to the following:
 - a. *Being able to operate and to park a vehicle on school property is a privilege dependent upon the student's willingness to have that vehicle subject to search by authorities at any time the vehicle is on school grounds.*
 - b. *It is the student's responsibility to obey the 15 MPH speed limit on school grounds, to operate the car safely going to and from school and all school events, to display properly the school parking sticker, to park in designated areas, to make certain that the car does not contain drugs, weapons, or other articles prohibited by law or school rules, and to maintain legally required insurance on the vehicle.*
 - c. *Any violation of this agreement or other school rules can lead to the revocation of all parking privileges.*
 - d. *Motor vehicles in violation of this regulation may be subject to towing.*

In addition, the parent or legal guardian will be required to sign the application verifying the information supplied and understanding and agreeing with the rules pertaining to the operation of the vehicle. If the parent or student does not own the car, the owner of the car will be required to sign the application consenting to random searches of the vehicle by school officials when the vehicle is on school property. **You will need your driver's license, car registration, proof of insurance and \$5.00 fee when registering for a parking sticker. Only one (1) sticker will be issued per student. If you sell your car or have a wreck you will need to remove the sticker and bring it in to be issued a new sticker.**

5. All students and staff using Central parking lots shall have registration cards on file in the main office of the school and must display a Central parking sticker issued by the main office in the lower right corner of the rear window of the vehicle.
6. Students will not be permitted to park vehicles on the school parking lot without a current sticker. Students will be notified of the deadline for parking stickers before the school year begins.
7. Students must park their cars immediately upon arrival and should enter and exit the parking lot by the most direct route. No cruising is allowed. Driving/parking privileges will be suspended for violations.
8. Vehicles shall be parked properly in marked spaces between parallel lines; and leave traffic lanes free. Vehicles are to remain locked and parked until the end of that student's school day.
9. The school does not accept responsibility for theft or damage to vehicles on school property. Vehicle theft or damage should be reported to the police officer on duty or to personnel in the main office.
10. Parents who drop off cars for students must register the car with the receptionist.
11. Students who drive occasionally may only register their cars with the receptionist a maximum of four times per trimester before permanent registration will be required.
12. Students may purchase and personalize a parking spot for the year for \$40.00. See Mrs. Berheide in the main office to request a parking spot.

II. Parking Regulations

1. Students will park only in the parking lots east of the school building.
2. Student parking is NOT PERMITTED in designated visitor's areas at any time during school hours.
3. Student parking is NOT PERMITTED in lots north or west of the school building or the first five rows on the north side of the main lot.
4. Parking is NOT PERMITTED on the main drive that encircles the building or along any curbing which is painted yellow or posted NO PARKING/FIRE LANES.
5. No parking is permitted in the handicap area unless the vehicles display a permit for handicap or the license indicates handicap.
6. Parking is NOT PERMITTED on Blazer Blvd. or on any adjacent properties across Blazer Blvd. or in the area southwest of the building entrance known as the loading dock.
7. Cars shall not be backed into parking spaces or pulled through into parking spaces.
8. If a student drives a car without a sticker, the student should sign it in before first period begins. Tickets are issued shortly after 8:00 a.m.

III. Driving Restrictions

1. Random drug testing will be done on all drivers.
2. One-way traffic patterns shall be followed at all times.
3. The speed limit in all parking areas shall not exceed 15 miles per hour.
4. Reckless driving of any kind is a violation.

IV. Penalties

1. Vehicles that are illegally parked, unregistered, or parked in a restricted area may be towed away at the owner's expense.
2. Citations may be issued for any violation of driving and/or parking regulations adopted by the Elkhart Community Schools, Elkhart Central High School, City of Elkhart, or the State of Indiana.
3. School officers may issue two kinds of citations:
 - (a) *an Elkhart Community Schools parking violation citation,*
 - (b) *a state citation for a violation of a statute or a city ordinance.*
4. Any student issued a citation will be assessed a \$5.00 ticket and will also be subject to further disciplinary action by Central High School.
 - *4th ticket – Loss of parking privileges for a period of time not to exceed 1 year.*

DISCIPLINE

It is expected of students to always behave courteously and respectfully while attending Elkhart Central High School. In the event that a student does not follow the rules and guidelines of the school, the following consequences are likely.

Classroom Behavior

Because learning is the ultimate goal of the classroom, teachers establish rules and consequences to allow people to go about the business of learning. Most teachers' rules/consequences are concerned with students being prepared to work and not interfering with others. Consequences for those students unwilling to cooperate with the classroom goal of learning vary among individual teachers but frequently include reprimands, conferences with teachers, lunch or after school detentions, parental contacts, and/or counseling. Each teacher notifies his or her classes of the consequential options available at the beginning of each trimester.

Referrals

If the teachers' rules/consequences are not sufficient to deter a student from interfering with the learning process, then the student will be referred to the principal's discipline system. The teacher refers the student to the office with a written record of the student's behavior problems and the previous classroom consequences assigned. The student's behavior history in all classes is used in determining the consequences; that is, habitual offenders can expect more severe consequences.

Before School or Lunch Time Detention

Students who engage in inappropriate behavior in the halls will be assigned a 30-minute detention from 7:00-7:30 a.m. Lunch detentions will be served during the students lunch time. Unacceptable hall behavior includes such infractions as running; possessing electronic gadgets, toys, radios; swearing or other inappropriate language; wearing hat/sunglasses; kissing or other inappropriate public displays; eating; or other infractions.

A staff member who observes the hall infraction fills out a detention pass and notifies the student that he or she has the detention. If the staff member is unable to notify the student at the time of the infraction, the office staff will inform the student.

A student who is assigned a before school or lunch detention will be required to serve the detention on the next school day. Failure to serve a detention will result in reassignment to the detention, ISS, or OSS.

Alternative Discipline

In some disciplinary cases students will be offered the opportunity to do community service. The Center for Community Justice, in collaboration with Elkhart Central High School, will place the students with various agencies in the Elkhart community who need assistance with several types of tasks. The Alternative Discipline program offers students work experience and opportunity to contribute constructively to their community.

