

EAST NOBLE HIGH SCHOOL

901 Garden Street
Kendallville, Indiana
46755-2299

“EXCELLENCE: AN EAST NOBLE TRADITION”

Student Handbook 2014-2015

Telephone: 260-347-2032
FAX: 260-347-2362
Athletic Director: 260-347-7166
Attendance Office: 260-347-7167

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



EAST NOBLE SCHOOL CORPORATION MISSION STATEMENT

“Maximize potential in all people every day.”

Tuesday – Friday Schedule

Period 0 (Optional)	6:30 – 7:30
Period 1	7:45 – 8:55
Period 2	9:01 – 10:11
Period 3	10:17 – 11:27
Period 4	11:33 – 1:12
Lunch A	11:33 – 11:58
Lunch B	12:02 – 12:27
Lunch C	12:47 – 1:12
Academic Lab 1:18 – 1:43	
Period 5	1:48 – 2:58
Period 6 (Optional)	3:04 – 4:14

Monday (Collaboration) Schedule

Period 0 (Optional)	6:30 – 7:30
Period 1	8:15 – 9:25
Period 2	9:31 – 10:41
Period 3	10:47 – 11:57
Period 4	12:03 – 1:42
Lunch A	12:03 – 12:28
Lunch B	12:32 – 12:57
Lunch C	1:17 – 1:42
Period 5	1:48 – 2:58
Period 6 (Optional)	3:04 – 4:14

(Normal School day Periods 1-5, 7:45-2:58)

EAST NOBLE HIGH SCHOOL STAFF

ADMINISTRATION / COUNSELORS

Principal: Steve Peterson
Assistant Principal: David Stinson
Assistant Principal: Rief Gilg
Activities Director: Nick David
Assistant Activities Director: Gary Ort
Guidance Director: Lindy Munson (11th Grade Counselor)
Guidance Counselor: Cory Jacquay (12th Grade Counselor)
Guidance Counselor: Nicolette Benedict (10th Grade Counselor)
Guidance Counselor: Terri Salway (9th Grade Counselor)

TEACHING STAFF

Amstutz, Luke – Social Studies/Head Football Coach	Lear, Claudette – Health/PE
Arnett, Brenda – English	Leslie, Stephanie – Art/Dept Chair
Arnold, Mike – Agriculture	Liepe, Mark – Science/Dept Chair
Atz, Elizabeth - English	Maksimchuk, Nick – Social Studies
Barber, Charlie – English	Mazur, Lisa – Math
Becker, Julie – Hearing Impaired	McLaughlin, Bert - PE
Bell, Andy – Social Studies/Dept Chair	McNamara, Amy – Special Ed
Bloomfield, Tye – Special Ed	Mettert, Chris – Music
Bolinger, Laura – Special Ed	Metz, Mark – Science
Booth, DeAnn – Math/Head Basketball Coach (Girls)	Munk, Craig – Theater
Brown, Aleta – English	Munoz, Brian – Music (Band)
Campbell, Michael - Special Ed	Nelson, Kerry - PE/Dept Chair
Carpenter, Ann –Tech Coach	Noble, Rachel - Math
Charles, Amanda – Spec. Ed/Dept Chair	Ort, Gary – PE/Asst. AD
Cockroft, Mark – Business	Pepple, Ryan – Special Ed
Cook, Joanna - Media Director/Technology Director	Perera, Silvia – Spanish
Cook, Kevin – Science	Prater, Carissa – Science
Cripe, Chad – Social Studies/Head Basketball Coach (Boys)	Ravis, Lindsey – French
DeWitt, Amy -- Math	Richhart, Nolan – Soc. Studies
Disque, Megan - English	Rickey, Matt – English
Edwards, Aaron - Math	Robinson, John – Special Ed
Fiandaca, Ashlee - JAG	Sabrosky, Jennifer – FACS
Flinner, Elizabeth – FACS	Scherer, Kim Luke – Special Education
Gump, Hillary – English/Publications	Schlotfeldt, Alison – English
Hamlin, Rich – Math	Schmidt, Michelle – English/Dept Chair
Haywood, Doug - Math	Schmiesing, Abby – Spanish
Hoagland, Dave – Business	Shotts, Melissa – Math/Dept Chair
Hoffar, Keith – Soc. Studies	Smith, Mike - Business
Holcomb, Carol – Business	Swartz, Jacob – Science
Ignasiak, Kelly - Spanish	Swonger, Shannon – Special Ed.
Keck, Karen – Math	TBD, English Teacher
Kimmel, Shawn – Science	Terrell, Deb - FACS
Kline, Art – Science	Thangvijit, Chelsey - English
Lahee, Cam – Science and Web Design	Vanderkolk, Katherine -- Art
Lash, Ken – Social Studies	White, Suzette – Special Ed

SECRETARIAL STAFF

Principal's Sec./Treas.- Marilyn Freiburger
Assistant Principal's Sec./Attend. - Jenni Ritchie
APC Sec. – Donna Rahal
Activities Director's Sec.– Michelle Sutton
Guidance Director's Sec. – Tracy Hutchins
Receptionist – Dawn Metz

INSTRUCTIONAL ASSISTANTS

Cindy Adams	Sharon Maley
Dunia Campos	April Myers
Rose Carpenter	Diana Neu
Dara Childers	Tracey Palmer
Lynn Englehart	Hillary Scare
Tanya Evard	Karla Schooley
Pam Helton	Schamberle Williams
Mandi Kinney	

AUX STAFF

Sgt. John Dixon- Resource Officer
Ryan Rowe – Head Custodian
Janis Engerman – Cafeteria Manager
Jessica James – School Nurse

ATTENDANCE POLICY

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

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

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

Legal policies and guidelines given to schools under Indiana Law:

IC20-33-2-4 Compulsory Attendance

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

(b.) An individual is bound by the requirements of this chapter from the earlier of the date on which the individual officially enrolls in a school or, except as provided in subsection (h), the beginning of the fall school term for the school year in which the individual becomes seven (7) years of age until the date on which the individual: (1) Graduates (2) reaches at least sixteen (16) years of age but who is less than eighteen (18) years of age and the requirements under subsection (j) concerning an exit interview are met enabling the individual to withdraw from school before graduation; or (3) Reaches at least eighteen (18) years of age

(d) An individual for whom education is compulsory under this section shall attend school each year: (1) for the number of days public schools are in session in the school corporation in which the individual is enrolled in Indiana; or (2) If the individual is enrolled outside Indiana, for the number of days the public schools are in session where the individual is enrolled.

I.C. 20-33-2-3.2 Compulsory Attendance; parent's responsibility

Sec. 33 Compulsory Attendance; Parent's Responsibility. (a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter. Lengthy and repeated tardies to school may result in the absences being considered as truancy.

Attendance Definitions and Procedures

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

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

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

Any verified or unverified absences totaling seven (7) in a class period per trimester may result in removal from that class. **Absences totaling seven (7) full days per trimester may result in expulsion.**

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

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

Email- Students are expected to check their school email at least one time per school day. All attendance reminders will be sent via email.

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

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

Additional Exempt Absences will include two days of college visits during each of the junior and senior years.

COLLEGE DAYS - No college days can be taken immediately before or after school scheduled vacation days. Seniors may take college days in May **ONLY IF APPROVED BY THEIR GUIDANCE COUNSELOR**.

In-School Suspension – In-School Suspension (ISS) is the assigning of the student to the In-School Suspension room at the high school in lieu of attending classes. While assigned ISS, students are barred from participating in any school-related functions during non-school hours. In-School Suspension is not counted as an absence.

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

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

Tardy - If the student is absent less than ten (10) minutes, they are considered tardy. Tardies are counted by class period. Students arriving late to school will be issued school consequences at the time of arrival; potential Tardy consequences include:

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

PROCEDURES

A parent/guardian should telephone the school (260-347-7167) the **day of the absence** giving the student's name, grade, and reason for the absence. Students without telephones should bring a written note the **day they return** to school stating the date of absence, first and last name of student, grade of student, and reason for the absence. A school letter requesting

verification of an absence will be sent home with the student each time he/she does not bring a note confirming an absence. All notes should be presented at the APC Office before 7:45 a.m. the day following the absence.

If a student has not had their parent/guardian call or has not brought a note, their absence will be considered truancy. The student has **two school days** after the absence to verify their absence before being assigned truancy. Unverified absences will be considered truant on the **third day** after the absence.

The APC opens at 7:15 a.m. each day. All early dismissals and absence notes must be obtained prior to school. Students who have an off-campus class for their morning classes must bring their notes to the attendance office when they arrive.

