STUDENT HANDBOOK

2022–2023



CENTRAL NINE
CAREER CENTER

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SECTION I
GENERAL INFORMATION

Vision

Empower, Support, and IMPACT
- Integrity
- Motivation
- Professionalism
- Adaptability
- Communication
- TeamworK

~~Integrity * Motivation * Professionalism * Adaptability * Communication * Teamwork~~

Mission of the School

To engage, support, and empower students by providing active, career-based learning in an experiential environment.

~~Central Nine exists to engage and empower students by providing career-based instruction in an innovative learning environment. We make an IMPACT on our students' personal and professional SKILLS, which enables them to succeed in post-secondary and career opportunities.~~

NOTE:
This student handbook is based in significant part on policies adopted by the Central Nine Governing Board and administrative guidelines developed by the director. Those policies and guidelines are incorporated by reference into provisions of this student handbook. Policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in the student handbook since it was adopted on July 08, 2021. July 14, 2022 If you have questions or would like more information about a specific issue or document, contact the Dean of Students or the Director. You may access the document on Central Nine Career Center's website: www.central9.k12.in.us by clicking on and finding the specific policy or administrative guideline in the Table of Contents for that section. A copy is also available in the Director's Office.

SCHOOL HISTORY

Central Nine Career Center is an area career/technical school dedicated to the development of the knowledge and skills necessary to prepare students for employment in a chosen career and/or furthering their education at a post-secondary institution. Central Nine is located at 1999 U.S. 31 South in Greenwood, Indiana, and provides career and technical education for a geographic area that encompasses all of Johnson County, the southeast township of Morgan County, and a main portion of the southern third of Marion County. The school serves eight school corporations, which send students from nine high schools. Those high schools are: Beech Grove High School, Center Grove High School, Franklin Central High School, Franklin Community High School, Greenwood Community High School, Indian Creek High School, Perry Meridian High School, Southport High School, and Whiteland Community High School. These schools will be referenced herein this document as partner schools.

The doors to Central Nine opened in the fall of 1972 after a feasibility study was initiated in August, 1969. The school now consists of seven buildings including approximately 125,032 square feet of classrooms, laboratories, offices, and other instructional resource facilities on 65 acres. It is designed to accommodate 850-900 students for each of its two sessions per day for a total of 1,700-1,800 total students. A building project was initiated in the fall of 2007 and phase one was completed in the summer of 2008. This phase of the building project added a new restaurant, more health science classrooms, a large group instruction room, and main office. There were several program area upgrades included in this project. A second phase of our building project began in March of 2009 and includes more program and facility upgrades. Phase two was completed in the summer of 2009. Phase three of our building project started in May of 2010 and was finished at the end of the 2010/2011 school year.

This school year, Central Nine will offer ~~27~~ over 25 varied career and technical programs, two of which are held off-campus at post-secondary institutions. All programs are funded by the partner school corporations. Each student attends either the A.M. or P.M. session every school day and the remainder of the student's school day is spent at their partner school so that he/she may complete the required courses for graduation and participate in extracurricular activities. Most programs offer dual credit and/or certification.

2022-2023 STUDENT HANDBOOK

FOREWORD

Welcome to Central Nine Career Center. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Governing Board publishes this updated student handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain governing board policies and guidelines. Please take time to become familiar with the following important information contained in this student handbook. Teachers will also review this student handbook with students at the beginning of the school year. If you have any questions that are not addressed in this student handbook, you are encouraged to talk to the Student Services Coordinators or the Dean of Students. This student handbook replaces all prior handbooks and other written material on the same subjects. This student handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the governing board policies and the school's rules as of July 08, 2021. July 14, 2022. If any of the policies or administrative guidelines referenced herein are revised after July 08, 2021, July 14, 2022, the language in the most current policy or administrative guideline prevails. Copies of current governing board policies and administrative guidelines are available from the director and on the corporation's website.

Thank you for taking the time to become familiar with the important information in this student handbook. This student handbook was adopted by Central Nine Career Center's Governing Board on a. July 14, 2022.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this corporation to provide an equal education opportunity for all students. Any person who believes that Central Nine Career Center or any staff member has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to Central Nine Career Center's Compliance Officer listed below:

Dr. William Kovach, Director
1999 US 31 South
Greenwood, IN 46143
317-888-4401 x244

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten school days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will Central Nine Career Center threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

7:30 a.m. – 7:45 a.m.	School Open
7:45 a.m. – 10:15 a.m.	MORNING SESSION
10:15 a.m. – 11:00 a.m.	School Open
11:00 a.m. – 11:30 a.m.	Teacher's Lunch/Office Open
11:30 a.m. – 11:45 a.m.	School Open
11:45 a.m. – 2:15 p.m.	AFTERNOON SESSION

2022-2023 School Calendar

Revised
5/12/22

CENTRAL NINE CAREER CENTER

July 2022

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

August 2022

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

September 2022

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

October 2022

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

November 2022

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

December 2022

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

AUGUST

Aug 1-2	Teacher In-Service
Aug 3	First Day for Students
Aug 16	Meet the Teacher Night

SEPTEMBER

Sep 5	Labor Day
Sep 15	College Day
Sep 22	Advisory Board Banquet

OCTOBER

Oct 3-7	Required E-Learning for students not attending when in session
Oct 7	End of First Quarter
Oct 10-14	Fall Break
Oct 17	Classes Resume
Oct 17-21	Required E-Learning for students not attending when in session

DECEMBER

Dec 8	Open House Prospective Students #1
Dec 21	End of 2nd Quarter/Semester Last Day for Teachers/Students
Dec 22	Winter Break Begins - No School

JANUARY

Jan 5	Teacher In-Service
Jan 6	Classes Resume
Jan 16	Martin Luther King Day - No School
Jan 26	Open House Prospective Students #2

FEBRUARY

Feb 20	Presidents' Day - No School

MARCH

Mar 10	End of 3rd Quarter
Mar 16	Career Day
Mar 20-24	Required E-Learning for students not attending when in session
Mar 27	Spring Break Begins - No School

APRIL

Apr 10	Classes Resume

MAY

May 4	Awards Day
May 25	End of 4th Quarter/Last Day for Students
May 26	1/2 Teacher Records Day

No School

Important Dates

E-Learning for Students Not In Session (Required)

Teacher In-Service Dates

January 2023

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

February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

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

April 2023

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

May 2023

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

June 2023

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

Student Day

JUL	0	JAN	17
AUG	21	FEB	19
SEP	21	MAR	18
OCT	16	APR	15
NOV	19	MAY	19
DEC	15	JUN	0
	92		88

Teacher Days

JUL	0	JAN	18.5
AUG	23.5	FEB	19
SEP	21	MAR	18
OCT	16	APR	15
NOV	19	MAY	19.5
DEC	15.5	JUN	0
	95		90

Calendar Templates by Vertex42.com

https://www.vertex42.com/calendars/school-calendar.html

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Central Nine Career Center are designated to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. mail, hand delivery, electronic mail and/or a phone call may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

ENROLLING IN CENTRAL NINE CAREER CENTER

All students must enroll in the corporation (partner school) in which they have legal settlement, unless other arrangements have been approved by that school. Prior to attendance at Central Nine Career Center, enrollment and/or permission to attend Central Nine Career Center will be checked with the partner school.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll. ~~Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.~~

SCHEDULING AND ASSIGNMENT TO SPECIFIC PROGRAMS

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. Both the partner school and Central Nine Career Center have agreed upon this schedule. Any changes in a student's schedule should be handled through Central Nine Career Center's Student Services Coordinators. Central Nine Career Center's Student Services Coordinators will work in conjunction with the partner school with any schedule and/or program change. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules.

