

ELWOOD JR./SR. HIGH SCHOOL

STUDENT HANDBOOK



HOME OF THE PANTHERS

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SAT & ACT Reporting Codes - (CEEB) CODE #150930

OUR MISSION

Elwood Junior-Senior High School, through a partnership with the community, provides an environment that challenges students academically, promotes responsible citizenship, and inspires students to achieve their highest potential.

INTRODUCTION

The purpose of this handbook is to provide a core set of values, expectations, guidelines, and answers to questions for the typical student. Although this handbook does not cover every situation, the student who uses the contents herein, combined with good common sense and a desire to be successful academically as well as socially, will have a very enjoyable, positive experience while attending Elwood Junior-Senior High School. It is our hope that this handbook will prove to be quite helpful in understanding and appreciating the many activities and functions of our school.

Good luck in your classes and activities at Elwood Junior-Senior High School!

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DAILY CLASS SCHEDULE

2025-2026 ELWOOD JR/SR HIGH SCHOOL BELL SCHEDULES					
Period "BLUE (1,3,5,7) RED (2,4,6,8)"	High School Schedule	2-HR Delay	Period	Jr. High Schedule	2-HR Delay
Block 1 (1st/2nd)	8:15-9:35	10:15-11:05	1st	8:15-9:00	10:15-10:45
			Passing		
			2nd	9:05-9:50	10:50-11:20
Passing			Passing		
Block 2 (3rd/4th)	9:40-11:00	11:10-12:00	3rd	9:55-10:40	11:25-11:55
			Passing		
			4th	10:45-11:30	12:00-12:30
Passing			Passing		
Block 3 (5th/6th)	A lunch: 11:00-11:30 Class: 11:35-12:55 D lunch: 12:25-12:55 Class: 11:05-12:25	A lunch: 12:00-12:30 Class: 12:35-1:55 D lunch: 1:25-1:55 Class: 12:05-1:25	Study Hall/Success/ Lunch	B (7th) lunch: 11:30-12:00 Class: 12:05-12:25 C (8th) lunch: 11:55-12:25 Class: 11:35-11:55	B (7th) lunch: 12:30-1:00 Class: 1:05-1:25 C (8th) lunch: 12:55-1:25 Class: 12:35-12:55
			Passing		
			5th	12:30-1:15	1:30-2:00
Passing			Passing		
Block 4 (7th/8th)	1:00-2:20	2:00-2:50	6th	1:20-2:05	2:05-2:35
			Passing		
			7th	2:10-2:55	2:40-3:15
Passing			Passing		
Study Hall/ WBL/ Meetings	2:25-3:15	2:55-3:15	Success/ Remediation	3:00-3:15	No Success/Remediation

ELWOOD COMMUNITY SCHOOL CORPORATION

2025-2026

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	Sa
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	Sa
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

✓	School Day
✓	Beginning of Grade Period
✓	End of Grading Period
✓	Break/Vacation
✓	Holiday- Corporation Closed
✓	Staff Work Day- School Closed
✓	Parent-Teacher Conferences
✓	2hr Delay PD

Approved by Board of School Trustees April 17, 2025
Parent-Teacher Conference Days & 2hr Delays pending approval by IDOE

Date	Event
July 31 - Aug. 1	Teacher PD and Work Days (No Students)
August 4	Grade Period 1, Semester 1 Begins
August 20	2hr Delay PD
September 1	Labor Day (School Closed)
September 24	No School - Parent-Teacher Conferences (11:30am - 7:30pm)
October 2	End of Grade Period 1 (42 days)
October 3 - 10	Fall Break
October 13	Grade Period 2 Begins
November 26-28	Thanksgiving Break (School Closed)
December 19	End of Grade Period 2, Semester 1 (47 days)
Dec. 22 - Jan. 2	Winter Break
January 5	Teacher PD and Work Days (No Students)
January 6	Grade Period 3, Semester 2 Begins
January 19	MLK Day (School Closed or eLearning Make-up Day)
February 4	No School - Parent-Teacher Conferences (11:30am - 7:30pm)
February 16	Presidents' Day (School Closed or eLearning Make-up Day)
March 6	End of Grade Period 3 (41 days)
March 9	Grade Period 4 Begins
March 20 - March 30	Spring Break
April 15	2hr Delay PD
May 25	Memorial Day (School Closed)
May 21	End of Grade Period 4, Semester 2 (47 days)
May 22	Staff Work Day (No Students)
May 31	EHS Graduation @ 2:00pm

Make-up days required due to emergency school closings shall be made up on the next available flex day after the closing or weekday after May .

NOTICE OF NON-DISCRIMINATION

It is the policy of the Elwood Community School Corporation not to discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender, identity, disability, age, (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs, or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

GENERAL INFORMATION

ARRIVAL

Students may enter the building beginning at 7:45 AM to eat breakfast in the cafeteria. All students must remain downstairs until 8:05 AM unless they are given a pass from the office.

CAFETERIA/FOOD POLICY

The cafeteria provides breakfast, type A lunches and a la carte food items. Free and/or reduced lunch and breakfast are available to any student whose family qualifies according to published income guidelines. For sanitation and maintenance of high health standards, students must consume all breakfast items in the cafeteria. Students are neither permitted to be in the school parking lots nor leave school grounds during the lunch period without prior approval from the high school front office. Students with special diets are not permitted to leave school grounds for lunch, as any special foods must be brought by the student or delivered to the school by their guardian.

EMERGENCY PREPAREDNESS

At least once a month, school personnel will conduct a fire drill. Fire drills are initiated by an alarm system that gives a steady, loud buzzing sound. Directions for reaching the proper exit are found in each room.

Tornado/Severe weather drills are conducted twice each year and are announced by way of the public address system—stating “Please implement emergency weather procedures immediately” In a genuine tornado warning the words “This is not a drill” will follow the opening sentence. In this case, students should assume a safe position covering their heads with anything available.

Crisis/Man-made occurrence drills are conducted at least once each semester.

POSSESSION AND/OR USE OF MEDICATIONS

No student is allowed to keep medicine in his/her possession at school. Any medicine to be administered must be brought to the main office and accompanied by a parental permission form (available in the main office).

“Medication” includes all medicines prescribed by a physician and any non-prescription (over the counter) drugs, preparations and/or remedies.

All prescription medication, including injectables, pills, liquids, nicotine patches, blood glucose tests, etc. must be accompanied by a physician’s order and be in its original container with the pharmacy label. Medication shall be administered in accordance with the physician’s order.

Students who have a chronic disease or medical condition may, if necessary, request to possess and self-administer medication when necessary. (Examples: epi-pen, inhaler) Authorization for student possession of medication must be requested, in writing, by a parent/guardian each academic year and must include a physician’s order which states:

1. the child has a chronic disease or medical condition for which the medication is prescribed,
2. the nature of the disease or condition requires emergency administration of the medication, and
3. the student has been instructed in how and when to administer the medication.

SCHOOL BUS RULES & ROUTE SCHEDULES

See Transportation tab at elwood.k12.in.us

SCHOOL SERVICES

A nurse directs the EJSHS school health services. There is a nurse on call for the Intermediate/Junior-Senior High School and Career Center.

A school psychologist is available to counselors and staff to do individual psychological testing of students.

A speech and hearing therapist tests each student periodically for hearing deficiencies. The therapist also directs hearing and vision testing.

Information on local/area social services agencies and treatment centers is available from the guidance office.

