

WELCOME TO EAST WASHINGTON MIDDLE SCHOOL

Dear Parents/Guardians and Students:

Welcome to East Washington Middle School. The Administration and staff are hoping this school year will be successful for you and one of great satisfaction. Our main goal of focus is for each student to achieve at his/her greatest level. With school staff, parents, community and students working toward this goal, the results will be well worth the effort.

Please take time to read through this handbook. It is designed to help you understand school policy and procedures. Parents and students will best benefit from reviewing this information together. If you have questions after reading the handbook, please ask a staff member for an explanation. The planner is designed to help students organize assignments. In addition, it can help parents provide academic help at home. Organization plays a key role in experiencing a successful school year.

We welcome your participation and support during the year and we look forward to celebrating with you the achievements of our students.

Sincerely,

The East Washington Middle School Administration and Staff

MISSION OF EAST WASHINGTON MIDDLE SCHOOL

The mission of East Washington Middle School is to successfully transition students into the next phase of their academic career by providing rich experiences that contribute to their academic and social growth.

ANNOUNCEMENTS

Announcements will be distributed to teachers electronically each morning. They will also be posted in the main office and available on our school website. Occasionally announcements of special importance will be made over the intercom or over the Channel One system. All posters, banners, etc. must be approved by an administrator before being displayed in the school building. **Students are responsible for checking the announcements daily.**

ARRIVAL AND DISMISSAL FROM CLASSES

The teacher will dismiss the students from class at all times. Students leaving one class should proceed immediately to the next class. Students considered late are subject to disciplinary action. It is each individual student's responsibility to be at all classes on time.

ASSEMBLY PROGRAMS

Assembly programs will be held periodically for the enjoyment and/or education of the students. Each student is expected to cooperate with the participation by giving them his/her attention. Approval should be indicated by applause, not by shouting, whistling or other forms of demonstration. An indication of the cultural level of a school is the conduct of its student body at an assembly.

ATHLETICS

East Washington Middle School provides a variety of athletic activities in which students may participate providing they meet the following guidelines: 1) Students must become familiar with the Athletic Handbook 2) signed consent form by parent/guardian and athlete 3) a completed physical examination form on file in the office. A student must be passing five subjects. Grades which count for determining eligibility shall be for a period of nine weeks or longer. Students who complete their practice and game responsibilities for the entire season will be recognized during the Honors' program held at the end of the year. Fall eligibility will be determined by semester II grades of the previous year. The following is a list of activities currently being offered.

SPORTS

GIRLS

Basketball 5-6-7-8
Cross Country 5-6-7-8
Tennis 5-6-7-8
Volleyball 7-8

Cheerleaders 5-6-7-8
Golf 5-6-7-8
Track 5-6-7-8

BOYS

Basketball 5-6-7-8
Football 7-8
Tennis 5-6-7-8
Wrestling 5-8

Cross Country 5-6-7-8
Golf 5-6-7-8
Track 5-6-7-8

ATTENDANCE POLICY

All students are expected to attend school regularly and to be on time for classes in order to obtain the maximum benefits from the educational program and to develop habits of punctuality, self-discipline, and responsibility. The educational process requires a continuous sequence of instruction, learning experiences, and classroom activities. Much more is learned at school than can be included in examinations and a student can only benefit from this instruction by being present in the classroom. The responsibility for regular attendance rests with the student and his or her parents.

ATTENDANCE PROCEDURES

1. Absences from school fall into two categories: excused and unexcused.
 - a) Absences will be excused for the following reasons:
 - dental and medical excuse with written physician's statement
 - death in the immediate family
 - court or legal appointments requiring the student's appearance
 - religious observances (approval by principal required)
 - educational reasons (approval by principal required)
 - serving as a page in the legislature or similar honor (advance notification required)
 - other out-of-school sanctioned activities (advance approval by principal required)
 - phone call or written statement by parent/guardian (limit of 3 per semester)
 - b) Students will not be allowed to make up missed classroom work when those absences are a result of an out of school suspension or truancy.
2. In order to qualify for a grade promotion, a student cannot have more than a total of eleven (11) unexcused absences within the school year.

Please see Attendance Appeal Procedure
3. After a student has accumulated their fourth (4) and sixth (6) unexcused absences within the school year, a letter will be sent home notifying the parent/guardian of the unexcused absences. Upon the tenth (10) unexcused absence within the school year, another letter will be sent to the parent/guardian and the Washington County Probation Department. This letter will inform the parent and the Washington County Probation Department that the student is at his/her maximum number of unexcused absences for the school year. Upon the eleventh (11) unexcused absence within the school year, another letter will be sent to the parent/guardian. This letter will inform the parent that the student is over the maximum allowable unexcused absences within the school year. At this point, a student's grade level promotion is jeopardized. Parents/Guardians are eligible and encouraged to go through the attendance appeal procedure listed below. ***Upon the eleventh (11) unexcused absence, according to I.C. 20-33-2, parents will be reported to authorities for educational neglect. ** If parents do not go through the appeals process, retention is probable.***

ATTENDANCE APPEAL PROCEDURE

1. Upon the student's eleventh (11) unexcused absence of the school year, the parent/guardian may submit an appeal form to the main office within five school days of the eleventh (11) unexcused absence. **After five school days, any requests for an appeal will be denied.** This appeal form may be obtained from the main office or the middle school website.
2. Attendance committee will review properly submitted appeal forms for absences dealing with extenuating circumstances.
3. Administration will notify the student and/or parent/guardian concerning a decision on the Appeal request.
4. Anytime a student is absent from school either part of a day, or the entire day; upon his or her return to school, communication from the parent or guardian stating the reason for the absence is required.

BOOKSTORE

The bookstore is available for students to purchase school supplies before and after school.

CELL PHONE POLICY

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers) or vehicles.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- B. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the Corporation's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

CHANGE OF ADDRESS

Students are to inform the principal's office immediately regarding moving or change of address. It should be noted that students are expected to reside with their parents or legal guardian. If these persons move from the area served by the East Washington School Corporation these students are expected to make the fact known, withdraw from East Washington Middle School, and make the necessary arrangements to have their records transferred to their new school.

COMPULSORY SCHOOL ATTENDANCE LAW

Sec. 17

- (a) Subject to the specific expectations under this chapter, each child shall attend either a public school which the child is entitled to attend under IC 20-33-8 or some other school which is taught in the English language.
- (b) A child is bound by the requirements of this chapter from the earlier of (1) the date on which the child officially enrolls in a school, (2) expects as provided in subsection(g), the beginning of the fall school term of the school year in which the child becomes seven (7) years of age: until the date on which the child graduates, reaches the age of eighteen (18) years and a parent or guardian provides written consent for the child to withdraw from school.

Sec. 20

Parent to Produce Certificate of Child's Incapacity on Demand.

If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

Sec. 37

Penalty.

A person who knowingly violates this chapter commits a Class B Misdemeanor.

Chronic absenteeism due to health related symptoms complicates the provision of educational services and the ability of a child to learn in an organized manner. Upon certain situations, the parent may be required to meet the statute noted above. Failure to comply may indicate truancy, educational neglect, or other problems that the administrator foresees as an invalid reason to miss school.

