

Emmerich Manual
High School
2012-2013
STUDENT HANDBOOK

2405 Madison Avenue
Indianapolis, Indiana
46225

This agenda belongs to:

Name_____

Address_____

City/Town_____ Zip Code_____

Phone_____

Student No._____

Emmerich Manual High School

Dear Students and Parents:

This agenda book/planner is the culmination of many hours of hard work by the Discipline Committee of Emmerich Manual High School. We have attempted to be as thorough as possible; however, it is impossible to address every situation that could arise during the school year. Emmerich Manual High School follows all Charter Schools USA policies regarding discipline as well. These are outlined in the Code of Student Conduct, which each student receives on the first day of school.

As our mission, Emmerich Manual High School is committed to being a premier educational community. We will continue to facilitate the learning process by providing a safe, challenging, entrepreneurial, and nurturing environment. We are dedicated to this mission; however, we cannot accomplish this without the cooperation of everyone.

Please take the time to read and become familiar with this handbook. We wish you much success in your academic endeavors at EMHS. We look forward to working with you during the 2012-2013 school year. Together we can continue to make Emmerich Manual High School a great school.

Sincerely,

Byron Earnest
Principal
Emmerich Manual High School

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Emmerich Manual High School Code of Conduct:

GENERAL INFORMATION

SCHOOL HOURS: High School 8:00 AM to 3:30 PM

HANDBOOK

As with all handbooks it is important to try to list every possible situation that might arise in a school. We have attempted to cover as many areas of concern as we could. Please read this handbook very carefully. **Please note that students/parents are responsible to abide by the codes of conduct for Emmerich Manual High School.**

PARENT & STUDENT CONTRACTS

Included in each student's registration packet are a Parental Contract and a Student Contract. A parent/guardian must sign the Parental Contract agreeing to the terms therein. Each student is required to sign the Student Contract agreeing to the terms therein, the EMHS Code of Conduct.

Failure to comply with the terms of the Student Contract may result in the following:

- ◆ After School Detention
- ◆ Saturday Detention
- ◆ Out of School Suspension
- ◆ Dismissal from CSCS
- ◆ Recommendation for Expulsion

POLICY STATEMENT

The Code of Conduct at Emmerich Manual High School exists to protect the rights of all students and adults and to establish a safe well-ordered environment where students and teachers can focus on quality teaching and learning. **Mutual respect, good manners, and positive behavior are essential elements of the daily life at EMHS.**

School authorities will hold students and parents strictly accountable for any action that interferes with the learning process, good order, and/or the day-to-day operations at EMHS. The CSUSA must have proof that every student and parent/guardian has had a chance to read the Code of Student Conduct or to hear it read aloud. **All**

parents/guardians must return the page in the Code of Student Conduct manual, which requires a signature. If the signed page is not returned by Aug. 20, it will be assumed the parent has read and approves the Code of Conduct policies.

AFTER-SCHOOL DETENTION (ADMINISTRATIVE DETENTION)

Administrative Detentions will be held on Tuesday and Thursday afternoons from 3:45-4:15. The student must bring his/her copy of the detention slip, signed by a parent, to the after-school detention session. Students who miss an after school detention **due to a medical appointment or other special circumstances** will be permitted to reschedule the detention. If the missed after school detention is due to medical reasons, a note from the medical provider, including the time/date of appointment **will be required**. Any student unexcused to a Tuesday or Thursday afternoon detention will be assigned a Friday afternoon detention, from 3:45 to 4:15. Students unexcused from a Friday afternoon detention or from multiple administrative detentions will be issued a three-hour (8-11:00 am) Saturday detention. Further offenses will result in progressive disciplinary action including possible suspension. In addition, teachers may issue teacher detentions for classroom infractions to be served in their classroom on the date and time assigned and agreed upon by the teacher and parent.

SATURDAY DETENTION

Saturday detentions may be assigned to individuals as a consequence used in the progressive disciplinary procedures at EMHS. They will take place from 8:00 am to 11:00 am. For admittance to a Saturday detention, students are to report to the main lobby promptly at 8:00 am. **Students who are tardy will not be granted entrance and further consequences will ensue.**

BUS BEHAVIOR

Bus behavior is a primary concern due to the safety needs of all students. Any student who cannot conduct he/she properly on the bus will have his/her bus privileges suspended and/or revoked.

To ensure the safety and pleasure of all students who ride the bus we:

- Incorporate bus behavior as criteria for special activities (i.e. future field trips).
- Document bus behavior on home notes.
- Implement the following consequences for bus referrals:

1. Parent conference/parent phone call
2. Bus suspension
3. Bus privileges revoked
4. Administrative detention/Saturday detention
5. OSS

Bus suspensions will be used if a student's behavior poses a safety violation threatening his/her safety or safety of others, regardless of the number of previous referrals.

Parent/guardian will be notified when a student receives a bus suspension. The parent/guardian will be responsible for transporting the student to and from school during the period of the bus suspension. If a student does not attend school due to a bus suspension, the absence is considered to be unexcused.

DANCES

EMHS holds dances for the enjoyment of our students and guests. There are parameters established for all school-approved dances.

1. Students must attend half of their scheduled classes on the day of the dance in order to participate.
2. Students need to carry picture identification and show it upon demand to monitor/administrator.
3. Some dances will be open to EMHS students only while others will allow EMHS students to invite non-students as guests.
4. All dances will have a lock-in/lock-out policy. No students or their guests will be permitted to enter a dance after the lock-in or leave prior to the lockout time.
5. **The administrator on duty has the right to deny any person entrance to the dance. This includes Homecoming and Prom. No exceptions.**
6. Students whose dancing is inappropriate (i.e. "booty dancing") will be asked to leave the dance and may not participate in future dances.

OSS- OUT OF SCHOOL SUSPENSION/ALTERNATIVE TO SUSPENSION

Students will receive OSS if the respective Administrator deems the behavior being consequence as appropriate for OSS. OSS is considered an unexcused absence students are not allowed to make up work. The Alternative to External Suspension (AES) Program is offered as an alternative to suspension. AES provides your child with the option of not having an external suspension on their record, while allowing them to receive credit for assigned schoolwork. If your child is offered AES, **it is his/her responsibility**

to get enough work to keep them busy for the length of the suspension. The student should obtain any assignments before they leave school the prior day or through the SIS or email system.

FALSE ALARMS

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled or transmitted or caused or permitted to be given, signaled or transmitted in any manner. **Under the law, false alarms are misdemeanors subject to a maximum fine of \$250.** Such action or involvement by a student will result in disciplinary action, which includes detention, suspension, or expulsion or arrest. **Bomb threats are considered felonies.**

MISREPRESENTATION

Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, or using false identification is considered a serious offense. The penalty for violation of any of the above mentioned infractions will result in one day of out-of-school suspension. Repeated offenses may result in expulsion. Misrepresentation by the class Valedictorian(s) or Salutatorian(s) will result in loss of those titles and notice will be provided to colleges/universities student has applied.

PUBLIC DISPLAY OF AFFECTION

The inappropriate display of affection is frequently embarrassing to adults & students. Students are expected to exercise self-control and respect for the reputation of others. Students failing to respect this policy will be issued an initial warning. Continued displays of affection will lead to further disciplinary action.

REFERRALS

Administrators and faculty will use a referral for those students whose actions/behavior disrupts the school community. Examples of referrals to be issued are for infractions such as, but not limited to: profanity, destruction of property, misrepresentation, stealing, disrespect, insubordination, fighting (students who fight may also receive a citation from the School Resource Officer), being under the influence or possession of alcohol or drugs. If a student receives a referral the administration will assign the proper disciplinary consequence.