VISITORS

Visits are permitted only when pre-arranged and at the discretion of the principal. Visitors must check in at the main office and receive a visitor's pass before traveling beyond the office area. The principal, or designee, may order any non-student to leave the school premises if the person is causing a disturbance, or conducting himself/herself in a manner which interferes with the normal and expected educational process.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

It is important that the work a student submits reflects their own thoughts and efforts. When a student uses someone else's words or ideas without proper acknowledgment it is considered a form of cheating known as plagiarism. Students are required to properly cite sources used in writing, as well as in all assignments. This also applies to the use of another student's paper. The use of another student's ideas or words on an examination or report constitutes plagiarism. Similarly, giving your ideas or words to another student to represent as their own also constitutes plagiarism. Both situations reflect academic dishonesty and will be handled within the consequences indicated in the discipline matrix, which will likely result in a score of zero for the assignment.

ACADEMIC RECOGNITION

Students who have achieved the following grades for the first and third grade periods and the end of each semester are recognized for their achievements through placement on the following honor rolls:

Superior Honor Roll- Students must earn "A"s in every course.

Honor Roll- Students must earn at least 4 "A"s and no grade lower than a "B" in any other courses.

Honorable Mention- Students must earn no grade lower than a "B" in any courses.

Valedictorian/Salutatorian Selection: The principal, in consultation with the superintendent of schools, shall select the valedictorian and salutatorian of each graduating class based on data provided by the guidance director.

The valedictorian is the student who has attended EJSHS his/her entire senior year and ranks first (or tied for first) in Total Quality Points at the end of eight (8) semesters. If Total Quality Points are equal, multiple valedictorians will be selected. The Salutatorian ranks second in Total Quality Points.

ADVANCED PLACEMENT (AP), DUAL CREDIT, AND HONORS COURSES

A student will earn additional Total Quality Points for credit in courses designated as "honors" or "dual credit" or earns credit in offered Advanced Placement classes and completes the AP test.

AP Entrance policy: 2.75 GPA overall (students with a lower GPA may submit an appeal to be considered for enrollment). The cost of AP exams will be covered by the school. However, if a student drops an AP course after

the exams have been purchased (November 1st and March 1st), the student will be responsible for reimbursing the school the cost of the AP exam (\$40 per exam).

AWARDS

Attendance: Plaques are awarded to the students who meet “perfect attendance” requirements and criteria.

Scholarships & Community Awards: Several organizations, foundations, sororities, and service clubs present awards and scholarships to deserving students. This occurs at the annual Awards Night program near the end of the academic year.

COURSE RETAKE POLICY

A student may retake a course ONE TIME if he/she earns a “D” or an “F” in one or both semesters of the class. Other requests to retake a course, must be approved by the guidance department and the principal. In the GPA and Total Quality Points (TQP) calculation, the lower of the two grades will be changed to “audit” (no credit earned), and the higher grade will be included in GPA and TQP calculations.

COURSE SELECTION

Please refer to the EJSHS Handbook of Educational Programs for all pathway and course description information.

GRADUATION

The path to graduation is not one-size-fits-all. Many pathways are available for students to earn a high school diploma.

Beginning with the class of 2023, all students must meet all of the following:

1. Credits - earn credits toward a diploma with designation:
 - a. Core 40 - minimum 40 credits
 - b. Core 40 with Academic and/or Technical Honors - minimum 47 credits
 - c. General (Core 40 opt out documentation required)
2. Learn and Demonstrate Employability Skills through:
 - a. a Project-based experience, or
 - b. a Service-based experience, or
 - c. a Work-based experience

Experience outcomes may be demonstrated in the form of videos, papers, resume, dual credit, certifications, portfolio, projects, slideshows, presentation, reflection of experience, letters of recommendation, letter of employment verification, co-curricular participation, extra-curricular participation, internship, etc.

3. Demonstrate Post-Secondary Ready Competencies - must meet at least ONE of these:
 - a. Honors diploma (technical or academic)
 - b. SAT - reading/writing - 480, math - 530
 - c. ACT - English - 18, reading - 22, math - 22, science - 22 (2 out of 4 with at least one being in English/reading and one in math/science)
 - d. ASVAB - minimum of 31 on AFQT
 - e. Industry Certification - from approved DWD list
 - f. Apprenticeship - federally recognized
 - g. CTE Concentrator - C average in at least 2 advanced HS courses in state-approved CTE pathway
 - h. AP/IB/Dual Credit - C average or higher in 3 courses
 - i. Locally Created Pathway

j. Waiver

Beginning with the Class of 2029, all students must meet all of the following:

Starting with students who enter 9th grade in the 2028–2029 school year, Indiana is implementing a new single diploma structure known as the **New Indiana Diploma**. This replaces the previous Core 40, Academic Honors, and Technical Honors diplomas. The new diploma offers more flexibility, career readiness, and personalized learning paths.

1. Core Course Requirements (Total: 42 Credits)

All students must earn a minimum of 42 credits, including:

- **English Language Arts – 8 credits**
 - English 9 (2 credits)
 - Communications course (1 credit)
 - Additional English courses (5 credits)
- **Mathematics – 7 credits**
 - Algebra I (2 credits)
 - Personal Finance (1 credit)
 - Additional math coursework (4 credits)
- **Science and STEM – 7 credits**
 - Biology (2 credits)
 - Computer Science (1 credit)
 - Additional general science (2 credits)
 - STEM-focused courses (2 credits)
- **Social Studies – 5 credits**
 - U.S. History (2 credits)
 - U.S. Government (1 credit)
 - World Perspectives (2 credits), which may include World Language or globally focused social studies
- **Physical Education and Health – 2 credits**
 - Physical Education (1 credit)
 - Health and Wellness (1 credit)
- **College and Career Navigation – 1 credit**
- **Personalized Pathway Electives – 12 credits**
 - These may include Career and Technical Education (CTE), Fine Arts, World Languages, or other locally developed courses aligned to a student’s goals.

2. Graduation Pathways Requirements

If a student does **not** earn a Readiness Seal (explained below), they must complete the following Graduation Pathway components:

- **Employability Skills**
Students must demonstrate skills such as collaboration, problem-solving, and work ethic through experiences like service learning, project-based learning, or internships.
- **Postsecondary-Ready Competency**
Students must meet at least one of the following:
 - SAT or ACT benchmark scores
 - Completion of a CTE pathway
 - Earning a recognized industry credential
 - Dual credit or AP coursework
 - ASVAB qualifying score
 - State-identified alternatives

Note: Earning any Readiness Seal exempts a student from these additional Graduation Pathway requirements.