TRANSFER OUT OF SCHOOL

If a student plans to transfer from Central Nine Career Center, the parent must notify both Central Nine Career Center's Student Services Coordinator and the partner school's counselor. Central Nine Career Center's school records shall be transferred within five school days to the partner school which will forward all school information to the new school corporation.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from Central Nine Career Center and the partner school without an exit interview with the partner school principal and/or a designee who must agree to the withdrawal. The partner school principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of 18 who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain ~~an employment certificate~~ a work permit needed to obtain a job. No student fees and/or parking pass refunds will be refunded when a student withdraws from Central Nine Career Center.

INJURY AND ILLNESS

Central Nine does not have a nurse, therefore all injuries must be reported to a teacher or the office. For a minor injury, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State board of Health that all immunizations required by law are current. These records will be kept with the partner school. Certain programs at Central Nine Career Center may require specific immunizations prior to enrollment.

From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the partner school principal may remove a student from school or establish a deadline for meeting state requirements if a student does

not have the necessary immunizations or authorized exemption. ~~In the event of a chicken pox epidemic, the partner school superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement.~~ In the event of a medical epidemic, the partner school superintendent may temporarily deny admission to a student otherwise exempted due to immunization requirements. Any questions about immunizations or exemptions should be directed to the Dean of Students.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medications during the school day, the following guidelines are to be observed.

a. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
b. The Medication Request and Authorization Form must be filed with the Dean of Students before the student will be allowed to begin taking any medication during school hours.
c. All medications must be registered with the Student Services Office.
d. Medication that is brought to the office will be properly secured.
e. Students who may require administration of an emergency medication may have such medication stored in the Student Services Office. However, if authorization for self-medication has been provided by the parent and physician, the student may retain possession of self-administered medications.
f. Central Nine Career Center may send home medication that is possessed by the school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.
g. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
h. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
i. If given in the office, a log for each prescribed medication shall be maintained, which will note the personnel giving the medication, the date and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

SELF-ADMINISTERED PRESCRIPTION MEDICATION

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the Dean of Students. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

A. The physician's statement must include the following information:
   i. An acute or chronic disease or medical condition exists for which the medication is prescribed.
   ii. The student has been given instruction as how to self-administer the medication.
   iii. The nature of the disease or medical condition requires emergency administration of the medication.

Central Nine Career Center, the Governing Board, or its employees are not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act of omission accounting to gross negligence or willful and wanton misconduct.

SELF-ADMINISTERED NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student.

Parents may authorize Central Nine Career Center to allow the student to self-administer non-prescribed medications. Students and parents must fill out this form, which is available in the Student Services Office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication, over the counter supplement or CBD product without parent authorization, s/he will be brought to the Dean of Students' office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provisions of the code.

DIABETES MANAGEMENT AND TREATMENT PLAN

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because Central Nine Career Center has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. Central Nine Career Center's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases can include but are not limited to: diphtheria, Covid 19, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the local and state health departments.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines and/or by local and state health departments' guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

Central Nine Career Center has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the county health department. Central Nine Career Center will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B and other diseases that may be specified by the state board of health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

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 the students, but all individuals who have access to the Central Nine Career Center's programs and facilities.

The law defines a person with a disability as anyone who:

A. has a mental or physical impairment that substantially limits one or more major life activities;
B. has a record of such an impairment; or
C. is regarded as having such impairment.

The partner school has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate school education in the "least restrictive environment." The partner school and Central Nine Career Center provide a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the partner school and Central Nine Career Center encourages the parent to be an active participant. To inquire about the procedure, a parent should contact their partner school counselor or Central Nine Career Center's Student Services Coordinator.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the partner school and Central Nine Career Center, the student and the student's parent(s). Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in their program, should contact either their - partner school counselor or Central Nine Career Center's Student Services Coordinator at 317-888-4401 x 231.

PROTECTION AND PRIVACY OF STUDENT RECORDS

Central Nine Career Center maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the governing board to disclose any or all "directory information" upon written notification

to the governing board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the governing board's annual Family Education Rights and Privacy Act (FERPA) notice.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to either the principal of your - partner school or Central Nine Career Center's Dean of Students. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of Central Nine Career Center's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or the student's parents;
B. mental or psychological problems of the student or the student's family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers;
G. religious practices, affiliations or beliefs of the student or his/her parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Dean of Students. The information a parent may access includes:

A. activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20212-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

FERPA@ed.gov and PPRA@ed.gov

STUDENT FEES AND CHARGES

Central Nine Career Center charges specific fees for the activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees and add-on fees for loss or damage to school property. The school and staff do not make a profit. To view the student fees and charges, you may contact the administrative office.

Fees may be waived in situations where there is a financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students and/or parents may be held legally responsible to pay fees and/or any additional costs.

Parents/Students may pay the fees by going to www.central9.k12.in.us then go into Skyward and make payment. Central Nine also accepts cash, check, money order and credit card payments.

STUDENT AND/OR PROGRAM FUND RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members and members of the community in accordance with Central Nine Career Center and/or program guidelines. The following general rules will apply to all fundraisers:

a. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
b. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as “runs for….” will be monitored by a staff member

in order to prevent a student from over-extending himself/herself to the point of potential harm.

c. Students who do not turn in unsold items and/or pay for items ordered, will be financially responsible for those items.
d. Students may not sell any item or service in school without the prior approval of the Assistant Director. Violation of this policy may lead to disciplinary action.

LUNCH AND/OR MEAL PROGRAM

Central Nine Career Center does not participate in the National School Lunch Program nor does it provide lunches for the students. Lunch is available at the partner school.

FIRE, TORNADO AND SAFETY DRILLS

Central Nine Career Center complies with all fire safety laws and will conduct fire drills in accordance with state law. Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a P.A. announcement.

Safety drills will be conducted once per semester Specific instructions on how to proceed during all types of drills will be provided to students by their teachers who will be responsible for coordinating proper action to ensure student safety.

EMERGENCY CLOSINGS AND DELAYS

If Central Nine Career Center must be closed or the opening delayed because of inclement weather or other conditions, Central Nine Career Center's administration will notify the following television stations:

WRTV – Channel 6
WISH – Channel 8
WTHR – Channel 13
FOX – Channel 59

A phone message will be made by Central Nine Career Center whenever possible to inform students about school delays, closings, etc. Students should always follow their partner school schedule concerning delays and closings, unless your partner school is open and Central Nine Career Center is closed or on a delay. Parents and students are responsible for knowing about emergency closings and delays.

In the event that Central Nine campus is closed instruction will take place virtually. The following methods will be utilized to outline our eLearning intentions:

- Skylert Notifications
- School Webpage and Social Media
- Canvas LMS Global Announcement/Notification

If an eLearning Day is called, ALL eLearning Modules will be posted by 9:00 a.m. on Canvas LMS. To access the eLearning Modules go to Canvas LMS at: **http://centralnine.instructure.com** and login using the student's Google login. ***Please make sure you are accessing the Central Nine Canvas LMS with your CENTRAL NINE GOOGLE ACCOUNT and not your homeschool account.***

Teachers will be available via email or through Canvas LMS between the hours of 9:00 a.m. and 3:00 p.m. Completed eLearning assignments will determine attendance for the day.