In-School Suspension (ISS)

This program is designed to provide students with an alternative to out-of-school suspension, and to change inappropriate behavior. Students will be required to work on homework assignments. As with any suspension, credit will be given for work or tests, which are scheduled during the ISS, at the discretion of the classroom teacher. Students who fail to follow the guidelines set forth for ISS will be subject to an extension of time in the ISS program, suspension out of school, or possible recommendation for expulsion from school. Students who refuse to attend the ISS program will be suspended out of school. **Any student committing a third ISS offense, within 30 calendar days, will be suspended from school. Any student that is placed in ISS for a given period of time is NOT to participate in any after school practices or contest on the days the student is in the ISS room.**

Parent Conferences

Often, along with or separate from the consequence provided the student, the student's parents will be requested to attend a conference with the teacher, administrator, and counselor. This conference provides the opportunity to discuss the problem and develop strategies that need to be employed to correct the problem. Follow-up information indicating the student's progress is given to all parties.

Student Contract Placement

Students who have exhibited problems with attendance and/or discipline may be placed on a student contract to facilitate regular monitoring.

EMERGENCY PROCEDURES

Emergency Conditions During the School Day

Emergency conditions may develop at any time. Special attention by students and staff is essential to ensure the safety of all. Review the following conditions and actions to be taken so you will be prepared in the event of an emergency.

1. Loss of power before school, at lunch, during passing time. Emergency generators should operate within a minute or two, but will provide minimal lighting. Students should move into the closest classrooms and remain there to hear instructions from the administration. Should the emergency lights fail; teachers have flashlights in their rooms. Students in the gym, passing through the student center or in the cafeteria should go to or remain in the cafeteria for information. Students entering the building should go to a classroom or the cafeteria, whichever is nearer.
2. Loss of power during class time. Students are to remain in the classroom even if power is restored; pending instructions from the administration.
3. Severe weather conditions at the end of the day. Students will be retained until the all clear has been issued by the administration. No student may be released to any adult except to his or her own parent or guardian.

Lockdown Drills

Periodically during the school year students and staff will practice lockdown procedures. Students are expected to follow the instruction of their teachers to the letter. Every attempt will be made to place students in secure areas and out of sight of any possible danger. During these drills the school will be completely locked down. **Should there be an actual lockdown no one will be permitted to enter or exit the building until the situation is deemed safe by school administrators/law enforcement.**

Fire Drills

Fire drills are held each month. Posted in each classroom are instructions for the route to be followed in evacuating the building during these drills. Students are to familiarize themselves with the route for each classroom they are in during the day. When the buzzer sounds, students should be quiet and move briskly toward the appropriate exit. Students are not permitted to go to their lockers or take any books or supplies with them for the drill.

Storm or Tornado Drills

An effort will be made to move all students into rooms that have interior walls. Students should keep away from windows on outside walls and out of rooms with high ceilings such as the auditorium and gymnasium. If they are in rooms with stationary desks or tables, they should take cover under those. In other rooms, they are to move toward a wall where there is little or no glass equipment. Students are to be seated on the floor facing the wall and tuck their heads between their knees with arms crisscrossed over the back of the head for protection.

Emergency School Closings

All schools in the Elkhart Community Schools will be open all regularly scheduled days unless closed by the Superintendent of Schools. The safety of students and employees is the primary factor to be considered in making a decision to close, delay, or dismiss a school. When the schools are confronted with an emergency—such as extreme conditions of snow, ice, or mechanical failures—which necessitates the closing of all schools or an individual school for an entire day, or delay in the opening of any school(s), an announcement will be given to radio and television stations prior to 6:30 a.m. Emergency closings or early dismissals during the day will be announced on radio and television as soon as possible.

FEES AND CHARGES

Book Rental

Book rental fees, which are charged to each student for textbooks and materials, will be billed twice during the school year and shall be paid to the school. Fees vary according to the courses taken. An invoice will be sent to each student a few weeks after the beginning of each semester. Checks should be payable to Book Rental Fund and should be given to the treasurer/secretary in the office. If for any reason you are unable to make payment at the beginning of the school year, special arrangements must be made. If you feel that you will be unable to pay the book rental fee during the school year, you may apply for assistance. The Application for Free and Reduced Price School Meals and / or Textbook Assistance form is available in the school office.

Class and Project Fees

Fees may be assessed to cover individual projects in such courses as art, industrial arts, vocational education, and family and consumer sciences. Teachers will inform students of such fees prior to the beginning of a project. In cases where the student cannot afford such a project and if the circumstances warrant special consideration, the teacher will contact the principal or designee who may seek assistance for the student.

Fees for summer school are separate from regular school fees and are established by the School Board annually.

Instrument Rental

Various musical instruments are available for use and may be rented by students each semester. Students should contact their music teachers for more information.

Miscellaneous Obligations

Any financial obligations a student may incur such as for lost books or library materials, parking tickets, etc., may prevent him or her from receiving a report card, diploma, or copies of his or her school transcript.

Cafeteria

Central High School's cafeteria is under the direction of Marsha Hall, food service manager. The program offers complete meals and a variety of a la carte items each day from eight different customer areas. Tacos, burritos, hamburgers, pizza, salads, sub sandwiches, snacks and many beverages are available each day with the addition of popular rotating menus.

Each student has been set up with a meal account to accommodate both breakfast and lunch. A student may deposit money in advance into his/her account and use it on an "as needed" basis. Student ID cards are required. Accounts may be accessed at all eight serving locations.

Breakfast	\$1.65 (reduced price .30)
Lunch	\$2.40 (reduced price .40)

Free and Reduced Price Lunches

The Elkhart Central Cafeteria serves lunches every full school day. Students from families whose income is at or below levels established by the federal government are eligible for free or reduced price lunches. To apply for these meals, an application must be completed for each child and returned to the school. Applications are available from the business secretary in the school office. Within ten days of receipt of the completed application, the school will inform the student of his / her eligibility for reduced price lunches. If this decision is not satisfactory, the student is entitled to a fair hearing which can be initiated by writing the Director of Student Services, 2720 California Road, Elkhart, Indiana 46514.

The information given on the application is confidential and will be used only for the purpose of determining eligibility for free or reduced meals. If, however, there is a change in the family's income due to unemployment, or family size, it is the parents' or guardians' obligation to contact the Food Service Department (262-5551) since any change may affect the eligibility of the student in this program.

Student Insurance

There are no provisions for the Elkhart Community Schools to carry general medical payment insurance on its students the taxpayers' expense. However, parents may purchase insurance through a private company approved by the Board of School Trustees. Information about the coverage benefits will be given to all students when school begins. All students participating in any high school athletic program are required to purchase the appropriate student insurance. Details are provided through the school at the opening of each season for each sport.