CORPORATION LOCKER POLICY

All lockers made available for student use on the school premises, are the property of the East Washington School Corporation. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

1. Locks - The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.
2. Use of Lockers - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause an interference with the school's purpose or any educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapons, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen item, any obscene material, or tobacco products. Students are expected to keep their lockers in a clean and orderly manner.
3. Authority to Inspect - The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal, assistant principal, or member of the staff, designated in writing by the principal.
4. Inspection of School Lockers - A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents at any time.
5. Disposal of Confiscated Contraband (illegal or prohibited goods or merchandise) - All contraband confiscated from lockers may be disposed of by the principal or his/her designee as he/she deems appropriate, including:
 - a. return to the proper owner or place;
 - b. use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-33-8;
 - c. delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
 - d. destruction.
6. Involvement of Law Enforcement Officials

- a. If the principal or superintendent has a reasonable suspicion that a locker or lockers contain illegal drug paraphernalia, weapons, a bomb, explosive chemicals, or stolen property, he/she may request law enforcement assistance in making an inspection of a locker or lockers.
- b. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials give rise to a reasonable suspicion that a locker or lockers contain contraband (illegal or prohibited goods or merchandise).

COUNSELING

Counseling service is available to all students. The counselor's purpose is to help students, teachers, and parents in understanding the student's ability and achievement levels. Both students and parents should feel free to consult with the counselor about classroom concerns, plans, decisions, or personal problems.

CRIMINAL GANGS AND GANG ACTIVITY

Pursuant to East Washington School Board policy and Indiana Code, criminal gangs and criminal gang activity are prohibited on East Washington School Corporation property, school-owned buses used to transport students, and all school-sponsored activities and functions. Students and parents, who choose to do so, may report an incident of gang activity to the principal. Further details regarding this policy may be found in School Board policy.

*I.C. 20-26-18-1, I.C. 20-26-18-2, I.C. 20-26-18-3, I.C. 20-26-18-4, I.C. 20-26-18-5, I.C. 20-26-18-6

DISCIPLINARY OPTIONS

The school district endeavors to provide a variety of disciplinary options for students who exhibit misbehavior. In addition to conferences (student, parent, teacher, counselor, administrator) these include:

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|--------------------------------------|---|
| 1. Lunch Detention | 6. Expulsion |
| 2. Before and After-School Detention | 7. Removal from a class or activity |
| 3. In-School Detention | 8. Community Service |
| 4. Out of School Suspension | 9. Removal from school sponsored transportation |
| 5. Corporal Punishment | 10. Restricting extra-curricular activities |

DRESS & GROOMING

The philosophy of East Washington Middle School is that the parents of students are directly responsible for the appearance and the dress of their child. Parents should see that each student comes to school clean, well-groomed, and fully and appropriately dressed at all times. Unusual and extreme styles of dress or clothing that would cause a disruption or interfere with school purposes or educational function should not be worn to school. Certain types of clothing have always been considered appropriate for school, church, etc., while other types of casual clothing are made to wear in certain places, just as bathing suits are made to wear at the pool or beach.

The following items attempt to serve as a guide to students as they dress for school and/or school activities:

1. **HEALTH AND SAFETY:** Students should not wear clothing, accessories, or hair styles which create a safety hazard in their school activities such as shop, lab work, physical education, or art. Footwear must be worn at all times. Cleanliness of the person's wearing apparel is required to protect the individual student's health as well as the health of other students. Any item which may cause harm to self or others is not permitted (razor blades, pins, etc). Back-packs, duffle bags, purses etc. may be carried to school but should remain in the locker during the school day. Jackets and coats which are designed as outerwear are not to be worn during the school day. This is at the administration's discretion.
2. **COMMON DECENCY AND COURTESY:** There shall be adequate coverage of the body. Any article of clothing that is offensive will not be tolerated. Students shall not wear hats, bandannas, or headgear in the building. Pants will be worn at waist level. Shirts that leave the midriff exposed are prohibited. Shirts must be able to be tucked into pants, etc. Undergarments should not be visible. Mesh and/or sleeveless shirts should not be worn. Ripped or torn clothing revealing skin or undergarments is not allowed. Final decisions regarding excessively ripped or torn clothing will be made by the administration. Pajamas, sleep wear, and house slippers are not appropriate public wear for school and are therefore not allowed. Clothing, jewelry, or other accessories that refer to or promote the use of tobacco, alcohol, drugs, profanity, vulgarity, obscene/lewd, implies or portrays sex, suggest violence, or be suggestive or offensive to any person or group should not be worn. Additionally, wallet chains or chains as accessories that are made from heavy gauge steel or of such length as to be used as a weapon are prohibited. The wearing of apparel, accessories, jewelry, etc., may not be allowed if the administration believes it to be a potential threat to safety or a disruption by wearing these items. Ear and body piercing jewelry is acceptable. Piercing of the tongue and lip area are prohibited. Clothing, jewelry, or other

accessories that display gang emblems, signs or symbols are prohibited. Body odor or disruptive colognes, aerosol spray or perfumes will not be allowed.

3. SHORTS AND SKIRTS: Shorts and skirts may be worn if they adhere to the following guideline. While a student is standing, one arm is placed down the side. Shorts and skirts cannot be shorter than the fingertips of that hand. Slits on garments must begin no higher than the fingertips of the hand.
4. PHYSICAL EDUCATION: Students are expected to wear rubber-sole shoes, socks, gray shirts and purple shorts during physical education class. Shirts and shorts are available for purchase at EWMS.

****Fifth grade students will not be required to purchase uniforms. Students will need tennis shoes and socks with their regular school clothing for physical education class.***

NOTE: If in the professional opinion of the principal or assistant principal a student's dress or personal appearance detracts from, disrupts, or interferes with school purposes or an educational function, the student will either be: a) directed to modify his/her appearance or dress at school: b) sent home to make necessary changes: c) suspended from school or classes or otherwise disciplined pursuant to the Indiana Student Due Process Code (IC 20-33-8 1et seq.).

We thank you for your cooperation. The Student Council may review the guidelines of dress and make recommendations to the administration.

DRINK/FOOD DURING SCHOOL HOURS

Middle School students are to only use the vending/snack machines before and after school. No open drinks or open food containers are to be kept in the school lockers. Energy drinks are not permitted at school or at any school function.

DRUGS & ALCOHOL NOT PERMITTED

Corporation Board of School Trustees does not tolerate the use of illicit or mood altering drugs, alcohol, inhalants and/or other substances by its students. The Board believes expulsion is an appropriate consequence for those who use alcohol or other illicit drugs at school or school related functions.

The Board will recommend that students under the influence or in possession of illicit drugs or alcohol meet with the Expulsion Examiner. The Expulsion Examiner will provide assistance by making assessments (possibly including required drug testing) of chemical use by the student, recommending professional counseling or treatment for the student or family, and monitoring the progress of the student.

EMERGENCY PROCEDURES

In the event of an emergency caused by weather, fire, or other crisis, remain calm, stay away from the windows or place of emergency, and follow directions from your teacher. Emergency instructions are located in each classroom. Students must not talk during an emergency drill so that oral instructions can be given. In the event of an emergency, crisis, terrorist threat, EWSC has response procedures in place.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather necessitating the closing or an opening delay of school, announcements will be made on WSLM and over radio and television stations in Louisville Ky.