STUDENT MAKE-UP WORK

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

CONSEQUENCES FOR UNVERIFIED/TRUANT DAILY ABSENCES

Upon a 7th absence in a trimester, a 24-hour legal notice may be sent to parents / guardians via certified mail. Upon receipt of 24-hour notice, further absences may be considered trancies regardless of reason. Such absences may be considered a violation of the Indiana Compulsory Attendance law, and parents / guardians may be referred to the county prosecutor.

Other consequences for daily trancies will range from detention to expulsion. Students habitually truant may also be referred to Teen Court.

Under no circumstance is a student to leave the building during the school day without permission of a school administrator or designee. Once a student has crossed the school's threshold, verification of an absence must be made from within the building. When a student leaves the building, he/she must have **prior approval from a parent/guardian by either: (1) having provided school personnel at the APC with an early dismissal, or (2) calling a parent/guardian on the telephone to ask permission and having the school secretary talk to the parent/guardian with verifying information. APC personnel may call a parent back at phone numbers on file in an attempt to verify parent communication.** After obtaining permission to leave the building, the student should sign out in the APC. Failure to obtain prior permission to leave the building will result in truancy. Students arriving later than 7:45 a.m. or leaving earlier than 2:58 p.m. must sign in/out at the APC and leave **ONLY** through the main doors.

VERIFIED ABSENCES

If a student has acquired seven (7) absences in a trimester, the classroom teacher will refer him/her to the Assistant Principal. At four (4) full day absences in a trimester, a letter will be sent to the parent/guardian outlining the academic standing of the student and procedures for further absences. There will be only one absence letter sent to notify the parent/guardian of this attendance status per trimester.

A student may be removed from class upon the seventh (7) absences for each trimester. In this case, the student will be withdrawn with a Withdrawal Failure (WF) and assigned to Study Hall. The administration will take into consideration the circumstances resulting in absenteeism.

If a student is removed from more than two or more classes, he/she may be withdrawn or expelled from school pending the due process hearing. The student and/or parent may request a hearing.

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

APPEALS COMMITTEE

When a student has been recommended for removal from a class due to absences and feels absences are justifiable and extraordinary, the student may appeal to the Attendance Review Committee within five (5) days of being notified of removal. This committee will consist of at least an administrator, guidance counselor, teacher and a student. **THE BURDEN OF PROOF WILL REST WITH THE STUDENT.** Factors that may be taken into consideration will be:

1. Extended, continuous related absences of the student when confirmed by a doctor. (The doctor must specify in writing the exact dates and circumstances.) A doctor's note must be submitted within two days of returning school following the absence.
2. Attendance at a funeral when requested by parent.
3. School related trips, i.e., athletic and field trips.
4. Other emergencies or events as approved or acknowledged by the administration.

BULLYING POLICY

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

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

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function or event.
 - c. Traveling to or from school or a school activity, function, or event;
 - d. Using property or equipment provided by the school; or
 - e. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.

Indiana Code:

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

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

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

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

Staff Intervention: East Noble staff members who observe or become aware of an act of bullying are expected to take immediate action to intervene, unless the intervention would be a threat to a staff member's safety. If a staff member

believes his or her intervention has not or will not resolve the matter, or if the bullying continues, the staff member will report the incident to a guidance counselor, assistant principal or principal. Students who have been bullied may seek additional support from the school.

Student Intervention: Students who are victims of bullying or observe another student being bullied are expected to report the incident to a staff member. All students have access to school email and are encouraged to use this format as a means of contacting guidance counselors or principals. Once contact with any staff member is made, the investigation process will commence.

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

Consequences:

All bullying will be documented. Consequences could range from level 1 for initial acts to level 6 for repeated behaviors. If false reports are deemed to have been done with malice, consequences will be imposed to those parties responsible for making the allegations.

EAST NOBLE HIGH SCHOOL: POINTS OF EXPLANATION

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

ACADEMIC PROBATION/GOOD STANDING -Students requiring school permission to be involved in extra-curricular activities must be in Good Standing. (Extra-curricular activities include but are not limited to dances, permits, clubs, and/or athletics.) Students are in Good Standing if they have earned enough credits in order to graduate with their cohort. Students who fall behind on their credits will be placed on Academic Probation, and will not be considered in Good Standing. While on Academic Probation, students will need to demonstrate through progress reports that he/she is passing all of his/her courses in order to be considered in Good Standing.

ACADEMIC WALL OF FAME - A student becomes eligible for the Wall of Fame if designated Valedictorian or Salutatorian.

AFFECTION - (EXCESSIVE DISPLAY OF) - Any physical contact beyond walking hand-in-hand is inappropriate. Kissing is not permitted.

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

AUDITORIUM CONDUCT - Performers and speakers who present convocations to the ENHS student body and staff are our guests. As our guests, they deserve an attentive and courteous audience.

BOOK BAGS – Only laptop bags with adequate laptop padding/protection will be permitted for students to carry, to and from class.

BOOK RENTAL - Book rental should be paid on or before the first day of school. Parents who opt to pay in instalments need to pay minimum amounts by the following schedule: 1/4 of the total by September 1, 1/2 by October 1, 3/4 by November 1 and final payment by January 15. Book rental not paid by January 15 of the current school year will be turned over to Small Claims Court with those costs being added to the regular book rental fee.

CAFETERIA - All students are to remain at school for lunch. Students are to eat during their assigned lunch period and remain in the cafeteria until the end of the period. Students are not to share their lunch. Students may bring a “sack” lunch to school and eat in the cafeteria. Deliveries of pizzas, sandwiches, etc., from fast food restaurants are not allowed,

including the bringing of crock pots, pan dishes, etc. Students who bring food or beverage items to school will not be permitted to take them into the building upon arrival. Students carrying beverages in any non-school issued container are subject to inspection/search. Students will not be allowed to charge lunches. Students who utilize their ID card to purchase lunches and to deposit money in their lunch account must show their ID when making purchases. Students may make deposits into their account on Monday and Tuesday before school.

GUIDELINES FOR STUDENT CAFETERIA USE

- A. Upon entering the cafeteria for lunch, students sit down at their table. Students will be dismissed by the supervising teacher to pick up their meal.
- B. When students are finished eating, they are to return their trays, silverware, and trash to the proper containers or areas and return to their seats.
- C. All students must report to the cafeteria during their lunch period and leave only with a pass or permission from the cafeteria supervisor.
- D. All food and drinks need to remain in the cafeteria at all times.

CELL PHONES – Cell phones and all other personal property items are not allowed to be a distraction or a disruption to the educational process. Any item/object that causes a disruption of the school’s operation may be confiscated and only released to a parent/guardian.

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

CLASS RANK- Class rankings are unofficial. They are used for informational purposes only. Class rankings are based solely on GPA and not diploma type.

CLASS SCHEDULE - The school day consists of five (5) 70 minute periods plus one (1) Academic Lab. Students may also have the option to take a class before school or after school (period 0, period 6) provided a course is offered during this times.

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

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

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

Failure to follow these guidelines will result in disciplinary action.

CLOSED CAMPUS - ENHS operates under a “Closed Campus System” for all students. All students, upon arriving on school grounds, are expected to remain at school unless he/she has been excused by the office and has had permission to sign out of the building. In order to provide a safe and secure environment entrance to the building proper will be limited. Students arriving to school via car must enter in the northwest doors by the general office. Those who ride the bus must enter thru the west doors on the north end of the building. During the hours of 7:45 a.m. and 3:00 p.m. all outside doors

will be locked with the exception of the doors leading to the general office. During that time period everyone must enter the building thru the general office.

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

STUDENT TECHNOLOGY RESPONSIBLE USE POLICY

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

Internet - Terms and Conditions

- 1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of East Noble School Corporation.
- 2) **Privileges** - The use of the East Noble telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology director and the superintendent will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of East Noble School Corporation may request the technology director and/or the system administrators to deny, revoke, or suspend specific user accounts.
- 3) **Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.
 - Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
 - Downloading copyrighted material for other than personal use.
 - Using the network for private or commercial gain and/or using the network for commercial or private advertising.

- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.

3) **Exclusive Use of Access** - Network users are solely responsible for the use of their logins, passwords, and access privileges. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges. Network resources can only be accessed with school owned computers, laptops and similar devices. Student or staff owned computers, laptops, tablets, and other internet devices may not access ENSC network resources either wirelessly or connected directly to the network. The use of cell phones is defined by each building, and users should understand and follow those guidelines provided elsewhere. Students are encouraged to use personal thumb drives to back-up, store and transport personal files between classrooms, home and school.

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

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

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

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

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

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

8) **Vandalism/Bullying** – Vandalism and/or bullying will result in the cancellation of privileges, and disciplinary action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Online communications transmitted with the intent to harass, ridicule, humiliate, intimidate another student or adult are prohibited, and repeated instances may cause a student to be identified as a bully. (IC 20-33-08-0.2) Interference with another's work is similarly prohibited, and may represent destruction or theft of an intellectual property.

