

## 2014-2015 STUDENT HANDBOOK

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.

**Parents are encouraged to take a few minutes to review and discuss the information in this student handbook with their child. Teachers will review this student handbook with their students during the first week of school. Each student will complete a small quiz over the student handbook acknowledging all rules and policies in place for Central Nine Career Center. Students will be expected to sign and return quiz with parental signature indicating that they have read and understood the provisions in the student handbook.**

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 July 11, 2013.

### FORWARD

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 and keep the student handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this student handbook, you are encouraged to talk to the counselor or principal. 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 11, 2014. If any of the policies or administrative guidelines referenced herein are revised after July 11, 2014, 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.

## **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. David Edds Director 317-888-4401 x270**

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.

## **STUDENT RIGHT 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. If, for some reason, this is not possible, the student should seek help from the counselor.

**Adult students (age 18 and older) are expected to follow all of Central Nine Career Center's rules. If residing at home, adult students should include their parents in their educational process and decision making.**

## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a written request signed by a person whose signature is on file in the school office. When making a verbal request for early dismissal either by telephone or in person, the parent, guardian, or their designee must sign the student out at the main office. In the case of an emergency, a student will be dismissed with a phone call only after administration has verified the appropriate contacts. No student will be released to a person other than a custodial parent(s), guardian(s) or without permission by the custodial parent(s) or other legal authorization.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and car parts are tempting targets for theft and extortion. Central Nine Career Center cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables if left unattended in an unlock car or bed of a truck. When entering the building daily, students need to make sure all doors on their vehicle have been securely locked.

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

## **SAFETY AND SECURITY**

Central Nine Career Center is very concerned about the safety of our students and staff. The following procedures will and must be followed:

- A. All visitors must sign in at lobby guard and then report to the main office when they arrive at school.
- B. All visitors are given and required to wear a visitor's pass while they are in the building.
- C. Staff members are expected to question people in the building whom they do not recognize, 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 with them during the school hours.
- I. Students are required to carry C9 identification cards with them at all times in school or on school property in case of an emergency situation.
- 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, protect the health, welfare of students, and safety of 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 pass and/or a Central Nine badge shall be reported to the principal and escorted off the premises. 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 WIRELESS COMMUNICATION DEVICES (WCD)**

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

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

No expectation of confidentiality will exist in the use of WCDs on school premises/property. Students are prohibited from using a WCD 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.

**“Sexting” is prohibited while on school property or at school functions. Sexting is the electronic transmission of sexual messages, pictures, or wording usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.**

Students are also prohibited from using a WCD to capture 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 their WCDs to receive such information.

**Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.**

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). 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 WCD is confiscated, it will be returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by corporation staff 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. WCDs in corporation custody will not be searched or otherwise tampered with unless school officials 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 Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis. A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal. **Students are personally and solely responsible for the care and security of their WCDs. The Central Nine governing board assumes no responsibility for theft, loss, damage or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. 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. Students may use school phones to contact parents/guardians during the school day.**

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements, signs, or postings of outside activities will be permitted without the approval of the building principal. A minimum of one school day's notice is required to ensure the principal has had the opportunity to review the announcement or posting.

## **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 further field trips and will be disciplined to suspension.

## **SECTION III STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Central Nine Career Center provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course and/or contain school subject matter.

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:

- FFA
- HOSA
- NTHS
- SKILLS USA
- SPI

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

## **NATIONAL TECHNICAL HONOR SOCIETY**

The National Technical Honor Society (NTHS) is a nonprofit, honor organization for outstanding students enrolled in occupational and career technical programs. The purposes of the National Technical Honor Society are to promote service, leadership, honesty, career development, skilled workmanship, reward student achievement, encourage and assist student education and career goal setting, promote a stronger linkage between local technical institutions, businesses, industry, and to promote the image of technical education in America.