NOTE: Instructional days missed will be made up according to Indiana Code 20-6, 1-5.9. at the end of the school year.

EXTRA-CURRICULAR/CLUB ACTIVITIES

East Washington Middle School provides students the opportunity to broaden their learning through extra-curricular and club activities. A student must be enrolled in at least one or more courses in order to participate in co-curricular or extra-curricular activities. These activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional educational and recreational experiences. The following is a list of these activities:

EXTRA-CURRICULAR/CLUBS

Academic Bowl	Dance Team	Honor Society 7/8	Spell Bowl
Art Club	Drama/Theater	Journalism	Yearbook
Band	Geography Bee	Kids Club	
Choir	Guitar Club	Student Council	

FIELD TRIPS

All East Washington Middle School students are eligible to participate in field trip activities. Each student is responsible for paying any fees that may be required to go on the trip. Students must have signed written permission slips on file before being allowed to go on any field trip.

If a staff member reports that a student has been uncooperative, disobedient, or disruptive during any portion of a field trip, then that student will be ineligible to attend future field trips for the remainder of the school year. The administration also reserves the authority to revoke field trip privileges as a disciplinary measure. Any parent/guardian who participates as a chaperone, must have a limited background check completed and on file in the office.

GRADES

The primary reason for grading is to report a student's progress to his/her parents. Because of the make-up and requirements of the different subject areas, each teacher determines the goals, objectives, and course of study. Each teacher will be directly responsible for the evaluation of each student's progress. Each teacher will explain to the students the grading procedures and requirements for each class.

The grading scale will be:

A = Excellent understanding of concepts and/or	90 - 100%
B = Good understanding of concepts and/or	80 - 89%
C = Fair-basic understanding of concepts and/or	70 - 79%
D = Poor or meets minimum requirements and/or	60 - 69%
F = Failure to meet minimum requirements and/or	0 - 59%
P = Passes course requirements	
I = Incomplete (Failure to complete all assignments)*	
W = Withdrawn from the course	

*"I" - At the option of the teacher, an incomplete grade may be changed to an "F" if not made up by the end of the next grading period.

Plus (+) and Minus (-) indicators may be used at the teacher's discretion.

Grades will be given at the end of each nine week grading period. A semester examination covering all course work may be given at the end of the semester.

Semester grades will be determined by averaging the two nine week grades and the semester examination grade.

First nine week grading period	- 40%
Second nine week grading period	- 40%
Semester exam	- 20%
Final Grade	- 100%

HALL PASSES

A student must have a pass at all times when away from his/her regular assigned location. A student found without a pass when away from his/her regular assigned location is subject to disciplinary action.

HEALTH CLINIC/HEALTH OF STUDENTS

If a student becomes ill while attending school, he/she should report it to his/her supervising teacher. If the teacher deems it necessary, he/she will refer the student to the health clinic. **All medication is to be kept in and dispensed from the nurse's clinic. All prescription/over the counter medication must be taken to the office while students are at school.** All accidents or injuries must be reported immediately to the nurse or in her absence, to the office. All first aid should be rendered by the nurse or appointed personnel. Insurance claim forms are to be secured from the nurse.

All incoming students who have not attended East Washington Middle School must present proof of immunizations. Students are required by state law to have complete immunization for diphtheria, tetanus, whooping cough, polio, measles, mumps, chicken pox, and rubella. Proof of Immunizations must be presented at the beginning of school in writing and signed by a physician.

Control of Casual-Contact and Noncasual-Contact Communicable Diseases will be handled through the superintendent's office and with the support of the Corporation School Safety Specialist. The corporation will adhere to board policy.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English Proficiency, participate in high ability programs and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

HONOR ROLL

To be eligible for Honor Roll, a student must meet grade requirements in all subjects. Grades which count for Honor Roll eligibility shall be for a period of nine weeks or longer.

A Honor Roll - Students must have an A grade in all subjects.

A-B Honor Roll - Student must have at least one A and the rest B grades in every subject.

Honorable Mention - Student must have all B grades in every subject.

INDOOR AIR QUALITY

If you have any questions or concerns regarding the indoor air quality at East Washington Middle School, please contact Indoor Air Quality Coordinator, Tom Cullen at 967-5000. (IAQ 2010, IAQ 2011)

LEAVING THE BUILDING

Students shall not leave the building without permission from the principal, assistant principal, nurse, or office staff. Their permission will not be granted without parental approval. Therefore, if parents desire a student to be excused, they are to contact the office in advance by phone or by personal visit. If the student chooses to leave the building without the appropriate prior permission, he/she is subject to disciplinary action.

LOCKERS

Each locker has been equipped with a combination lock. **YOU are the only person who should know your combination.** You are completely responsible for all your books and other articles which you bring to school. Therefore, be sure to keep all belongings in your locker, and the locker locked. **Do not give your combination to other students.** Before leaving your locker be sure it is closed and locked. The school cannot assume responsibility for any loss. All articles are brought to school at the owner's risk. We prefer that you leave articles of value at home.

Students should keep their purses or billfolds with them at all times. **Students are expected to use only their assigned locker regardless of the circumstances.** If there is a problem with the assigned locker, inform the Middle School secretary.

Open drink and food containers are not permitted in lockers. Perfume, cologne, body spray, and or other highly scented products should remain at home.

LUNCH

The school lunch program gives each student a choice of a balanced meal or A-La-Carte meal at a reasonable cost. Be considerate of your fellow students who must eat with and/or after you. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Observing orderly manners in the lunch line, including keeping your own place in the lunch line.
2. Walking to and from the classroom. Walking to and from the lunch table.
3. Depositing all litter in wastebaskets.
4. Returning all trays and utensils to the dishwashing area.
5. Leaving the table and floor in a clean condition for others.
6. Placing your chair under the table when leaving.

"Giving of Change" in Cafeterias: East Washington Food Service does not provide change from the register during meal service time. All remaining funds from a cash transaction are automatically added to the student's account.

Refunding Lunch Money When Student Withdraws from School: If a student withdraws from EW and presents a written request for lunch money remaining in the student's account to be refunded, we will gladly do this. The parent/guardian must make the request in writing. The child's name must be on the written request as well as signed by the parent/guardian making the request. Refunds will only be issued in the form of a check and issued to the adult/guardian. No money will be refunded directly to the student. If a request is not made by June 30th of the current school year, the remaining unclaimed funds will remain in the lunch account and distributed per EW Board Policy 8500.

Charging Meals: If a student is out of money in his/her account, we will allow the student to charge **two meals**. Once this limit is met, students will receive a sandwich and/or juice/milk until the account is replenished. Please know that we would **never** keep a child from eating, but once all the limits have been exceeded, we will only provide a sandwich and milk/juice.

Free/Reduced Applications: Free and reduced applications are available in each school's general office as well as on the school website: www.ewsc.k12.in.us

* This institution is an equal opportunity provider.

*In the operation of children feeding programs, no child will be discriminated against because of race, color, national origin, age, or disability

LOST AND FOUND

Students who find lost articles are requested to take the item/s to the Middle School office during the school day.