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

10) The student and parent(s)/guardian(s) need to sign the Responsible Use Policy each year while at East Noble School Corporation.

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

DETENTIONS- Detention may be assigned by a teacher or administrator. Detentions are to be served in room 413 from 3:00-3:30 pm, Monday-Friday, or 7:15-7:40 in the APC. Detention obligation(s) have priority over extra-curricular practices. If detentions are not served, a student will be assigned to Wednesday School or suspended to satisfy the obligation. Detention reminders will be sent to school email accounts. Students are expected to check their school email at least one time per school day.

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

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

1. Students are required to wear shoes.
2. Coats, hats, sunglasses, bandannas, hoods, and all other head coverings are not to be worn in the building at any time. These items are to be removed and placed in the student's locker from 7:00 a.m. to 3:00 p.m. Hats are also not to be carried through the school. All hats need to be **put away** (they are not to be carried during the school day) or they will be confiscated and returned to a parent/guardian.
3. Students must refrain from wearing revealing summer attire or other style of dress that tends to be disruptive or deemed inappropriate.
 - I. Shirts and Tops
 - a. Must cover the entire top of the shoulder and have a sleeve
 - b. Must not be backless
 - c. Midriff (belly) must not be exposed when arms hang at the sides
 - d. Absolutely no cleavage should show
 - II. Bottoms (skirts, shorts, pants, etc.)
 - a. Pajamas are not permitted
 - b. There should be no skin exposed above the middle finger while arms are hanging straight at the side
 - c. Undergarments and/or posterior cleavage must not be showing when sitting, standing, or leaning over.
4. Students must refrain from wearing anything that visually demonstrates or displays any illegal or morally questionable activity. This includes, but is not limited to, any article of clothing which advertises alcohol and/or drugs, tobacco products, gangs, and clothing with unacceptable language and/or connotations.
5. Clothing or jewelry that may cause injuries, such as belts, chains, wallet chains, bracelets, rings and chokers with spikes or studs, is prohibited.
6. Body accessories that are unsafe for certain activities or are disruptive to the educational environment are not to be worn to school.
7. Clothing with holes, tears, rips, or other mutilations will be held to the same standard as shorts: no skin exposed above the middle finger while arms are hanging straight at the side.

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

DRIVERS LICENSE/WORK PERMIT – A student’s driver’s license and/or work permit may be removed from a student due to: attendance, failing grades, violations of school policy, multiple suspensions, expulsion, or withdrawal from school. Students must pass 4 of 5 classes (or a similar proportion) to obtain or keep a work permit.

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

RANDOM DRUG TESTING

School administration shall have the authority to require certain students to be subject to a random chemical test of the student’s saliva, urine, or other bodily substance for controlled substances. Participation in the random drug testing is for students who: 1. Drive a motorized vehicle to school, or 2. Participate in athletics extra-curricular or co-curricular groups & clubs, or 3. Are in Student Council or are a class officer.

EARLY GRADUATION - Students who desire to graduate early should inform their counselors by December 1 of their senior year of their intent. Neither late arrivals nor early dismissals are permitted by state attendance mandate.

ECA (End of Course Assessment) – Students, beginning with the class of 2012, are required by the State of Indiana to pass an End of Course Assessment for Algebra I and English 10 in order to earn a high school diploma. Students are also required to complete an ECA at the conclusion of their Biology I course to fulfil requirements set by NCLB (No Child Left Behind).

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

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

EXAMINATIONS - Final examinations are given the last two days of the term in all classes and may not be taken early. Understanding various assessment methods used by our faculty, teachers can substitute projects, papers, etc. in lieu of exams.

EXTRA-CURRICULAR PARTICIPATION - In order to attend or participate in an extra-curricular activity, the student must be enrolled in and passing 4 out of the 5 classes each TERM. Students who violate the alcohol, illegal drugs, or tobacco rules as defined by ENHS or commit felonies under the laws of the State of Indiana will be subject to appropriate disciplinary action within the extracurricular activity in which they wish to participate. Students must be in attendance for at least periods 3, 4, & 5 of the regular school day in order to participate or practice that day. A student who is officially excused for a non-illness reason is exempt.

Specific Activities affected by this include: **All Extracurricular Activities**. This includes all activities that are involved in competing against other schools or who perform for the general public. *See Extra-Curricular Activities Standards.*

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

GAMES - Electronic games that cause a disruption to the educational environment are not allowed at school during school hours. Card playing, not involving gambling, is acceptable during lunch.

G.E.D. (General Education Development) - The high school equivalency certificate is available for those students who wish to pursue an alternative to the traditional high school curriculum. Information about the G.E.D. program is available through the Guidance Department.

GRADE LEVEL CLASSIFICATION - The minimum credits needed to be classified at each grade level are: Sophomore (11 credits) Junior (22 credits) and Senior (33 credits). Reclassification is determined on August 1 of each year. Students, who do not meet grade level requirements, will be unable to participate in activities designated for a higher grade level.

GRADES - A student's grade each term will be determined by daily work, quizzes, exams and other assignments. Up to 20% of a student's grade can be based on daily participation. Individual classroom teachers will outline their grade formula and note such in their classroom rules.

GRADING SCALE –

A 93-100; A- 90-92; B+ 87-89; B 83-86; B- 80-82; C+ 77-79; C 73-76; C- 70-72; D+ 67-69; D 63-66; D- 60-62; F 0-59

GRADE POINT AVERAGE - Grade point average is accumulative, calculated at the end of school semesters, and based on a 4.0 point program with

A =4.0; A- = 3.67; B+ = 3.33; B = 3.0; B- = 2.67; C+ = 2.33; C = 2.0; C- = 1.67; D+ = 1.33; D = 1.0; D- = .67.

GRADUATION REQUIREMENTS

a. Credit requirements: 47 credits

b. Required classes-see current course description handbook

c. ECA EXAMS - Successfully pass the ECA Exams

d. Attendance and other Requirements - In order to graduate from East Noble High School, a pupil shall have attended through the second trimester of his or her senior year. To participate in graduation exercises, a senior student must have all credits completed.

e. Senior Exit Interview – All East Noble seniors will complete an activity or business resume and five short essays related to their experiences, activities, and career goals. These will make up the Career Pathways Portfolio. Also, each senior will complete an Exit Interview, which is related to the items in the portfolio. The exit interviews will be conducted by ENHS teachers and must be passed in order for the student to graduate. If a student does not achieve a passing score, he/she may do it again, as many as necessary, until the requirement is sufficiently satisfied.

f. Academic Honors Diploma - an Academic Honors Diploma may be awarded to qualifying students who:

1. Earn a minimum of forty-seven (47) credits
2. Maintain a “B” average - 3.0 accumulative GPA, and

3. Receive no grade lower than “C” in required courses
Specific course requirements are available from guidance counselors. Some state financial aid is tied to completing an Academic Honors course of study to those families who qualify.

****New for the Class of 2016 and beyond****

ACADEMIC RECOGNITION REQUIREMENTS

- **Academic Recognition**
 - **Academic Recognition is defined as senior year Top 10 placement along with Valedictorian and Salutatorian honors**
 - **Based on cumulative GPA’s of senior students that qualify for High Honors Diploma**
 - **High Honors Diploma are awarded to students that fulfil all of the following requirements:**
 - **Academic Honors Diploma**
 - **A minimum of 12 Advanced Placement credits (AP)**
 - **A minimum of 60 credits earned**
 - **In the event that we have multiple students that have fulfilled the aforementioned criteria and have the same GPA, the following tie-breaking mechanism will be employed for placement:**
 - **1st- Number of AP credits earned**
 - **2nd-Number of credits earned**
 - **3rd-SAT/ACT score (by March of senior year). Super-scoring will be allowed**

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

HONOR ROLL - An Honor Roll is published at the end of each Term for students who earn all “A’s and B’s”. In order to be eligible, a student must be enrolled in four (4) subjects receiving regular letter grades.

INTERCOLLEGIATE ATHLETIC PARTICIPATION

Students wanting to compete in Intercollegiate Athletics at the Division 1 or 2 level need to contact their counselor at the end of their junior year to complete the NCAA Clearinghouse forms.

JUNIOR-SENIOR PROM - Attendance at the Junior-Senior Prom is open to junior (as determined on August 1 of the current school year) and seniors who are enrolled at the time of the Prom (early graduates are included.) Enrolled juniors or seniors may invite a guest from other high schools, if they are a junior, senior, or graduate (under the age of 21).

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

LEAVING SCHOOL - Upon arriving on school grounds you must have permission from the office and must sign out in the APC before leaving the building/grounds. Leaving the building or designated class area will be considered truancy.