3. Indiana Readiness Seals

Students may earn one or more **Readiness Seals**. These seals are two-tiered: **Honors** and **Honors Plus**. They allow students to showcase preparedness for their post-high school goals.

a) Enrollment Seals (College-Readiness Focus)

- **Enrollment Honors**
 - Completion of core academic requirements
 - At least four credits of World Language
 - College-ready performance on assessments or coursework
- **Enrollment Honors Plus**
 - Meets all Honors requirements
 - Earns an advanced academic credential (e.g., associate degree, AP/IB award)
 - Completes a minimum of 75 hours of work-based learning (WBL)

b) Employment Seals (Career-Readiness Focus)

- **Employment Honors**
 - Completion of an industry-recognized CTE pathway or credential
 - At least 150 hours of work-based learning
 - Demonstrated employability skills
- **Employment Honors Plus**
 - Meets all Honors requirements
 - Earns an advanced industry credential
 - Completes a total of at least 650 hours of work-based learning

c) Enlistment and Service Seals (Military or Public Service Focus)

- **Enlistment Honors**
 - ASVAB score of at least 31
 - Completion of JROTC or a public service-focused course
 - Mentorship from a military or public service professional
 - Demonstrated employability skills
 - **Enlistment Honors Plus**
 - ASVAB score of at least 50, or admission to a service academy or collegiate ROTC
 - At least 100 hours of public service, leadership development, or participation in leadership programs
-

4. Seal Comparison Summary

Seal Type	Honors Level	Honors Plus Level
Enrollment	Academic core, 4 world language credits	+ Advanced academic credential and ≥75 hours WBL
Employment	CTE/credential, 150 hours WBL, employability skills	+ Advanced credential and ≥650 total hours WBL
Enlistment & Service	ASVAB 31+, JROTC/public service course, mentorship	ASVAB 50+, ROTC or academy admission, + ≥100 hours leadership or service experience

A ***Certificate of Completion*** is awarded to a student who is on a non-diploma track as determined by his/her Individualized Education Program.

Commencement exercises will include those students who are eligible for a diploma or certificate as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. However, students may be denied participation in the ceremony of graduation when personal conduct so warrants as a disciplinary measure.

INCOMPLETE COURSE GRADES

If a student's grade period grade on a report card is listed as "Incomplete" (I), the grade must be completed within five school days of the end of the grading period or the missing assignments will revert to zero and will be calculated in the grade period grade.

NEW STUDENT GRADE VERIFICATION

When a pupil is transferred from a school (which is accredited) by the state or area-accrediting agency, his/her own record is accepted by the school administration until an official transcript of the record arrives from his/her former school. At that time, the administration verifies and evaluates the transcript and reserves the right to place the pupil accordingly.

PROMOTION OF GRADE 7-8 STUDENTS

Elwood Junior-Senior High School continues to explore methods to raise student achievement and close achievement gaps. There are various factors that contribute to students not passing classes such as student motivation and student responsibility. It is our expectation that every student will earn a passing grade for each course.

Seventh and eighth grade readiness to advance to the next grade level will be based upon the following: standardized test scores (ILEARN, NWEA), classroom performance, previous academic performance, and staff/parent recommendations. The final decision will be made by the administration with the help of input from all stakeholders.

Students who do not demonstrate a readiness to advance to the next grade level will be provided the opportunities to participate in a summer school program and/or on-line credit recovery courses.

Factors that may also be considered as part of the review process for each promotion/retention decision include the following:

1. School attendance record/number of schools attended
2. Age at entry into high school and at graduation
3. Previous retention history
4. Record of achievement test scores/related psychometric information/academic record
5. Emotional and social development
6. Degree of parent/guardian involvement, support and approval
7. Student attitude toward potential retention/school
8. The student's effort towards making up lost credits.

SCHEDULE CHANGES AND/OR WITHDRAWAL FROM A CLASS

It is expected that students will choose their classes carefully so that changes will not be necessary. However, should there be a need for a schedule change, a student **MUST** send an email to his/her counselor stating the change needed and the justification for the change. The counselor will review the request and follow up accordingly. All course changes must be requested within the first five days of the start of the semester. Beyond this time, any withdrawal from a course may result in a withdrawal failure (W/F) and become part of the student's permanent record. An exception to this policy is an administrative change necessary due to class imbalance or incorrect student placement.

TOTAL QUALITY POINTS

GRADING SCALE	LETTER GRADE	AP/Dual Credit COURSES	HONORS COURSES	REGULAR COURSES
100	A+	6.33	5.33	4.33
93-99	A	6.000	5.000	4.000
90-92	A-	5.667	4.667	3.667
88-89	B+	5.333	4.333	3.333
83-87	B	5.000	4.000	3.000
80-82	B-	4.667	3.667	2.667
78-79	C+	4.333	3.333	2.333
73-77	C	4.000	3.000	2.000
70-72	C-	3.667	2.667	1.667
68-69	D+	3.333	2.333	1.333
63-67	D	3.000	2.000	1.000
60-62	D-	2.667	1.667	0.667
0-59	F	0.000	0.000	0.000

STUDENT ATTENDANCE

Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Some Truths about School Attendance

1. Regular school attendance is a valuable characteristic.
2. There are legitimate reasons for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

Attendance Limits:

If a student accumulates ten unexcused absences from school during a semester, the student and a parent will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will **not** count toward the ten-day limit.

Absences are classified into two classes: Excused and Unexcused.

Excused Absences:

The following absences are excused and do not count toward the ten-day limit:

1. Service as a page in the Indiana Legislature
2. Serving as a poll worker on election day or helper to a political party or candidate
3. Active duty with the Indiana National Guard
4. Civil Air Patrol participation
5. Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
6. Court appearances with a subpoena
7. Personal illness with a note from a doctor
8. Death in the immediate family
10. Absences due to a medical or dental appointment (with doctor's office documentation)
11. School-sponsored field trips (student will be considered in attendance at school)

Unexcused Absences:

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.

Truant:

A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent.

A full day's absence will occur when a student is absent for four or more periods in a day. A half day's absence will be charged if a student is absent for four periods.

Excused Absences and Written Verification

Written verification must be presented for all excused absences. The written excuses must be turned into the attendance officer upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

Make-up Work

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

Teachers may assign an attendance grade of up to 5% of the total grade for the grading period. Only unexcused absences will be deducted from the attendance grade.

Vacations and other Planned Absences (including College Visits)

Students who wish to be excused from school for vacations or other planned absences must submit a form, signed by all teachers and the parent or guardian, two full days before the first of such absence to enable schoolwork to

be made up for credit. All absences of this nature count toward the ten-day limit. The parent or guardian should contact the school personally to arrange for such absences.

Intervention Procedure

When a student has accumulated five (5) absences, the attendance officer will send a letter to the parent or guardian. When the student has accumulated seven (7) absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer. The Attendance Officer may recommend the following:

1. Expulsion for the remainder of the semester.
2. Written contract as an individual intervention plan.

The recommendation of the Attendance Officer will be presented to the Principal for final determination.

In-Person Instruction:

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day the educational program in which the student is enrolled is being offered.

Virtual Instruction:

Attendance shall mean student engagement in the virtual classroom. Engagement in the virtual classroom shall be measured by daily log-ins and log times, completed daily work, completed weekly work, completed projects, communications with teachers on a daily or weekly basis, and any other requirements as determined by the virtual instruction teacher. Students attending virtual instruction are subject to the same instructional time requirements as students attending in-person, which is 5 hours for students in grades 1 through 6 and 6 hours for grades 7 through 12 per day.

All provisions of this policy apply to all students enrolled and receiving instruction in-person, virtually, or in a blended format.

LEGAL REFERENCE: IC 20-33-2.5-4
IC 20-33-2-14

HABITUAL TRUANCY

- A. A "Habitual Truant" is defined as a student who has ten (10) or more days of unexcused absences.
- B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

- C. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.
- D. The student's principal [*is required to*][*may*] report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
- E. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.
- F. **A student who has been designated as a Habitual Truant *will not be allowed to participate or continue to participate in extracurricular activities and/or co-curricular activities.***

Legal Reference: IC 20-33-2-11
IC 20-33-2-14(c)

TARDIES

In addition to regular attendance, the Elwood Community Schools recognizes a need to instill a habit of promptness within students. Tardiness not only hinders the learning of the tardy student, but late arrival often interrupts for a time the educational atmosphere of the entire classroom. All students arriving late for school will report to the office to receive a pass to enter class. Refer to the Discipline Matrix to see consequences for excessive tardiness to class.