MAKE-UP WORK

1. Following an absence, THE STUDENT MUST ASK his/her teachers for make-up work. It is the student's responsibility to complete the work. The student may have two times the number of days missed to complete the work.
2. **A student shall not be permitted to make up work missed while suspended out of school.**

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

To participate in an after school athletic event or practice, club meeting, concert, rehearsal, or any other extra-curricular activity, **a student must be in school attendance all day unless excused in advance by the principal or assistant principal.** Excuses will not normally be approved unless for a funeral, doctor's appointment, or dentist appointment.

It is the student's responsibility to:

1. In advance of the absence, request the Permission to Participate form from the middle school office;
2. Have the Permission to Participate form approved by the principal or assistant principal; and
3. Give the completed Permission to Participate form to the coach/sponsor prior to the activity.

PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents and students who are over 18 or emancipated certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to consent, the right to receive notice and an opportunity to opt out of an activity, and the right to inspect upon request before use of a survey. East Washington School Corporation has adopted policies regarding these rights as well as arrangements to protect student privacy. For further information, please refer to our annual notification of Pupil Rights or contact the principal's office at 967-5000.

Civil Rights Assurance of Equal Opportunity and Nondiscrimination: The East Washington School Corporation is committed to equal opportunity. It is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you feel you have experienced discrimination in any educational program or activity, written inquires about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Superintendent, East Washington School Corporation, 1050 North Eastern School Road, Pekin, Indiana 47165; or call 812-967-3926.

For further information, clarification, or complaint, please contact the Title IX, section 504, and American Disabilities Coordinator, Superintendent, East Washington School Corporation, 1050 North Eastern School Road, Pekin, Indiana 47165; or call 812-967-3926.

SAFETY AND SECURITY

We enjoy visitors coming to our buildings and welcome them, but in keeping with the times, we must constantly consider student/staff safety. There are several ways we strive to keep everyone safe at all times when on campus. One way we will increase the realm of student safety will be that visitors will be asked to check in each time he/she comes to our building and wishes to see or interact with students. There is a Kiosk in each building foyer where visitors will be asked to supply his/her driver's license. The license will be scanned into the system, and a check will be run through the National Sex Offender database system to identify those that may not be allowed to interact with students in a school setting. If the visitor is approved, he/she will receive a printed badge and designated on it will be the purpose for the visit. If there is ever a problem with someone's identifying credentials, he/she will be asked to talk with the secretary or building principal to resolve the issue. We will also continue asking parents/visitors to fill out the limited background check like in the past. Each system of checking addresses two different areas of potential concern.

- Staff is expected to question people in the building whom they do not recognize and who are not wearing a buildings pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- All visitors are to enter through the front main entrance of the middle school and report to the main office, during the school hours of 8:10AM -2:56PM.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule will be handled by the principal or the counseling department. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or a schedule change.

SCHOOL HOURS

School hours are from 8:10 A.M. until 2:56 P.M. each day. Students should not arrive before 7:45 A.M. or remain on campus later than 3:15 P.M. unless they are participating in a supervised activity. Supervision will not be provided before 7:45 A.M. or after 3:15 P.M. These procedures are designed for the safety of the student.

SCHOOL PICTURES/DIRECTORY INFORMATION POLICY

East Washington School Corporation is proud of its students and their achievements and may from time to time release "directory information" relating to those achievements to newspapers, magazines, radio, television, colleges, programs, yearbooks, publish on the corporation website, or by other means without parental consent unless the parent(s) or a student who is 18 years of age or older has objected in writing to the release of such information within fifteen (15) days of receiving this handbook. The objection should specify what information should not be disclosed. "Directory Information" means a student's name, photograph/video, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if the student is a member of an athletic team, dates of attendance, dates of graduation, or awards received. See Board Policy 8330 for more information.

SIX STEP DISCIPLINE PLAN

The use of the Six-Step Discipline procedure allows flexibility within and between the six formal steps. A key guideline in the application of this procedure is that the appropriate reaction to a disciplinary problem is the least extreme reaction that reasonably holds promise of resolving the problem.

STEP ONE

When a student has a problem in the classroom, the teacher may use, but not be limited to, the following strategies:

- No action
- Privileges restricted
- Administrative conference
- Followed behavior plan
- Time out in classroom
- Teacher/Counselor consultation
- Changed seating
- Written/Verbal parent contact
- Warning/reprimand
- Phone call to parent
- Altered activity
- Teacher/parent conference
- Expectation restated
- Natural consequence
- Teacher/student conference

STEP TWO

Continued concerns and/or repeated behaviors from Step One will result in a teacher/parental verbal conversation. The teacher may use, but not be limited to:

- Written/verbal parent contact
- Counselor/student conference
- Teacher/parent conference
- Teacher/counselor conference
- Administrative conference
- Schedule change(s)
- In-School Suspension
- Counselor/parent conference
- Phone call to parent
- Teacher/student conference
- Referred to Asst. Principal
- Detention

STEP THREE

Repeated behavior by the student will result in the teacher contacting the parents and informing them that any additional misbehavior will result in a referral to school administration. The teacher may use, but not be limited to:

- Phone call to parent
- Teacher/parent conference
- In-School Suspension
- Referred to Asst. Principal
- Counselor/student conference
- Written parent contact
- Schedule change(s)
- Counselor/parent conference
- Teacher/student conference
- Teacher/counselor meeting
- Administrative conference
- Detention

STEP FOUR

Additional misbehavior by the student will result in an automatic referral to school administration. The referral will include the Student Discipline Referral Form on Harmony, along with documentation showing prior actions taken by the teacher. The administration will review the referral form and discipline record of the student when considering the action to be taken against the student.

***Some offenses are too serious to wait for the three steps, such as fighting, drug use or possession, possession of a weapon, etc.).**

The administrator may use, but not be limited to:

- Referred to administrator
- Warning/reprimand
- Administrator/student conference
- Detention
- Phone call to parent
- Time out in other location
- Natural consequence
- Administrator/parent conference
- In-School Suspension
- Teacher/student conference
- Expectation restated
- Schedule change(s)
- Followed behavior plan
- Privileges restricted
- Teacher/parent conference
- Teacher/counselor meeting
- Written parent contact
- Out of school suspension

STEP FIVE

The student is again referred to the administration. The administration may use, but not be limited to:

- Written and verbal parent contact
- Counselor/student conference
- Teacher/parent conference
- Administrative conference
- Schedule change(s)
- In-School Suspension
- Phone call to parent
- Individualized program
- Teacher/student conference

- Teacher/counselor conference
- Counselor/parent conference
- Referred to administrator
- Out of school suspension

STEP SIX

The student is referred to the administration. The administration may use, but not be limited to:

- Phone call to parent
- Counselor/student conference
- Counselor/parent conference
- Out of school suspension
- Written parent contact
- Suspension pending expulsion
- Teacher/student conference
- Alternative placement
- Administrative conference
- Referred to administrator

SPECIAL EDUCATION

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities. Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). Contact the middle school office if you have any questions concerning this matter.

SPECTATOR GUIDELINES FOR ATHLETIC EVENTS

East Washington School Corporation wants to exemplify good sportsmanship at all events. Because of this the following guidelines have been established: No spectators shall direct rude, obnoxious or offensive comments, gestures, or statements toward staff, event workers, players, coaches, or officials before, during, or after any athletic event. This also includes any potentially distracting behavior as interpreted by school officials. The use of profanity is prohibited. If a spectator is ejected from an athletic event, that individual will be suspended from attending any athletic events for a minimum, the rest of that school year. The administration reserves the right to use discretionary measures toward implicating this action.