CLASS I

1.01 (ZZZ) Disruption in Class – Any conduct which is so disruptive as to interfere with the teacher's ability to communicate with the other

students or their ability to learn. *This would include disrespect toward the teacher, other students or other adults entering the classroom. This would also include minor insubordination toward the classroom leader.*

1.02 (ZZZ) Illegal Organization – Any participation in prohibited secret clubs or societies.

1.03 (ZZZ) Disorder Outside of Class – A student must not bother other students outside of class or participate in disruptive conduct that interferes with maintaining order in areas subject to school authority or the failure to follow directions to cease such conduct. *This would include disrespect shown toward other students or adults in all school common areas. (Hallways, Lunch Room, Playground Area, etc.)*

1.06 (ZZZ) Use of Abusive, Profane, or Obscene Language or Gestures – Must not use inappropriate language or gestures.

1.07 (ZZZ) Nonconformity to the General Code of Appearance

1.09 (ZZZ) Inappropriate Public Display of Affection. *This would include any forms of close physical contact. (Holding hands, hugging, or kissing)*

1.10 (ZZZ) Unauthorized Absence from Class or School

1.12 (ZZZ) Unauthorized use of Personal Electronic Devices - Use of a personal electronic device that has not been authorized by the Principal or designee, or uses of a personal electronic device during a time that is not authorized to be used. **Any student who chooses to bring a personal electronic device to school shall do so at his or her own risk.**

1.13 (ZZZ) Inappropriate Conduct or Disruption on School Bus – Any conduct or disruption on the school bus including, but not limited to, the following: eating, drinking, or littering; failure to sit in assigned seat; improper boarding or departing in an orderly manner; failure to keep aisle and step wells clear; failure to utilize required safety equipment (e.g., seatbelts); and failure to present bus permit/student ID if one has been issued and is requested.

***Disciplinary Actions:** The Student Intervention worksheet should be completed throughout the classroom directed to reduce Class 1 violations. The entire process including, seat changes, time outs, conferences with appropriate individuals and obviously parent contact should be completed prior to the administrative referral.

Minor Offenses – Class I

First Offense:

- a. Discussion with the Dean and parental contact***

Second Offense:

- a. Administrative assigned after school detention + parental contact***

Third Offense:

- a. Administrative assigned Saturday School and parental meeting and the signing of a BEHAVIORAL CONTRACT.***

Fourth Offense:

- a. 1-3 Days Suspension from School and a parental meeting prior to the student returning to the classroom***

Fifth Offense:

- a. 3-5 Days Suspension from school and a parental meeting prior to the student returning to the classroom***

Sixth Offense:

- a. 5-10 Days Suspension and a review of the discipline alternatives with the parent and student***

Disciplinary Actions

Tardy Policy: Begins Aug. 15

Consequences Or Disciplinary Actions For Tardiness In A Grading Period Tardies are documented but there is no consequence for the first two other than a verbal warning by the teacher or electronic tardy tracking systems. Teacher should make a parental contact.

3rd Tardy – Parental contact by the teacher. The teacher will also place the student on PBS tardy contract, in which the student may reduce the number of tardies by arriving to class on time for 5 straight days. They will move back to one tardy and then on the 2nd tardy will be sent to the Dean of Students at which time they will move to the consequences for 4 tardies. This PBS contract can be used only once during each nine week period.

(4th tardy)

After school assigned detention. Tardy contract with the student (a copy of the contract should be sent home to the parent).

(5th tardy)

Saturday detention.

(6th tardy)

More extensive formal disciplinary action as deemed necessary by the administrative staff.

Disciplinary Actions

Minor Bus Code Offenses – Class I

First Bus Code Offense

Commission of a Class I offense on a bus may result in the use of in-school conferences and parental contact when warranted. Specific circumstances may warrant disciplinary action outlined under subsequent offenses.

Subsequent Bus Code Offenses

Subsequent bus code violations may result in the suspension of bus privileges for one to three school days and/or the use of any formal disciplinary action. (Warnings, detention or suspensions)

Bus Offenses Committed by Students with Disabilities or Section 504 Plans

Students with Disabilities or Section 504 Plan may be suspended from the bus for up to three (3) days at one time per incident.

An emergency suspension situation includes one in which a student with disabilities commits an offense which meets the criteria for suspension and the IEP does not include a Positive Behavior Management Plan. Students whose IEP does not include a Positive Behavior Management Plan may be suspended for up to three (3) days from the bus, provided an IEP meeting is scheduled within seven (7) to ten (10) days to include a Positive Behavior Management Plan.

NOTE: A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions such as out-of-school suspensions.

If transportation is identified in the IEP as a related service, the days of bus suspension(s) are considered as days of out-of-school suspension if, as a result, the student is unable to attend school and therefore, is denied access to a Free Appropriate Public Education (FAPE).

Bus suspension does not excuse students from attending school.

INTERMEDIATE OFFENSES: CLASS II: These violations may be sent directly to the Dean of Students or administrative available.

2.01 (ZZZ) Failure to Follow Directions Relating to Safety and Order in Class, School, School-Sponsored Activities or on the School Bus – Any refusal to comply with lawful and reasonable directions of a school district employee or agent that relates to the safety of students or school personnel, or to the maintenance of order while a student is under school jurisdiction. **This offense may not be used to suspend students for tardies or multiple tardy behaviors.**

NOTE: Any conduct which significantly disrupts all or portions of campus activities, (greater than one classroom) school sponsored events and school bus transportation may constitute a Class III offense (See 3.15).

Suspension or revocation of school bus privileges applies to all vehicles in the IPS Transportation System. This does not apply to transportation authorized by School Administration for field trips.

2.02 (TBC) Possessions, Use, Distribution and/or Sale of Tobacco Products

Tobacco products shall include, but not be limited to, cigarettes, cigars, pipe tobacco, all smokeless tobacco products, snuff and chewing tobacco. To safeguard the health and safety of school district employees and students, the use of tobacco products on any School property is prohibited. School property, as used herein, shall mean any building owned or part thereof owned or used by the School Board, and the grounds upon which such building is located.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will put in place for the student.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.03 (ZZZ) Simple Battery Upon Students – Intentional pushing or striking of another student against the will of the other student. (This would include kicking, slapping, and disruptive hallway behavior after repeated warnings from the teacher and completion of the Student Intervention worksheet.)

First Offense:

Assigned Saturday School and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

1-3 day suspension and parental meeting prior to the student returning to school and an Intervention Plan will be put in place for the student.

Third Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom.

Fourth Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.04 (ZZZ) Dispute – Lower level confrontations such as, mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint. *(This would be sent to the Dean of Students after the completion of the Student Intervention worksheet or immediately should the teacher decide that is warranted)*

First Offense:

Assigned Saturday School and parental meeting prior to the student returning and a signed Behavioral Contract.

Second Offense:

1-3 day suspension and parental meeting prior to the student returning to school and the Intervention Plan will be put in place.

Third Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom.

Fourth Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.05 (FIT) Fighting (Mutual combat, mutual altercation) – When two or more persons mutually participate in physical violence that requires physical restraint and/or results in injury.

NOTE: Self-defense is described as an action to block an attack by another person or to shield yourself from being hit by another

person. Retaliating by hitting a person back is not self-defense and will be considered as fighting. The degree of consequence depends on the information gathered during the investigation. Obviously should a student be injured the consequence will be more severe. The penalty may range from detentions to 5-10 days suspension.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and the student signing as a Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.06 (ZZZ) Vandalism – Any intentional and deliberate action resulting in injuries or damages by any means of less than \$200 to public property, school district property, or the real estate or personal property belonging to another including, but not limited to, the placement of graffiti thereon or other acts of vandalism.

NOTE: Damage to property valued at \$200 to \$1,000 constitutes a Class III Offense (See 3.07).