PASSES

No student will be permitted in the halls during class time without a pass from a staff member. Any student found in the halls without permission may be escorted to the office or classroom, counted as out of the area, and subjected to a search.

ABSENCE REPORTING PROCEDURE

Whenever possible, notification of the absence to the affected school should precede the absence. In the case of illness, a call should be made THE MORNING OF THE DAY OF THE ABSENCE. If no call is received by 8:30 a.m. an attempt will be made by the school office and/or the attendance officer to call or contact the parents. Students may not telephone or write a note to the school for their own absence. Failure to notify the school shall result in the absence being unexcused.

ASSIGNMENTS MISSED DUE TO ABSENCE

Excused Absences: While it is impossible to make up everything missed because of an absence, certain work or alternate assignments will be available to the student. In an effort to limit the loss caused by the absence, all this work must be made up by the student. Arrangements to make up assignments are the student's and/or parent's responsibility in consultation with the teacher. The same number of days will be allowed to make up work as were missed by the student. Work made up because of an absence will be credited to the student.

Unexcused Absences/Truancies: Missed assignments can be made up for credit. The student is encouraged to complete all assignments missed during the time of absence. Arrangements to make up assignments are the

student's and/or parent's responsibility in consultation with the teacher. The same number of days will be allowed to make up work as were missed by the student.

If a final exam is missed due to unexcused absence/truancy, the exam or an alternate version will be available for make up on teacher work day. If the student chooses to not make up the exam on this day, the student will receive a score of zero for the final exam and shall be included in the calculation of the final grade. Classroom participation points will be forfeited.

Out-Of-School Suspension: Assignments missed due to out of school disciplinary suspensions shall be made up and credit awarded. Arrangements to make up assignments are the student's and/or parent's responsibility. Assignments completed during the suspension are due upon return from the suspension period. The absence from class does not qualify for additional time to complete assignments beyond the assigned date.

If a final exam is missed due to suspension, the exam or an alternate version will be available for make up on teacher work day. If the student chooses to not make up the exam on this day, the student will receive a score of zero for the final exam and which will be included in the calculation of the final grade.

In-School Suspension: If a disciplinary action is served in the in-school suspension program, the student is expected to complete for credit all school assignments for the period of time that student is detained in the in-school suspension program. Assignments completed while a student participates in the in-school suspension program are due on the assigned date. This absence from class does not qualify for additional time to complete assignments beyond the assigned date. Students detained in the in-school suspension program are allowed and expected to complete any final exam normally scheduled during the in-school restriction time period.

The following system of notification will be in effect as days of absence increase:

Fifth absence: A letter will be sent to formally notify the student and parent that a conference will take place with the attendance officer (in person or by telephone)

Eighth absence: An Attendance Review conference will be scheduled with the student and parents. Teachers, counselors and other personnel may be involved in the review. After reviewing the attendance record of the student, the principal may grant an extension of the 8 (eight) allowable days of absence because of unusual or extenuating circumstances causing the absences. In general, a student who is absent from school more than eight (8) days in any semester will face formal action from the school. Any two (2) half (1/2) days of absence will equal one full day of absence. This action may include a required doctor's excuse for all future absences, referral to proper legal authorities for action on educational neglect and/or due process procedures for expulsion may be started.

NOTE: Any truancy will be handled immediately with the most appropriate action. This might include notification of welfare and/or probation department officers.

OUTSIDE AGENCY INVOLVEMENT

ECSC officials will work closely with local, state and county officials (Police Departments, Child Protective Services, Bureau of Motor Vehicles, Juvenile Probation Department, Madison County Courts, Indiana Department of Education) notifying them of attendance policy violators. These agencies could issue additional consequences.

SEA 135-(2018)

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accordance with IC 31-30 through IC 30-40.

CERTIFICATE OF INCAPACITY TO ATTEND SCHOOL

If a parent does not send the child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity, signed by an Indiana physician, within six (6) school days of being demanded by the school attendance officer or building principal. (IC 20-33-2-18)

STUDENT CONDUCT

DISCIPLINE MATRIX

The disciplinary chart below serves as a guide for parents, students, and teachers as to the recommended disciplinary procedures that will be used at Elwood Junior-Senior High School. The penalties listed are not limited to a sequence of violations; each penalty is a minimum and may be greater depending on the situation. Any violation of Indiana law will be subject to referral to the Elwood Police Department for review for possible legal action. Offenses not directly addressed on this chart will be handled in a manner consistent with the overall disciplinary philosophy of Elwood Junior-Senior High School and the Indiana Due Process statutes.

The amount and degree of severity of punishment is based upon the number of incidents and the seriousness of the violation. The following disciplinary chart represents only a guide of the violations and penalties that may be imposed. The school administration reserves the right to impose appropriate consequences based upon the violation and any mitigating or aggravating circumstances.

Elwood JrSrHS Infractions/Consequences Guidelines					
MINOR INFRACTIONS	INFRACTIONS	LEVEL OF CONSEQUENCES			
		Level 1	Level 2	Level 3	Level 4
	Class Disruption	Warning	Suspended from class up to 5 days	Up to 5 days ISS	Up to 5 days OSS
	Disrespectful/Disruptive Behavior	Warning	Suspended from class up to 5 days	Up to 5 days ISS	Up to 5 days OSS
	Dress Code Violation	Warning/Fix problem	Fix problem/Up to 3 days ISS	Fix problem/Up to 5 days ISS	Up to 5 days OSS
	Peer Conflict	Conflict Resolution	Suspended from class up to 3 days	Up to 5 days ISS	Up to 5 days OSS
	Technology Misuse	Confiscate device, return end of the day	Confiscate device, return to guardian	Up to 5 days ISS	Up to 5 days OSS
	Tardy (per period, per 9-weeks)	1-2 tardies = Warning 3 tardies = 60 min detention	4 tardies = 1 day ISS 5 tardies = 3 days ISS	6 tardies = 1 day OSS	7 tardies = 3 days OSS
	Truant	Up to 3 days ISS	Up to 5 days ISS	Up to 5 days OSS	Probation referral
SEVERE INFRACTIONS	Assault &/or Fighting	Up to 5 days ISS	Up to 5 days OSS	Up to 5 days OSS + Police report	Expulsion Recommendation
	Peer Harassment/Bullying	Up to 5 days ISS	Up to 5 days OSS	Up to 5 days OSS + Police report	Expulsion Recommendation
	Tobacco/Vaping	Up to 5 days ISS	Up to 5 days OSS	Up to 5 days OSS + Police report	Expulsion Recommendation
	Stealing/Vandalism /Destruction of Property	Up to 5 days ISS + Restitution	Up to 5 days OSS + Restitution	Up to 5 days OSS + Police report	Expulsion Recommendation
	Substance Abuse	Up to 5 days ISS	Up to 5 days OSS	Up to 5 days OSS + Police report	Expulsion Recommendation
	Weapons	Up to 5 days ISS	Up to 5 days OSS	Up to 5 days OSS + Police report	Expulsion Recommendation
	Habitual/Extreme Clause	In addition to the consequences above, habitual and/or extreme infractions can result in any combination of, but not limited to, the following consequences: Behavior Contract; Revoke driving privileges, driver's license, and/or work permit; Alternative school referral; Counseling referral; Probation referral; File Police report; Up to 10 days OSS &/or Expulsion Recommendation for up to a full calendar year.			
General Guidelines for Disciplinary Code Actions					

Every case will be considered on an individual basis. However, the guidelines for consequences listed above will be followed in most circumstances. On the rare occasion, extenuating circumstances make the consequence unreasonable, the disciplinary action may be altered to best meet the needs of the student(s) and the school. The level of consequence assigned will depend upon the severity and number of times an infraction has occurred.