II. STUDENT SUPPORT SERVICES

The Central Student Support Services includes the counselors, school social worker, and school nurse.

Student Assignment to Counselors

Students are assigned alphabetically by their last names to counselors. A student will remain with the same counselor while enrolled at Central. Counselors and the social worker may be seen before or after school, during lunch or by appointment during the school day. Appointments may be made with Mrs. Bradshaw.

Any counselor will see any student at the student's request regardless of the student's assigned counselor. However, the assigned counselor should handle matters concerning class scheduling and academic advising.

Academic Concerns: If you have questions or concerns regarding your classes, schedule, or placement, you should contact your counselor. It is important to remember that classes will not be changed only to accommodate teacher or period preference.

Personal Concerns: The Central Student Support Services Department can help you in many ways. Students with personal, peer, or family concerns are encouraged to speak with their counselors or Ms. Kapacinskas. Every effort will be made to see you as promptly as possible.

Medical Concerns: If you have a medical question, need to take medication, or feel sick you need to see the school nurse.

GRADUATION REQUIREMENTS

Diplomas

Central High School offers three diplomas as sanctioned by the Indiana Department of Education. Students earn one credit for each successfully completed trimester of class work (except for physical education). The following are the requirements for the general high school diploma, the Indiana Academic Honors Diploma and the Core 40 with Technical Honors. To be eligible for the honors diploma, a student must complete a minimum of 47 credits in designated classes. The student must achieve a final GPA of 3.0 or above. Only courses in which the student earns a C or above will apply toward the diploma.

General Diploma

English.....	8
Math	4
Science.....	4
Social Studies	4
Health	1
Physical Education.....	2
Career Academic Sequence.....	6
Flex Credit.....	5
Electives	6
TOTAL.....	40

Honors Diploma

English.....	8
Math	6-8
Foreign Language.....	6-8
Science.....	6
Fine Arts.....	2
Social Studies	6
Health	1
Physical Education.....	2
Electives	8
Other Electives.....	0
TOTAL.....	47

Core 40 Technical Honors

.....	8
.....	6
.....	6
.....	6
.....	1
.....	2
Directed Electives.....	5
.....	13
TOTAL.....	47

The Core 40 Honors diplomas have course work that needs to be dual credit college or AP and GPA of 3.0 needs to be maintained.

Indiana Core 40

Indiana Core 40 requirements must be met for admission to Indiana's state four-year colleges and universities. The same courses are strongly recommended for students going to a two-year public college, technical school or entering the workforce. Electives may be selected from additional English, math, science, or social studies core classes or may include foreign language, art, music, drama, computer applications and career related technical courses.

Core 40 Requirements

English.....	8	Health/PE.....	3
Social Studies	6	Directed Elective.....	5
Mathematics.....	6	Elective Credit	6
Science.....	6	<i>Total minimum credits.....</i>	<i>40</i>

Special Education

Parents suspecting that their child may have a disability which would qualify him/her for special education services under the Individuals with Disabilities Education Act (IDEA) or Indiana's Article Seven should contact the building principal regarding their concern. If special education is to be considered, parents must provide written consent for individual evaluation. Decisions regarding identification of a student as a child with a disability and eligibility for special education services are made by a case conference committee, which includes the parents.

504 Plan

A student who does not qualify as a student with a disability under IDEA/Article Seven may be eligible for services under Section 504 of the Vocational Rehabilitation Act of 1973 if he/she has a disability which substantially limits one or more major life activities. Parents suspecting that their child may have a disability which would qualify him/her for services under Section 504 should contact the building principal or the coordinator of Section 504 services regarding their concern. Elkhart Community Schools does not discriminate in admission or access to its programs and activities on the basis of disability.

GRADE AND CLASS INFORMATION

Course Selection

During the second semester, students will meet individually with their counselors to select classes for the following year. This is an extremely important activity since the courses selected can have a direct bearing on future career and educational plans. To prepare for selecting courses, students are given a **Course Description Guide (or update for upperclassmen)** and will attend a presentation by the counselors to review the scheduling process and course. It is very important for students to discuss course selections with their parents / guardians.

Drop and Add Procedures

After your schedule has been selected for the next year, you may change courses during the spring semester or during the week **before** school starts. **Courses may not be changed after school begins.**

Course Retake Procedure/Grades Received

Any class that a student retakes may replace the former class and grade received if the grade is higher than the grade that presently appears on the transcript. For example, if a student received a "D" in Biology 1A, retakes the course and then receives a "C", the "C" will replace the "D" in G.P.A. calculation to denote that the class was retaken and the current grade indicates improved achievement.

Homework

Students should expect to receive homework from their teachers. Success in learning depends, in part, upon the successful completion of homework. It affords students the opportunity to learn independent study habits as well as reinforce information or skills studied in class. Consequently, it benefits students to make a sincere effort to complete their homework themselves. Additionally, homework success is ensured if students make sure that proper materials and books are taken home and that they know their assignments. Each student will be given a daily planner at the beginning of the school year.

Monitoring Student Progress

Central High School's Student Support Services Department will be happy to help parents/guardians monitor their student's daily progress. Please contact your student's counselor at 295-4704 to make arrangements. Also, your student's progress can be monitored from home via the Internet. The web site is <https://ps.elkhart.k12.in.us/public/>. You will need your student's I.D. number and pin number to access.

Grade Reports

Student progress reports will be sent home during the third, sixth, ninth, twelfth, and fifteenth week of the semester. Final grades for each semester will be sent home following the eighteenth week of each period.

Only the final eighteenth-week semester grade becomes part of the permanent record. The grades used include:

A = Excellent	B = Good	C = Average	D = Low
F = Failing	N = No Grade	I = Incomplete	

In addition to the grade, teachers may include comments about the student's academic performance, attitude, classroom behavior, etc. The following dates mark the end of each semester.

1st - December 22

2nd - May 31

Parents and guardians are expected to contact the teacher for further information concerning a specific class. Counselors will also arrange appointments between parents and one or several teachers at the parent's request. In addition, parents may request from their student's counselor a performance / grade report at any time during the grading period.