STUDENT SAFETY AND SECURITY

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, and safety drills. In the event of an active shooter or other violent attack, accident reporting procedures are in place. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. Events do not happen impulsively, spontaneously or without warning. If you see or hear something, say something. Students and/or parents may call or text the NineLine at 317-300-4182 to anonymously report any bullying, or suspicious or unlawful activity that they believe will impact Central Nine.

The following procedures will be followed to ensure student safety.

a. All visitors must report to the office when they arrive at school.
b. All visitors are given and required to wear a building pass while they are in the building.
c. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are "hanging around" the building after hours.
d. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
e. As many unneeded outside doors as possible are locked during the school day.
f. Portions of the building that will not be needed after the regular school day are closed off.
g. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to school in order to prevent any inconvenience.
h. Students may not bring visitors to school.

i. A person is stationed at the main entrance/student services office of Building A to greet visitors.
j. Students are required to carry a student identification badge at all times while on campus.
k. All Central Nine Career Center employees are to wear identification badges/name tags while on campus.
l. Central Nine Career Center may utilize video surveillance and electronic monitoring in order to protect school property, promote security and protect the health, welfare and safety of students, staff and visitors.

VISITORS

Visitors, particularly parents, are welcome at Central Nine Career Center. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without a ~~Lobby Guard~~ SafeVisitor pass and/or a Central Nine badge shall be reported to the Dean of Students. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Dean of Students to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

TECHNOLOGY USE AGREEMENT

STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT
2022-2023

Overview. Central Nine Career Center ("Career Center" or "Central Nine") makes a variety of electronic communications systems and information technologies available to students for educational purposes. When properly used, these technologies promote education by facilitating research, innovation, collaboration, communication, and resource sharing. With this educational opportunity comes responsibility. Illegal, unethical, or inappropriate use of technologies can harm the Career Center, its students, and its staff. This Student Acceptable Use of Technology Agreement ("Use Agreement") is designed to ensure that the advantages gained from the use of technological resources consistently outweigh any disadvantages. The Use Agreement does this by setting and communicating to students and parents the Career Center's minimum standards for the use of

school-owned systems and technology.

Mandatory Review. Every school year, each student and their parent, guardian, or legally responsible care provider must review the guidelines and disclosures contained in this agreement, as well as Central Nine Career Center Board Policies 7540.03 and 7540.06, found through www.central9.k12.in.us under Central Nine Bylaws and Policies. Each student and their legally responsible care provider will be asked to sign a copy of the Central Nine Student Handbook, which contains a copy of this Use Agreement acknowledging receipt, understanding, and agreement to its terms.

Career Center Technology Systems. The Career Center's electronic communication systems and information technologies ("system" or "network") include any configuration of Career Center owned, controlled, or used hardware and software. The system includes, but is not limited to, the Career Center's network, servers, computers, mobile devices, peripherals, applications, online resources, Internet access points, email accounts, software, digitized information, internally or externally accessed databases, telecommunications technology, and any other technology designated by Career Center administration for student use.

Student Use Standards and Expectations. The system is provided primarily for educational and instructional purposes. If there is any doubt about whether a contemplated activity is acceptable, students or their care providers should consult a Career Center staff member before proceeding with the activity. In all cases, students must strictly adhere to the standards and expectations described below, the standards set forth in Board Policies 7540.03 and 7540.06, and all other applicable Career Center policies and laws. The Career Center reserves the right to determine which uses constitute acceptable use and to limit access to such uses. Use of the Career Center's systems and technology is a privilege, not a right.

A. Students shall use only their own accounts and access credentials.

Students are personally responsible for the proper use of their accounts and access credentials (logon or password). To ensure proper use, students must never allow anyone else to use their account or their access credentials. Students must not share their access credentials or allow others to use their account while already logged on. It is a violation of this section for students to use, attempt to use, or facilitate access to another student's account or access credentials, *even if the other student permits or facilitates the use.*

B. Students shall use the system primarily for educational and instructional purposes.

Students shall use the system to promote their education and the education of other students. Students should not misuse school resources through non-educational uses. For example, unless directly related to a staff-directed school activity, students should not use the system to play

video games, download music, watch videos, or participate in chat rooms.

C. Students using the system shall follow the law, Career Center policy, and school rules.

All Career Center policies and regulations and all school rules related to student activities, conduct, and speech apply with full force to a student's use of the system. A few specific policies bear special mention:

No inappropriate content. Students must not create, publish, submit, access online, or display any information that is abusive, obscene, libelous, slanderous, or illegal. The Board Policy 7540.03, prohibits students from posting materials which are obscene, libelous, or slanderous, or which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the Career Center's orderly operation. Violations of this section include, but are not limited to students using the system to encourage the use of drugs, alcohol, or tobacco, students using the system to cheat, and students using the system to gamble.

No bullying. When using the system, students shall not bully, threaten, or intimidate. The Board Policy 5517.01 prohibits the bullying, harassment, discrimination, and intimidation of Career Center staff and students. This prohibition extends to actions taken using the system. Because of this, the prohibition against bullying includes, but is not limited to, cyber-stalking and cyber-bullying.

D. Students using the system shall protect their privacy and the privacy of others.

Unless directly related to a staff-directed school activity, and unless the student follows the guidelines established by staff, students shall not use the system to distribute their private information or the private information of others. Private information includes, but is not limited to, account numbers, access credentials, home addresses, telephone numbers, and student records. It is a violation of this section to use the system to publish pictures, videos, recordings, or copied text of other students or staff, without prior written approval of the person whose image is being used.

E. Students shall respect and protect the integrity and security of the system.

Students shall not, and shall not attempt to, damage, destroy, or bypass the system. Students shall not, and shall not attempt to, vandalize, steal, or intentionally damage the system, any component of the system, or any Career Center equipment. For example, students must not upload, download, or create computer viruses, send mass emails or spam, or intentionally cause a disruption of electronic services. Unless given express permission, students shall never attempt to access, modify, download, or manipulate private Career Center data or the data of any other user. Students guilty of hacking, vandalism, theft, or intentional damage are liable for

the full extent of harm caused and damages may far exceed the cost of repair, replacement, and remediation.

F. Students shall not alter the system without express authorization.

Except as directed by an authorized staff member, students must not alter computers, networks, printers, hardware, software, or any other equipment or part of the system. For example, the Career Center uses filtering technology, security technology, and protection measures to restrict access to inappropriate materials. It is a violation of this section for students to bypass or attempt to bypass these technologies and measures. This prohibition includes downloading or installing software, changing settings, or any other alterations, except as specifically directed by a staff member.

G. Students shall respect the intellectual property rights of others.

Students shall comply with all laws, Career Center policies, and school rules related to copyright and plagiarism. For example, students shall not make illegal copies of music, pictures, images, videos, games, software, apps, files, or movies. Further, students shall always properly cite sources when using the work of others.

H. Students shall respect the community.

The Career Center strives to create and maintain a positive school climate in which all students can feel comfortable and take pride in their school and their achievements. In furtherance of this goal, the Career Center expects and requires that students demonstrate respect for each other and staff in their communications. Conduct, including the use of language, that is inappropriate in the classroom, is inappropriate when using the system.

I. Students shall report any violations of the Use Agreement to Staff.

Consequences for Violation. Violation of any of these standards and expectations may result in suspension or loss of the privilege to use all or a portion of the system. Violation may also result in disciplinary action pursuant to Career Center policies and the Indiana Code Title 20. Education, as well as, criminal or juvenile delinquency prosecution.