LOCKDOWN- Lockdown is a term that is used to regulate movement within the building. During a Lockdown, all student and staff movement is halted. Students and staff are to remain quiet and contained in a locked room. This safety procedure may be employed during situations where hallway movement is deemed inappropriate. ENHS will conduct random Lockdown Drills throughout the school year.

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

MILITARY INFORMATION – To opt out of receiving information from branches of the military, students must submit a letter to the guidance office requesting removal from the list by September 30.

NATIONAL HONOR SOCIETY - A select group of students tapped during their junior or senior year. These students are selected on the basis of scholarship, leadership, service and character. Any junior or senior with an accumulated G.P.A. of 3.5 or above will be considered. A faculty evaluation will take place.

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

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

PARKING - (PARKING LOT) - Students who drive to school are required to register their vehicle and purchase an ENHS parking tag each year in order to park on school grounds during the school day (7:00 a.m. - 3:15 p.m.). The tag must be hung on the rear-view mirror of the car being driven that day. Student drivers may only park in the main lot on the north side of the school and are to park in the designated lined spaces and observe all traffic regulations. Students failing to observe parking regulations and/or displaying a current ENHS parking tag could have their vehicle towed and/or driving privileges denied. Tags cost \$5.00 and must be purchased for each school year. Students are not to return to their cars during the school day or drive, ride or be in/on a motorized vehicle during the school day without permission.

During the fall Marching Band Season all cars must be moved out of the far North parking lot beyond the band building 3:15pm to 5:30pm on Monday, Tuesday, and Wednesday then again from 5:15pm to 8:30pm on Thursday. Cars not moved will be towed at the owner's expense.

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

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

PERFECT ATTENDANCE – To be eligible for perfect attendance award, a student must be in attendance every day with an exception of two class periods per school year.

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

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

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

RECORDING DEVICES- No audio or video recording of students, staff or ENHS operations is permitted unless directly related to school sponsored activities or curricular projects.

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

SAT/ACT - The S.A.T. is given at East Noble High School during May, October, and December. Our S.A.T. school code number is (151815). The ACT is also given at East Noble High School in October. The ACT code is (151-815).

SCHEDULE CHANGES - Schedule changes are to be completed by the date designated by the director of guidance (usually June 15 preceding the school year). Only extenuating circumstances will be considered after that date for

changes. **REFUNDS** - Students who drop and/or change courses after the second week of the term are not given refunds if a difference in cost occurs.

SECURITY CAMERAS – Security cameras are in place throughout the building and on the grounds. Any attempt to tamper with or impeded these devices will result in disciplinary actions with the school and law enforcement.

SKATEBOARDS - Skateboards, roller blades or any self-propelled devices are not to be used in the hallways or other areas not designed for such purpose at any time. Skateboards may be used on the flat parking lot area during non-school hours.

STOLEN PROPERTY - Students finding lost or stolen property should turn it in to the office immediately. Students found to be in possession of stolen property will be subject to disciplinary action. ENHS is not responsible for personal property, lost or stolen, at school.

STUDENT ID CARD - Student ID cards will be distributed to all students at the start of the school year. The I.D.'s will be used to purchase school lunch. As a safety measure all students will be required to keep their I.D.'s in their possession. Students present their I.D.'s at any time when requested by school personnel. Students refusing to show their I.D.'s when requested will be found to be insubordinate and appropriate consequences will result. Students who do not have their I.D. are required to purchase a new I.D. from the office before or after school. The student will be charged \$5.00 for the new I.D. The I.D. will not be received until payment is made. Students are not to deface their I.D.'s in any way. If a student loses or defaces their I.D. card, a replacement fee of \$5.00 (each time replaced) is required. Students needing a replacement card need to contact the APC.

STUDENTS IN BUILDING - Students are not to be in the building without direct teacher supervision before 7:00 a.m. or after 3:30 p.m.

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

THEATRE BOX OFFICE PHONE - During times when taking ticket orders, the box office is open from 4:00 pm-6:00 p.m. at 347-7167.

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

WEDNESDAY SCHOOL - The Wednesday School program is provided as an alternative to some in-school suspensions and meets on Wednesday evenings from 3:15 p.m. to 5:15 p.m. Failure to complete assigned Wednesday School may result in suspension. Wednesday School reminders will be sent via email. Students are expected to check their school email daily.

VALEDICTORIAN/SALUTATORIAN: Students earning this title would be those students with the highest and second highest grade point average at the end of the senior year and earned at least 60 credits. No independent study AP classes can be taken. If more than one student earns the highest or second highest GPA, a Co-Valedictorian or Co-Salutatorian would be named. Students placed on the Wall of Fame would be the valedictorian and salutatorian.

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

YMCA - The YMCA facility is “off-limits” to all students during the school day (7:30 a.m.-3:30 p.m.). The exception is when the YMCA is being used by a specific class.

East Noble High School

Behavior Code

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

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

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

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

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

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

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

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

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

SEARCH AND SEIZURE

Authorized school personnel may conduct a search of a student, locker, book bag, laptop, student possessions/belongings or automobile, if they have reasonable suspicion for a search. **A student who requests parking privileges gives implied consent for a**

search. A certified dog and the handler may be used to initiate a search. Reasonable suspicion for a search means circumstances that would cause a reasonable person to believe the search of a particular person, place or thing will lead to the discovery of:

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

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

Student Rights and Responsibilities

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

Education

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

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

Learning Environment

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

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

Expression

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

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

Possession & Distribution of Literature

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

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

Religion

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

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

Peaceful Assembly

RIGHT • Students have the right to peaceful assembly.

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

Privacy

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

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

Transportation

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

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

Disciplinary Consequences

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

Progressive Discipline Steps/Range of Consequences

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

Suspensions

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

Alternative Consequence

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

Law Violations

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

Levels of Disciplinary Consequences

LEVEL 1: CONFERENCE/PARENT CONTACT

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

LEVEL 2: ACTION OPTIONS

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

LEVEL 3: IN-SCHOOL ALTERNATIVES

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

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

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

LEVEL 5: ALTERNATIVE CONSEQUENCES/PROGRAMS

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

LEVEL 6: EXPULSION MEETING/EXPULSION

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

Rules with Disciplinary Consequences

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

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

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

A. Tardiness: 1-5

If the student is absent for ten (10) or more minutes of the class, they are considered absent. Absences without verification will be considered as trancies. If the student is absent less than ten (10) minutes, they are considered tardy. Tardies are counted by class period. (See page 5 of the handbook for further details)

B. Excessive Absence: 1-6

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

C. Unverified Absence: 1-6

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

D. Cutting Class: 1-5

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

E. Legal Settlement: 6-6

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

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

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

A. Walking Away: 1-4

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

B. Talking Back: 1-4

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

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

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

DISRUPTION (Consequences range from Level 1-6)

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

A. Chronic Talking: 1-4

Repeated talking in the classroom without permission.

B. Horseplay: 1-4

Rough or noisy play or pranks.

C. Harassing/Teasing/Instigating: 1-6

Pestering or tormenting; instigating a verbal or physical altercation.

D. Refusing to Remain in Seat: 1-4

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

E. Leaving without Permission: 1-5

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

F. Bus Rules: 1-5

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

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

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

I. Whistling or Noises: 1-4

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

J. Other: 1-6

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

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

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

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

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

C. Violating Copyright Provisions without Permission: 1-6**D. Accessing School Records or Another Person's Information or Files without Permission: 1-6****E. Other Improper Use of Equipment: 1-6****F. Bypassing ENSC Security Policies/Filtering: 1-6**

See Responsible Use Policy

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

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

A. Fighting: 3-6

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

B. Shoving and/or Kicking: 2-6

Pushing and/or kicking anyone.

C. Hitting, Biting, Spitting, or Other Conduct that Causes or May Cause Injury: 2-6

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

D. Throwing Objects: 2-6

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

E. Bullying: 3-6

See Bullying Policy

INSUBORDINATION (Consequences range from Level 1-5)

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

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

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

B. Refusal to Work in Class: 1-4

Failing to do assigned work in class or complete homework.

C. Refusal to Serve Detention: 1-4

Failure to serve detention as directed.

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

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

E. Refusal to Report to Office: 1-4

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

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

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

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

MISREPRESENTATION (Consequences range from Level 1-5)

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

A. Altering Report Cards or Notes: 1-4

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

B. False Information: 1-5

Making false statements, written or oral.

C. Cheating: 1-4

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

D. Plagiarism: 1-4

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

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

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

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

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

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

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

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

A. Swearing: 1-5

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

B. Obscene Gestures: 1-5

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

C. Derogatory Written Materials: 1-5

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

D. Directed at Staff Member: 4-6

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

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

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

STUDENT DRESS (Consequences range from Level 1-5)

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

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

**** See Dress and Grooming on pages 11&12 for more information****

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

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

A. Against a Staff Member: 4-6

Threatening to strike, attack or harm any staff member.