Final Exams

Final exams are given the last week of each semester in most courses unless excused by the principal. They test the students' knowledge of subject matter or skills that were taught during the semester course. Generally, teachers will spend some time prior to the final exam for review and will not schedule chapter, unit or other major tests during final examination week. A separate final exam grade will appear on the report card. The final exam will count 20% of the semester grade.

Class Rank and Marking System

Class rank is determined each semester and is based on the student's performance in all full credit classes, grades 9-12. Courses are NOT WEIGHTED. The following marking system is used to determine class rank:

A+	4.00	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67

Every teacher will use the following grading scale when determining every student's grades.

100%	A+	88-89	B+	78-79	C+	68-69	D+
93-99	A	83-87	B	73-77	C	63-67	D
90-92	A-	80-82	B-	70-72	C	60-62	D-

Honor Roll

Student's achieving a grade point average of 3.5 or better and no grade below a C- are eligible for the Principal's Honor Roll. To qualify for the Regular Honor Roll, students must have a GPA of 3.0 or better.

Parent-Teacher Conferences

Parent-teacher conferences provide parents with a personal update on the performance of their children. Twice a year, at the end of the first five weeks of each semester, parents are invited to come to school to pick up their children's progress reports. If parents wish to talk to any or all teachers, they have the opportunity to speak briefly or to make an appointment for a more lengthy discussion. Parent conferences will be held **September 22** and **February 2**.

Parent-teacher conference sessions take place in teacher classrooms. The report cards are available from the secretaries in the main hallway inside the entrance doors. Various

departmental displays of student work are set up in the Student Center for parents to view while waiting to talk to teachers. Refreshments and videotapes of school activities are also provided.

Parents are encouraged to attend these conferences sessions. Frequently, various kinds of misunderstandings can be clarified. For example, when parents and teachers talk together, attendance irregularities, course or project requirements, and teacher and parent expectations are discussed.

If parents do not pick up the report cards, they are available the following day in the counseling office for students to obtain before or after school and at noon.

Withdrawal from School

Students who are 18 years old who desire to withdraw from school must indicate such in writing and must receive written parental consent and participate with their parent(s)/guardian(s) in an exit interview with the school principal. If the parent disagrees with the student's desire to withdraw the student will not be withdrawn. 16 and 17 year olds are no longer able to legally withdraw from school.

ALTERNATIVE PROGRAMS

Career Center

As part of Central High School's curriculum, the Elkhart Area Career Center offers students the opportunity to learn vocational skills in twenty-seven content areas, which prepare students for careers in the service, media/graphics, trade/industry, and business/secretarial fields. The Career Center staff also works closely with students to help them determine future career plans. Career Center courses are usually available for juniors and seniors. For more information, students should see their counselors.

Summer School

Any high school student in grades 9-12, incoming 9th graders, plus students from neighboring school corporations, or from Elkhart parochial schools may attend the Elkhart Community Schools' summer school sessions. Students from other school systems who attend an Elkhart summer session for credit should obtain a letter from their school principals stating that the schools will grant credit to their students. Out-of-state students may attend if they pay tuition in addition to the regular fee. Postgraduates may not attend, although exceptions will be made depending upon the circumstances.

Summer school offers the student many opportunities for getting ahead in the next school year. Among these advantages are remedial or additional courses for credit, summer camps or noncredit courses, and off-campus experiences. Because summer school offerings vary according to student demand, it's a good idea to enroll and indicate your preference early in the spring before regular school dismisses. Any course in any academic credit area (science, math, language arts, business, and social studies) could be offered if enough people sign up for it. In addition, noncredit courses are available. For example, driver's training; athletic camps, computer camp, and music camp are a few noncredit options. The off-campus experiences, which can be taken for credit, include science trips to Colorado and social studies trips to Washington, D.C.

CCC (Central Child Care)

Central Child Care is an alternative program for teenage parents or expectant parents, both male and female. The student attends his/her home high school for the core curriculum courses and takes classes at CCC for credit in prenatal child development, parenting, etc. A daycare component for children up to age 2 is also part of the program. Transportation is provided.

Homebound Instruction Requests

Elkhart Community Schools provide Homebound Instruction to those students who are unable to attend classes for at least four weeks - due to physical injury, medical situation, or a severe emotional problem. The instruction is designed to provide maintenance in the basic academic courses so that when the student returns to school he/she will not be at a significant disadvantage because of the illness or hospitalization. At the secondary level, the student should be able to complete the courses and earn the units of credits.

To qualify for the program, the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and an estimate of the time the student will be out of school. This statement must be sent to the Pupil Services Department of the Elkhart Community Schools. (Re-evaluation will be necessary in one month.) Contact the Counseling Department or Pupil Services for the required form.

STUDENT RECORDS

Education Records Policy Summary

The Family Educational Rights and Privacy Act of 1974 as amended provide certain safeguards to the privacy of parents and students. During a student's school career, the school system collects and records data concerning each student.

Preserving the rights of privacy of the student and parents, while providing access to the data for the student and parents is essential.

Cumulative Records

A cumulative record is begun for each student the day he/she enters school in Elkhart. This record is continually updated until the student graduates and is the student's only permanent record. All other records will be destroyed not more than five years after a pupil leaves school. Scholastic achievement, health information, attendance, and activities are typical of the types of information included. Records may be viewed in accordance with the Federal Rights and Privacy Act. Graduates or students may have copies of their transcripts or education records. There is a charge for these copies except for the first two transcripts requested while in high school.

Directory Information

Public directory information includes the following: students' names, addresses, telephone numbers, dates and places of birth, major fields of study, activities, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and last school attended.

In compliance with Section 9528 of the No Child Left Behind Act of 2001, Elkhart Central High School provides to military recruiters and institutions of higher education, upon request, access to students' names, addresses, and telephone listings. A secondary student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent. Forms to request information be withheld are available in the guidance office.

Health Records

A record of immunizations and a legal birth certificate are required of all students. Failure to provide a record of immunizations and / or birth certificate within twenty (20) days of enrollment will result in suspension and / or exclusion from school. All students must have documentation of immunizations against whooping cough, diphtheria, tetanus, polio, rubella, and measles. Only when a doctor certifies that a required immunization may be detrimental to the child's health, or when the parent indicates in writing a religious objection to such immunization, will the requirement be waived.

If a parent is unable to secure immunizations, the local health department will provide the immunizations. For this service, the parent needs to contact the school nurse.