STUDENT COUNCIL

The Student Council has been organized to represent the student body as a communication agent to the faculty and administration and to help recommend policies and regulations of the school. It serves as a training experience for both leaders and followers, promotes the common good, develops high ideals of personal conduct, seeks to interest students in school affairs, and helps recommend solution to problems that may arise. Please express your views to your class representatives.

The following rules apply to all Student Council members:

1. Each member is expected to attend all Student Council meetings. The advisor must approve an excused absence.
2. Each member must maintain a passing grade in five subjects.
3. Each member is expected to display outstanding citizenship. A high standard must be maintained in relation to behavior, attitude, and morals.
4. Each member is expected to participate in Student Council activities and assist in the activities throughout the school year.

STUDENT DISCIPLINE POLICY

The Board of School Trustees of East Washington School Corporation on June 26, 1995, adopted the following student discipline policy:

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8 the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER

A middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day and with the permission of the principal or designee for a period up to three (3) days.

2. SUSPENSION FROM SCHOOL - PRINCIPAL

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

3. EXPULSION

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for suspension and expulsion in this policy.

STUDENT CONDUCT

The entire foundation and success of public school education depends on the basic concept of self-discipline; and a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our federal and state constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

However, in the absence of self-discipline, the superintendent, principal, any administrative personnel, or any teacher of the school corporation is authorized to take certain actions reasonable, desirable, or necessary to help any student, to further school purposes, or to prevent any interference with the educational process.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, corporal punishment, probation, referral to special personnel in the school, parent conference, suspension, and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

All employees of East Washington have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. A student may be corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial, bus driver or temporary.

OTHER RULES OF CONDUCT

The following conduct and offenses are unacceptable at school, at school events and activities which are sponsored by the school;

- Students are not permitted in the high school at any time unless they have a class, after school practice, or permission from administration or staff
- Creating a false alarm
- Verbal or physical abuse
- Use of indecent, vulgar, or profane language and/or gestures
- Being disrespectful to others
- Fighting and/or rowdy behavior
- Threatening, intimidating, bullying, causing bodily harm to others
- Horseplay
- Class disruption
- Misbehavior in hallway or lunchroom (running, whistling, loud talking, boisterousness and similar forms of disorder in the building.)
- Inappropriate public display of affection (hugging, hand holding, kissing)
- Uncooperative/insubordination with school officials
- Forging and/or misuse of any document or form (hall passes, etc.)
- Sexual and other forms of harassment
- Failure to be supervised while on school property
- Failure to bring books, paper, pencil, and other necessary items to class
- Possession of any item considered to be a weapon
- Possession of laser lights, radios, CD & tape players, electronic games, etc.
- The sale of any items not approved by the administration (CD's, baseball cards, games, etc.), is prohibited.
- No gum during school hours
- Any other offense that disrupts the educational process

Failure to follow these rules will result in disciplinary action.

STUDENT DISPOSITION PROCEDURES

Substance Abuse: The following applies to all East Washington School Corporation students attending school or school-related events, e.g., field trips, athletic events, etc. In all instances, Due Process, as established by IC 20-33-8, will be followed. The proper authorities will be notified where appropriate. The building principal may use discretion in the disposition of any offense which may fall within the domain of this policy.

I. USE AND/OR POSSESSION

Under the influence of alcohol or other unauthorized drug or narcotic.

DISPOSITION:

First Offense

- a.) At discretion of building-level administrator, expulsion may be recommended to the Superintendent. Expulsion may be waived if the following criteria are met by the student and parent/guardian.
 - 1.) Student will be suspended up to a maximum of ten (10) school days. In the meantime, Due Process proceedings will be initiated for possible expulsion.
 - 2.) Students cannot return to school until he/she meets with the Expulsion Examiner for an assessment of chemical use, and is in compliance with the recommendations of the Examiner and school officials.
- b.) Possible recommendations from the Expulsion Examiner may include (but are not limited to):
 - 1.) Return to school after ten-day suspension.
 - 2.) Chemical use assessment administered by professional out-patient drug/alcohol counselors.
 - 3.) Assessment by out-patient drug/alcohol counselor plus out-patient counseling and/or drug/alcohol education for student and parents/guardians with certified out-patient counselor or qualified school personnel.
 - 4.) In-patient treatment commensurate with the ability of the family to pay for such services.
 - 5.) Completion of any or all of these recommendations will be necessary for reinstatement of student.

Second Offense

The building level administrator will recommend expulsion to the Superintendent.

II. DEALING

Dealing is herein defined as selling, transmitting, or "sharing" alcohol or other unauthorized drugs or narcotics.

DISPOSITION:

First Offense

Recommendation of Expulsion to the Superintendent. If the dealing offense consists of "sharing" unauthorized drugs or alcohol with peers, then school officials and the Expulsion Examiner shall have the discretion of recommending to the Superintendent the waiving of expulsion and implementing the criteria as outlined in steps I-a, b.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for the student, does not violate this rule.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access, to services through the Corporation's Internet connection, to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications </
- B. the dangers inherent with the online disclosure of personally identifiable information and, </
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online. </

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

IPAD USAGE - The mission of the East Washington School Corporation 1:1 Digital Learning Pilot Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages, and challenges students to learn 21st century skills, as it will be an integral part of virtually every aspect of daily life.

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible use of technology is devoted to activities that support teaching and learning. Each student will receive a **Student Internet and Technology Responsible Use Policy** information sheet.

The Board designates the Superintendent and the Technology Coordinator as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to student education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- (2) The right to request the amendment of the student's education records that the parent of eligible student believes are inaccurate.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Washington School Corporation to comply with the requirements of FERPA.

School officials have the legal right and obligation to share phone numbers, addresses, and other vital information to outside law enforcement and judicial agencies. These are included but not limited to police, juvenile, judicial, child protective services, and other authorities as determined as needed at their discretion. For further information, please refer to our annual notification of FERPA rights or contact the principal's office at 967-5000.

The School Board provides notice through Policy 7440, Plant Security of the potential use of video surveillance and electronic monitoring in order to protect corporation property, promote security and protect the health, welfare and safety of students, staff and visitors.

STUDENT TRANSPORTATION - RULES AND REGULATIONS

WHEN STUDENTS ARE BEING TRANSPORTED ON AN EAST WASHINGTON SCHOOL BUS, STUDENTS ARE UNDER THE DIRECT SUPERVISION AND CONTROL OF THE SCHOOL BUS DRIVER. STUDENTS ARE SUBJECT TO DISCIPLINARY MEASURES BY THE BUS DRIVER AND GOVERNING BODY OF THE EAST WASHINGTON SCHOOL CORPORATION:

***Students are to be at the bus stop and ready to load when the bus arrives. Please Note: There is not a recognized waiting time for the bus, so please use good judgment. Students are to be "at" the bus stop when the bus arrives.**

*Remain seated until the bus comes to a complete stop and avoid pushing/shoving when loading/unloading.