Students who join the National Technical Honor Society must be honest and responsible student-citizens who have made a personal commitment to excellence and who agree to uphold the NTHS Standards of Conduct. As a member of the National Technical Honor Society, I pledge to:

- Maintain the highest standards of personal and professional conduct at all times;
- Strive for excellence in all aspects of my education and employment;
- Refuse to engage in or condone activities for personal gain at the expense of my fellow students, my school, or my employer;
- Support the intents and purposes of NTHS while working to achieve the objectives and goals of the society; and
- Uphold my obligations as a citizen of my community and my country.

NTHS candidates must have a minimum overall GPA of 3.0 to be accepted into the program and maintain status in the program. NTHS candidates must also meet the following criteria:

- Enter Junior or Senior year
- On track to receive a CORE 40, Technical Honors, or Academic Honors diploma
- Active participation in CTSO (leadership, contest participation, etc.)
- Have no unexcused absences for the prior school year and forward
- At least a B+ in their CTE class at Central Nine
- No discipline referrals on record at home high school or Central Nine
- Acquire a letter of recommendation from a teacher or administrator from home high school
- Acquire a letter of recommendation from a teacher or administrator from Central Nine
- Produce documentation of community service recognition

Once a student has been selected into the NTHS, the criteria used in the selection process must be upheld throughout the fiscal school year in order to remain a member.



## **SECTION IV STUDENT ATTENDANCE**

### **ATTENDANCE**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study. Daily attendance and punctuality are essential for success in school and are necessary habits for success in the workplace. Poor attendance interrupts the process of education. It also impedes the continuity of the lessons presented, the ability of students to understand and gain insight from the classroom experiences, and the student's ability to establish proper work habits. Students need to come to school every day and benefit from interaction, discussion, and teacher support available to the student during class time. Every absence a student has whether excused or not, interrupts the students understanding of the material being presented in class and weakens his/her interest in succeeding in the program.

Central Nine Career Center is also concerned about helping 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. This is a habit Central Nine Career Center wants to help students develop as early as possible in their school careers.

### **TRUANCY**

Truancy is a student losing instructional time without the knowledge and/or consent of his or her parent/guardian. Unexcused absence from school (truancy) is not acceptable. A student is chronically absent by having unexcused absences from school for more than 8 school days during a semester. Students who are truant will receive no credit for school work that is missed. Students who miss school under the following circumstances will be considered truant from school:

- Leaving school during the school day without any parental knowledge or proper notification from school administration.
- Defying parental authority in the failure to attend school, or being absent from school without parental knowledge or approval.
- Not reporting to one or more assigned classes.
- Being observed in a place that is completely unacceptable and being unable to offer a satisfactory explanation for being there.
- Leaving assigned area without permission from the classroom teacher.
- Excessive unexcused absences may be counted as truancy.
- Leaving school grounds without signing out at the front desk.

**Habitual truancy (10 or more days) may result in:**

- A. Loss of credit (May request a waiver to this procedure at the end of the semester);**
- B. A report made to Bureau of Motor Vehicles of being a habitual truant;**
- C. A report made to the intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 30-40.**
- D. Loss of parking permit and driving privilege to Central Nine**

## **TRUANCY COURT**

**When it appears that a student's attendance patterns are becoming such that they may have a negative effect on success, a conference may be held to discuss strategies to improve attendance. If appropriate, a referral will be made to truancy court Johnson/Marion County. Both parent and student will be slated to appear. Students beyond the age of involvement with the court may be asked to sign an attendance contract with which they must adhere or be withdrawn/expelled from school.**

## **EXCUSED ABSENCES**

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

- Medical appointments.
- Personal illness, but not illness in the family unless the circumstances are approved by the principal.
- Family funeral
- Bona-fide religious holiday.
- Professional appointments that cannot be scheduled at non-school times and approved by the principal
- Good cause must be approved by the principal.
- Incarcerated
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

For excused absences, students will be provided an opportunity to make-up missed school work (where applicable) and/or tests. **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.