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

A student who willfully damages school property, a school bus, or bus equipment shall be properly disciplined. The parent(s) or legal guardian of a minor student (or the student, if he/she is an adult) shall reimburse the owner of the bus for restoration or for replacement of any

damaged property in accordance with the true value as determined by the appropriate administrative staff. Students who damage school property, a school bus or bus equipment shall be subject to disciplinary action according to the Code of Student Conduct.

2.07 (ZZZ) Stealing or Use of Counterfeit Bills – Any intentional unlawful taking and/or carrying away of property valued at less than \$300 belonging to, or in the lawful possession or custody of another, including, but not limited to, money, jewelry and personal items located in lockers, cars, book bags, clothing, or anywhere else on school property or the use of counterfeit money for procuring school items i.e., lunch, fundraisers, uniforms, etc. (Proof of purchase price required).

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

NOTE: The taking of property valued at \$300 or more constitutes a Class III Offense.

2.08 (ZZZ) Possession of Stolen Property (with the knowledge that it is stolen)

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.09 (ZZZ) Threats /Intimidation/Ridicule – Verbal, written or printed communication that maliciously threatens injury to a person,

property, or reputation of another, or other conduct that demeans or ridicules another. *(This would include any communications via social network that disrupt the normal school day's procedures.)*

NOTE: Completion of the threat, either by the victim complying with the demands, or the carrying out of threats against the victim, constitutes a Class III Offense.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.10 (TRS) Trespassing – Willfully entering or remaining in any structure, conveyance, or school property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so. **A student who has been suspended or expelled from school or school bus and returns to any School property without being authorized to do so is considered to be trespassing and is subject to arrest.**

NOTE: Suspension or revocation of school bus privileges applies to all vehicles in the IPS Transportation System. This does not apply to transportation authorized by School Administration for field trips.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and a parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and a parental meeting prior to the student returning to the classroom.

2.11 (ZZZ) Possession of Fireworks, Firecrackers, Smoke Bombs, or Flammable Materials.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.14 (ZZZ) Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment. It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.

There is no requirement in School policies that specific body parts must be touched (e.g., sexual organs), or that sexual harassment, in any form, must be shown to have occurred repeatedly, over a long period of time, and/or be severe.

First Offense:

1-3 day suspension with a parental meeting prior to the student returning to school and a Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

NOTE: Violation of the School's sexual harassment policy may be grounds for in-school suspension, out-of-school suspension,

expulsion, or the imposition of other disciplinary action by the school, and may also result in criminal charges by State or local units of government. In addition, severe and/or repeated inappropriate or unwelcome conduct or speech that is sexual in nature may constitute a Class III offense.

2.16 (ZZZ) Directing Obscene, Profane, or Offensive Language or Gestures to a School District Employee or Agent – Any behavior offensive to common propriety or decency directed to a school district employee or agent including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.17 (ZZZ) Leaving School Grounds or the Site of Any School Activity Without Permission

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.18 (ZZZ) Simple Assault on School Employee or Agent – An intentional threat by word or act to do violence to the person of another,

a school district employee or agent, coupled with the apparent ability to do so, and doing some act, which creates fear in that person.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.19 (ZZZ) Multiple Class II Offenses – The commission of five (5) or more Class II offenses by secondary students or three (3) or more Class II offenses by an elementary student or the third (3rd) commission of a 2.05 (fighting) offense. Students who commit multiple Class II Code of Conduct offenses must be referred to the Student Option for Success (SOS) Program.

2.20 (ZZZ) False Information – Students must always tell the truth. Intentionally providing false information to a school district employee or agent including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, readmit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to **or from** parents/guardians, or any other related materials.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

NOTE: A student is responsible for ensuring that parents receive any materials sent home by the school and for ensuring that school personnel receive any materials sent to school by the parent.

2.21 (ZZZ) Possession of Firearm Facsimiles – Possession, sale, or discharge of any facsimile or toy-type replica of a firearm or other item resembling a firearm that is not included under 3.10 or 4.08.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.23 (ZZZ) Refusal to Attend or Participate in Other Previously Assigned Discipline

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.24 (ZZZ) Unauthorized Use of Instructional Technology

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

NOTE: Violations, which constitute any major disruption of an educational or business process, may result in a Class III or IV Offense (See 3.24 or 4.17).

2.25 (ZZZ) Gambling – Any participation in games of chance for money and/or other things of value.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.26 (ZZZ) Use of Wireless Communication Devices – Possession of a wireless communication device (camera telephone or cellular telephone) is not a violation of the Code of Student Conduct. However, the possession of a wireless communication device which disrupts the educational process; the use of a wireless communication device during school hours; the use of a wireless communication device on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay); and the possession or use of a cellular telephone or camera telephone, which disrupts or interferes with the safety-to-life issues would be a violation of the Code of Student Conduct.

Note: If students possess a cellular telephone or camera telephone, it should be turned off and kept out-of-sight inside a pocket, book bag, purse, or similar container, and it may not be used or allowed to emit any ring tone or other noise.

Violations of this policy will result in confiscation, and the device will only be released to the parent/guardian. Progressive discipline will apply for repeated violations. School employees or agents will not be held liable for wireless communication devices that are lost, stolen, or confiscated.

First Offense:

The electronic device will be confiscated and returned to the student at the end of the day. The student will also sign an electronic device contract.

Second Offense:

The electronic device will be confiscated. It will be returned to the parent. Parental contact will also be made. The student will also receive a detention.

Third Offense:

The electronic device will be confiscated. The device must be picked up by the parent. The parental contact will be made and the student will be assigned a Saturday School.

Fourth Offense:

The phone will be confiscated and only returned to the parent after a meeting with the Principal and Dean.

Subsequent Offenses:

These will result in more severe consequences as outlined in the meeting between the student, parent and administrators.

Failure to surrender the item will result in more severe consequences including possible OSS. EMHS is not responsible for lost or stolen electronic devices

During testing which is determined by the principal or his/her designee, students may not have any electronic or recording devices, such as cell phones, pagers, or electronic games, in their pockets, at their desk or anywhere they can reach them, before, during, or after the testing session. Possession of any electronic device that reproduces, transmits, records, or, will result in the student's test being invalidated.

2.27 (ZZZ) Failure to Adhere to Safety Considerations on School Bus – Failure to adhere to expected school bus safety considerations include, but are not limited to, failure to remain seated, spitting out of the bus window, boarding or attempting to board a school bus other than the one to which the student is assigned, boarding or departing a school bus at a location other than assigned pick-up or drop-off bus

stop without prior school administration permission, yelling out of the bus and making any gesture to others outside of the bus that may be considered offensive to decency or common propriety.

Refer to the Bus Referral Consequences

A student who boards or attempts to board a school bus other than the one to which the student is assigned or who boards or departs a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission is considered to be a 2.27 Code of Student Conduct offense and subject to formal disciplinary action.

2.28 (ZZZ) Cheating and/or Copying the Work of Others – Intentionally copying or using another's work to receive credit or improve grades. Examples would include, but are not limited to, plagiarizing, giving or receiving answers during testing. Teachers may issue more severe consequences in addition to the consequences below:

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.29 (ZZZ) Possession, and/or Use, Distribution of a Facsimile of a Drug, Alcohol, Tobacco Product or Any Substance with a Potential for Abuse.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.31 (ZZZ) Simple Assault on a Student – An intentional threat, by word or act, to do violence to a student, coupled with the apparent ability to do so, and doing some act, which creates fear in that person.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.32 (ZZZ) Possession and/or Use of Matches or Lighters

First Offense:

1-3 day suspension and parental meeting prior to the student returning to the classroom.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.33(ZZZ) Extortion – A student may not obtain money or property from an unwilling person by force, threat of force, or other means of coercion.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

2.34(ZZZ) Use of Cameras – Students shall not use cameras (digital, video, cell phone cameras, etc.) to capture images or videos on school property or at a school-sponsored event, except under the following conditions:

1. A student may possess and use the camera at the direction of and with direct supervision by a classroom teacher as part of classroom activities.
2. A student may use a camera if that student receives prior permission from the school principal or designee for a specific purpose. At no time will permission be granted for non-essential purposes, or if the use will violate another individual's privacy.
3. A student may use a camera while attending an event held on school grounds, after school hours, and open to the general public, as long as the possession and use are neither disruptive or in any way unlawful.