Student Access to the System and the Internet. The Career Center is dedicated to providing a safe educational environment. To this end, and to ensure our compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA), the Career Center uses filtering and protection measures that are designed to restrict access to inappropriate materials, such as (a) obscenity, (b) child pornography, and (c) materials harmful to minors on ALL Career Center technology devices including student, staff, and administrative

computers. Although the Career Center takes all possible methods to prevent such access, such measures are never perfect. Because of this, each student must follow the rules for appropriate, responsible, and acceptable use and report violations of the Use Agreement. By completing this Use Agreement, the parent, guardian, or legally responsible caretaker for each student acknowledges that filtering protection measures cannot provide complete protection against the risks inherent in the use of the Internet and wireless communications, determines that for their child the benefits of the use of the system outweigh the risks, and assumes the risk associated with their child's use of the system.

Supervision and Monitoring. A student's use of the system, including but not limited to off-campus use of Career Center issued laptops, Chromebooks, tablets, and other related peripherals, is not private. Administrators and staff may review files, messages, use history, and other records: (a) to maintain system integrity; (b) to ensure users are acting responsibly; (c) to further the health, safety, discipline, and security of a student or other person; (d) to protect property; and (e) for any other lawful purpose consistent with Career Center policies and school rules. Users should have no expectation of privacy with respect to their activities on the system on- or off-campus and any system files stored on Career Center servers or on- or off-site storage sites. Parents are solely responsible for the off-campus supervision of their child's internet and technology usage, even when that usage occurs on a Career Center issued device or is part of a school project.

Disclaimer of Liability. The Career Center is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Career Center will not be responsible for financial obligations arising from unauthorized use of the system. Additionally, the Career Center will not be responsible for roaming or data charges that may occur if a personal device detaches from the Career Center's network. The Career Center will not be responsible for any theft of a personal device. Network privileges, including Internet access, and any education accounts, will be granted only after the signature page acknowledging the Student Handbook and this Use Agreement is received.

Hold Harmless and Indemnification. By completing this Use Agreement, each student and their parent, guardian, or legally responsible care provider expressly and individually agree that they will not hold the Career Center or any Career Center staff responsible for the failure of any filtering and technology protection measures designed to restrict access to inappropriate materials, any violations of copyright restrictions, or any other user mistakes or negligence.

By signing this document, you and your child acknowledge receipt, understanding, and agreement to the Use Agreement and each of its provisions.

DENIAL OF PERMISSION TO RELEASE CERTAIN STUDENT INFORMATION

WITHOUT PRIOR WRITTEN CONSENT

Dear Parent:

Sometimes, the media, colleges and school groups request information about our students. They might want to publish photos, names of award winners or information about specific school events, etc. Our website, social media platforms, and school newsletter also want to publish photos and information about involved students.

On rare occasions, parents/guardians do not wish to have their children's photos, names or other information released. If that is the case with you, please print off this form, circle the specific information that you do not wish to be released, sign and return to the Dean of Students.

If you have no problems with your child's information being released under protected circumstances, you do NOT need to complete or return this form.

Please circle the specific categories that you do not wish to be released.

1. Name of student
2. Photo
3. Video
4. Student work for display at the discretion of the teacher

Name of Student _____ Date _____

Parent/Guardian Name (Printed) _____ Date _____

Parent/Guardian Signature _____ Date _____

LOST AND FOUND

The lost and found area is in the Student Services Office. Students who have lost items should check with the ~~secretary~~ administrative assistant in the Student Services Office and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each nine weeks.

USE OF OFFICE TELEPHONE

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a

student seeking permission to leave school. Students may use office phones to contact parents relating to school business.

USE OF WIRELESS COMMUNICATION DEVICES (WCD)

Students may use personal communication devices (PCDs) before and after school, and during break as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. During class activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by a staff member.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g. iPhone, Android devices, or any other smart phones, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Except as authorized by a teacher or administrator, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be 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, classrooms, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration is authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using

PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The school administrator will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the Dean of Students.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office at 317-888-4401.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the assistant director.

SECTION II

ACADEMICS

COURSES OFFERED 2022-2023

The following is a list of courses offered at Central Nine.

Construction and Landscape

- Construction Trades
- HVAC- ~~Construction Trades:HVAC~~
- Landscape Management- Landscape/Horticulture

Health Sciences

- ~~Health Science I~~
- Health Science II - Athletic Training/Exercise Science
- Health Science II - Medical Assisting
- Health Science II - Nursing
- PLTW Biomedical Science
- Dental Careers
- Veterinary Science

Human Services

- Cosmetology
- Culinary Arts
- Early Childhood Education

IT and Interactive Media

- ~~IT I~~ Information Technology Operations
- ~~IT II~~ Information Technology Software Development
- Visual Communications
- Work Based Learning

Manufacturing
- Welding Technology
- Precision Machining

Protective Services
- Criminal Justice
- Emergency Medical Services
- Fire and Rescue

Transportation
- Auto Collision Repair Technology
- Automotive Service Technology
- Aviation Flight
- Aviation Maintenance
- Aviation Operations
- Diesel Service Technology

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of Central Nine Career Center's co-curricular and extra-curricular programs. No student may participate in any school-sponsored trip without parental consent.

While Central Nine Career Center encourages the student's participation in the field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. All school rules and procedures apply when students are on a field trip. If there is a violation of a school rule or procedure, the student may become responsible for the cost of an expedited return trip home. School attendance procedures apply no matter if a student chooses or is allowed to attend a field trip. Students who violate school rules or procedures may lose the privilege to go on field trips and will be disciplined.

Some field trips may have a cost associated with them. This may include, but is not limited to: cost of driver and gas, cost of lunch, cost of admittance, etc.

GRADES

Central Nine Career Center has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different

emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Central Nine Career Center uses the following grading scale:

100	A+
92 – 99	A
90 – 91	A-
88 – 89	B+
82 – 87	B
80 – 81	B -
78 – 79	C+
72 – 77	C
70 – 71	C-
68 – 69	D+
62 – 67	D
60 – 61	D-
00 – 59	F

Please note that if a student is enrolled in a dual credit course through a university, the student will be held to the university grading scale, which may differ from the grading scale used by Central Nine.

Parents and students may view their grade any time by going on-line through our school software. Grades will also be reported to the partner school so they may be placed on their report cards and on the student's permanent records.

Semester grades are calculated (not including semester finals) as a running average of the entire semester. They are not calculated by averaging the first and second nine weeks' grades.

PLAGIARISM AND ACADEMIC CHEATING

The conduct of a student that demonstrates any form of cheating and/or academic dishonesty will be disciplined according to the seriousness of the incident.

a. Cheating shall consist of submitting any homework, quiz, test, project, etc. that is not one's own work.
b. Cheating shall also mean willingly allowing or helping another person to submit work that is not his/her work by copying, retyping or reproducing the original work.
c. Cheating in class or on class work could result in (but is not limited to):
    i. First offense: The assignment, quiz, test or project will receive a zero (0%). The offense will be documented in the student discipline file.

ii. Second offense: The assignment, quiz, test or project will receive a zero (0%). The student will receive a one-day out-of-school suspension. A parent and student meeting with the teacher and administrator will be required before the student may return to school/class
iii. Third offense: Student will fail the semester/course and possible removal from Central Nine.

ENROLLMENT IN DUAL CREDIT

Any student may enroll to receive dual credit providing s/he meets the requirements established by law, Central Nine Career Center and the university issuing the dual credit. Any interested student should contact their Central Nine Career Center's Student Services Coordinator or teacher to obtain the necessary information on enrollment.