Examples & Definitions:

Minor Infractions

Class Disruption (i.e. intentionally and/or repeatedly not adhering to classroom expectations set forth by the teacher, including but not limited to any behavior disruptive to other students, cheating, plagiarism, lack of effort, etc.)

Disrespectful/Disruptive Behavior (i.e. horseplay, public displays of affection, insubordinate, verbal and/or physical aggression, dishonesty, etc.)

Dress Code Violation (i.e. Dressing in any manner that is unhealthy, distracting, or disruptive to the educational process, including but not limited to clothing that is inappropriately revealing.)

Peer Conflict (i.e. a disagreement between peers that does not escalate to the level of punches being thrown.)

Portable Electronic Devices/Accessories (i.e. electronic devices such as cell phone or other bluetooth devices being used without permission and/or in a distracting/disruptive manner.)

Tardy (i.e. arriving late to class or school without an acceptable excuse.)

Truant (i.e. being absent from class, school, detention, or out of bounds without an acceptable excuse.)

Severe Infractions

Assault &/or Fighting (i.e. a conflict that escalates to physical aggression by one or both parties involved.)

Peer Harassment/Bullying (i.e. unwanted verbal, psychological, and/or physical aggression towards another person.)

Tobacco/Vaping (i.e. tobacco or vaping substances including paraphernalia.)

Stealing/Vandalism (i.e. taking something without permission or defacing/destroying the property of others.)

Substance Abuse (i.e. being under the influence and/or in possession of alcohol, drugs, or drug paraphernalia.)

Weapons (i.e. firearms, explosives, knives, or any other item used with the intent to inflict harm on others.)

Habitual/Extreme Clause (i.e. Repeated and/or extremely severe infractions)

Consequences

Suspend from class = removed from an individual class for 1 or more class periods.

ISS = In-school Suspension

OSS = Out of School Suspension

Expulsion = Removal from school for the remainder of a semester and/or additional semesters resulting in a loss of credits and the ability to be on campus.

EXPLANATION OF DISCIPLINARY MEASURES

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

a) A middle, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 5 school days [*not to exceed 5 days*] if the student is assigned regular or additional work to be completed in another school setting.

b) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

c) If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days [*not to exceed 10 days*].

3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FORS SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or school property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. 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 oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. *[Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.] [Low THC Extract products as defined by state law are excluded from this rule.]*
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

20. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene.

This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to

manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.

29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the Building Principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the Building Principal. This report may be made anonymously.
5. The Building Principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. *The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.*
6. The Building Principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.
12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:

any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:

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 that is substantially similar to an item described above,

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

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.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:

an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent *(shall immediately)(may)* notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

SUSPENSION AND EXPULSION PROCEDURES

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

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2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. During the suspension, the student is required to complete all school work assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. For any assignments and/or school work completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.

EXPULSION PROCEDURE

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion *or to appeal it to the school board*.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, 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. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

6. The expulsion examiner shall provide to the student and parent the school corporation list of alternative education programs located in the county or in an adjacent county and of virtual charter schools in which the student may enroll during the student's expulsion at the expulsion meeting. If no expulsion meeting is held or the student or parent do not attend the expulsion meeting, the expulsion examiner shall mail the list to the student and parent to the student's residence.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision 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. If an appeal is properly made, the board at the appeal hearing will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-18
I.C. 20-33-8-19

BOOK BAGS AND GYM BAGS

Book bags, backpacks, gym bags, and book carriers may be brought to school during the school day or during any school activity. Gym bags may be taken to gym class and stored in the gym locker. After gym class, these bags must be returned to the student's locker. **All items are subject to be searched at any time by school staff as well as banned or removed from class should they be deemed a disruption or distraction.**

DRESS, APPEARANCE, AND HYGIENE

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. invite the participation of staff, parents, and students in the preparation of a dress code which may specify

prescribed dress and grooming practices, but may not amplify the rationale of prohibition established by Board policy;

- C. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

HARASSMENT OF SCHOOL PERSONNEL OR OFFICIAL

Harassment committed by students toward school personnel or officials is strictly prohibited at all times, on or off school property. Harassment vehicles include but are not limited to: phone calls, written communications (including social networking posts and cell phone texting), photographs, and public comments.

LOST LIBRARY BOOKS

The prompt return of library materials is the responsibility of each borrower. At the time items are borrowed, each student is notified of the due date via a receipt. An item is declared lost 45 days after the due date. The borrower will not be allowed to check out books until the item is returned or the replacement cost for the item is paid. The replacement cost will be determined by the current purchase price of the publisher. If a borrower finds the item after full payment has been made, a refund will be issued **ONLY** if the item has not yet been replaced by library personnel. Failure to pay for lost library materials will result in a claim being filed in small claims court at the end of the school year. Court costs will be the responsibility of the student's parent/guardian.

SECLUSION and/or RESTRAINT of STUDENTS

As a part of the emergency procedures in place, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion. The Seclusion and Restraint Plan is available online at: www.elwood.k12.in.us

WIRELESS DEVICES PROHIBITION

Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene.

This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.

LEGAL REFERENCE: IC 20-26-5-40.7

Student Cell Phone Policy

Grades 7–12

To promote a focused, respectful, and academically-driven learning environment, the following cell phone policy will be enforced:

Expectations:

- Students must store their cell phones (and smartwatches with communication capabilities) in their lockers upon arrival and leave them there for the entire school day.
- Phones should be powered off or on silent while in lockers.
- Cell phones may not be used during passing periods, lunch, or in restrooms.

Permitted Use:

- Phones may only be accessed:
 - Before school (prior to the first bell)
 - After school (once the dismissal bell rings)

Violations & Consequences:

1. First Offense:
 - Phone is confiscated and held in the office until the end of the day.
 - Student warning issued.
2. Second Offense:
 - Phone is confiscated.
 - Parent/guardian must pick up the phone.
3. Third Offense and Beyond:
 - Progressive consequences, which may include multiple detentions, loss of privileges, or in-school suspension.
 - A parent meeting may be required.

Emergencies:

- In case of emergency, students should report to the main office.
- Parents needing to reach their child during the day must call the school office.

INFORMATION REGARDING CELL PHONE CONTENT AND DISPLAY

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined below, it is important for parents and students to be aware of the legal consequences should this occur in our system.

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4 (b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4 (c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.

SEARCH AND SEIZURE

The Board of School Trustees recognizes its obligation to balance the privacy rights of the students with its responsibility to provide students, faculty, and authorized visitors with a safe, hygienic, and drug-free environment. In balancing these competing interests, the Board directs the Superintendent to utilize the following principles.

SCHOOL PROPERTY

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and art classrooms are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student should not expect to have privacy in a locker or its contents. School authorities for any reason may conduct periodic general inspections of all lockers at any time without notice, and without student consent, and without a search warrant. The school’s right to inspect the lockers and their contents ensures that the lockers are being used in accordance with their intended purposes, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol. Other than a general inspection of all lockers whenever an individual student locker is the subject of a search based on reasonable suspicion of contraband being present, the student assigned to the locker being searched should be present during the search, if possible.