First Offense:

1-3 day suspension and parental meeting prior to the student returning to school and signed Behavioral Contract.

Second Offense:

3-5 day suspension and parental meeting prior to the student returning to the classroom and an Intervention Plan will be put in place for the student.

Third Offense:

5-10 day suspension and parental meeting prior to the student returning to the classroom.

Disciplinary Actions

Intermediate Offenses – Class II

Subsequent Offenses

Disciplinary actions include the use of any formal disciplinary action, including, but not limited to, suspension for one (1) to five (5) days.

NOTE: Court action does not dictate or govern school disciplinary action. A student who has been suspended or expelled from school and returns to any School property without being authorized to do so is considered to be trespassing and is subject to arrest.

Criminal Offenses

Students who commit criminal offenses may be referred to the appropriate law enforcement agency, in addition to action taken by the school. Missed work shall be made up for **all** absences which includes suspension. It is the student's and/or parent's responsibility to request assignments during the suspension period. A day of make-up work shall be allowed for each day of absence, when appropriate, pursuant to the Student Progression Plan.

Students with Disabilities or Section 504 Plans

Students with Disabilities or Section 504 Plans may be suspended from school for up to three (3) days at one time.

An emergency suspension situation includes one in which a student with disabilities commits an offense which meets the criteria for suspension and the IEP does not include a Positive Behavior Management Plan. Students whose IEP does not include a Positive Behavior Management Plan may be suspended for up to three (3) days from the bus, provided an IEP meeting is scheduled within seven (7) to ten (10) days to include a Positive Behavior Management Plan.

Disciplinary Actions

Intermediate Bus Code Offenses – Class II

First Bus Code Offense

Commission of a Class II offense on a bus may result in the use of in-school conferences and parental contact when warranted. Specific circumstances may warrant disciplinary action outlined under subsequent offenses.

Subsequent Bus Code Offenses

Subsequent Class II bus code violations will result in:

2nd report - Suspension of bus privileges for up to 3 days

3rd report - Suspension of bus privileges for up to 5 days

4th report - Suspension of bus privileges for up to 10 days

5th report - Suspension of bus privileges for up to 15 days

NOTE: A student may be suspended or expelled from riding the bus at any point in the discipline process.

A student who has been suspended or expelled from the school bus that boards, rides, or attempts to ride a school bus, without being authorized to do so, is considered to be trespassing and is subject to arrest. A student who repeatedly displays inappropriate behavior on a bus will be referred to the appropriate individuals for possible revocation of bus privileges. A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of-school suspension. Students are required to attend school. Bus suspension does not affect or excuse school attendance.

Bus Offenses Committed by Students with Disabilities or Section 504 Plans

Students with Disabilities or Section 504 Plan may be suspended from the bus for up to three (3) days at one time per incident.

An emergency suspension situation includes one in which a student with disabilities commits an offense which meets the criteria for suspension and the IEP does not include a Positive Behavior Management Plan. Students whose IEP does not include a Positive Behavior Management Plan may be suspended for up to three (3) days from the bus, provided an IEP meeting is scheduled within seven (7) to ten (10) days to include a Positive Behavior Management Plan.

If transportation is identified in the IEP as a related service, the days of bus suspension(s) are considered as days of out-of-school suspension if , as a result, the student is unable to attend school and, therefore, is denied access to a Free Appropriate Public Education (FAPE).

Bus Offenses Committed by Students with Section 504 Plans

Students with Section 504 plans may be suspended from the bus for up to three (3) days at one time per incident. Multiple Class II bus violations that result in a cumulative total of ten (10) days suspended from the bus must be referred to the Section 504 Team for a manifestation determination decision.

MAJOR OFFENSES

CLASS III

3.02 (TRE) Threat/Intimidation – Any premeditated or repeated threat to cause physical harm to another person with or without the use of a weapon, whether made verbally, in writing, electronically, or by conduct or action, to kill another person or do any act of violence which may cause death and creates reasonable fear or apprehension in

that person that such violence is a serious expression of an intent to cause a present or future harm along with the individual having the capability to actually carry out the threat.

3.03 (BAT) Simple Battery Upon School District Employee or Agent – Intentionally touching or striking another person against the will of another; or intentionally causing bodily harm to another or throwing of an object at a school district employee or agent.

3.04 (ROB) Robbery (using force to take something from another) – The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

3.05 (STL) Stealing/Larceny/Theft – Any intentional unlawful taking, carrying, riding away, or concealing the property of another valued at \$300 or more belonging to, or in the lawful possession or custody of, another without threat of violence or bodily harm. This offense also includes the theft of credit cards, debit cards, checks, school keys, and motor vehicles (Proof of purchase price required).

3.06 (BRK) Burglary of School Property – Breaking, entering, or remaining in a dwelling, structure or conveyance without justification with the intent to commit an offense therein, unless the premises are at the time open to the public or the individual is licensed or invited to enter or remain.

3.07 (ZZZ) Criminal Mischief/Vandalism – Any intentional and deliberate action resulting in damages of \$200 to \$1,000 to school district property, public property or the real or personal property of another not limited to the placement of graffiti thereon or other acts of vandalism.

NOTE: Damage to property valued more than \$1,000 constitutes a Class IV offense (See 4.20).

3.09 (ZZZ) WPO) Weapon – Possession of any dirk (dagger), knife (i.e., switchblade, razor, box cutter, X-Acto knife, sword), metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a firearm, a common pocketknife, plastic knife, or blunt-bladed table knife, that can inflict serious harm on another or that can place a person in reasonable fear of serious harm.

3.10 (ZZZ) Possession of Prohibited Substance or Objects – Possession of any blade not considered to be a weapon (includes common pocketknife, plastic knife, or blunt-bladed table knife), martial

arts weapons, bullets, syringes, BB guns, paint guns, air strike guns, over-the-counter drugs*, drug paraphernalia*, inhalants* or devices including, but not limited to, mace or pepper spray (2 oz. or less), or any other object that may puncture, wound, or otherwise injure another person.

3.11 (ZZZ) Lewd, Indecent, or Offensive Behavior – Any behavior offensive to common propriety or decency, including, but not limited to, “mooning,” sexting, offensive touching, indecent exposure, possession, distribution, or display of obscene or “hate” material, possession/display of electronic images or text, or similar behavior.

3.12 (SXH) Sexual Harassment – Unwanted and repeated verbal or physical behavior with sexual connotations by a student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation . An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence).

There is no requirement in School policies that specific body parts must be touched (i.e., sexual organs), or that sexual harassment, in any form, must be shown to have occurred repeatedly, over a long period of time, and/or be severe.

3.13 (SXO) Sexual Offenses – Law enforcement must be notified to investigate other sexual contact, including intercourse, without force or threat of force, or subjecting an individual to lewd, sexual gestures, sexual activities, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate and **a report must be provided for this offense from the police department.**)

3.14 (BAT) Battery upon Student Resulting in Bodily Harm – Intentional striking of another student against the will of the other student which causes bodily harm that requires medical treatment. **Requires medical documentation.**

3.15 (DOC) Inciting or Participating in Major Student Disorder – Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others (disruption of all or significant portion of campus activities, school-sponsored events, or school bus transportation).