Access to Records

The parent, guardian, or pupil if age 18 or older, has the right to examine the pupil's record and to have it explained. An appointment must be made to see the pupil's record. Also, the administrators, secretaries, counselors, and teachers who have responsibility for supervising, instructing, or helping a student shall have access to that student's permanent and personal records. Any record, which is the property of the individual teacher, administrator, or counselor, is an unofficial record and is open to anyone only as that individual permits.

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

Errors in Record

If a parent, guardian, or pupil age 18 or older has reason to believe that some portion of the record is in error or violates the pupil's rights in any way, he or she should discuss the matter with the principal of the school in which the record resides. If the matter is not resolved, a request for modification or deletion may be made in writing. Forms for such a request will be provided. A ruling will be made and returned in writing with instruction on how to further appeal for correction, if desired.

Release of Student Records

If a parent or guardian or pupil, if age 18 or older, does not wish directory information to be released, he or she shall deliver to the principal of the school having such a record a written statement of his or her desire, and such information will be restricted.

A student's official record will be transferred from one school to another within the Elkhart Community Schools. The parent, guardian, and/or student may review the record transferred at that time or at any time. A student's record will be transferred to a school outside the Elkhart Community Schools, to a college, a prospective employer, or anyone only upon the written request of the parent, guardian, or pupil, if age 18 or older. That written request needs to specify which records are to be sent and whether the requesting party desires to review the record before it is sent.

If a student's record is subpoenaed by a court, the parent, guardian, or pupil, if age 18 or older, will be informed of the subpoena before the record is provided.

Transcripts

Transcripts needed for transfer, military use, scholarship consideration, college applications, or prospective employer information may be requested from the office. A student may request two copies of his/her transcript at no charge. A senior who is accepted at one or more colleges should request a supplementary transcript of final grades to be sent where he/she plans to enroll. Other colleges that have accepted a student should be notified of his/her final decision. There is a \$3.00 fee for transcript requests made more than six months after date of graduation.

Weighted Transcripts

A dual transcript may not be used for local scholarships. Dual transcripts are intended to assist Elkhart students in competition for college admissions or academic scholarships outside the Elkhart community. The dual transcript uses a weighed grade factor of 1.25 for all Honors and AP classes, and calculates class rank and GPA using this weighted grade factor. For some students, the dual transcript offers no advantage.

CAREER AND POST GRADUATE EDUCATIONAL PLANNING

Individual Planning

Students are encouraged to meet with their counselors regularly to discuss future career and educational plans. Discussion of topics such as specific Career options, necessary course work, and required training are all part of determining which career will be best for each student. Students may make an appointment by contacting their counselors or the guidance secretary.

College/Vocational School Planning

Throughout the four years at Central, the counselors will speak with students individually or in groups about the procedures for preparing for post-high school education, such as selecting, applying, and being admitted to schools. Students and their families are encouraged to begin thinking about future educational plans in 9th grade so that they are well prepared.

Each year over 40 college representatives visit Central to speak to students. The dates of the visits will be posted and announced. Students may sign up to attend the sessions in the Student Support Services Office.

College and Career Resource Room

The C.C.R.R. is located in the Media Center. It contains a wide variety of materials concerning vocational schools and junior and four year colleges. In addition to school catalogues and college reference books, there are videos of many schools, files of occupational information, and the C.H.O.I.C.E.S. This is a computer System, which can assist students in locating abundant information concerning specific careers or institutions. The C.H.O.I.C.E.S. System also helps students look at their own skills, interests, and work values to help them learn more about the type of career that might be of interest.

College Entrance Testing

For students planning to continue their education after high school, the Student Support Services Department has registration materials for three specific tests:

PSAT - This test is taken in the 11th grade and is used to select students for the National Merit Scholarships Competition and to help them prepare for the SAT. Announcements will be made concerning sign-up for the fall testing date and the fee which will be charged. 10th grade students may also take the PSAT as space permits.

SAT - The SAT is required by most colleges for admission. Memorial High School will be the Elkhart test site. Registration for the November testing date can be obtained by seeing your counselor or the guidance secretary. There is also a test in May.

ACT - Information and registration materials for the ACT College Admissions Test are also available in the Counseling Office. The ACT is given at Central in February.

Dollars for Scholars

Elkhart Central Dollars for Scholars is a volunteer non-profit organization; comprised entirely of local citizens dedicated to help raise money to assist Elkhart Central graduates continue their education. Any graduating senior at Elkhart Central may apply for a scholarship. This scholarship may be used to attend any accredited college, junior college, university, trade/technical school or vocational school. Many institutions offer matching grants for Dollars for Scholars award recipients. A list of participating schools is available through the Elkhart Central Guidance Department. A local awards committee, using guidelines provided by the Citizens Scholarship Foundation of America and specific requirements of designated scholarships, will determine the scholarship recipients. The goal is to extend benefits to the greatest number of students possible.

Scholarships

Students who are interested in applying for scholarships should contact the Student Support Services Department.

SOCIAL WORKERS AND NURSE

Social Worker

The Central social worker is a non-authoritative helper who talks with students on an individual basis about problems they might be having in their families or in their relationships or concerning any emotional issues that require a confidential safe setting. The social worker is trained in therapy/counseling, assessment, and diagnosis. She can also be a reliable resource person for community agency involvement for students, families, and staff.

School Nurse

A registered nurse is on duty on a regularly scheduled basis each day. To see the nurse during class period, a student must obtain a pass from the classroom teacher; however, the nurse's office is closed for an hour after the last lunch period. If the nurse is not in the student should report to Student Reception. Administration of medication prescribed by a licensed physician must be arranged with the school by filling out the required form. In case of illness, students will not be sent home unless the nurse is able to notify a parent or guardian.

III. MEDIA CENTER AND COMPUTER LAB

The Media Center

The Media Center is available to students for individual study, to research class-related topics, and to pursue personal interests. Materials in the Media Center include various popular magazines, fiction, non-fiction, and reference books. The Media Center also furnishes access to eLibrary (an all-encompassing database for magazine/newspaper articles, pictures, maps, and more), SIRS (Social Issues Resource), Inspire (a collection of databases and Internet links provided by the state of Indiana), and a variety of other informational databases.