Legal Reference: Indiana Code 20-8-32

STUDENT’S PERSON AND PERSONAL POSSESSIONS

Searches of the student’s person and personal items in the student’s immediate possession shall be done with the consent of the student. If the student does not consent, such a search shall be permitted based upon the administrator’s individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same sex as the student and shall be

conducted in a private office. The student may be given the option of selecting the witness from the faculty members on the school premises at the time of the search. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board as defined by IC 20-33-8 (Pursuant to language found in AG 5771 of the Administrative Guidelines of the Elwood Community School Corporation.)

VEHICLES

Permission for a student to bring a motor vehicle on school property is conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle by a school administrator with reasonable suspicion to believe that the search will produce evidence of a violation of law, school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle parked on school property.

Refusal by the student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises.

LAW ENFORCEMENT AGENCIES

The Superintendent or building principal may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request by the superintendent or building principal, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

USE OF DOGS/SPECIALLY TRAINED ANIMALS

The Board authorizes the use of specially trained dogs and/or other specially trained animals to detect the presence of drugs and devices such as bombs on school property.

SEIZURE OF PROPERTY

Anything found in the course of a search that constitutes evidence of a violation of a law, school rule or which endangers the safety or health of any person shall be seized and utilized as evidence, if appropriate. Seized items of value shall be returned to the owner if the owner may lawfully possess the items. Seized items of no value and seized items that may not lawfully be possessed by the owner may be destroyed.

PARENT LIABILITY

A parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any other person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

Legal Reference: Indiana Code 34-31-4

STUDENT VEHICLE OPERATING/PARKING PRIVILEGES

Bus transportation to and from the high school is provided for students beyond the district's designated walking zone. The operation and parking of motor vehicles on school property is a privilege and not a right. A student may lose his/her privilege by breaking any of the regulations, being suspended from school, or if deemed necessary by the administration, for any other reason. **All students wishing to have the privilege of operating a vehicle/parking on school property must be a participant in the school's random drug testing program.**

Registration and use of a motor vehicle on school property implies an understanding and acceptance of the following rules and regulations:

1. All motor vehicles must be properly registered in the high school office. Assigned hang tags must be hung

from the vehicle's rear view mirror with the permit number facing toward and readable through the windshield. Students must park in the parking space that matches the hang tag number.

2. A student who accumulates three tardies to his/her first class of the day in a grading period may lose his/her privilege to operate/park a vehicle on school property for the rest of that grading period.
3. Reckless driving that endangers other people or property will result in loss of driving privileges.
4. Student parking zones are designated. No student parking is permitted in other parking zones.
5. Vehicles on school property may be searched by the administration or their designee if there is reasonable suspicion it contains contraband or other items not allowed on school property.
6. Loitering in the parking lot during the school day is prohibited, including before and after school hours.
7. Using your vehicle to transport another who is leaving school without permission is prohibited and subject to disciplinary action.
8. Images and/or language not permitted in school shall not be displayed in/on the vehicle.

Effect of Out of School Suspension and/or Habitual Truancy Designation on Driver's License

Indiana Codes 9-24-2-1 and 9-24-2-4 state the school must submit an *Invalidation of License* form to the Indiana Bureau of Motor Vehicles, resulting in the denial or invalidation of license or permit of any student under 18 whom:

1. Is a habitual truant
2. Is under a second suspension from school in an academic year
3. Is expelled from school
4. Has withdrawn from school

TECHNOLOGY ACCEPTABLE USE POLICY

The Elwood Community School Corporation (ECSC) believes that we must do our best to prepare our students to become productive citizens in our ever-changing world. We have the ability to enhance students' education through the use of computers, electronic mail and the Internet. Electronic information research skills are now fundamental to preparation of citizens and future employees. The school corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

The Elwood Community School Corporation understands that access to school computers and the Internet is an educationally beneficial privilege. **Use of this technology is the joint responsibility of students, parents and the employees of the school corporation.** Student use of the computer technology must be for academic purposes only. Any use of Internet resources must be approved and supervised by the staff member in charge. Parents who do not wish their child to use the Internet will be offered alternative activities not requiring Internet access. Students will use computer and Internet privileges in an efficient, ethical and legal manner.

Students must agree to the following items:

1. Acceptable network/internet use by
 - Not attempting to view, access, download or distribute pornographic, obscene, sexually explicit material or material/images that shock the conscience.
 - Not accessing forum or blog websites featuring inappropriate or hate material.
 - Not attempting to circumvent corporation internet protections by use of proxy servers or by any other methods.
 - Not downloading or uploading information without the prior consent and direct supervision of a staff member.
 - Not transmitting any personal information, such as credit card numbers, over the Internet or other electronic means.

- Not accessing or deleting another individual's electronic files or using another's user name and password.
 - Not using any e-mail system other than ECSC student email.
 - Not intimidating or harassing another individual or group by sending unwanted mail or by any other electronic means.
 - Not responding to any unsolicited on-line contact.
 - Not using ECSC technology for playing music, videos, games or streaming media for non-educational purposes.
 - Not violating any local, state, or federal statute.
2. Acceptable software use by
 - Not violating copyright laws or otherwise misuse the intellectual property of another individual or organization by giving, lending or selling copies of copyrighted software to others without permission.
 - Not installing, modifying, or removing any software on ECSC owned devices unless directed by the Technology Staff.
 3. Acceptable hardware use by
 - Not mistreating, vandalizing, disabling or stealing the property of another individual, the school or any other organization nor wasting educational resources, such as excessive printing.
 - Reporting malfunctioning or broken ECSC computers/devices immediately to the staff member in charge.
 - Not attempting to configure a computer or any electronic device owned by ECSC.
 - Wireless devices must be approved and configured for use on the ECSC network by the ECSC Technology Staff.

Internet Security

With access to the Internet also comes the availability of material that may not be considered appropriate in the school setting. The Elwood Community School Corporation is taking precautions as directed by the *Children's Internet Protection Act* (<http://www.fcc.gov/cgb/consumerfacts/cipa.html>) to filter and remove access to such materials. ECSC employs an Internet filtering device and software to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. Student Internet activities will be monitored by the school corporation to ensure that students are not accessing inappropriate sites. If a student accidentally connects to an inappropriate site, the student is expected to close out of the site immediately and notify the staff member in charge.

ECSC also uses virus protection software to help protect school files, software and equipment. New viruses are created continually making it impossible to guarantee that data and software will never be corrupted. However, ECSC virus protection software is updated often to provide the best available security.

Internet Threats off Campus

Elwood Community School Corporation takes the safety of students and staff seriously. Threats that are posted on websites or disseminated through email are punishable through standard disciplinary procedures even if the message originated off ECSC campus. Likewise, students can be disciplined for personal expression on the Internet generated off campus if it is unlawful or substantially disrupts, interferes with, or can be reasonably forecasted to interfere with school purposes as described in Indiana law (IC 20-8.1-5.1-9).

Student Discipline for Violation of the Acceptable Use Policy

Repercussions for any user who does not comply with the "Acceptable Use Policy" may result in termination of access privileges, financial responsibility for damage or waste of resources, and may result in other disciplinary actions. Students who violate the "Acceptable Use Policy" will also face disciplinary action as set forth under Indiana law (IC 20-33-8-14) and/or the ECSC Discipline, Attendance, and Homework Handbook. Punishment will

be commensurate to the seriousness of the offense and consequences can range from a verbal warning to expulsion.