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

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

C. Bullying: 1-6

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

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

Possession and/or use of any tobacco product is prohibited. Tobacco products and matches/lighters will also be confiscated. For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, “vapor,” or other substitute forms of cigarettes.

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

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

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

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

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

DISORDERLY CONDUCT: (*Consequences range from Level 5-6*)

Engaging in fighting or tumultuous conduct and/or making unreasonable noise or engaging in actions that disrupts the educational atmosphere.

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

Engaging in electronic-related crimes. ****See *Responsible Use Policy*, pages 9-11****

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

False fire alarm or false emergency call.

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

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

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

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

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

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

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

ILLEGAL CONDUCT: (*Consequences range from Level 5-6*)

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

INTIMIDATION: (Consequences range from Level 5-6)

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

NARCOTICS/DRUGS: (Consequences range from Level 5-6)

Possession, use, under the influence and/or sale of illegal narcotics and drugs such as steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use of over-the-counter medications or other substances which may be purchased legally and are used, or believed to, or represented to produce an effect similar to a drug (for example: Spice).

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

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

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

Using or possessing any explosive device.

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

Violation of a Level 5 probation agreement

THEFT: (Consequences range from Level 3-6)

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

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

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

WEAPONS: (Consequences range from Level 4-6)

Possession, purchase or sale of a knife, weapon, explosive, chemical agent dispenser, destructive device or other object that can reasonably be considered a weapon. If weapons are confiscated, they will not be returned. They will be given to the proper authorities for disposal.

Legally Speaking

Child Abuse

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

Discrimination/Harassment

ENSC supports the principle that all persons are entitled to equal opportunity without regard to race, religion, color, marital status, national origin, sex, age, disability, limited English proficiency or any other personal characteristic. No person is excluded from participating, denied the benefits of, or otherwise subject to unlawful discrimination on such basis in any educational program or activity, and harassment on any such basis is prohibited. Unwelcome, inappropriate conduct indicative of prohibited harassment may take different forms, including, but not limited to, the following:

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

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

C. Physical Contact. Prohibited sexual harassment may also include threatening or causing unwanted touching, contact, or attempts of the same, including patting, pinching, pushing the body or coerced sexual intercourse or relations with a student, school

employee or other person associated with ENSC. Harassment can be between an employee and student, one employee to another or one student to another. Harassment can also involve other persons associated with ENSC. A student who believes he or she has been harassed should a school administrator as soon as possible. The confidentiality, both of the complainant and of the accused, will be respected consistent with ENSC's legal obligations and the need to investigate allegations of misconduct and take appropriate corrective action. Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual is subject to disciplinary action.

Taking a Child into Custody

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

Student Records

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

Access to a Student's Record

The parent/guardian and student, if 18 or older, have the right to see the student's record and to have it explained. Administrators, secretaries, counselors, case managers and teachers are responsible for supervising, instructing or helping a student have access to that student's records. Unofficial records – teachers' grade books, counselors' notes and memos that individuals keep as memory aids – are the individual's property and not open to anyone unless the owner chooses.

Release of Student Records

Some information in a student's permanent record may be released without specific authorization from parents, including the student's name, birth date, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, awards and the most recent educational agency or institution the student attended. Parents or students age 18 or older who do not want this type of information released must give a written statement to the principal, and the information will be restricted as much as possible under the law. Federal law also requires us to supply that information and contact information to military recruiters unless parents or students age 18 or older choose not to permit recruiters access to it. If a parent of a high school student or the student does not want the student's directory information to be provided to official military recruiting representatives, he or she must submit a signed, written request to the high school by the end of the student's sophomore year. A student's official record, except for absence notes from parents and interoffice memos, will be transferred to other ENSC schools or districts without a parent's written request. Parents may review the records before they are transferred. Also, disciplinary records are forwarded to non-ENSC schools that have requested them and in which the student seeks or intends to enroll. The district will send a student's official record to a college or a prospective employer only if the parent or student age 18 or older requests in writing the specific records.

Privacy

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

Release to Noncustodial Parents

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

Restricting Driver's Licenses

Indiana state law requires school officials to report to the Bureau of Motor Vehicles (BMV) when a student has been suspended two or more times, expelled, excluded or withdrawn. State law will not allow the BMV to issue a driver's license or permit, and requires they be invalidated, if a student under 18:

- has two out-of-school suspensions for the school year;
- is a habitual truant;

- has been expelled or excluded from school;
- has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-21 before graduating. The student may be given a permit or have the invalidation lifted from the license after:
- the person becomes 18 years of age;
- 120 days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer;
- the suspension, expulsion or exclusion is reversed after the person has had a hearing under IC 20-33-8-14.

The Bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section that does the following:

- (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
 - enrolled in a full-time or part-time program of education; and
 - participated for 30 or more days in the program of education.
- (2) Submits to the Bureau a form developed by the Bureau that contains:
 - the verified signature of the principal of the school;
 - notification to the Bureau that the person has complied with subdivision (1).

Transportation

Guidelines, Violations and Consequences

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

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

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

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

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

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

Parents are reminded that in the state of Indiana, it is unlawful (a class D felony) for any unauthorized person, including parents to board a school bus without the permission of the school corporation.

POLICY FOR STUDENTS REENTERING SCHOOL

1. A student that has been withdrawn from East Noble High School for chronic behavior or attendance problems in his previous tenure as an East Noble High School student, may re-enter the second time on a probationary basis for one term. Probationary status defined: It is felt that a sincere desire to continue one's education would not justify tolerating repetition of previous behavior pattern. Any major discipline problems/conduct could result in expulsion. The second major offense in the school year will result in a recommendation for expulsion.

2. Any student that has withdrawn from East Noble High School on two previous occasions and is desirous of entering the regular school term of East Noble High School for the third time will be required to pass at least two state-required courses or similar designated courses before permission to re-enter will be granted. This requirement may be fulfilled in the following manner:

- a. Correspondence courses
- b. Summer School
- c. Alternative School

Waivers to the above policy may be granted to individuals who have previously withdrawn because of medical problems and to individuals who have not been in attendance in a regular high school for a period of at least five (5) years.

3. Alternative education programs available to students include:

- a. Adult secondary credit program
- b. GED preparation

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (S.A.P.) is designed to utilize all available resources to address the problem of substance abuse to protect the health and safety of all students by making every effort to ensure a drug-free environment. East Noble High School recognizes that students may need education, assistance and support because of their own drug or substance abuse. The school system wants to provide an opportunity for education and/or assistance to any student displaying signs of harmful involvement. A student who self-discloses, *prior to a violation*, to an appropriate school official about personal drug abuse involvement and who follows the recommendations of the Student Assistant Program will not be subject to suspension, expulsion, extra-curricular ineligibility, or other disciplinary actions for violations which occurred prior to self-referral. If school personnel learn of a violation prior to self-disclosure, a self-referral will not waive possible suspension or expulsion recommendations.

I. Drug and Alcohol Violations Excluding Transmission, Sales, Possession or Distribution

A. First Offense

1. A conference will be held with the principal or assistant principal, student, student's parent(s)/guardian and the student's high school counselor to discuss the violation policy and explain disciplinary procedures.
2. Proper legal authorities will be notified.
3. Student will be suspended from school for 10 days with recommendation of expulsion to the superintendent.

The recommendation for a one-year expulsion will be adjusted on the first offense if the following criteria are met by the student and parent(s)/guardian:

- a. The student and parent(s)/guardian will sign a conditional agreement to defer expulsion proceedings and will satisfactorily complete all of the terms and conditions in the agreement.
- b. The student will arrange for a chemical use assessment by a qualified agency at their expense during the first five days of suspension. The student will not be permitted to return to school until the assessment has been completed and the assessment results and recommendations are forwarded to the school by the agency. A release of information will need to be signed by the student and parents which will permit communication with the chosen agency.
- c. It is expected that the student will follow recommendations made by the certified agency. If in-patient or out-patient treatment is recommended, a designated school counsellor will communicate with the therapist or agency chosen by the parents to ensure the student's attendance. All expenses will be the responsibility of the student's parents. Should the student and/or parent's/guardian fail to comply with the recommendations resulting from the required assessment, the principal or assistant principal shall forward the request for expulsion to the superintendent for further action.

d. The student will need to actively participate in education sessions to be conducted by a facilitator from the Noble County Teen Court. Curriculum materials and open discussion will be used to assist student's exploration of negative effects of chemical use. Failure to attend and actively participate in S.A.P. sessions will be reported to the principal or assistant principal and expulsion from school will be recommended.

e. A sanction of non-participate in or attending any and all extra and/or co-curricular activities may be imposed.