3.16 (DOC) Unjustified Activation of a Fire Alarm System

3.18 (ZZZ) Igniting Fireworks, Firecrackers, or Flammable Materials

3.19 (DOC) Unjustified Activation of Bus Emergency Systems – Any unjustified activation of bus emergency doors, emergency windows, or other systems unless directed by the bus operator/attendant, or other authorized school district employee or agent in an emergency or in the case of an evacuation drill.

3.20 (ZZZ) Failure to Adhere to Safety Procedures on School Bus – Failure to adhere to expected school bus safety considerations which may or may not cause injury to persons or physical damage to property, including, but not limited to, placing head, arms, legs, or objects outside of the window or door of the bus, throwing objects, substances, or material in or out of the window or door of the bus, throwing objects at a bus, or any other act considered offensive to decency or common propriety.

3.21 (DOC) Fighting or Battery on a School Bus

3.22 (ZZZ) Defamation of Character – A knowingly false communication, either oral or written, that is harmful or injurious to a school board employee or agent's reputation and/or exposes that person to contempt, scorn or ridicule and jeopardizes the school board employee or agent's employment with the District.

3.23 (ZZZ) Stalking – Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyberstalking...

NOTE: The above-referenced code infraction shall be applicable in accordance with the jurisdiction of the School Board as defined on page 1 of the Code of Student Conduct.

3.24 (ZZZ) Unauthorized Use of Instructional Technology – Abuse/misuse of technology to purposely access, create, produce or distribute pornography and subsequent misuse of technology following a 2.24 Code of Student Conduct violation.

Use of another users account to bypass restrictions placed on their own account. Intentionally utilizing a teacher or staff member's account to access district resources that are not intended for student use. Knowing making unauthorized changes to grades, test scores, or student data on internal or externally hosted systems. Production and/or distribution of pornography or making pornography available on a system or server that is accessible by other users.

3.26 (DOC) Major Dispute or Altercation – The willful act of participating in a disruption involving physical contact, with multiple participants in a major dispute or altercation as determined by the principal.

3.27 (ZZZ) Simple Assault Upon School District Employee or Agent – Repeated intentional threats by word or acts to do violence to the person of another, coupled with an apparent ability to do so; and after having been disciplined in accordance with 2.18 of the Code for a first violation, doing a second (or repeated) act(s) which create(s) a well-founded fear in such other person that such violence is imminent, when the person committing the offense knows or has reason to know the identity or position or employment of the victim.

3.28 (BUL) Bullying – Systematically and chronically, inflicting physical hurt or psychological distress, on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile or offensive environment, or unreasonably interfere with the individual's school performance or participation. Requires compliance with the schools Anti-Bullying Policy as well as compliance with the school's Anti-Bullying Procedures. The required bullying investigation must be completed and the required documentation placed in the student's disciplinary folder).

3.29 (HAR) Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

3.30 (ZZZ) Teen Dating Violence or Abuse

Disciplinary Action

Major Offenses – Class III Commission of a Class III offense will necessitate a disciplinary conference with the principal/designee and the parent/guardian

First Offense

The student may be suspended for a minimum of five (5) school days, but no more than ten (10) school days. The principal may, at his/her discretion, refer the student for consideration of placement at an alternative school or other program provided by the school district. If an alternative program is recommended, the proper documentation should immediately be delivered to the Dean.

NOTE: A student who has been suspended or expelled from school and returns to any School property without being authorized to do so is considered to be trespassing and is subject to arrest.

Missed work shall be made up for **all** absences, which include suspension. It is the student's and/or parent's responsibility to request assignments during the suspension period. A day of make-up work shall be allowed for each day of absence, when appropriate. Each student shall receive full credit for such work.

Subsequent Offense

The student may be suspended for ten (10) school days.

Criminal Offenses

Students who commit criminal offenses will be referred to the appropriate law enforcement agency in addition to action taken by the school.

Students with Disabilities or Section 504 Plan

Parents/guardians of students with Disabilities or Section 504 Plan are to be involved in planning for disciplinary action or suspension from school or bus and updating the Individual Education Plan (IEP) Disabilities or Section 504 Plan, as appropriate.

Students with disabilities or Section 504 Plan who engage in a Class III offense may be suspended from school or bus for up to three (3) days, pending the outcome of a district Conduct Review Committee meeting or Section 504 Team meeting. The purpose of the Conduct Review or Section 504 Team meeting is to determine whether the violation committed by the student is a manifestation of the specific disability. If the Conduct Review Committee or Section 504 Team determines that the offense was not a manifestation of the student's disability, the student may be disciplined in the same manner as a student without a disability. If the Conduct Review Committee determines that the offense was a manifestation of the student's disability, the student shall be referred back to the school for appropriate behavioral planning through an IEP Team meeting and/or the Re-evaluation Referral Team for discussion. If the Section 504 Team determines that the offense was a manifestation of the disability, consideration should be given as to the need for appropriate behavioral planning via the Section 504 Plan. In certain offenses involving illegal drugs, controlled substances, weapons and/or serious bodily injury and following a Conduct Review Committee or Section 504 Team meeting and a referral to the Hearing Officer, the student may be placed in an interim alternative educational setting without regard to whether the behavior is determined to be a manifestation of his/her disability.

An emergency suspension situation includes one in which a student with disabilities commits an offense which meets the criteria for suspension and the IEP does not include a Positive Behavior Management Plan. Students whose IEP does not include a Positive Behavior Management Plan may be suspended for up to three (3) days from the bus, provided an IEP meeting is scheduled within seven (7) to ten (10) days to include a Positive Behavior Management Plan.

Expulsion, which is a change in placement, invokes procedural safeguards ensured by state and federal statutes.

Disciplinary Actions

Major Bus Code Offenses – Class III

First Bus Offense

Commission of a Class III offense on a bus will result in the suspension of bus privileges for a minimum of twenty (20) school days.

NOTE: A student who has been suspended or expelled from the school bus that boards, rides, or attempts to ride a school bus, without being authorized to do so, is considered to be trespassing and is subject to arrest.

Subsequent Bus Code Offenses

Commission of a subsequent offense on the school bus will result in the suspension of bus privileges for a minimum of forty (40) school days.

If a student repeatedly displays inappropriate behavior on a bus, the student will be referred to the appropriate individual for possible suspension from the bus for the year.

NOTE: Court action does not dictate or govern school disciplinary action.

Bus Offenses Committed by Students with Disabilities or Section 504 Plan

Students with Disabilities or Section 504 Plan may be suspended from the bus for up to three (3) days at one time per incident.

An emergency suspension situation includes one in which a student with disabilities commits an offense which meets the criteria for suspension and the IEP does not include a Positive Behavior Management Plan. Students whose IEP does not include a Positive Behavior Management Plan may be suspended for up to three (3) days from the bus, provided an IEP meeting is scheduled within seven (7) to ten (10) days to include a Positive Behavior Management Plan.

NOTE: A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions such as out-of-school suspensions.

If transportation is identified in the IEP as a related service the days of bus suspension(s) are considered as days of out-of-school suspension if, as a result, the student is unable to attend school and therefore is denied access to a Free Appropriate Public Education (FAPE).