*Be seated promptly and remain out of the aisle.

*Obey the driver promptly and respectfully.

*Loud noises, outbursts, and/or profane language are not permitted on the bus.

*All students are to be quiet when at the railroad tracks.

*There is to be no alcohol, tobacco products, and paraphernalia: ex: dip, chewing tobacco, cigarettes, and/or electronic cigarettes or any illegal substance. All products of this type are against school policy.

*Students are expected to treat bus equipment respectfully and refrain from defacing/destroying property. If a student is directly caught destroying school property, the parent will be liable for charges to repair.

*Live animals and glass containers are not allowed on the school bus.

*Students are required to make other transportation arrangements for items that cannot be placed on the student's lap or in the floor directly in front of the student. No items may hang out in the aisle or block any emergency exit. Any item/s found to be hazardous or dangerous to riders and driver, are not allowed on the bus at any time.

*Students are to remain inside the bus at all times. Students should keep their head in the bus as well as arms and other body parts.

*Students are expected to sit properly in the seat facing forward at all times.

*Students shall behave appropriately at all times and not become involved in horseplay of any kind.

*Students are expected to show courtesy and consideration to fellow students and the driver.

*Students are not to have any items out of his/her backpack.

*The East Washington School Corporation will not be responsible for theft or loss of headphones or other electronic devices. Headphones are not to be shared with other students. If students are allowed by the driver to listen to music, it must be maintained at an acceptable noise level and is under the discretion of the driver. If the driver tells a student to turn the music down or has issues with proper use, the driver has the authority to tell the student to put away and deny privileges.

*Electronic devices are at the discretion of the driver. East Washington School Corp will not be responsible for lost or broken devices.

*Throwing of any objects on the bus is a direct violation of safety on the bus and will not be tolerated.

*Verified parent notes or calls to the school are required if parents desire their children to ride a bus other than the one the student normally rides in the event of an emergency or child care situation. Once the parent has notified the student's school office, if the permission is granted, a pass will be given to the child for the bus driver.

Note: All permanent route changes must be approved by the Transportation Director. Examples of reasons for consideration of permanent route changes are a change in the student's residence, a change in daycare provider, or an emergency situation. Objection to disciplinary consequences is not a justifiable reason for permanent route change

***All drivers have the authority to assign students to seats and move them if needed.**

***Upon the recommendations of the bus driver, the school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in an appropriate manner.**

*Drivers have the authority to put a student off the bus for one day at a time.

*During a bus suspension, the suspension applies to all East Washington Buses. When a student violates a rule(s) on the bus, a conduct form will be filled out by the driver, submitted to the building administration, reviewed, investigated, and final outcomes will be assigned per the building administrator and/or bus driver. Major offenses and continued infractions will be handled according to the administration's discretion relative to state and local guidelines. Students may be suspended from riding the privileges for the remainder of a school year. If it is determined appropriate to cease bus riding privileges for any length of time, parents must be responsible to bring their child to and from school. The school will closely monitor the attendance of the child and will notify the Department of Public Welfare if absences become an issue in the result of a bus suspension. I.C. 20-0.1-5-19

***IC 20-27-5-2 Authority to provide transportation; fees prohibited Sec. 2. (a) The governing body of a school corporation may provide transportation for students to and from school.**

*The striking of or threatening of a bus driver will result in immediate and permanent loss of riding privileges.

*A school bus is considered "private property," and it is not acceptable or allowable for any non-school personnel to be on a school bus at any time unless given permission by school personnel. Unapproved entry can/will result in contacting law enforcement.

*If there is a problem/concern, please contact the driver via telephone, email, or the school. Please do not address issues/concerns at the bus stop. This is very unsafe and unacceptable.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

SUSPENSION OR EXPULSION

A. GROUNDS

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of lawful access to or from or use of the building, corridor, or room.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not however, constitute a violation of this provision.
5. Bullying (I.C. 20-33-8-0.2, I.C. 20-33-8-13.5) Bullying committed by students toward other students is strictly prohibited. Threatening, intimidating or bullying of any student for the purpose of or with the intent of obtaining money or anything of value from the student. "Bullying" means overt, repeated acts or gestures, including: verbal, nonverbal or written communications transmitted; physical acts 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. To report bullying anonymously, please call 1-812-967-3926 and press 7.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel, during any period of time when the student is properly under their supervision, where failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of the State of Indiana that constitutes an interference with school purposes or an educational function.

11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including but not limited to:
- engaging in sexual behavior on school property.
 - disobedience of administrative authority.
 - willful absence or tardiness of students.
 - knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropranolamine (PPA), or stimulants of any kind be they available with or without a prescription.

12. Knowingly possessing or using on school grounds during school hours, an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.

13. No student shall possess, handle, or transmit any firearm on school property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- the frame or receiver of any weapon described above.
- any firearm muffler or firearm silencer.
- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

14. A student may be expelled for one calendar year with the return at the start of the first semester following the calendar year for possession, planting/leaving, or planning to place a bomb(s) at school or a school related activity. A definition of a bomb is noted below. Per East Washington School Corporation policy, the possession of ingredients to formulate a bomb designed to release a destructive force meets the same disciplinary expulsion guidelines as a bomb. Title 35 defines a "bomb" as, "an explosive or incendiary device designed to release: 1) destructive material or force; or 2) dangerous gases; this is denoted by impact, proximity to an object, a timing mechanism, a chemical reaction, ignition, or other predetermined means." The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

15. Aiding, assisting or conspiring with another person to violate these student conduct rules or state or federal law.

16. Wearing, showing, displaying, making gestures, or conveying gang symbols, drawings or writings.

The grounds for suspension or expulsion listed above apply when a student is:

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

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

17. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes (see below).

18. Child exploitation, a Class C felony under I.C. 35-42-4-4(b), is committed when:

A person who knowingly or intentionally:

- (1) manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;
- (2) disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or send or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require person convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

19. Child pornography, a Class D felony under I.C. 35-42-4-4(c), is committed when:

A person who knowingly or intentionally possesses:

- (1) a picture;
- (2) a drawing;
- (3) a photograph;
- (4) a negative image;
- (5) undeveloped film;
- (6) a motion picture;
- (7) a videotape;
- (8) a digitized image; or
- (9) any pictorial representation; that depicts or describes sexual conduct by a child who the person knows less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value.

B. SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges,
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented, and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the students misconduct, and the action taken by the principal.

C. EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel.
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charge against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

LEGAL REFERENCE 20 U.S.C. 8001
20 U.S.C. 8002
I.C. 20-33-8 ET seq

D. ADDITIONAL SUSPENSION/EXPULSION RESTRICTIONS

When a student is suspended or expelled from school, that student will not be able to participate or attend any school activities during the time of the suspension/expulsion.

TARDINESS

If a student is late to school or class, he/she is subject to disciplinary action.

TEXTBOOK RENTAL AND REFUND POLICY

If a student is WITHDRAWN from school BEFORE the first ten school days, the student will receive a full refund of textbook rental paid. Device rental is a semester fee that follows the same refund policy as textbook rental. Supplies and consumables will not be refunded. If a student is WITHDRAWN from school AFTER the first ten days but DURING the first semester, the student will receive one-half of the textbook rental paid. Supplies and consumables will not be refunded.