Books may be checked out for two weeks and magazines for three days. Reference materials such as encyclopedias, atlases, dictionaries and a wide variety of specialized reference books must be used in the Media Center and cannot be checked out. The Media Center also provides a service by which students can view video resources used in class. Central also participates in an inter-library loan program, which makes materials available from other media centers throughout the state.

Students must present their I.D.'s when checking out materials. Privileges may be suspended if students have obligations to the media center for lost materials. If payment is not made privileges can be revoked.

Extended hours on Thursday evenings provide additional time for students to use the Media Center.

M-F 7:00AM – 4:00PM

Internet Use

The Media Center provides a wealth of knowledge through on-line computer services. Any student wishing to use the Internet must have a signed parent permission slip on file. Students will be informed of the terms and conditions of Internet use. Any students violating the terms of the agreement will face disciplinary action. Tampering with the equipment will not be tolerated.

The Interdepartmental Computer Lab

The Interdepartmental Computer Lab in C206 is available for individual students or entire classes. There is software for word processing, creating spreadsheets, designing audio/visual presentations, and accessing the Internet. The lab is open before and after school. Students may also use the lab during class time, lunch, or Tuesday's activity period with a pass from a teacher.

Before using the lab, read the rules that are posted at each workstation. Not following these rules will result in loss of lab privileges. You must have your Internet/network agreement on file and your ID punched in the Media Center to use the lab. No disks (diskettes or CDs) may be brought into the lab from home or from another class. You will save your work in your own network folder.

GUIDELINES FOR EXTRA-CURRICULAR ACTIVITIES

A. Purpose and Philosophy

1. Purpose

- a. to develop a wholesome and healthful lifestyle
- b. to foster self-discipline
- c. to communicate and publish guidelines in a clear and concise manner to students, parents and staff.
- d. to provide consistency in the enforcement of the guidelines for all participants.

2. Philosophy

Participation in extra-curricular activities offers the student the opportunity and the means to develop self-discipline, accept responsibility, and make decisions to prepare for the adult world. The staff of Elkhart Central High School believes that learning is a never-ending process and that participation in extra-curricular activities will assist in developing a positive set of values on behalf of the student.

B. Responsibilities

Participation in extra-curricular activities is a privilege provided to all of our students if they are willing to assume the following responsibilities:

1. Exhibit acceptable standards of social behavior
2. Be respectful of others involved in the activity
3. Use language that reflects well on self, family, and school
4. Be a positive leader by example, words and/or actions

C. Behavior and Academic Eligibility

In order to be eligible to participate in extra-curricular activities at Central High School, the student must be in good standing with the school and have earned passing grades in five (5) or more full credit subjects during the first six weeks of each term and end of the semester and be currently enrolled in six (6) full credit subjects.

D. General Rules

1. It is understood that the participating student will comply with all local and state laws and with all rules and regulations listed in the Elkhart Community School's *Guidelines for Good School Conduct*, the state's Division of Student Activities Guidelines, and any rules and regulations specific to the extra-curricular activity(s) they are involved in.
2. A participant shall not possess or use tobacco products.

3. A participant shall not consume or be in the possession of alcoholic beverages (except religious services and then only when school-related activities are not scheduled later that day.)
4. A participant shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, marijuana, or substance represented as controlled substance, or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician or use as directed of an over-the-counter medication shall not constitute a violation of this rule.)
5. A participant shall not be in attendance at a place where he/she knows that illegal consumption or possession of alcohol is occurring and/or use or transmission of the substances listed in Section D-4.
6. Participants who are involved in extra-curricular activities must attend at least one half-day of school in order to be eligible to participate in any extra-curricular functions for that day.

E. Procedure and Consequences for Alleged Violations

Any alleged violation of the above general rules shall be reported first to the principal, his designee, or the Administrative Assistant in Charge of Student Programs. An investigation will then be initiated and completed within five (5) school days by one of the above and/or by the sponsor or director of the activity.

1. When an arrest is made or becomes known, the student may be suspended from all participation following the investigation procedure mentioned above.
2. Any student participant convicted of a felony shall not participate in the organization's extra-curricular programs for one full year (12 months). Conviction of a misdemeanor (other than a controlled substance offense) shall be subject to discipline by the organization sponsor or director.
3. On the first violation of Section D-2, 3, 4, or 5, the student will be suspended from work sessions, rehearsals, performances, and other organization activities that occur beyond the regular school day for six weeks. If a scheduled performance occurs within this six-week period of time, the student is ineligible to participate.
4. When a second offense occurs under Section D-2, 3, 4, or 5, the participant will be suspended from all rehearsals, work sessions and performances for one full year (12 months).
5. Consequences for a participant in violation of other rules and regulations as outlined in D-1 will be decided by the respective sponsor or director.
6. The participant will qualify for awards that have been earned at those times other than when the participant was under suspension subject to the approval of the sponsor or director and the Administrative Assistant of Student Activities.

F. Appeal Procedure

Any suspended participant may appeal a decision of suspension. Appeals will be reviewed by the principal or his designee. Parent(s) of the student or students must notify the principal in writing of the desire to appeal within five (5) school days of the school's decision to suspend the student from participation. The principal shall endeavor to issue a decision within five (5) school days of having heard the appeal.

IV. ATHLETICS

Interscholastic Athletic Eligibility

To be eligible for any type of sports team at Elkhart Central High School, a student must fulfill the following requirements:

1. Pass a physical examination given by a physician.
2. Have written consent of a parent or guardian.
3. Be passing in four solid subjects.
4. Be free from membership in any non-high school sports club.
5. Have not reached your 19th birthday before August 15.
6. Be an amateur in all sports in which the student is participating.
7. Pay a required \$30.00 insurance fee for each participant per season.
8. Display conduct and character that will not discredit the high school or the IHSAA in or out of school during the school year or during the summer.