Students with disabilities or Section 504 Plan who engage in a Class III offense may be suspended from school or bus for up to three (3) days, pending a district Conduct Review Committee/ Section 504 Team meeting. The purpose of the Conduct Review Committee/ Section 504 Team meeting is to determine whether the violation committed by the student is a manifestation of the specific disability. If the district Conduct Review Committee/ Section 504 Team determines that the offense was not a manifestation of the student's disability, the student may be disciplined in the same manner as a student without a disability. If the Conduct Review Committee/ Section 504 Team determine that the offense was a manifestation of the student's disability, the student shall be referred back to the school for appropriate behavioral planning through an IEP Team meeting and/or Re-evaluation Review Team for discussion. If the Section 504 Team determines that the offense was a manifestation of the disability, consideration should be given as to the need for appropriate behavioral planning via the Section 504 Plan. In certain offenses involving illegal drugs, controlled substances, weapons and/or serious bodily injury and following a district Conduct Review Committee/Section 504 Team meeting and a referral to the Hearing Officer, the student may be placed in an interim alternative educational setting without regard to whether the behavior is determined to be a manifestation of his/her disability.

ZERO TOLERANCE OFFENSES

CLASS IV

4.00 (ALC) Alcohol – Any possession of an alcoholic beverage with the intent to use themselves, sell, give away, or otherwise distribute to another person.

NOTE: It is illegal to possess or use alcoholic beverages if under the age of 21.

A senior student who commits a Class III or IV violation, described in the Code of Student Conduct, shall forfeit the right to participate in graduation exercises and other senior-related activities until the student has successfully completed all assigned

consequences and disciplinary actions. School policies and procedures regarding assignment to alternative centers shall apply to students who commit a Class III or Class IV violation.

4.01 (DRD) Drugs – Any possession of a drug with the intent to use themselves, sell, or give away, or otherwise distribute to another person including any substance alleged to be a drug, regardless of its content.

NOTE: The possession or use of illicit drugs is illegal and harmful.

A senior student who commits a Class III or IV violation, described in the Code of Student Conduct, shall forfeit the right to participate in graduation exercises and other senior-related activities until the student has successfully completed all assigned consequences and disciplinary actions. School policies and procedures regarding assignment to alternative centers shall apply to students who commit a Class III or Class IV violation.

4.02 (ARS) Arson – Any willful and malicious burning of any part of a building or conveyance, whether occupied or not, or its contents.

4.03 (BAT) **Aggravated Battery upon a School Employee or Agent – Intentionally causing bodily harm resulting in disability or permanent disfigurement to a school district employee or agent.

NOTE: Violence against any School personnel by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

4.04 (ROB) **Armed Robbery – The taking of money or other property from the person or custody of another by use of a weapon, or in the course of the taking, putting another in fear of the use of a weapon, force, or violence.

4.08 (WPO) **Possession of a Firearm – Possession, discharge, use, or sale of any firearm or destructive device on school property, school-sponsored transportation, or during a school-sponsored activity. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer, any destructive device, or any machine gun. A “destructive device” means any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible (breakable) container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage.

NOTE: Under the Gun-Free School Act, any student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year. (The expulsion requirement is subject to modification, on a case-by-case basis, as allowed by law.) A student who is determined to have brought a firearm to school will be referred for criminal prosecution.

4.09 (WPO) **Use of a Deadly Weapon – Possession of any deadly weapon, other than a firearm, which is used in a threatening manner and is perceived by the individual being threatened as capable of inflicting physical harm.

NOTE: The possession of a firearm, knife, other type of weapon, or any item that can be used as a weapon by any student while the student is on school property or in attendance at a school function, is grounds for disciplinary action and may also result in criminal prosecution.

4.10 (WPO) Use of a Prohibited Object or Substance – Use of any prohibited object or substance (See 3.10) to strike or to threaten in a manner, which is perceived by the individual being threatened as capable of inflicting physical harm

Student/Athlete Conduct

Student-athletes may be suspended from team participation, should their conduct in school or on the field of play not adhere to the EMHS code of conduct. Disciplining measures shall be levied at the discretion of the athletic director and EMHS administration.

ATTENDANCE PROCEDURE/POLICY

EMHS has developed the following attendance policy to comply with the Indiana DOE We encourage all students to attend school on a regular basis. Each day that a student attends school he/she has opportunities to develop personal, social, and academic skills. We encourage the commitment of students, parents, and staff to work together on this endeavor. Students are responsible to be on time to school, notify school when absent, make-up assignments missed and turn in work assigned on time.

Procedures for reporting absences are as follows:

- ❖ CSUSA policy stipulates that in order for student absences to be considered excused, the parent/guardian must call the

school to report the absence and/or provide written documentation on the day of return.

- ❖ Parents/guardians must report absences on the day of the absence/absences by 9:00 AM. In addition, EMHS requires a written note within two days of the absence.

After 5 unexcused absences or an excessive number of excused absences, a letter will be sent home to notify the parent/guardian. After 10 or more unexcused absences or excessive excused absences another letter will be sent to notify the parent/guardian. After 20 unexcused absences, a truancy letter will be sent to notify the parent/guardian and a social worker referral form will be completed. A conference will be called to meet with the student and/or parent/guardian to develop an attendance agreement. If the unexcused absences continue, members of the staff will meet to review possible additional interventions. If the truancy persists and the student accrues twenty or more unexcused absences within a 90-day period, the school will make a second referral to the school social worker and/or the Indiana DOE.

MAKE-UP WORK

All students are expected to make up class work missed during an excused absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the student has **two days** to make up the work for each day the student is absent, **not including the day of return**.

High School Students only, who have an unexcused absence, will receive a grade of zero, if, on the day of the unexcused absence, the teacher's instructional activities include work for which a grade is given. This work may not be made up. Teachers **WILL** include these zeros when averaging grades for a marking period.

START ON TIME PROGRAM

EMHS will be continuing the “**Start-on-Time**” program during the 2021-2013 school year. In our school, instructional time is viewed as a precious resource. Consequently, chronic tardiness is viewed as a serious problem. For students who are late, procedures will be followed to maintain records on tardiness and keep the student's family informed. Consequences will be utilized to help students learn the importance of punctuality.

For students who are consistently on time, the procedures will ensure that tardy students will not be allowed to disrupt the flow of learning at EMHS. EMHS is confident that these procedures will increase learning time for all students and will contribute to the positive atmosphere of our school. Within the “**Start-on-Time**” program, distinctions are

made between being tardy to school (1st hour of the school day) and being tardy to class (remaining periods of the school day).

Tardy to School: defined as arriving to school after 8:00 a.m.

Unexcused Tardy (1st Hour of Day): Upon entering the building from 8:01 am and after, students will be sent to the guidance suite to be recorded as “late to school”. Upon being recorded as late, the student will be issued an official pass to class. After the **3rd** unexcused tardy, a phone call will be made home informing the student’s parent/guardian that their child’s next unexcused tardy will result in disciplinary action. Progressive disciplinary measures will be utilized as a response to any student’s third or more unexcused tardy.

Excused Tardy: A tardy is only considered as **excused** if a parent/guardian personally escorts their child into the school and has a viable reason.

REASONS FOR EXCUSED ABSENCES

Illness of student or member of immediate family, death in family, subpoena, religious holiday (faith of student), internal or external suspension, student sent home with contagious disease, participation in school or district-sponsored activities, doctor/dentist appointment or unusual emergency (i.e. house flood).

REASONS FOR EXCUSED TARDIES

Viable reason for excused tardy must be documented by appropriate party (i.e., medical professional, court representative).

REASONS FOR UNEXCUSED ABSENCES/TARDIES

Last minute vacation, bus suspension, alarm clock failures, missed bus; “parents fault”, car trouble and inclement weather all constitute unexcused absences. If student rides a city bus that arrives late to school, **he/she will be unexcused if they do not present a valid bus ticket that indicates the time student was picked up by bus.**

TRUANCY/CUTTING CLASS

Not attending school or leaving school without the proper permission is considered unacceptable behavior that will lead to disciplinary action (i.e., parent contacted, parent conference,

suspension, etc.) In addition, students who are absent from school may not enter the building during school hours unless accompanied by a parent and report to the front office.