AWARDS

Student Achievement Award – This award is presented to the outstanding senior in each program. To be eligible to receive this award, students must complete two years in the same program. Exceptions to completing two years in the same program are those programs that are considered only one-year programs. This award is determined by the instructor. Only one student may earn this award. This award consists of an engraved plaque presented to the student at the annual awards day program.

Award of Merit – This award is presented to students in each program who have done outstanding work in their program area. This award is determined by the instructor. This award consists of a certificate presented to the student at the annual awards day program.

Perfect Attendance – This award is presented to any student who has perfect attendance. To be eligible to receive this award, students must have perfect attendance except for school related absences such as field trip, weather delay or partner school not in session, etc. Also, to be eligible students must have one or less tardies to qualify. This award is determined by the Dean of Students.

Student of the Month – This award is presented to any student in each program who has done outstanding work or made outstanding improvement. This award is determined by the instructor. One student may earn this award each month school is in session. This award consists of a certificate presented by the instructor in class. Awardees pictures and why they received the award will be posted on Central Nine's TV system. Partner schools will also be given this information.

SECTION III

STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Central Nine Career Center has many student groups that are authorized by the school. It is Central Nine Career Center's policy that only authorized groups are those approved by the governing board and sponsored by a staff member. Authorized groups include:

HOSA
FCCLA - ProStart
FFA
NTHS
SkillsUSA
SPI

All students are permitted to participate in the activities of their choosing, as long as they meet eligibility requirements.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups are not allowed to meet during instruction or non-instructional hours. No non-corporation organization may use the name of Central Nine Career Center.

GOVERNOR'S WORK ETHIC CERTIFICATE

Central Nine senior students will have the opportunity to earn the Governor's Work Ethic Certificate (GWEC). This state-wide program is a collaborative effort among business/industry representatives, educators, students/parents and community members. The GWEC Advisory Council has identified specific character traits from the Indiana's Employability Skills Benchmarks that will be recognized and assessed through various measures. Interested students must opt-into this program at Central Nine at the beginning of their last year of high school.

Students who have met specific criteria will receive a certificate signed by the Governor of the State of Indiana and cords to wear at graduation. The certificate will serve as validation that those students possessing this credential have successfully displayed strong work habits that will foster success in higher education and the workplace. Employers will provide various incentives to GWEC recipients. Some examples of these incentives include a guaranteed job interview or mentoring opportunities. ~~Students will receive a certificate signed by the Indiana State Governor and a sash and or cords to wear at graduation.~~

The Governor's Work Ethic Certification Program provides students with a means to identify and develop the employability skills being demanded by local employers and allows them an opportunity to learn and demonstrate these skills while in their last year of high school. For employers, the program provides them with a pipeline of workers with a proven work ethic, who understand the value and importance of responsibility and perseverance in the workplace. To achieve the certificate students must demonstrate consistent competency in six IMPACT Skills:

- **I**ntegrity
- **M**otivation
- **P**rofessionalism
- **A**daptability
- **C**ommunication
- **T**eamwork

These six IMPACT Skills will also be assessed in the classroom. Each teacher will provide an IMPACT rubric to students that explains how the six IMPACT Skills will be assessed on a daily basis. At the beginning of the school year, students will learn about the requirements for the Work Ethic Certificate, along with how the six IMPACT Skills will be assessed on a daily basis. ~~The Dean will also discuss discipline and attendance policies with the students.~~

In addition, students must meet the following requirements:

- Minimum cumulative GPA of 2.0
- Minimum Attendance of 98%
- One or fewer disciplinary referrals
- Six hours of Community Service
- Complete a Resume
- Participate in a Mock Interview

~~Employers provide various incentives to GWEC recipients. Some examples of these incentives include a guaranteed job interview or mentoring opportunities. Students will receive a certificate signed by the Indiana State Governor and a sash and or cords to wear at graduation.~~

~~These six IMPACT Skills will also be assessed in the classroom. Each teacher will provide an IMPACT rubric to students that explains how the six IMPACT Skills will be assessed on a daily basis. At the beginning of the school year, the Dean of Students and staff from the Student Services Office will go to each class and explain the requirements for the Work Ethic Certificate, along with how the six IMPACT Skills will be assessed on a daily basis. The Dean will also discuss discipline and attendance policies with the students.~~

SECTION IV

STUDENT ATTENDANCE

ATTENDANCE

Central Nine Career Center highly values student attendance. It is imperative that students attend each school day in order to not miss a significant portion of their education in their program classes. This value on attendance helps students develop a high-quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. Positive attendance to class mirrors that work habit.

NOTIFICATION OF ABSENCE

Parents must provide an explanation for their child's absence by phone within 24 hours of the student absence. If prior contact is not possible, the parents should provide a written excuse when the student returns to school. If the absence can be foreseen and the "good cause" is to be approved by the administration, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed schoolwork. Failure to call in with an explanation that meets the above guidelines will result in an unexcused absence. **Parents must call both the partner school and Central Nine Career Center when excusing a student's absence.**

An excused absence allows the student to make-up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as participation points, labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade

When no excuse is provided, the absence will be unexcused and student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance. If the absence is unexcused or unauthorized by the dean of students, a student may not be allowed to make-up the work. In addition, truancy from class may result in disciplinary action.

EXCUSED ABSENCES

Students may be excused from Central Nine Career Center for one of the following reasons:

A. Medical appointments.

B. Personal illness, but not illness in the family unless the circumstances are approved by the Dean of Students.
C. Family funeral
D. Bona-fide religious holiday.
E. Professional appointments that cannot be scheduled at non-school times and approved by the Dean of Students.
F. Good cause must be approved by the Dean of Students.
G. Maternity
H. Military Connected Families (e.g. absences related to deployment and return)

For excused absences, students will be provided an opportunity to make-up missed schoolwork (where applicable) and/or tests. Students will have an equal number of days as absent to make up work. Even though students are excused from school, they are still absent from school and may lose daily participation points.

Students with a health condition that causes repeated absence(s) are to provide the office with an explanation of the condition from a licensed physician.

UNEXCUSED ABSENCES

Any student who is absent from Central Nine Career Center for all or any part of an AM or PM session without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. Failure to call in an absence will result in an unexcused absence. Parents must call both the partner school and Central Nine Career Center when excusing a student's absence.

No credit shall be given for any schoolwork, quizzes, test and/or participation points may not be awarded as a result of truancy.

If a student, under the age of 18, is truant for more than eight days during a semester, s/he will be considered an "habitual truant" and may be reported to the proper authorities and to the Bureau of Motor Vehicles for suspension of his/her driver's license.

EXEMPT ABSENCES

Under IC 20-33-2-14, a student is excused from attending school under some circumstances. Students may be exempt from Central Nine Career Center for one of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

A. Partner school not in session.

B. Field Trips
C. Page or honoree of General Assembly
D. Subpoenaed to testify in court
E. Serving with the National Guard for no more than 10 days

For exempt absences, students will be provided an opportunity to make-up missed schoolwork (where applicable) and/or tests. Students who are sponsored by a partner school are expected to abide by the Central Nine calendar and bell schedule.