B. Second Offense

1. Parent or guardian will be notified.

2. Proper legal authorities will be notified.

3. Student is suspended from school with recommendation of expulsion for one year.

4. Should due process result in expulsion, documented proof of a chemical assessment by a certified alcohol/drug counselor must be provided to the principal prior to being reinstated.

5. Parent(s)/guardian will meet with designated school officials to discuss assistance for student upon being reinstated.

II. **Transmission, Sales, Possession or Distribution of Prohibited Substances**

A. First Offense

1. Parent or guardian notified.

2. Proper legal authorities notified.

3. Student is suspended from school with recommendation of expulsion for one school year.

4. Referral to Student Assistance Program upon return to school and compliance with all recommendations.

III. **Tobacco Violations**

A. First Offense

1. Five (5) day suspension.

2. Proper legal authorities notified.

3. Referral to the Student Assistance Program for recommendations.

B. Second Offense

1. Ten (10) day out -of -school suspension with recommendation for expulsion for the remainder of the semester or school year.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

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

In order to perform or compete in any Extra-Curricular or Co-Curricular activity students must be in good academic standing, enrolled in and having passed four(4) credit classes during the last grading TERM and currently enrolled in four (4) credit classes and have a current year signed Student Drug Testing Agreement on file.

Retaining students for athletic purposes is prohibited.

Indiana law prohibits retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs.

East Noble High School Clubs:

Art Club

Academic Team

Athletic Leadership Council	Bi-Phy-Chem
Drama	Guitar Club
Future Farmers of America	FCCLA
Key Club	Knight Mentors
National Honor Society	SADD
Foreign Language	Student Council

East Noble Athletic Teams

(Must meet extracurricular eligibility standards)

Basketball (B,G)	Baseball (B,G)
Cross Country (B,G)	Football (B)
Golf (B,G)	Gymnastics(G)
Soccer (B,G)	Softball (G)
Swimming (B,G)	Tennis (B,G)
Track (B,G)	Volleyball (G)
Wrestling (B)	Cheerleading

Extra-Curricular Competitive or Performance Groups

(Must meet extracurricular eligibility standards)

Academic Spell Bowl	Academic Super Bowl
Color Guard	FFA Competitions
Forensics (Speech)	FCCLA
Science Fair	Theatre Productions
Bi-Phy-Chem	Drama
Pep Band	Bowling
Archery	

Co-Curricular Competitive or Performance Groups

Marching Band	Show Choir
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EAST NOBLE ATHLETIC DEPARTMENT PHILOSOPHY

The East Noble School Corporation believes a dynamic program of student activities is vital to the educational development of the students. The East Noble High School Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

Athletes should function as an extension of the classroom. It should offer opportunities to serve the institution, to assist in the development of fellowship and good will, to promote self-realization and all-around growth, and to encourage learning the qualities of good citizenship.

Leadership should be of the highest quality so as to exemplify to the participants the desired type of behavior to be developed from the athletic program. Measurement of leadership success should not be in terms of the tangible evidence of victory and defeat record, but rather in the intangible personality development factors that are an outgrowth of the major objectives of the athletic program, most notably the development of a strong work ethic and selfless service towards others.

The athletic program should always be in conformity with the general objectives of the school. The athletic administration should be in line with the general policies of the institution. At no time should the program place the total educational curriculum secondary in emphasis. The program should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.

DEPARTMENT PRINCIPLES

East Noble Athletics and Activities will:

1. Promote the growth of the whole person in our students through athletics and activities with emphasis on scholarship, leadership, community service, character, and sportsmanship.

2. Help our young people maintain a balance between academics, activities, and social / family life.
3. Achieve athletic excellence with integrity by following the letter and the spirit of the rules.
4. Develop diverse athletes and the collective spirit of our school by encouraging multi-sport athletes who share common training practices and common service projects.
5. Evaluate everything we do by asking: "Is it best for our kids and does it protect the pride and traditions of our school?"
6. Give kids a great experience remembering they are here to compete and have fun.

OBJECTIVES OF PARTICIPATION

- A. To provide a positive image of school athletics at East Noble High School.
- B. To strive always for playing excellence that will provide winning teams within the bounds of good sportsmanship and mental health of the student athlete.
- C. To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each contest; that will build up gate receipts; and that will enable a program of continuing upkeep and improvement of facilities.
- D. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary society. The laboratory should provide adequate and natural opportunities for:
 1. Physical, mental, and emotional growth and development.
 2. Acquisition and development of special skills in activities of each student's choice.
 3. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
 4. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
 5. A focus of interests on activity programs for the student body, faculty, and the community that will generate a feeling of unity.
 6. Achievement of initial goals as set by the school in general and the student as an individual.
 7. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
 8. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
- E. To provide superior program of student activities that includes appropriate activities for every student.
- F. To provide opportunity for students to experience success in an activity they select.
- G. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
- H. To provide those activities which offer the greatest benefits for the greatest number of students.
- I. To create a desire to succeed and excel.
- J. To provide for the students' worthy use of leisure time now and in the future.
- K. To develop high ideals of fairness in all human relationships.
- L. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- M. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- N. To develop an understanding of the value of activities in a balanced educational process.

IHSAA ELIGIBILITY

If you cannot check all 10 items, see your athletic director.

1. You will not or have not turned 20 before or on the scheduled date of the IHSAA State Finals
2. You are currently enrolled and currently passing 70% of the full credit subjects or the equivalent that a student can take.
3. You have had a physical examination between May 1 and your first practice each year.
4. You have filed with your principal the Consent and Release Certificate which has been signed by your parent/s or legal guardian/s.
5. You have not changed schools without a corresponding move by your parent/s or guardian/s.
6. You have not participated in non-school contests in your sport after the designated date for the first authorized contest in that sport.

7. You have never dropped out of school.
8. You have had the required number of practices in your sport preceding participation in a contest.
9. You enrolled in your school during the first 15 days of the semester.
10. You have never received money or merchandise directly or indirectly for your athletic participation.

ACADEMIC ELIGIBILITY

To maintain academic eligibility, athletes must receive a passing grade in at least four (4) full credit classes if on the traditional five (5) period day or must receive a passing grade in five (5) full credit classes if on the non-traditional six (6) period day. Athletes will be declared eligible or ineligible when grades are received from the computer, which is the “day of record”. Incoming freshmen are all considered academically eligible for the first grading period.

PHYSICALS & CONSENT & RELEASE FORMS

All athletes must have a physical completed, **by a medical physician, and all other required paperwork on file prior to working out with any team, or as an individual working on school grounds or with school equipment.** This policy goes into effect on **June 9th, 2014**. The physical must be submitted on the regulation IHSAA physical form and the Consent & Release portion of that form must be completed by parents. The IHSAA will not accept physical forms signed by nurse practitioners, chiropractors, or physician assistants.

CONCUSSION SAFEGUARDS

In order to best serve the safety interests of our student-athletes, we will cooperate fully with the new policies/procedures regarding head injury baseline tests, diagnoses, etc.

PARENT MEETINGS

Parents of athletes are asked to attend the department meeting each school year. This year there will only be one meeting at the beginning of the year on Thursday August 8th. The meeting will provide parents with necessary information about athletic department procedures and policies. Head coaches of each sport are also asked to hold a meeting for parents to explain team rules, etc. For fall sports, the individual sport parent meetings will occur on the same evening of the department meeting.

The Athletic Department parent meeting will include the following topics:

1. Introduction of Athletic staff
2. East Noble Athletic Department philosophy and principles
3. East Noble High School Athletic Code including drug testing
4. Explanation of East Noble High School Insurance Program
5. Transportation policies
6. Athletic eligibility
7. Hazing and other safety issues for athletes, including new concussion guidelines

Team parent meetings will be held near the beginning of each season and should include the following topics:

1. Athletic award requirements for that specific sport
2. Tentative description of practice sessions concerning time, length, etc.
3. Program goals and objectives
4. Coach’s expectations of athletes and parents
5. Other items considered important by the coach

TRANSFER FROM ANOTHER SCHOOL

Any athlete (except start-of-the-year Freshman) who transfers to East Noble must have a completed Athletic Transfer approved by the IHSAA prior to participation in a contest. (Contact the Athletic Office for details.). Athletic credit (letters) from another school can transfer to East Noble. The athlete or parent/guardian needs to contact the Athletic Office for details.

SCHOOL ATTENDANCE

Athletes must be in attendance for at least periods 3, 4 & 5 of the school day in order to participate in a contest or practice. To be in attendance, the student must be in school for the entirety of that period. A student who is officially excused for a non-illness reason is exempt.