BOMB THREAT AND FIRES

The fire alarm is the signal you will hear in the event of a bomb threat or fire. Upon hearing the alarm, students should follow the instructions previously given by the teacher making sure that all windows are closed. Teachers should follow students from the building. **Students should not stop by their lockers or utilize their cell phones during this time.** The principal or his/her designee will give a hand signal for students to return to class. The drill or real event should be conducted in an orderly manner. Exits may be blocked from time to time to practice alternative routes.

As a student, you have a responsibility to act appropriately and follow the rules when a serious safety issue occurs. With your help Emmerich Manual High School will continue to be a safe and secure environment.

BOOK BAGS/FOLDERS/PERSONAL ITEMS

Book bags, backpacks, string bags, folders or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs or any other item that would be deemed inappropriate, offensive or reflect negatively on EMHS.

Backpacks/string bags must remain in the locker and are not permitted in the classroom. Girls may carry a small purse throughout the day.

CARE OF SCHOOL PROPERTY

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Marking or defacing school property is a serious offense leading to suspension and possible expulsion.** Any student who damages/vandalizes school property will be required to make full restitution for damages. All food must be consumed in the cafeteria or area designated by the administration. With the exception of breakfast/lunch services and drinking from water fountains, no beverages of any kind are to be consumed during the school day.

Chewing gum in the school building is forbidden. Any student who disregards this rule will receive Disciplinary Action.

COMMUNICATION

Communication with parents/guardians is an integral part of a student's program. A mutually beneficial rapport between home and the school is important to us all. Our front office number is 317-217-1983. Please listen to the voice prompts for your call to be directed properly. Teachers are required to return your phone call within two working days. Parents are encouraged to send a message through S.I.S. or e-mail teachers directly if they are not accessible to S.I.S.

In addition, another source of communication is in place at EMHS. Our SIS system allows students and parents to access academic information. Parents and students are encouraged to check this system in order to maintain communication and stay abreast of academic progress. A password for students and parents is needed for this system. Please contact your respective guidance counselor if you have not received a password.

In addition to the forms of communication described above, phone calls may also go home through our automated Parent-Link system. This system informs parents of weather or emergency events, disciplinary actions, or school functions.

DINING AREA REGULATIONS

Each student is required to show good manners, courtesy and consideration of others in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food; there is no passing of money to students ahead in line. Containers are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over, or immediately upon the request of supervisory staff. No student is allowed to leave the dining area during the lunch period without a written pass to some other area of the school. **A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME.**

GUM CHEWING

Gum chewing is **not permitted at anytime** within the school building and can lead to the issuance of a teacher or administrative detention.

DISMISSAL

An announcement will be made at 3:30 P.M. each day for students to exit the building if they are not involved in a supervised after school activity.

DRESS CODE

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. It also prepares students for the dress code requirements of the workforce. Our dress code guidelines indicate appropriate school dress for normal school days. EMHS reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance will wear a school uniform. Failure to wear any part of the school uniform will result in a disciplinary action.

- ◆ **Hair:** Hair must neat and clean. Mohawk cuts, blowouts, spiked looks or any other unnatural cuts. No hats, bandannas or headbands may be worn. Braided hair must be neatly braided down.
- ◆ **Shoes:** Students must wear closed shoes at all times. No **slippers** (with or without backs). No heavy military type boots, shoes with metal tips or steel toes may be worn. Tennis shoes (sneakers) are preferred.
- ◆ **Socks:** Fishnet stockings, knee high socks or other inappropriate leg wear is not acceptable.
- ◆ **Shirts:** All shirts must be uniform shirts. Shirts cannot exceed mid-thigh length. **Only one solid white (long or short sleeve) T-shirt can be worn underneath polo shirts. T-shirts may not be visible below the hem of the shirt.** Sweatshirts and jackets, if worn, must be school sponsored. **ABSOLUTELY NO hooded jackets or sweatshirts are permitted...**all EMHS zippered jackets or sweatshirts must be worn with a CPCS collared school shirt underneath.
- ◆ **Slacks/Shorts:** All uniform slacks & shorts must be worn with a belt through the belt loops, worn at the natural waist, be in good repair and be the appropriate size.

Tight fitting, capri's rolled-up, and short shorts are not acceptable. Colors: Navy, Khaki and Black.

- ◆ **Belts:** Students are required to wear belts. Belts/belt buckles displaying **offensive** symbols, as deemed inappropriate by EMHS faculty or administration, are not to be worn. Additional adornments, such as chains, are not permitted.
- ◆ **In General:** Earrings and single nose studs are permitted. At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty or administration. No "Gothic" looks, dog collars, spiked jewelry, etc. or any other accessories deemed inappropriate by the faculty and administration.
- ◆ **Uniforms:** Students not wearing the appropriate uniform will be sent to the office. Parents will be called and required to bring the correct uniform to school before the student can return to class. Progressive disciplinary actions will be taken for repeat offenders.
- ◆ **Exceptions:** **No special interest groups/clubs will be allowed to deviate from the uniform dress code except on Fridays (or on other specific days that are announced by administration) at which time students will be allowed to wear SCHOOL APPROVED T-shirts with uniform pants.**

Although we tried to be specific to all dress code issues, there may be issues not included in this handbook that are left to the discretion of the faculty and administration of the school.

EMERGENCY PROCEDURES

In the event that school should be closed or dismissed at an unscheduled time due to an unforeseen emergency, we will follow the EMHS guide for all emergencies and/or closings. Our Parent-Link phone system will be able to contact each household in order to provide necessary information. To assist the school in the event of an emergency, each parent/guardian must complete the *Emergency School Dismissal* form indicating who can pick up the student.

Students who do not return an Emergency Card will not be permitted to participate in any extracurricular activities, i.e. dances, field trips, etc. Please notify the school immediately of any phone/address changes so that we may update our records.

EARLY DISMISSAL

Early dismissal for appointments or illness must be arranged prior to departure. The school will not accept notes “after the fact”. Parents must be present to sign the student out of school. If the student is a driver, the parent must provide written permission with a copy of the parent’s driver’s license. Verbal permission from a parent is acceptable for students who are 18 years of age. There will be no early dismissal after 2 PM.

EXTRA-CURRICULAR ACTIVITIES

Students must attend half (11:00 AM) of their scheduled classes to be eligible to participate in an activity that day. Exceptions to this policy may be absences authorized by the Principal/Administration or Athletic Director.

FIELD TRIPS

Scheduled field trips will be educational in nature and considered part of the curriculum. The student must assume cost involved for transportation. It is necessary for parental permission to be granted before any student can accompany his/her class on a field trip. Written permission must be on file at the school before a student will be allowed to leave the building. Students must receive permission from their other teachers and/or administrators in order to attend any field trip. At the discretion of the Principal, students with an excessive number of disciplinary infractions in a given marking period may forfeit the opportunity to participate in a field trip. **A student’s grades will also be a determinant in regards to a student being permitted to attend any field trip.** Any outstanding financial obligation to EMHS will also prohibit a student from attending field trips.

GANG SYMBOLISM

Student behavior, dress, signing or symbolism (beads, bandannas, etc.) intended to represent gang affiliation will not be tolerated on school grounds or at school-sponsored events. Violation of this policy will result in suspension or possible expulsion. EMHS works in conjunction with the Indianapolis Police Dept. to determine what constitutes gang related activities.

HALLS/CORRIDORS

Students should be in the hallways only at the beginning and close of the school and while moving from one class to another, unless a teacher, administrator or staff person has issued a hall pass. There is to be no more than one student out of class at a time.