AUTHORIZED ABSENCES (OUT-OF-SCHOOL-SUSPENSIONS)

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. During the suspension, students will receive a zero for daily participation points, IMPACT points and other daily assignments. Although students will not receive credit for daily work during a suspension it is highly recommended that they obtain their work from their teacher and complete assignments in order to stay current with the class. Cumulative assignments missed such as tests, projects, reports, and/or exams can be made up upon return from an out of school suspension.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Dean of Students to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

LEAVING CLASS

It is vital that students remain in class. Much like a job, students are given a ten-minute break each day to attend to restroom needs and to get a snack and a drink.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is more than five minutes late in arriving at school s/he is to report to the office before going to his/her assigned location. Students who are more than forty-five minutes late to each class/block will be considered absent. Tardiness to class may result in loss of driving privileges, ISS and OSS or other disciplinary consequences.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a request by a person whose name is on file in the school office.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students whose absences are excused from school shall be given the opportunity to make-up work that has been missed. The student should contact their teacher and will have an equal number of days as absent to make up work. It is possible that certain kinds of schoolwork such as participation points, labs or skill-practice sessions cannot be made up and as a result, may negatively impact a student's grade.

Attendance Intervention Guidelines

In order to support the goal of positive attendance, Central Nine Career Center will invoke the following intervention plan for any student who is missing days per semester according to the guidelines below. However, the student's instructor may reach out to parents/guardians prior to five absences, the following additional interventions will be conducted.

When a student has reached 5 absences,

- A meeting will be held between the student and the Dean.
- Skyward email will be sent to parent/guardian.
- Dean will call the parent/guardian.
- Student will be asked to sign the Central Nine Attendance Intervention Guidelines.
- Student Service Coordinator will communicate to the partner school about the concerned number of absences.
- Doctor's note may be required.

If absences reach 8,

- An in-person conference with Dean, Parent/Guardian and Student will take place
- Skyward email will be sent to parent/guardian
- Communication will take place with the Partner school
- The Attendance Intervention Guidelines document will be signed by the student and parent/guardian.
- Doctor's note may be required

If absences reach 10,

- Student will be in jeopardy of losing credit for the class.
- Student will be recommended to return to the partner school for the rest of the school year.
- The request for attending Central Nine in the next school year may be in jeopardy as well.

SECTION V
STUDENT CONDUCT

STUDENT BEHAVIOR STANDARDS

A major component of the educational program at Central Nine Career Center is to prepare students to become responsible employees and citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Students are expected to:

A. Act courteously to adults and fellow students;
B. Be prompt to school and attentive in class;
C. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background;
D. Complete assigned tasks on time and as directed; and
E. Help maintain a school environment that is safe, friendly and productive.

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers and administrators to maintain a classroom environment that allows:

A. A teacher to communicate effectively with all students in the class; and
B. All students in the class the opportunity to learn.

DRESS AND GROOMING

While fashion changes, the reasons for being in school do not. Students are in school to learn and Central Nine is unique in that we hold our students to a higher standard, specifically preparing them for a future career. At the discretion of the administration, any fashion (dress, accessory or hairstyle) that disrupts the educational process, is inappropriate or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)
Does my clothing advertise something that is prohibited to minors or has a double meaning which is inappropriate at school? (No)

Are there obscene, profane, drug-related, gang-related or inflammatory messages on my clothing? (No)
Should I interview for a job in this outfit? (Yes)
Am I dressed appropriately for the weather? (Yes)
Would an employer feel comfortable with my appearance? (Yes)
Am I wearing the correct or proper uniform and do I have all safety items needed to participate in class? (Yes)

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Central Nine Career Center adheres to industry standards as closely as possible; this means you will be expected to dress as people do in the occupation for which you are preparing. Most programs require students to wear a uniform. Students will not be allowed to participate in class activities if their dress does not follow industry standard or creates a health, safety or discipline problem. Failure to wear the proper clothing/uniform, may cause students to lose participation points which may lower their overall grade in their class.

Shoes:

A. Shoes must be worn at all times
B. No bedroom slippers will be allowed.
C. Steel-toed boots/shoes are required in many technical labs.

Shirts/Skirts/Pants/Shorts:

A. Shirts, blouses and tops should be long enough to tuck into pants or skirts.
B. Shirts, blouses or tops may not expose midriff, back, torso or shoulders.
C. No cutoffs, halter-tops, tank tops, strapless or midriff tops, see-through tops, tops with spaghetti straps or sleeveless cutout shirts.
D. All pants should be worn at the waist.
E. Shorts, dresses and skirts should be modest length. No attire that advertises tobacco, alcohol or drugs is allowed.
F. Clothing cannot have sexual images, slogans or innuendos.
G. Specific uniforms must be worn to participate in many programs.

Miscellaneous:

A. No head coverings such as scarves, bandanas, hoodies or skull caps will be permitted. (some areas allow head coverings in the lab only). All head coverings must be removed for the Pledge of Allegiance.
B. No blankets.
C. No spiked jewelry.

D. Clothing that is tight, flimsy or torn to a point of immodesty may not be worn.
E. Undergarments should not be seen.
F. Cheerleaders must wear pants underneath their uniform
G. Long or bulky coats should not be worn in the classroom.
H. Safety glasses must be worn in technical labs.

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. Central Nine Career Center cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Specific programs may require each student to purchase specific supplies and/or equipment to participate in the class or program. Central Nine Career Center is not responsible for items stored in the lockers.

TOBACCO/ELECTRONIC CIGARETTE POLICY

A student possessing or using tobacco/paraphernalia including but not limited to cigarettes, e-cigarettes, juuls. juulpods, cigars, smokeless tobacco, etc. on school owned property or at any school activity will be subject to - school discipline and given a citation from the School Resource Office and be subject to a court date and fine. A student in possession of any tobacco/paraphernalia including but not limited to cigarettes, e-cigarettes, juuls, juulpods, cigars, smokeless tobacco, etc. product twice at school may be recommended for - removal from Central Nine.

CODE OF CONDUCT

Central Nine Career Center's governing board has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

A. On school property at any time;
B. During and immediately before and after any school activity at any location;
C. Traveling to and from school or to and from a school activity.

Violations of the Code of Conduct may be "Grounds for Suspension and/or Expulsion:"

A. The grounds for suspension or expulsion listed in section B, C, D, E, F and G below when a student is:

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

B. Students Misconduct and/or Substantial Disobedience:

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    a. Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
    b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
    c. Setting fire to or damaging any school building or property.
    d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
    e. Intentionally making noise or acting in any manner to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member and/or other persons. Prohibited violent or threatening conduct includes threatening, planning or conspiring with others to engage in violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal private property.
5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
6. Threatening or intimidating any person for any purpose including obtaining money or anything of value.
7. Threatening (whether specific or general in nature) injury to persons or damage to property regardless of whether there is a present ability to commit the act.

8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
9. Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
10. Possessing, using, transmitting or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic marijuana, nicotine, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    a. Exception to Rule 10: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the Dean of Students. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        - That the student has an acute or chronic disease or medical condition for which the physician had prescribed the medication.
        - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        - The student has been instructed in how to self-administer the prescribed medication.
        - The student is authorized to possess and self-administer the prescribed medication.
11. 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.
12. Possessing, using, transmitting or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind or any other similar over-the-counter products.
13. Possessing, using, distributing, purchasing or selling tobacco products of any kind or in any form including electronic devices with or without nicotine.
14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
15. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
16. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

17. Falsely accusing any person of sexual harassment or violating a school rule and/or a state or federal law.
18. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
19. Aiding, assisting or conspiring with, another person to violate these student conduct rules or state or federal law.
20. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
21. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
22. Engaging in pranks that could result in harm to another person.
23. Use or possession of gunpowder, ammunition or an inflammable substance.
24. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    a. Engaging in sexual behavior on school property;
    b. Engaging in sexual harassment of a student or staff member;
    c. Knowingly failing to report to scheduled assignment without permission or acceptable excuses;
    d. Disobedience of administrative and/or adult authority;
    e. Willful absence or tardiness of students;
    f. Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar or refers to drugs, tobacco, alcohol, sex or illegal activity or is plainly offensive to school purposes;
    g. Violation of the school corporation's acceptable use of technology policy or rules;
    h. Violation of the school corporation's administration of medication policy or rules;
    i. Possessing or using a laser pointer or similar device.
25. Possessing or transmitting any substance that can cause a biological disease, virus or organism that is capable of causing serious bodily injury.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone or any other telecommunication device in a situation not related to a school purpose or educational function.