<u>Fall Season</u>	<u>First Practice</u>	<u>Coach</u>
Football	8/1/11	Levon Johnson
Volleyball	8/1/11	Yolanda Stahl
Boys X-Country	8/1/11	Barry Hines
Girls X-Country	8/1/11	Bekka Shindle
Boys Soccer	8/1/11	Robert Alvarado
Girls Soccer	8/1/11	Sarah Pennington & Andrew Krabill
Girls Golf	7/29/11	Scott Sekal
Boys Tennis	8/2/11	David Whittaker
Cheerleading	8/2/11	Haley Warstler
<u>Winter Season</u>	<u>First Practice</u>	<u>Coach</u>
Girls Basketball	10/24/11	Carolyn Biondi
Girls Swimming	10/24/11	Kyle Hembree
Wrestling	10/31/11	Chuck Bower
Boys Swimming	11/7/11	Ryan Bounds
Boys Basketball	11/7/11	Matt Windy
Cheerleading	11/7/11	Haley Warstler
Gymnastics	11/21/11	Kathy Krauter
<u>Spring Season</u>	<u>First Practice</u>	<u>Coach</u>
Boys Track	2/13/12	TBD

Girls Track	2/13/12	Crystal Davis
Baseball	3/13/12	Steve Stutsman
Softball	3/6/12	Todd King
Girls Tennis	3/13/12	David Whittaker
Boys Golf	3/13/12	Scott Sekal

GUIDELINES FOR SECONDARY SCHOOL ATHLETICS

A. Purpose and Philosophy

1. Purpose

- to encourage students involved in athletic activities to develop a wholesome and healthful life-style
- to foster self-discipline
- to communicate rules and regulations in a clear, concise manner
- to publish and distribute the rules and regulations so they are readily available to students, parents, and staff
- to provide coaches with unifying guidelines so that enforcement of the rules is done fairly and equally throughout the school community

2. Philosophy

Interscholastic athletics are an integral part of the school's program offering student's means to help develop self-discipline, accept responsibility, and make decisions to prepare for the adult world. Athletes can also develop social consciences as well as intellectual faculties. We believe that learning is a never-ending process and that athletic participation helps to develop a positive set of values to guide young people through life.

Athletics are wholesome activities because participants are judged by their ability to perform singly or in concert as they strive toward athletic excellence.

3. Responsibilities

It is a privilege to participate in and be associated with athletics. This privilege is extended to all students, provided they are willing to assume certain responsibilities. A student must be willing to make necessary sacrifices to be a credit to himself/herself. This can be done by:

- Achieving academically by first being a good student.
- Exhibiting high standards of social behavior.
- Displaying sportsmanship.
- Respecting other athletes, officials, spectators, and those in authority.
- Maintaining a good appearance including cleanliness and good grooming.
- Being cooperative.
- Using language that reflects well on family, school, and self
- Being a positive leader by example, words, and actions.
- Complying with the rules to be in good standing at the completion of the sport season.

4. Eligibility

- All students, as outlined by IHSAA, must have a completed school-approved physical examination form on file before practicing and must be in good standing with the school.
- Students must have earned passing grades in five (5) or more full-credit subjects during the previous grading period and semester and be currently enrolled in five (5) or more full-credit subjects. Physical education will count as one of the five (based on a 7 period day).

5. General Rules

The principal shall enforce all rules and regulations as described in ***Guidelines for Good School Order*** and ***Rules for student Conduct***. The rules stated herein are in addition to the aforementioned rules. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. These are on file, are posted in the Athletic Office, and their meaning will be interpreted by coaches to participants.

Because the use of alcohol, tobacco, and other non-prescription drugs is regarded as detrimental to good health, all participants are expected to establish habits, which will extend throughout the year (12 months) that are compatible with good conduct and serve as a good example for others to follow.

The following general rules for participants have been established:

- A participant shall not violate local and state laws, IHSAA regulations, and the Elkhart Community Schools' ***Guidelines for Good School Order, School Rules for Student Conduct***, and the ***Guidelines for Secondary School Athletics***.
- Each high school participant must carry athletic insurance in each sport.
- A participant must attend at least one-half day of school on the day in which he/she participates in competition, performance, or practice unless excused by the principal or designee.
- A participant shall not possess or use tobacco products.
- A participant shall not consume or be in possession of alcoholic beverages (except at religious services and then only when no school-related activity follows later that day).
- A participant shall not knowingly misuse or distribute any prescription drug or knowingly possess, use, distribute, or be under the influence of any controlled substance, including, but not limited to, any anabolic steroid, hallucinogenic, narcotic, depressant, stimulant, and any pure or adulterated form of marijuana, opium, or cocaine. Nor shall any participant possess, use, or distribute paraphernalia for use of such substances. Use of a substance as prescribed by a licensed practitioner shall not constitute a violation of this rule.
- A participant shall not be in attendance at a place where he/she knows that alcohol is being illegally consumed or possessed or where a controlled substance (see D-6) is being illegally possessed, used, misused, or distributed.

E. Procedure for Alleged Violation

Any alleged violation of the above general rules shall be reported first to the principal, designee, or athletic director, and then is to be followed by an investigation by the current

head coach, athletic director, and principal. If the student is found to be in violation of the rules, the following disciplines will result:

1. When information regarding an alleged violation of criminal law comes to the attention of the school, or following an arrest of any student participant, an investigation will be made by the coach, athletic director and/or principal. A student will be excluded from participation pending the school's investigation. Discipline will be determined by the result of the school's investigation.
2. Any student participant who is convicted of a felony or is adjudicated for an equivalent offense shall be excluded from participation for one full year (12 months). Conviction/adjudication of a misdemeanor (other than a drug substance offense) or admission to any criminal act shall be subject to discipline by the coach' athletic director, and/or principal.
3. A participant in violation of other rules and regulations will be governed by decisions of their respective coach, athletic director, and/or principal.
4. Other than situations covered in E-2, on the first offense in violation of D-4,5,6, or 7, the student will be excluded from contest participation for a minimum of 1/3 of the contests (including one IHSAA tournament contest) for the present or next sport. If an exclusion period includes a fraction of an athletic contest and that fraction is .5 or higher, the athlete will not be allowed to participate in any part of that contest. If the violation occurs in the last 1/3 of the sport season, the athlete will not be considered in good standing and therefore will forfeit all awards for the sport season. When the violation occurs other than during the last 1/3 of the season, and if the athlete qualifies for any awards, the awards may be given subject to the approval of the head coach and the athletic director. The athlete will be removed from practice for the first week of the exclusion period. Following the first week, practice for the athlete will be at the discretion of the head coach. When it is determined that the student has been truthful about the violation from the beginning of the investigation, the one-week practice exclusion will be waived, and the penalty for exclusion from participation will be reduced by fifty percent. A review of relevant factors, including an addictions assessment, may be held by the coach, athletic director, parent(s), and principal. Following the meeting, a decision regarding return to participation will be made by school personnel.
5. Students using, misusing, and/or abusing drugs are encouraged to participate in an addictions assessment program and any follow-up therapy recommended. Voluntary participation in addiction assessment/drug treatment, not in connection with any known violation of these guidelines, will not be cause for exclusion from participation.
6. When there have been two or more offenses at the middle school or at the high school, in violation of Section D-4, 5, 6, or 7, the athlete will be excluded from all participation for one full year (12 months).