LOCKERS

All students are assigned a locker. **The sharing of assigned lockers or the use of personal locks is prohibited.** Students should not share their combination with anyone. EMHS is not responsible for theft of personal property. Students enrolled in Physical Education will be assigned a locker during the class period but must provide their own lock or purchase one from the Athletic Department. Rules regarding lockers, as stated above, will apply to Physical Education lockers. **Students are STRONGLY encouraged to not leave any valuables (money, cell phones, electronic equipment, etc.) in their Physical Education lockers.**

There is no assumption of privacy; the school reserves the right to search lockers as needed.

LUNCH SERVICES

Lunch is served each school day. If a student wishes to bring a bag lunch from home, a carton of milk, soda or juice can be purchased separately. EMHS participates in the free/reduced lunch program. Lunch menus can be found in the monthly newsletter. **Applications for free and reduced lunch can be picked up in the front office.**

MEDICATIONS

To enable students to receive their prescribed medications during the school day, a special medication/treatment form must be completed. This form requires the signature of the doctor prescribing the medication and parent's signature. Parents cannot fax information to the school.

Medications must be properly labeled in the original container from the pharmacy. Please notify the school nurse of any medication changes. A nurse or the principal's designee distributes medication in all circumstances. **Students are not permitted to carry medication. All medication is to be dispensed by the nurse or principal's designee.**

PARENTAL CONFERENCES

Conferences can be set up at the request of the school or the request of the parent. A conference with a teacher or multiple teachers should be set up through the Guidance Assistant at 317-217-1983. Additional methods of communication are available via S.I.S or email through the official school website. School personnel will contact the parent/guardian and arrange a mutually agreed upon time for the conference. Conferences *requested by the school* will give a specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing children.

PARKING/STUDENT DRIVER REGISTRATION

Parking in student lots is a privilege. All cars must be registered to park in the designated lot and have a Student Parking Decal. **Cars, which are inappropriately or illegally parked, or cars parked so as to cause a safety hazard, may receive a warning or be towed at owner expense.** Students must abide by local speed limits set forth by the Indianapolis Police Dept. Failure to do so on school property may result in a loss of driving privileges and/or suspension from school. Any student leaving school in their vehicle or lending their vehicle to any other student between the hours of 8:30 AM and 3:30 PM will have their driving privileges revoked permanently.

PERSONAL PROPERTY

Radios, tape players, toys, computer games, large sums of money, etc., are **prohibited** on school grounds. If they are brought to school, and subsequently lost or stolen, the school is **not responsible** for the loss. If items of this nature are discovered, school personnel will turn them into the office, and a parent/guardian must claim items. It is encouraged that parents speak with the School Resource Officer with regard to any theft that occurs on campus.

POSITIVE SCHOOL CULTURE

EMHS implements programming to increase bullying awareness and build an atmosphere of tolerance and mutual respect. Positive avenues are used to assist in the resolution of interpersonal peer conflict among students.

SCHOOL SAFETY

As part of Emmerich Manual High School's commitment to being a premier educational community, we take pride in our ability to provide a safe and secure learning environment. We all play an important role in helping to maintain this positive atmosphere. As a student you can make a difference. Make a personal commitment not to participate in violence in any way. Do not bully, tease, or spread negative gossip about others. Respect others and value differences. Try to broaden your social circle to include others who are different from you.

Learn about ways to resolve arguments and fights without violence. Encourage your friends to do the same. Emmerich Manual High School also offers alternative dispute resolutions. Some examples include peer mediation and peer counseling. These methods are designed to assist students in resolving their conflicts amicably. Learn as much as you can about these positive approaches to conflict resolution.

If someone is threatening you and you feel you are in serious danger, do not take matters into your own hands. Find an adult whom you can trust to discuss the situation, or contact school administrators or the police. Emmerich Manual High School has a School Resource Officer on campus that is willing to assist you with any concerns.

If you know someone is in possession of a weapon or is planning to harm someone else – report him or her. Most of us have learned from an early age that it is wrong to tattle, but in some instances it is the most courageous thing you can do. Breaking the “code of silence” is the first step in creating a positive school culture. Tell a trusted adult, like a teacher, guidance counselor, member of the school security team, Assistant Principal, Principal, parent or peer counselor. If you are afraid and believe that telling will put you in danger or lead to retaliation, it is also possible to place an anonymous note in the mailbox outside of our Peer Counseling classroom or leave an anonymous message at the school or with the police department.

SEARCH OF PERSON OR PROPERTY

When a student is suspected of being in possession of items considered harmful or dangerous, he/she will be given an opportunity to surrender those items voluntarily. If this does not occur, then he/she will be searched by a Security Specialist and an administrator. **Lockers will be periodically, randomly searched.**

STUDENT ID BADGES

The school issues identification badges. They may be needed for admission to dances and other school activities. **Students are required to visibly wear their ID badge at all times. Failure to wear an ID**

throughout the entire school day will result in an administrative detention. The student must purchase a temporary badge for \$1.00.

TECHNOLOGY

Students may not bring any computer applications including games to school for any reason. School workstations may not be altered without direct administrative permission.

Any vandalism, (renaming, trashing, or moving files, illegal copying, etc), intentional copyright violations, or attempted access to authorized data will result in disciplinary action, which may include restitution.

With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the school. Please be aware that questionable materials that are not appropriate for this age may be available to inquisitive searchers. EMHS firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of EMHS.

Students and parents should be aware that as with any school property or activity, the inappropriate use of the Internet connection would subject the student to disciplinary action. **Examples of inappropriate behavior include the accessing, downloading and distributing of inappropriate materials, vandalism, or any other use incompatible with district or individual school policies.** Any violation as related to Internet use will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

TELEPHONE USE

Students are not allowed to use the office telephones during school hours unless it is an emergency and has been approved by an administrator. Calls originating from the school will be strictly supervised. **No student will be called to the office to receive personal calls.** An administrator or counselor will deliver emergency messages to the student.

TEXTBOOKS

The textbooks issued for student use becomes the **responsibility of the student and/or parent**, and must be returned at the end of the year in the same condition in which they were issued. Any damaged or lost books must be paid for before another book is issued for home use.

Any student who has not paid for a lost book may be restricted from participating in school activities, i.e., Prom, Homecoming, field trips etc. The school bookstore is open Tuesdays & Thursdays before and after school during the week.

TRESPASSING

Students are not to enter or remain on the school campus without proper authorization. Violators may be subject to suspension and/or arrest for criminal trespass. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. **There is no supervision before 8:00 AM or after 4:00 PM.**

VISITOR/INTRUDER INFORMATION

If you spot someone in the building who does not have a visitor sticker on their shirt/blouse immediately report the person to the nearest faculty or staff member.

If you see someone outside the building who looks out of place, immediately go to the nearest faculty or staff member and report the person and the location. **Do not, for any reason, open the doors to the school for any individual!** Instruct the individual to report to the main office where they will receive the necessary visitor's pass to proceed to their location within the school.

Early Dismissal Due to Weather Conditions

Manual High School will follow weather-related dismissal as announced by IPS.

Failure to Identify/Fleeing School Personnel

The school issues identification badges. They may be needed for admission to school, dances and other school activities. **Students are required to visibly wear their ID badge at all times.** Failure to wear an ID throughout the entire school day, failure to identify or fleeing school personnel **will result in progressive discipline.**

First Offense: Parent notification and a 1- day suspension.

Second Offense: Parent notification and a 3-5 day suspension.

Third Offense: Parent notification and 5-10 day suspension.

I, _____ have
read the Emmerich Manual High
School Code of Conduct and agree to
abide by all regulations within the
handbook. Choosing to not follow the
regulations will result in consequences
as outlined in the Code of Conduct.

Student: _____

Parent/Guardian: _____

Date: _____