Unauthorized use of computers, intentional deletion or damage to files and/or hardware, or copyright violations may be termed COMPUTER TRESPASS as defined under Indiana law (IC 35-43-2-3) and may be grounds for suspension or expulsion from school. When and where applicable, law enforcement agencies may be involved.

Legal Responsibility

The Elwood Community School Corporation makes no warranties of any kind, neither expressed nor implied, for the computer/Internet access it is providing. The district will **NOT** be responsible for:

- Loss of information stored on disks, hard drives, server space, or lost in transmission.
- Information gathered through district-provided Internet access.
- Personal property used to access district computers or networks or district-provided Internet access.
- Unauthorized financial obligations resulting from district-provided access to the Internet.

Parents must understand the following:

- Students could be disciplined for accessing offensive material even if it was created at home.
- Every site students access, every search a student engages in is monitored and logged
- There is no privacy for files saved, accessed, created on ECSC computers or servers.

EXTRA & CO-CURRICULAR ACTIVITIES

ATHLETICS

Elwood Junior-Senior High School is a voluntary member of the Indiana High School Athletic Association (IHSAA), and, as such, its principal is responsible to the Association for the conduct of all athletes in the high school. Programs in football, basketball, track, wrestling, golf, cross-country, tennis, baseball, volleyball, softball, swimming, unified track, and cheerleading are currently offered at the high school level. Programs in football, basketball, track, wrestling, golf, cross-country, volleyball, swimming, and cheerleading are currently offered at the junior high level.

ACADEMIC ELIGIBILITY

Students at EJSJS are typically enrolled in seven class periods. Students must be passing 6 out of 7 classes on each of the dates reported to the IHSAA as certification dates to remain eligible athletically. Certification dates for each academic year are approximately every 9 weeks. Please note that report cards are final and binding for athletic eligibility unless teacher error is made and administrative approval is given. Our policy holds students to a higher standard than the IHSAA requirement which states that students must pass 70% of their classes. We take great pride at EJSJS in emphasizing the “student” part of student-athlete. Each sport team is required to conduct study tables at least one day per week while in season where students will focus on their academics during team practice time. Students who do not show up for team study tables may be prohibited from participation in contests.

Make-up for Athletic Scholastic Deficiency- Scholastic deficiencies caused by the inability of a student to pass Seventy percent (70%) or the equivalent in the previous Grading Period may be made up in night school, summer school and counted toward eligibility provided:

- A. it be done through Elwood Community Schools;
- B. all work be done and the necessary credits be made a matter of final record in principal or Guidance office prior to the opening date of the Grading Period in which eligibility is desired. This does not apply to incompletes; all work and credits should be Bona Fide and certified as such by the high School principal.

GENERAL RULES

1. Any EJSHS student must have proof of physical fitness “a physical”, and concussion release on file in order to participate in any pre-season activity (i.e. open gym, open facility, conditioning program).
2. The non-participant (as well as the participant) must follow normal training rules of good conduct at all times (365 days/year). For athletic participation, a student is considered to be under the rules of the high school on the date the student exits the 8th grade. If an athlete has not lived up to these rules, the athletic code will apply.
3. Daily attendance to school and practice is very important and is expected of all student athletes. **Student athletes must be in attendance the majority of their scheduled day to be eligible for practice and/or contests.** To participate in Saturday practices or contests, the student athlete must attend the majority of their scheduled day on the Friday of that week. Approved field trips or school activities constitute attending school. Any exceptions (i.e. excused absences due to medical appointment, illness, funeral, etc.) must be approved through the Athletic Director. Written documentation from the aforementioned must be provided immediately upon return to school. **Student athletes are also expected to attend school on the first period of the day after an athletic event/contest.** Failure to do so may result in suspension of the student athlete from the next event/contest.
4. Any student serving ISS or OSS is ineligible to participate in practices or contests from the time the determination of the suspension until the end of the suspension period and have attended regularly scheduled classes.
5. If an athlete is removed from the athletic squad by the coach of the sport, he/she automatically loses athletic award points in that sport for that season. When an athlete becomes involved in a situation that brings dishonor to EJSHS, a meeting of the coaching staff will be held. The athlete will be withdrawn from the sports program if a majority of the coaching staff votes to invoke that penalty.
6. An athlete may participate in two sports during the same season. Prior to the start of the pre-season practice (as determined by the coach(es) and/or the IHSAA), the athlete should notify, in writing, each affected coach and the director of athletics of his/her intent to participate in two sports. Each athlete must designate which sport is his/her chosen major sport. If there is a conflict resulting from the contest scheduled on the same day, the athlete will participate in the declared major sport contest on that day. Practice times and participation in other scheduled events will be discussed and predetermined (whenever possible) with input from the athlete and the affected coaches.
7. An athlete who drops one sport to participate in another during that season will receive no points in either sport.
8. An athlete moving to Elwood will be given credit for his/her previous school competition according to our point system. He/she will not receive any award unless he/she receives a full point for varsity competition at EJSHS.
9. A manager may receive a full point his/her first year as manager if he/she meets the criteria and expectations set forth by the head coach.
10. A file with the name of each athlete who is out for any sport will be maintained in the athletic director’s office. Each coach at the end of each season will give to the athletic director a sheet containing the names of the athletes on the squad and the points that each athlete is to receive. The athletic director will record these points on each athletic point card. The signed sheet will also be placed on file for future reference. This file is to remain open for inspection.
11. A \$25 transportation fee will be assessed to each student-athlete for each season the student-athlete participates.

ATHLETIC AWARD SYSTEM

All athletic awards are given in agreement with the rules of the IHSAA. Awards are presented three times a year (after the fall, winter, and spring sports seasons). Some athletic awards are presented at the annual awards night program before graduation. These awards are based on a point system approved by the Athletics Board in June 1963, and amended in 1970, 1988, 1993, and 1999.

1. A letter award certificate is awarded when an athlete receives one (1) point in any sport in one (1) season.
2. A certificate of participation is presented to those who have not qualified to earn a varsity letter.
3. An award jacket with a standard block "E" letter for boys and a script "E" letter for girls, with chevrons denoting years of competition, may be purchased by the athlete after he/she has earned a varsity letter.
4. When an athlete has earned 12 points he/she is presented a blanket in his/her senior year at the spring awards night program.

Points for awards may be achieved in the following ways:

1. Participation in sport for the ENTIRE season (non-varsity level)- ½ point
2. Participation in sport of the ENTIRE season (varsity level)- 1 point
3. For team conference championship, undefeated regular seasons, state tournament championships (such as sectional), each varsity letter winner- additional ½ point
4. For individual recognition on all-conference teams, individual championship in conference/state competition, or outstanding achievement as to bring statewide recognition to EJSJS- additional ½ point

A maximum of 1½ points are possible during any one-sport season.

ATHLETIC CODE

Athletic participation at EJSJS is a privilege, not a right. Student athletes are expected to conform to the directives of those in authority: teachers, coaches, lay coaches, administrators, and designated adults at all times (365 days a year) beginning on the date the student exits the 8th grade.

In addition, the student athletes of EJSJS are expected to abide by all IHSAA rules and regulations. These include scholarship, enrollment, and the IHSAA code of conduct, which states:

"All student athletes shall conduct themselves in and out of school in a fashion as (1) not to reflect discredit upon their school or the IHSAA, or (2) not to create a disruptive influence on the good order and discipline, moral, or educational environment in the school. It should be noted that principals, by administrative authority vested in them by their school corporation, may exclude such contestants from representing their school". (IHSAA By-law Rule 8, C-8-1).