F. Appeal Procedure

Any excluded participant can appeal a decision of exclusion. Appeals will be reviewed by the superintendent or designee. Parent(s) of the student or the student must notify the superintendent in writing of the desire for a conference within five (5) school days of the decision to exclude.

Statement of Non-Discrimination

Elkhart Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Title IX of the Education Amendments of 1972

It is the policy of the Elkhart Community Schools not to discriminate on the basis of sex in educational programs or activities which it operates, and the Elkhart Community Schools is required by Title IX not to discriminate in such a manner. The Director of Employee and Student Relations has been designated as the official responsible for Title IX compliance. Inquiries concerning the application of said Title IX and the implementing of regulations may be made by contacting the Director of Employee and Student Relations, whose office address is Elkhart Community Schools, 2720 California Road, Elkhart, Indiana, 46514, and whose telephone number is 262-5517.

Equal Opportunity and Diversity

Elkhart Community Schools is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, handicap, or age. Inquiries regarding handicapped students (related to Section 504 and ADA) may be made by contacting the Assistant Director/Student Services, whose office address is Elkhart Community Schools, 2720 California Road, Elkhart, Indiana, 46514, and whose telephone number is 262-5542. The best-qualified persons who are available at the salary levels established for school employment are employed. Academic and athletic programs are available to all students without discrimination. Diversity in Employment Policy has been adopted by the School Board which is designed to achieve the goal of equal employment opportunity for all individuals. Inquiries regarding equal opportunity or diversity may be directed to the Equal Opportunity Officer by calling 262-5510.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

Title IX—Sex

Director of Employee and Student Relations
2720 California Rd.
Elkhart, IN 46514
(574) 262-5517

Title VI—Race, Color, National Origin and Limited English Proficiency

Director of Personnel
2720 California Rd.
Elkhart, IN 46514
(574) 262-5510

Title VII

Director of Employee and Student Relations
2720 California Rd.
Elkhart, IN 46514
(574) 262-5517
Or
Director of Personnel
2720 California Rd.
Elkhart, IN 46514
(574) 262-5510

Section 504 and Americans with Disabilities Act—Handicap/Disability

Assistant Director of Student Services/Director of Special Education

2720 California Rd.

Elkhart, IN 46514

(574) 262-5542

Complaint Procedure for: Title VI, Title IX, Section 504, and A.D.A.

Section 1. Definitions

- a "Board" means the Board of School Trustees of the Elkhart Community Schools.
- b "Corporation" means the Elkhart Community Schools
- c A "complaint" is an allegation of action or inaction by the Corporation in violation of Title VI, Title IX, Section 504, or Americans with Disabilities Act, or the implementing regulations.
- d "Days" means calendar days.
- e "Employee" means a person who is a full or part-time employee, not engaged as temporary or casual labor, and who is on the payroll of the Corporation.
- f The "responsible official" means the employee designated by the Corporation to coordinate its efforts to comply with and carry out its responsibilities under Title VI, Title IX, Section 504, and Americans with Disabilities Act, and the implementing regulations.
- g "Student" means a person enrolled in one of the schools operated by the Corporation.
- h "Superintendent" means the superintendent of schools or designee.

Section 2. Procedure

All complaints brought by students or employees shall be handled in the following manner:

Step One – Informal

- a. Students. Within fifteen (15) days of the time that the student knew, or reasonably should have known of the complaint, the student shall present a completed written complaint report form to the responsible official, who shall expeditiously appoint three (3) persons to meet and discuss the complaint with the student, and send a copy of the complaint to the building principal. Within five (5) days of the completion of such discussion, the student may submit the written complaint to the building principal. If the building principal desires a conference with the student, the student may request that one of the above three appointees be present for such discussion. Within ten (10) days after presentation of the complaint, the building principal shall respond in writing. This section shall not prohibit an informal oral discussion of a concern or problem between the student and the building principal.
- b. Employees. Within ten (10) days of the time that the employee knew, or reasonably should have known of the complaint, the employee shall present the complaint orally to the employee's immediate supervisor. Within ten (10) days after presentation of the complaint, the immediate supervisor shall orally answer the complaint.

Step Two – The Responsible Official

- a. Within five (5) days of the oral or written response, if the complaint is not resolved, it shall be stated in writing, signed by the student/employee and submitted to the responsible official on the form provided by the Administrative Regulation issued by the Superintendent.
- b. The complaint report shall 1) name the employee or student involved, 2) state the facts giving rise to the complaint, 3) identify the specific provisions of Title VI, Title IX, Section 504, or Americans with Disabilities Act, or the implementing regulations alleged to be violated, and 4) indicate the specific relief requested.
- c. Within five (5) days after receiving the written complaint, the responsible official shall make a determination in writing to the student/employee.

Step Three – The Board

- a. If the complaint is not resolved in step two, the student/employee may, within five (5) days of receipt of the responsible official's determination, appeal to the Board by filing the complaint and the responsible official's response, along with any written response of his/her own to the determination of the responsible official, with the office of the superintendent, which shall thereupon give notice of receipt.
- b. Within sixty (60) calendar days after receipt of the appeal of the responsible official's determination to the student/employee, the Board shall give its decision in writing to the student/employee. Such decision shall be final and binding.

Section 3. Failure to Observe Time Limits

In the event the student/employee fails to exhaust the remedies under the complaint procedure provided above, or to abide by the time limits with respect to each step, the complaint shall be presumed to be abandoned and the matter shall be settled in accordance with the Corporation's last response thereto. In the event the Corporation fails to give its response at any step within the time limits prescribed, the student/employee shall have the right to proceed immediately to the next step and must do so within the prescribed time limits. Any time limit may be extended by written mutual agreement of the student/employee and the responsible official.

Section 4. Effect of Settlement

Any settlement of a complaint shall be applicable to that complain only and shall not be binding authority for the disposition of any other complaint.

***** Alleged Discrimination/Mistreatment Complaint Report Form may be obtained in the Elkhart Central High School Office.**