C. Anti-Harassment:
    1. Central Nine Career Center prohibits the harassment, intimidation or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:
        a. Causes mental or physical harm to the other student; and
        b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

Central Nine Career Center also prohibits retaliation against any person who reports an incident, files a complaint or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment and intimidation detailed below.

Students should report incidents of bullying, harassment or intimidation to the Dean of Students, Student Services Coordinator or their teachers.

Harassment complaints concerning Central Nine staff should be filed with the staff member's immediate supervisor and complaints concerning the Director should be filed with the Governing Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of two administrators.

The administrator or governing board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within five workdays after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the director will be notified.

A student who files a complaint who is not satisfied with the conclusion of the investigation may file an appeal with the Director or designee within ten days of receipt of the decision. The Director or designee will arrange a meeting between all affected parties to discuss the appeal. Within ten days of the appeal being filed, the Director or designee will provide a written decision.

If the student who files the complaint is not satisfied with the decision of the Director or designee, an appeal can be made to the governing board within ten days of the latest decision. The governing board will conduct a hearing within 20 days and will issue a written decision within ten days after the close of the hearing.

Central Nine Career Center believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff or any other individuals are not permitted. This

includes any speech or action that creates a hostile, intimidating or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

2. Sexual Harassment, may include, but is not limited to:
    a. Verbal harassment or abuse;
    b. Pressure for sexual activity;
    c. Repeated remarks with sexual or demeaning implications;
    d. Unwelcome touching;
    e. Sexual jokes, posters, cartoons, etc.;
    f. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
    g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
    h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
3. Note: An inappropriate boundary invasion by a Central Nine Career Center employee into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in state law.
4. Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment
    a. Verbal:
        - Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member or other person associated with Central Nine Career Center or third parties.
        - Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with Central Nine Career Center or third parties by refusing to have any form of social interaction with the person.

    b. Nonverbal:
        - Placing insulting or threatening objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with Central Nine Career Center or third parties.

    c. Physical Contact:

- Any intimidating or disparaging action such as hitting, pushing, shoving or spitting on a fellow student, staff member or other person associated with Central Nine Career Center or third parties.

d. Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the Central Nine Career Center or third parties should make contact with their teacher, Student Services Coordinator or administration.

The student may make contact either by a written report, by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the Dean of Students.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- Protect the confidentiality of the student who files a complaint;
- Encourage the reporting of any incidents of sexual or other forms of harassment;
- Protect the reputation of any party wrongfully charged with harassment.

D. Bullying-Harassment and/or Aggressive Behavior (including Bullying/Cyber bullying)

Bullying as defined in state law means overt, repeated acts of gestures, including verbal 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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the Dean of Students or Student Services Coordinator. The student may also report concerns to a teacher who will be responsible for notifying the

appropriate administrator or governing board official. Complaints against the Dean of Students or Assistant Director should be filed with the director. Complaints against the director should be filed with the governing board president.

Every student is encouraged and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

1. Bullying applies when a student is:
    a. on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a group (including summer school);
    b. off school grounds at a school activity, function or event;
    c. traveling to or from school or a school activity, function or event;
    d. using property or equipment provided by the school; or
    e. off school grounds due to an activity, event or an issue which was initiated at school.
2. Counseling, corrective discipline and/o referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate and support for victims and other impacted by the violation.

E. Possessing a Firearm or a Destructive Device
    1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
    2. The following devices are considered to be a firearm under this rule:
        a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
        b. The frame or receiver of any weapon described above;
        c. Any firearm muffler or firearm silencer;
        d. 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.
        e. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter;
        f. Any combination of parts either designed or intended 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;
        g. An antique firearm;
        h. A rifle or a shotgun that the owner intends to use solely for sporting, recreational or cultural purposes.
    3. For purposes of this rule, a destructive device is:

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

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

F. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property; it will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
    a. A weapon, taser or electronic stun weapon, equipment, chemical substance or other material that in the manner it is used or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
    b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
    c. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
3. The penalty for possession of a deadly weapon; up to 10 day suspension and expulsion from school for a period of up to one calendar year.
4. The Director may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

G. Unlawful Activity

A student may be suspended or expelled for engaging in lawful 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 that takes place during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The Career Center adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Career Center students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Career Center prohibits criminal gang activity and similar destructive or illegal group behavior on Career Center property, on buses owned by the Career Center or used to transport Career Center students, and at school-sponsored functions. The Career Center prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Definitions

A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:

1. either:
    a. promotes, sponsors, or assists in, or
    b. participates in, or
2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

ENFORCEMENT OF STUDENT BEHAVIOR AND CODE OF CONDUCT

The standards and the Code of Conduct will be enforced by school administrators, teachers, instructional assistants, bus drivers and any other adult authorized by Central Nine Career Center to supervise students.

A. The objectives of the enforcement of these standards and the Code of Conduct are:
    1. to protect the physical safety of all persons and prevent damage to property;

2. to maintain an environment in which the educational objectives of Central Nine Career Center can be achieved;
3. to enforce and instill the core values of Central Nine Career Center and the workforce community.

B. The seriousness of the offense and the nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
    1. the nature and extent of any potential or actual injury, property damage or disruption;
    2. the student's prior disciplinary history and the relative success of any prior corrective efforts;
    3. the willingness and ability of the student and student's parents to participate in any corrective action;
    4. the interest of other students in Central Nine Career Center in a school environment free from behavior that violates the school's behavior standards;
    5. any other aggravating or mitigating factor or circumstance including, but not limited to, zero tolerance policies.

DISCIPLINE

It is important to remember that Central Nine Career Center's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. Central Nine Career Center's governing board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays and other school breaks including summer recess.

Ultimately, it is the administration's responsibility to keep things orderly. In all cases, Central Nine Career Center shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal. Informal discipline takes place within the school. It includes but is not limited to: writing assignments, change of seating or location; before-school detention; after-school detention; in-school suspension; and removal from a class activity.

Formal discipline removes the student from school. It includes suspension for up to ten school days and expulsion for the remainder of a semester or longer.

ISS – IN-SCHOOL SUSPENSION

The Dean of Students may assign an ISS for classroom disruptions, safety violations, lack of tools, dress code violations and other infractions. The student will be assigned regular or additional work by the teacher to be completed in the ISS room. The student will be allowed to take or make up all test and/or quizzes for credit. Failure to complete an ISS assignment may result in being assigned additional days of in-school suspension. Discipline issues that occur in ISS may result in OSS.

OSS – OUT-OF-SCHOOL SUSPENSION

The Central Nine administration (Dean of Students or designee) in collaboration with the ‑partner school administration may deny a student the right to attend school or take part in any school function for a period of one to ten school days. If a student receives an OSS either from his ‑ partner school or at Central Nine Career Center, the suspension may be honored by both the ‑ partner school and Central Nine Career Center.