STUDENT TRANSPORTATION

Only transportation authorized by the Activities Director shall be used for athletic contests. There can be no student drivers at any time. Athletes must remain under coach's supervision until their return to East Noble High School. Exceptions may be made by mutual consent of the coach and parent if the PARENT IS IN ATTENDANCE AT THE CONTEST AND THE ATHLETE WILL BE RETURNING WITH THE PARENT. A written note describing these circumstances must be submitted to the coach or Activities Director by the parent. This mutual consent shall be given only in cases with unusual circumstances. It is the intent that all squad members depart as a team and return to East Noble High School as a team. Van usage can be scheduled with the Activities Director.

LATE BUS SERVICE FOR EXTRACURRICULAR STUDENTS

We have 2 buses that provide "late busing service" for extracurricular activities to the north and south section of our district. These buses run Monday thru Thursday only. As with any busing, a letter from a parent or guardian should be given to the school office and a copy for the bus driver to keep on file. Buses do not deliver students door to door and stop only at the approved bus stops below. The schedule is as follows:

South Route:

Bus # 43,
Departs East Noble Middle School - 5:55 p.m.
Departs East Noble High School - 6:00

Bus stops:
Avilla Mercantile - 6:10 p.m.
Avilla Elementary School - 6:18,
Old LaOtto Elementary School- 6:25 p.m.

North Route:

Bus # 8
Departs East Noble Middle School -5:55 p.m.
Departs East Noble High School -6:00 p.m.

Bus stops:
Intersection US 6 and State Road 9 North- 6:12 p.m.
Rome City Elementary School- 6:18 p.m.

ATHLETE'S SUSPENSION, EXPULSION OR ASSIGNMENT TO WEDNESDAY SCHOOL

Athletes who have been suspended or expelled from the regular school setting or serving a Wednesday School will not be permitted to attend or participate in athletic contests or practices during the time of punishment. Participation may not resume until the first day following the completion of these disciplinary actions.

EXCLUSION FROM A TEAM

Any athlete, who is excluded from a team for disciplinary reasons or has quit a team by their own choosing, will not be allowed to attend open gyms or conditioning for another specific sport until the sport season for that original sport has concluded. This policy does not include all-school conditioning sessions held during the school year.

HAZING

Hazing in any shape or form will not be tolerated. Participants in such activities should expect to be disciplined.

USE OF FACILITIES & EQUIPMENT

No athlete should use facilities or equipment neither without the permission nor without staff supervision.

PHYSICAL EDUCATION CLASS PARTICIPATION BY ATHLETES

Athletes are expected to participate in all physical education classes and should not use contests as an excuse for non-participation.

DRESS

Athletes should be dressed appropriately for all contests, practices and workouts.

SOCIAL MEDIA

It is important for athletes and parents to recognize that being in our athletic program is a 24 hour endeavor; being a member of a team and a student at East Noble doesn't cease when they walk out the doors. Facebook, Twitter, Foursquare, etc. have made communication very easy, and with that ease comes risk. Parents and athletes need to recognize the inherent risks of "posting" on these sites, and that there are possible consequences for doing so. **As an athlete or a parent, it is important to recognize that postings of a negative, derogatory, or inflammatory nature to or regarding coaches, students, teammates, or opponents will be subject to discipline on a case-by-case basis.**

MEDICATION POLICY

1. No internal medications are to be supplied to athletes by the Athletic Department.
2. Topical medications are supplied and used by the Athletic Trainer or his/her designee.
3. Over the counter medication brought by athletes for personal use must be in the original container and be accompanied by a parental note indicating permission and usage instructions. These medications must be given to the Athletic Trainer for storage in the training room or in the assigned trainer's kit for activities held away from East Noble High School facility.
4. Prescription medications for use by athletes must be in the original labeled containers issued by a pharmacy. This must be accompanied by a physician's order directing usage and a parental note requesting administration of the medication. These medications are to be administered by the Athletic Trainer or his designee and stored in the training room or assigned trainers kit for activities held away from the High school facilities. If the medication must remain in the athlete's possession, a physician's note indicating this need along with administration directions and a parental note must be on file in the training room.
5. East Noble High School Athletic Department is supporting a position statement released by the National Federation of State High School Associations and the Indiana High School Athletic Association: The text statement is as follows:

"School personnel and coaches should not dispense any drug, medication, or food supplement except with extreme caution and in accordance with parents, health-care professionals and senior administrative personnel of the school or school district.

In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes."

East Noble School Corporation students and athletes should not bring such substances to school, practices, or contests. Parents of student athletes found to have performance enhancing supplements at school, practices, or contests will be notified.

The policies regarding the use of drugs for any purpose other than prescribed medical purposes are included in the East Noble School Corporation Drug Policy and the East Noble High School Athletic Code.

HOLIDAY & SNOW DAY PRACTICES

There shall be no practices on Thanksgiving Day, Christmas Day, and after 12 noon on December 24th without special circumstances. If a practice is held the morning of December 24th attendance shall be optional. When school is not in session due to snow day or ice, practices will be scheduled only with permission of the Activities Director. When students are sent home early from school due to weather conditions, no practices are to be held that day.

SECURITY OF ATHLETES' PERSONAL POSSESSIONS

1. Athletes should not carry large sums of money with them.
2. Athletes should never leave any personal possession outside their locker when leaving the locker room.
3. If you don't lock it up – it may be stolen.

SCHOLASTIC APTITUDE TEST

Throughout the school year there are various dates on which the SAT or ACT is given. Athletes should be aware of these dates so they can arrange to take the test at a time least likely to interfere with scheduled athletic events.

GUIDELINES FOR TRAINING OFF-CAMPUS

These guidelines must be reviewed with all student-athlete participants prior to the start of off-campus conditioning programs.

- Run single file facing traffic when there are no sidewalks.
- Stop, look, and listen when crossing key intersections.
- Cross with traffic lights.
- Do not cut diagonally across intersections or streets.
- Cross the entire street; do not get stranded on a median strip.
- Always run with a partner.
- Do not run on private property.
- Do not carry personal audio devices, Frisbees, tennis balls, or any other distraction.
- Follow the approved specified courses.
- Check in with the coach at the end of the day's run.
- Run defensively and anticipate problems.

DO NOT CHALLENGE VEHICLES.

POLICY REGARDING OUTSIDE COACHING DURING SEASON

The following guidelines have been developed for use by East Noble athletes, their parents and coaches of those athletes who are not employed by the East Noble School Corporation. They are written in hopes that they will better help the athlete, parent of the athlete and outside coaches understand the role of the East Noble coach and therefore prevent problems for the athlete during the high school season.

1. During the IHSAA practice and contest season the East Noble coach will make all team practice and performance decisions.
2. Athletes and outside coaches must agree to abide by the decision of the E.N. coaching staff.
3. Outside coaches must refrain from attending practices without permission received in advance from the E.N. coach. The outside coach must refrain from coaching during IHSAA contests.

4. If the outside coach has training information he or she would like to share with the E.N. coach, it will be his or her responsibility to contact the coach and not send information through the athlete. The E.N. coach will make the final decision concerning what role, if any, the outside coach and that information will play.
5. When an E.N. coach makes a decision contrary to the outside coach, the athlete must understand the high school coach is the decision-maker during the high school season. An athlete that would disagree with the decision has the option of resigning from the team. Undermining of East Noble coaching staff and or Athletic Department rules and regulations will not be tolerated.
6. The E.N. coach who agrees to receive information from outside coaches understands the information received will be given due consideration and may be used in total, in part or not at all.
7. It should be understood that all decisions should be made with the best interest of the athlete and team in mind.

MUSIC

Music played prior to games, during practice, in the locker rooms, and in the weight room should not contain foul or abusive language. The supervising coach is responsible for monitoring any music that is used by their program.

ATHLETIC AWARDS

The following Athletic Award system will be used at East Noble High School:

1. Each athlete completing a season in good standing will receive a certificate.
2. Each season an athlete completes a varsity season in good standing he/she will receive a chevron with the varsity certificate.
3. Point system: completing a season in good standing will result in points earned for each athlete.

JV or Frosh	½ point
Varsity	1 point
4. Jackets: An athlete can earn the privilege of purchasing a letter jacket (a part of the cost incurred by the Athletic Department) if he/she has received:
 - 3 varsity points in 3 different sports
 - 3 total points accumulated in all sports, one point of which must be a varsity point.
 - 2 total points in the same sport.
5. Blankets: A blanket can be earned with 8 varsity points.
6. Rings: A “Knight of Distinction” ring will be earned with 11 varsity points.
7. Each athlete who has completed 4 seasons in the same sport in good standing will receive a plaque at the completion of the fourth season.
8. Academic certificates will be presented to the top 3 athletes on each team based on the last complete semester’s GPA. (Athlete must be in grade 10, 11 or 12)

LETTERING PROCEDURE

The requirements to earn a varsity letter are different from sport to sport. The head coach should make all athletes aware of the lettering procedure for their sport prior to the start of the contest season. All athletes must finish in good standing with the team in order to receive post-season awards and varsity letters.