If a student is WITHDRAWN from school AFTER the first ten days of the second semester, no textbook rental refund will be given. Supplies and consumables will not be refunded. If a student ENROLLS any time AFTER the third grading period has begun, one-half of the yearly textbook rental fee will be charged. The full year fee will be charged for any workbooks, supplies and consumables.

If a payment is not received within thirty (30) days of the first day of school, a reminder notice will be mailed to the parents of students with delinquent fees. If payment is not received within thirty (30) days of mailing the reminder notice, a second reminder notice will be mailed. If payment is not received within (30) days of the second reminder notice, a third and final notice will be mailed in an attempt to collect delinquent fees. All delinquent fees will be turned over to a collection agency ninety (90) days after the mailing of the first reminder notice. Parents and emancipated minors who are eligible for financial assistance or whose application is pending are not to be referred for collection.

Any textbooks that are lost or unusable will be charged the total purchase price of the book. If a book is damaged, fees will be determined using the following scale:

- 1st year of use: cost of book
- 2nd year of use: $\frac{5}{6}$ of cost of book
- 3rd year of use: $\frac{2}{3}$ of cost of book
- 4th year of use: $\frac{1}{2}$ of cost of book
- 5th year of use: $\frac{1}{3}$ of cost of book
- 6th year of use: $\frac{1}{6}$ of cost of book

TOBACCO - NOT PERMITTED

Smoking and/or possession of tobacco or an electronic cigarette by students on or in all school properties is prohibited during the school day. Possession refers to having in possession tobacco items on or within wearing apparel, personal areas, such as lockers, books, purses, etc.

A student who violates this policy will be suspended for up to five days upon a first offense. The student will not be permitted to make up any work missed because of suspension out of school. A conference will be held with a parent if requested.

If a student violates the policy a second time, he/she will be suspended from school for up to five days. A third offense which would indicate the person refuses to obey the rule is determined to be incorrigible will subject the person to disciplinary procedure under Indiana Code 20-33-8 which states that such conduct is grounds for expulsion.

To clarify the position of the school:

1. Students shall not carry tobacco items with them at any time during the school day. A student will be suspended for possession.
2. Students shall not handle any lit or unlit cigarette or tobacco items under any circumstance.
3. Strong tobacco smoke detected on breath of a student during the school day may result in a search for possession.
4. Students should report violation of this policy to teachers or school administrators.
5. Look-alike products or products that resemble tobacco products are prohibited.

TRAVEL RELEASE POLICY

Students using school transportation functions away from home (ball games, class parties, etc.) must return by the same method unless a travel release has been filled out and signed by the parent and coach/sponsor in advance of the trip. (Exceptions: A student may be permitted to ride home with his/her parents. If a student becomes a discipline problem on any trip, the school has the right to deny the student the privilege of riding the bus in the future.)

TRUANCY

1. Truancy is defined as unapproved absence from school or willful refusal to attend school in defiance of parental authority. Excessive absences or tardiness, skipping class or school without permission is considered truancy.
2. Students who are truant from school will be referred to the Washington County Probation Department.
3. Public Law 121-1989 prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student until he/she becomes 18 years of age if the student has been identified as a habitual truant while at least 13 but less than 15 years of age.
4. If the truancy persists, a child should be considered to be absent as a result of educational neglect and the parents held responsible. Indiana Code 20-8.1-3-33 states, in part, it is unlawful for a parent to fail to assure that his/her child attends school as required.

VISITORS

We welcome and encourage parents to visit. Visitors must report to the office upon entering the school to sign in and obtain a pass. If a parent wishes to attend their child's classroom, please call the middle school office to make an appointment in advance.

WITHDRAWAL/TRANSFER

All students transferring to another school or leaving on their own should notify the main office personnel. He/She is to obtain a withdrawal form, have it completed by his/her teachers, and return it to the main office before his/her last day of attendance. Also, the student is to turn in all rented books to the office.

EAST WASHINGTON SCHOOL CORPORATION EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES AND STUDENT DRIVER DRUG TESTING POLICY

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a proactive approach to a drug free school. Through driving or participation in extracurricular/co-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug, alcohol and tobacco abuse and toward a healthy and drug free lifestyle. The program is non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted by his/her school under this program other than stated therein.

INTRODUCTION

The effective date of this program is August 1, 2017. This program does not affect the current policies, practices, or rights of East Washington School Corporation with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. East Washington School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

REASONABLE CONCERN

East Washington School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular/co-curricular activities in East Washington School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular/co-curricular activities and/or student drivers.

SCOPE

Participation in extracurricular/co-curricular activities is a privilege. This policy applies to all East Washington School Corporation students in grades 7-12 who wish to participate in extracurricular/co-curricular activities. This policy also applies to any student who wishes to drive to school, from school, or during school.

CONSENT FORM

It is MANDATORY that each student who participates in extracurricular/co-curricular activities or drives to or from school, sign and return the "consent form" prior to participation in any extracurricular/co-curricular activity. Failure to comply will result in non-participation and/or no issue of a student driving permit to school. For extra-curricular activities, this form will be part of the physical form that must be returned prior to starting a sport.

At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the District and joins an activity, all students wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. There will be approximately 15 names drawn out to be tested each month throughout the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extra-curricular/co-curricular East Washington School Corporation activities or drive to school until they have submitted the proper consent form, so they are a part of the random sample eligible for testing.

Each student shall be provided with a "**consent form**", a copy of which is attached hereto, which shall be dated and signed by the student and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at East Washington School Corporation or is stating he/she does not plan to participate in extracurricular/co-curricular activities. Any student who fails to sign and return a consent form by the first official day of school or the first official start date for each sport season or extracurricular activity, will be declared ineligible for participation. The student can regain eligibility if the form is turned in.

NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the East Washington School Corporation Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the East Washington School Corporation Board of Education, to the extent permitted by such subpoena or legal process.

BANNED SUBSTANCES

For the purpose of this Policy, the following substances or their metabolites that can be tested for are considered illicit or banned for East Washington School Corporation students.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Nicotine	Opiates
Phencyclidine	Propoxyphene	*Other

Tobacco (for any student under the age of 18 or in accordance for provisions set forth by the IHSAA or any other governing body)

*Other drugs recommended by school administration, law enforcement or drug testing agency.

TESTING PROCEDURES

1. The principal/designee will submit a list of students whom he/she deems eligible and qualified for random testing. Each student to be entered into the pool of candidates for random testing will be assigned a number. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing. A process will be utilized to assure that students are selected in a random fashion. The random selection of students will be conducted by an outside, independent company thus ensuring that the selection process is truly random.
2. If the student shows signs of tobacco and/or alcohol and/or drug use that provides reasonable suspicion to search a student, the principal/administrative designee will call the student's parent/guardian and ask that the student be tested. Also, a parent/guardian may request that his/her student's name be placed in the pool.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 12 ounces of fluid. If still unable to produce a specimen within two hours, the student will be given the opportunity to go to a designated supervised area to allow time to be able to provide a specimen prior to the conclusion of the school day. Failure to provide an adequate sample prior to the conclusion of the school day will be deemed a refusal. A swab test may be used when the student can not produce throughout the day, or if there is reasonable suspicion from the school administration.
6. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extra-curricular/co-curricular activities" for one calendar year from the date of the testing. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also nicotine and "performance enhancing" drugs such as steroids may be tested. If a student is on a prescription drug and that student tests positive, then a parent or student may submit a doctor prescription for verification.