EXPULSION FROM SCHOOL

If, in Central Nine Career Center Dean of Students' opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the director and to the partner school principal for consideration for expulsion. The partner school principal will also forward this information to the partner school superintendent who shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it. The partner school will be responsible for conducting and making contact for the expulsion meeting, etc.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with the governing board policy and federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available at each partner school's office.

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one year.

DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, Central Nine Career Center will follow specific procedures. When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing/e-mail, of the reason for and the length of the suspension.

The student and/or his/her parents may appeal the suspension after receipt of the suspension notice, to the director. The request for an appeal must be in writing and made within two (2) days after notification.
During the appeal process, the student shall not be allowed to remain in school.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of Central Nine Career Center's governing board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities. According to Board approved policy available at: http://go.boarddocs.com/in/cncc/Board.nsf/goto?open&id=BBWLDG549092 , scanners/wands may be used to search for illegal objects that may be in a student's possession.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the Central Nine Career Center and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. Central Nine Career Center reserves the right not to return items which have been confiscated.

USE OF DOGS

The governing board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

USE OF BREATH-TEST INSTRUMENTS

The administration may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate, s/he may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

STUDENT RIGHTS TO EXPRESSION

Central Nine Career Center recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges or other insignia; and the like. All items must meet school guidelines.

A. A material cannot be displayed or distributed if it:
    1. Is obscene to minors, libelous, indecent or vulgar
    2. Advertises any product or service not permitted to minors by law,
    3. Intends to be insulting or harassing,
    4. Intends to incite fighting; or
    5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial

disruption or school or school activities, a violation of school regulations or the commission of an unlawful act.

Students must have the administration's permission to display materials. They must meet school guidelines. Please present these items 24 hours prior to wanting to display.

A. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during, before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

SECTION VI
TRANSPORTATION

BUS TRANSPORTATION

Central Nine Career Center does not provide transportation to and from the - partner school. Most partner schools will provide bus transportation for their students. Students riding the bus to Central Nine Career Center must conform to the rules and regulations of each partner school. Bus drivers are authorized to maintain order on buses. Riding the bus is a privilege. Students will receive disciplinary action for misbehavior, which could ultimately result in suspension from riding the bus and/or school. Students are reminded to ride their assigned bus only, to use safety precautions while waiting for the bus, and be courteous and cooperative. Students who are provided the opportunity to ride school transportation are encouraged to do so. However, due to flexible scheduling, etc., some students may have to provide their own transportation.

Central Nine Career Center in most instances provides transportation to and from field trips. Students riding on Central Nine Career Center's buses must follow all of Central Nine Career Center's school rules and regulations.

DRIVING/PARKING REGULATIONS

Students may drive their vehicles to Central Nine Career Center if they have permission from their partner high school, parent and Central Nine Career Center. Each student operating a motor vehicle at Central Nine Career Center must register his/her vehicle in the Main Office. ~~The first parking tags will cost, $30.00; additional parking tags will cost $10.00.~~ Parking passes cost $30.00 and students must pay all student fees prior to being allowed to purchase a parking pass. Some partner schools require all their students to ride the bus. Central Nine Career Center follows all partner school driving procedures. In rare instances, a student may be granted permission by their partner school and their instructor to drive to Central Nine Career Center. In those instances, permission to drive forms need to be filled out in advance and temporary parking passes issued. At all times, student

drivers are expected to operate their vehicles in a safe and courteous manner. Students who do not respect this request or who violate accepted standards for driving and parking on school property will have their driving and/or riding privileges to Central Nine Career Center suspended.

Rules of conduct for driving at Central Nine Career Center:

A. All students must purchase a parking pass ($30) in order to drive to ~~C9~~ Central Nine. Students must pay all student fees prior to being allowed to purchase a parking pass. Due to construction at Central Nine during the 2022-23 school year, only seniors will be allowed to purchase a parking pass. The number of passes will be limited and therefore will be sold to seniors on a first come first serve basis.
B. Students must park in the student parking lot. Parking in the faculty lot is not permitted.
C. Students that do not properly display a ~~C9~~ Central Nine parking pass that is visible through the front window may have their car towed. Cost of the tow will be the student's responsibility.
D. Students must drive safely. Reckless driving or excessive speed may result in loss of driving privileges and/or a written ticket issued by the School Resource Officer.
E. Students must be on time. Tardiness may result in loss of driving privileges
    a. 3 Tardies will result in loss of driving privileges for 1 week.
    b. 4 Tardies will result in loss of driving privileges for 2 weeks.
    c. 5 Tardies will result in loss of driving privileges for 3 weeks.
    d. 6 Tardies-removal of driving privileges for the remainder of the semester.
F. Students must enter the building upon arrival. Students are not permitted to hang out in the parking lot. Students who refuse to come into the building upon arrival may lose their driving privileges.
G. Sophomores are prohibited from driving.

DRIVING (FLEXIBLE SCHEDULING, JOB SHADOWING, INTERNSHIP, CO-CURRICULAR OPPORTUNITIES, SPECIFIC FIELD TRIPS, COMPETITIONS AND COLLEGE DAYS)

Central Nine Career Center provides a number of unique educational experiences and/or programs. If you have been given permission to attend and/or accepted into any of these unique educational experiences and/or programs, you may be required to provide your own transportation. Students and/or parents who cannot provide transportation cannot participate in these experiences. Central Nine is not liable for accidents of the drivers going to or from their work experience, class experience or any other event where a student may drive to any function.

When Central Nine Career Center provides transportation to above mentioned activities, students must ride the bus unless written permission is granted by parents, teacher and partner school principal.

CONTINUOUS NONDISCRIMINATION NOTICE

Central Nine Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Tiffany Bickerstaff, 1999 US 31 South, Greenwood IN, 46143, (317) 888-4401 EXT 262, tbickerstaff@central9.k12.in.us. For more information regarding Title IX policies and procedures please visit: https://central9.k12.in.us/title-ix/

APPENDIX A
STUDENT/PARENT SIGNATURE

Dear Parent or Guardian:

The Central Nine Career Center Governing Board believes that the education of each student can only be achieved in an orderly and disciplined environment.
The Executive Director shall establish reasonable rules and regulations for student behavior that promote the attainment of educational goals set by the Board. The Executive Director shall make these written rules and regulations available to students and parents annually.
When students choose to conduct themselves in such a way that they are in violation of established rules and regulations, they will be disciplined in an appropriate manner.
The Executive Director shall establish, implement, and support discipline procedures appropriate to the age and the misconduct of the student.
These procedures shall also include a process whereby administration may remove such students from school and at the same time insure that these students' rights to due process are not violated.

~~By signing below, I agree that I have read the Central Nine Career Center student handbook and technology usage agreement and understand them. By signing, you agree to adhere to the principles and procedures detailed within the technology usage agreement and student handbook.~~

Parent/Guardian and student please click HERE to electronically sign that you agree that you have read the Central Nine Career Center student handbook and technology usage agreement and understand them. By signing, you agree to adhere to the principles and procedures detailed within the technology usage agreement and student handbook. The link to the electronic signature form will also be a part of Central Nine Student Station on Canvas.

~~PRINT AND RETURN TO THEIR INSTRUCTOR AT CENTRAL NINE.~~

_____ _____

~~PRINTED NAME GRADE~~

STUDENT SIGNATURE DATE

PRINTED PARENT/GUARDIAN DATE

PARENT/GUARDIAN SIGNATURE DATE

DR. WILLIAM KOVACH/DIRECTOR DATE

JOE PREDA/DEAN OF STUDENTS DATE