LETTER JACKET / AWARD DEFAACEMENT

Any athlete found to be displaying anything on their letter jacket that reflects badly on EN Athletics will risk the requirement of surrendering all numerals, chevrons, patches and **EN**’s to the athletic office and the reimbursement of the amount paid by the department for the jacket.

LETTER JACKET SALES FOR 2014-2015

Athletes who are eligible can order jackets on the following dates:

FALL: Tuesday, October 7, 2014
 Wednesday, October 8, 2014

Thursday, October 9, 2014

WINTER: Tuesday, February 3, 2015
Wednesday, February 4, 2015
Thursday, February 5, 2015

SPRING: Tuesday, April 28, 2015
Wednesday, April 29, 2015
Thursday, April 30, 2015

AWARD PROGRAM DATES

All programs begin at 7:00 p.m. in the Cole Auditorium.

Fall	Wednesday, November 12, 2014
Winter	Wednesday, March 11, 2015
Spring	Monday, June 1, 2015

All athletes should attend their respective awards programs. Athletes who cannot must contact their coach ahead of time in order to finish the season in good standing with the team and receive awards for participation.

ATHLETIC LEADERSHIP COUNCIL

The Athletic Leadership Council is made up of 7 – 10 representatives from each class as recommended by coaches. The purpose of the Council is to serve as the student advisory group to the administration of the Athletic Department. Members will meet regularly, make decisions regarding and assist community service and promotional events, and participate in leadership exercises. Athletes who have served athletic suspensions will not be eligible for the council.

NCAA CLEARINGHOUSE

Athletes anticipating playing at NCAA Division I or II level must be registered with the NCAA Clearinghouse. Information can be obtained from the high school counselor or at ncaaclearinghouse.net

ATHLETIC INSURANCE

East Noble High School no longer purchases an insurance policy for its athletes, so there are no charges for participation other than what fees for clothing, etc. that each team may require. It is highly recommended that athletes are insured as athletic participation may cause injury that requires medical attention, surgeries, or other treatments that can be costly. For injuries that incur costs above \$25,000 the IHSAA carries a catastrophic insurance policy that may be used to cover costs.

Supplemental insurance may be purchased through an independent agent. The athletic department may put interested families in contact with insurance agents for supplemental medical coverage for school activities.

It is important to reiterate that East Noble High School does not provide insurance for athletes, and that the school and its coaches are to be held harmless for accidents or injuries related to athletic participation.

ATHLETIC CODE

RULE 1 PARTICIPATION REQUIREMENTS

In order to participate in Interscholastic Athletics at East Noble High School the prospective athlete must meet the following requirements:

1-1

Have an IHSAA Consent and Release Certificate (physical form) on file in the Athletic Office.

1-2

Must have proof of health insurance coverage on file in the Athletic Office.

1-3

Students who require medication or have other medical needs are responsible for informing their coaches. Arrangements should be made for use of medication and specific procedures needed in case of medical emergency

1-4

Must have received passing grades in four (4) credits during last grading period. Must currently be passing in at least (4) credits.

1-5

An athlete may not have reached their 20th birthday by the State finals in the sport in which they are participating.

RULE 2 VIOLATIONS AND PENALTIES

2-1

Athletes will be suspended for the following violations and receive the following minimum penalties for those violations:

2-1.1 CLASS A VIOLATION

Found to have used, or been in possession of alcohol, tobacco products, or unauthorized illegal drugs (including caffeine based pills and other look-alike substances), failure of drug test.

2-1.2 CLASS A PENALTY-FIRST OFFENSE

- A. The athlete will be suspended for 30% of the scheduled contests during that sport season.
- B. If the total punishment cannot be fulfilled during that sport season, the remaining percent of the penalty will be carried over into the sport season in which the athlete had previously participated in during the prior year.
- C. It is recommended that the athlete take part in a counseling program. The program is a voluntary choice and will result in the athlete's penalty being reduced to 15% of scheduled contests. For this to take place, the athlete will take part in the following steps:
 1. A drug or alcohol evaluation will take place with a prearranged agency. A list of these agencies will be supplied by the athletic department. The results of the evaluation should be submitted to the athletic director.
 2. The athlete will participate in the program prescribed by the agency. The cost of the program will be paid for by the family of the athlete. If the program is not completed before reinstatement to the team, the athlete will continue the program until completion. If the athlete fails to complete the prescribed program after reinstatement, he or she will be suspended for an additional 25% of his other athletic contests.
 3. The student will need to actively participate in school/support sessions offered through the Student Assistant Program in addition to any outside agency support the student may receive.

2-1.3 CLASS A PENALTY-SECOND OFFENSE

- A. A suspension for 60% of the athlete's season. If the penalty is not completed during the current season, it will be extended to the next season of previous participation.
- B. A drug and alcohol evaluation will take place with a prearranged agency. A list of prearranged agencies will be provided by the Athletic Department. The results of the screening will be submitted to the Athletic Director.
- C. The athlete will participate in the education program prescribed by the agency. The cost of the program will be paid for by the family of the athlete. The athlete must complete the prescribed program before being reinstated.

2-1.4 CLASS A PENALTY-THIRD OFFENSE

- A. Termination of athletic career at East Noble High School.

2-2.1 CLASS B VIOLATIONS

1. Found to be involved in theft or vandalism or any other acts which prove detrimental to the school and/or athletic program. (This can include such things as fighting, hazing, bullying and acts of poor sportsmanship). Acting in a manner that brings embarrassment or shame to oneself and or one's school or that negatively impacts the reputation of oneself for one's school. Examples of such conduct include

but are not limited to: Any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans or disparages any coach, activity sponsor, school official, student, or opponent.

2. Found to be involved in any major school discipline problem which results in exclusion from the regular school day classroom setting multiple days.

2-2.2 CLASS B PENALTY-FIRST OFFENSE

A. Minimum of 25% suspension from scheduled contests in that sport.

2-2.3 CLASS B PENALTIES-SECOND OFFENSE

A. Minimum of 50% suspension from scheduled contests in that sport.

2-2.4 CLASS B PENALTIES-THIRD OFFENSE

A. 100% suspension from scheduled contests in that sport.

2-2.4 CLASS B PENALTIES-FOURTH OFFENSE

A. Athletic participation terminated for the balance of high school career.

2-3 SUSPENSION STIPULATIONS

2-3.1 Any suspension that is not entirely completed within a season will carry over to the next sport in which the athlete previously participated.

2-3.2 The penalized athlete is expected to meet all previously assigned regulations as outlined by the coach.

2-3.3 The athlete will not be in uniform for contests during suspension.

2-3.4 Athletes who violate the rules out-of-season will serve the penalty during the next sport in which the athlete has previously participated.

2-3.5 Jamborees and intra-school scrimmages do not count toward the suspension and the suspended athlete will not participate.

RULE 3 PARTICIPATION FACTS

3-1

An athlete is an athlete 365 days a year. Therefore the Athletic Code is in effect at all times.

3-2

Additional rules with penalties deemed necessary for the integrity and success of the sport, may be imposed by the coach.

3-3

If a disciplined athlete tries out for a sport that he/she has previously participated in and is eliminated from the team for any reason, the penalty carries over to the next sport in which the athlete previously participated.

3-4

Athlete must be included in random drug testing pool.

3-5

Jamborees or scrimmages do not count toward suspended contest number. However, suspended athletes will not be eligible to participate in these events.

RULE 4 SELF-REFERRAL

5-1

Athletes who realize they have a drug/alcohol dependency problem may contact the athletic director or counselor for help and support with no suspension taking place. This must be done prior to getting involved with a policy violation and before being selected for testing in the random drug testing pool. If school personnel learn of a violation prior to self-disclosure, a self-referral will not waive possible suspension. Self-disclosure is a one-time option. After self-disclosure, any additional violations would remove the student to second offense status.

ATHLETIC CODE OF CONDUCT

This acknowledges that I (student) _____ and my parent/guardian have received a copy of the Athlete's Handbook.

We understand that the Handbook includes a copy of the Athletic Code of Conduct. I agree to abide by that Code, the philosophy of the Department, and other information included in this booklet. My parent/guardian agrees to support that decision.

(Signature of Athlete)

(Signature of Parent/Guardian)

**THIS PAGE MUST BE RETURNED TO THE
ATHLETIC OFFICE COMPLETE WITH SIGNATURE**