Social Networking- Student athletes are responsible for information contained in written or electronic transmissions (i.e., email) and any information posted on a public domain (i.e., Internet, chat rooms, blogs, Facebook, YouTube, Snapchat, Instagram, Twitter, etc). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program, and the Elwood Community School Corporation.

Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches, or other school personnel is inappropriate behavior and unbecoming of an Elwood Community School Corporation student. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the Code of Conduct or other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include

but are not limited to depictions or presentations of the following:

1. Posting photos, videos, comments, or posters showing the personal use of alcohol or tobacco (i.e., holding cups, cans, shot glasses, etc).
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments, or posters that condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and other illegal drug paraphernalia.
4. Demeaning other athletes and/or coaches, Elwood or otherwise.

Violations and Penalties: The following specified violations of athletic rules, policies, and standards will result in suspension from interscholastic competition in the following manner:

- A. Use, possession, or distribution of tobacco products, alcohol, illegal drug paraphernalia, drugs or substances represented to be a controlled substance. (IC 35-48-4-8.1 and IC 35-48-4-8.3)
Penalty: See Drug Testing Program Violations/Penalties
- B. An athlete who commits a criminal act that would constitute a felony or misdemeanor, but not addressed in Item A, or violates the athletic code or social networking policies will face suspension from interscholastic competition in the following manner:
 1. **First Offense:** The penalty is to be determined by the principal and the athletic director on a case-by-case basis. Precedents established in similar cases will be given emphasis so that a consistent process is maintained in the determination of the penalty.
 2. **Second Offense:** 365-day suspension beginning immediately.
 3. **Third Offense:** Suspension from all athletics for the balance of the individual's high school years.

Special Notes for Sections A and B:

1. Multiple violations of this athletic code are sequential. EXAMPLE: An alcohol violation (as a first offense) would result in a 30-day suspension from athletic contests. A second offense (EXAMPLE: tobacco) would result in a 365-day suspension. A third offense (EXAMPLE: theft or criminal conversion) would result in suspension from athletics for the balance of the individual's high school years.
2. If an offense occurs during the summer, the suspension will begin with the first practice of the athlete's first season.
3. If an offense occurs during the season, the suspension will begin immediately.
4. If an offense occurs during a season and not enough time remains to fulfill the suspension, the remaining balance of the suspension will carry over to the next sports season, starting with the first official practice.
5. The athlete is required to continue to practice during a first suspension unless the suspension is the balance of the season and the coach releases the athlete.
6. An athlete that is suspended due to any Athletic Code or drug testing penalty may not be in uniform during any athletic contest.

RIGHT OF APPEAL

1. The high school athletic director will notify the student athlete's parent/guardian of the violation of the athletic code. The student athlete's parent/guardian may request a meeting with the high school principal and athletic director to discuss and appeal the suspension. The request for the meeting must be made within five (5) working days after notification.
2. Upon conclusion of the above stated meeting, the high school principal will respond to the parent/guardian and/or other representative as to his/her review and findings of the appeal.
3. The high school principal's position may be appealed by submitting a formal request for a hearing before the Elwood Community School Corporation Board of School Trustees. This request must be hand-delivered or sent via certified mail and received no later than ten (10) calendar days after

notification of the principal's findings.

EJECTIONS

As The Elwood Community School Corporation expects its coaches and players to exude the utmost sportsmanship toward game officials and their opponents, any athlete or coach that is ejected from a contest will serve the mandatory IHSA suspension of one (1) game for athletes and (2) games for coaches, plus an additional contest.

ADDENDUMS

The athletic director or principal (or designee) must approve any additional rules, regulations, or policies that are mandated by the head coach in his/her respective sport. Those rules must be presented to the student athlete and parents/guardians, in writing, prior to the first contest of that sport season. In addition, the athlete and his/her parent/guardian must sign a form indicating that they have read and understand the team rules.

A coach should not be approached before, during, or immediately after a game or practice to discuss any immediate concerns or complaints. There will be a 24 hour rule enforced. Appointments to meet with the coach and athletic director can be made by contacting the EJSJS Athletic Office at 765-552-9854 ext. 1152.

AFTER SCHOOL/GAME DANCES

All school dances, except prom, are open to currently enrolled EJSJS students only.

PROM

Prom is a formal dance organized and conducted each Spring by the junior class and its sponsors. Junior class officers select the venue for the event with high school principal and School Board approval. (Distance, security, and safety must be taken into consideration.)

Attendees: Current EJSJS Juniors and Seniors and their guests may attend.

1. Guests of EJSJS students are limited to:
 - a. EJSJS students in grades 9 or 10 and are in good standing with attendance and discipline.
 - b. High school (9-12) students enrolled at another high school, are between the ages of 15 and 20*, and are in good discipline/attendance standing at their school of record (if applicable). The EJSJS student who invites the guest is responsible for obtaining and submitting the *Prom Guest Request* form to the high school principal at least five (5) school days prior to the event.
 - * All guests 18 years of age and older and not enrolled in a high school will be subject to a criminal background check at his/her expense prior to receiving approval to attend prom.
2. Formal attire is required and must be modest and in good taste.
3. All school policies and rules apply regardless of location.

Parents/Observers: Parents of attendees and observers may be allowed into the venue for a period of 30 minutes prior to the start to take pictures of the decorations. Parents of king and queen candidates will be invited to return to observe the crowning ceremonies.

Social Work

Elwood Community Schools proudly offers school counseling and school social work services to students. School counselors, school social workers, and behavior specialists work diligently alongside students, parents, teachers, administrators, and community members to support the positive growth and development of the whole child.

Both students and parents should feel free to consult with counselors about classroom concerns, plans, decisions, or personal problems. The laws of confidentiality bind school counselors and school social workers. This means that students have a right to privacy with the information they share as defined by law, ethics, and school rules. School counselors and school social workers are obligated to breach confidentiality if a student poses an imminent danger to self or others or if information regarding child abuse or neglect is disclosed.

A threat consists of spoken or written words (including social media), the meaning of which a reasonable person would conclude carries the threat of imminent bodily harm to oneself or to another or to property and the means to inflict it. When a threat is given, it will be assessed for its seriousness. This assessment may involve law enforcement if the threat is considered serious enough by school administration. Threats that are found to disrupt the school climate will be handled according to the discipline section of this handbook.

Suicide/Threat Assessment Procedure

1. If a staff member becomes aware that the student has made a threat, staff member will refer student to the appropriate staff member immediately with a phone call (followed by an email).
2. Student shall be interviewed the same day (immediately if possible). If school appropriate staff member(s) are not in the building, building principal will reach out to another building.
3. Staff member will use the [Columbia Suicide Severity Rating Scale](#) report to assess the student.
4. Color-coded guidelines will be followed on the CSSRS Blank Report regarding behavioral health referral and/or Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room.
5. Notify a parent or guardian; emergency contact if needed
 - a. If parents cannot be reached OR it is NOT appropriate to reach out to parents due to safety concerns, student will be transported to local ER by SRO for evaluation
 - b. Parent/guardian is notified that we will require a statement from mental health provider that the student has been evaluated before returning to school
6. Counselor, social worker or appropriate staff member will complete [ECSC Crisis Report Form](#) for the school.
7. If a student is not admitted to a mental health hospital OR once a student has returned to school, complete the ECSC [Safety Contract](#) with student/parent.