10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

COLLECTION OF SPECIMENS, CHAIN OF CUSTODY

The Administration will establish guidelines to set up the collection environment, guarantee the validity of specimens, and supervise the chain of custody.

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified “positive” test. The student’s and other students’ health, welfare, and safety will be the reason for preventing students from participation in extracurricular/co-curricular activities and restrict him/her from driving to or from school.
2. The principal/designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analyses). The principal/designee will notify the student and his/her parent/guardian following guidelines for notification established by the Administration. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained.
3. If the test is verified “positive”, the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

Any student who tests positive for a drug test will receive a suspension from all extra and co-curricular activities including driving to or from school for the pre-determined amount of the suspension. Suspensions may carry over to the following school year.

- For Athletics:
 - 1st offense- result is a 25% of the season. If a school approved program is completed, and the student athlete is re-tested (at the expense of the student and/or family) the suspension may be reduce 10% when the results come back as negative.
 - 2nd Offense- results in a 365 day suspension. If a school approved program is completed, and the student athlete is re-tested (at the expense of the student and/or family) the suspension may be reduced to 50% when the results come back as negative.
 - 3rd Offense- Student/athlete is suspended from all activities including driving for the remainder of their high school career.
 - For all other extra-curricular activities including driving, choir, band, FFA, and club activities, testing positive will result in a semester suspension from participating in these activities. This suspension is no less than 1 month when the positive test happens at the end of a semester.
 - For Driving, the term may be reduced to 30 school days or 2 calendar months (whichever is less) provided the student successfully passes a second drug test.

Middle School:

- *Any student who tests positive for a drug test will receive a suspension from all extra and co-curricular activities from school for 60 school days. Suspensions may carry over to the following school year. A "follow up" test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities. If a second "positive" result is obtained from the "follow up" tests, or any later test of that participant, the student will receive a suspension from all extra and co-curricular activities for 365 calendar days. Suspensions may carry over to the following school year. In addition, the East Washington School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make a satisfactory explanation. Upon completion of any 365-day suspension, a student interested in participating in any extra or co-curricular activities may be required to submit to a drug test. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested. Drug testing results sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.*
- The following middle school groups will be tested: all athletic teams, dance, and any student who is a part of the high school band.*

Upon completion of any 365-day suspension, a student interested in participating in any extra or co-curricular activities (including driving to and from school) will be subject to the random drug testing procedure.

4. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
5. Drug testing results sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the East Washington School Corporation Board of Education. However, the lab will provide the Superintendent with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

Under this drug testing program, any staff, coach, or sponsor of East Washington School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being

made upon that person in the course of a legal investigation. Once again, this will underscore the East Washington School Corporation commitment to confidentiality with regards to the program.

FINANCIAL RESPONSIBILITY

1. Under this policy, East Washington School Corporation will pay for all initial random drug tests and all initial reasonable suspicion drug tests. Any “follow up” drug tests must be paid for by the student or his/her parent/guardian.
2. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.
4. The parent/guardian/student will be responsible for the cost of any drug test given as the result of a parent/guardian/student request that a student be tested.

CERTIFYING SCIENTIST RESPONSIBILITIES

The Certifying Scientist will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The Certifying Scientist determines if any discrepancies have occurred in the **Chain of Custody**.
- b. Depending on the substances found in the urine, if necessary the principal /designee will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and reports this to the Building Principal, initially reporting positive results by phone.
 - (1) For example, a drug screen positive for codeine may be ruled negative by the Certifying Scientist when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
 - (2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the Certifying Scientist.
 - (3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.
- f. The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels

determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

- g. The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

OTHER RULES

Apart from this drug testing program, East Washington School Departments and the coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

RANDOM DRUG TESTING GUIDELINES

CHAIN OF CUSTODY

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling three or four students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
3. Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication. A written prescription must be produced by the student to the school within 5 days of the positive test. The prescription will be sent to the proper personnel at the lab for proper determination.
4. A kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular/co-curricular activities subsequent to a retest.
6. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have five minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.
7. After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal/designee.

8. In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead the student's identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal/designee with no name attached; only the student's identification number will appear on the result sheet.

COLLECTION PROCESS

Selected student athletes report from class to the collection site. A specimen of urine is collected following this process:

- a. Student first is asked to wash their hands with soap and water and dry them.
- b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- c. The drug testing custody and control form is completed by the Student and collector.
- d. The collector prepares the urine bottles.
- e. The collector adds a bluing agent to the water in the urinal or toilet.
- f. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- g. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then re-wash their hands.
- h. With the student watching, the collector will recap the specimen bottles tightly.
- i. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered **refusal to test** and the Principal notified.
- j. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- k. The student is asked to initial the transport bag.
- l. The sealed bottles are placed inside the transport bag and the top sealed as directed.
- m. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- n. While the student watches, the sealed specimen bag is carried to a secured storage area.
- o. The Student is then sent back to class.
- p. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the Certifying Scientist in a timely manner.
- q. The Principal will be notified immediately of any student who refuses to give a urine sample.

When a principal/designee is notified that a student has tested positive the principal will:

- a. Notify the student of the positive test result and give the student the following information:
 - the substance(s) they tested positive for in the drug test
 - the parent/guardian will be contacted to set up a conference
 - the student and/or parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained
 - the consequences of the positive drug test will be determined by the administration based on school policy and explained to the student and/or parent/guardian in conference.

- b. Notify the parent of the positive test result and give the parent the following information:
 - the substance(s) the student tested positive for in the drug test
 - the student and/or parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained
 - the consequences of the positive drug test will be determined by the administration based on school policy and explained to the student and/or parent/guardian in conference

The principal will work with the parent in an attempt to arrive at a mutually agreeable time for a conference.

The principal/designee will attempt to follow the guidelines for parent notification in a timely manner for every positive drug test result. In extenuating circumstances the administrator/designee may notify the parent first if he/she believes reversing the order of notification is in the student's best interest.

Notification will be made in person, by telephone, or by personal mail. Notification will not be made by leaving messages with other individuals, on answering machines, or through e-mail.

PICK-UP PROCESS

The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

EAST WASHINGTON CORPORATION **EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES & STUDENT DRIVER CONSENT** **FORM**

I have received and have read and understand a copy of the "East Washington School Corporation ExtraCurricular /Co-curricular Activities & Student Driver Drug Testing Program." I desire that _____ participate in this program, and in the extracurricular/co-curricular program of East Washington School Corporation, and hereby, voluntarily agree to be subject to its terms for my entire school career (grades 7 –12). I accept the method of obtaining urine specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time. I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of

rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Printed Student Name

Printed Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date

I, _____, have decided not to participate in any extracurricular activities sponsored by East Washington School Corporation or drive to and from school for the remainder of this school year. In order for me to participate in the extracurricular/co-curricular activity program at a later date, I understand that I must submit to a urinalysis. ***I understand that my parent/guardian and I are financially responsible for the urinalysis.***

Printed Student Name

Printed Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date