**Parents must provide an explanation for their child's absence by phone no later than 2:00 p.m. the day of the absence.** Please call 317-888-4401, extension 265 and explain the reason for the absence. If the absence can be foreseen and the "good cause" is to be approved by the principal, 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 school work. Failure to call in with an explanation that meets the above guidelines will result in an unexcused absence.

### **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. Habitual truancy (8 or more days) may result in:**

- A. Loss of credit (May request a waiver to this procedure at the end of the semester);**
- B. A report made to Bureau of Motor Vehicles of being a habitual truant;**
- C. A report made to the intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 30-40.**
- D. Losing Percentage of your current grade.**
- E. Truancy Court**

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

### **NOTIFICATION OF ABSENCE**

If a student is going to be absent, the parents must contact Central Nine Career Center (317-888-4401 extension 265) by 2:00 PM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse when the student returns to school. 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.

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 school work such as participation points, labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the

principal, a student may not be allowed to make-up the work. The skipping of classes may result in disciplinary action. **Teachers will contact parents after 3 unexcused absences.**

## **TARDINESS**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school or class, s/he is to report to the office before going to his/her assigned location. Any student who is late to class may lose up to 25 percent of their daily participation points. Students who arrive to Central Nine for morning class between 8:05-8:45 will be mark as Unexcused Tardy unless meeting the criteria listed under Excused Absences section of the handbook.

Students who arrive for afternoon classes will be marked unexcused between the hours of 11:45-12:15 pm. Students who arrive late to school must report to the main office to obtain admittance into the building. Students who are tardy will be disciplined as follows:

1<sup>st</sup> Tardy= -25% Participation point loss + Automated phone call home

2<sup>nd</sup> Tardy= -25% Participation point loss + Automated phone call home

3<sup>rd</sup> Tardy= -25% Participation point loss + Phone call from Administrator + ISS

4<sup>th</sup> Tardy= -25% Participation point loss + Automated phone call home

5<sup>th</sup> Tardy= -25% Participation point loss + Automated phone call home

6<sup>th</sup> Tardy= -25% Participation point loss + Phone call from Administrator + ISS

7<sup>th</sup> Tardy == -25% Participation point loss + Phone call from Administrator + ISS

8<sup>th</sup> Tardy= -25% Participation point loss +Phone call from Administrator + OSS/ Loss of driving privileges/Parent conference

9<sup>th</sup> Tardy -25% Participation point loss + Automated phone call home + ISS

**\*Note 10 or more tardies will be counted as an unexcused absence: Will result in one of the three options:**

- Reduction of Credit for Class
- Loss of credit(s)
- Total Credit Received for Class

## **CODE OF STUDENT CONDUCT**

Central Nine Career Center's governing board has adopted the following Code of Conduct to maintain a disciplined, drug-free and safe school climate for staff and students. The Code of Conduct is the established set of rules and regulations of the Central Nine to provide a positive environment. This code and its provisions shall be applicable whenever and wherever appropriate school administrators have jurisdiction over students, including but not limited to the following:

**A. On school property at any time:** 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 (school sponsored events, summer school);

**B. During and immediately before and after any school activity at any location:** Off school grounds at a school activity, function or event such as fieldtrips.

**C. Traveling to and from school or to and from a school activity.**

Leaving sending schools to come to Central Nine and leaving Central Nine to return for classes. This also includes any Central Nine sponsored functions taking place requiring student participation.

**Violations of the Code of Student Conduct may be "Grounds for Suspension and/or Expulsion:"** The grounds for suspension or expulsion listed in section B, C, D, E, F and G below: Violation by a student of any one, or more of the following rules of conduct below may result in disciplinary action, including but not limited to verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, emergency removal, referral to law enforcement agencies, suspension or expulsion, parents may face civil liabilities for damage to individuals harmed by inappropriate actions.

### **Behaviors by Categories**

### **DRESS AND GROOMING**

Central Nine's Dress Code is not intended to create hardship, but it is to enhance the learning environment. Therefore, students will dress in a manner that is neat, clean, and safe. Items of personal attire and accessories that present a substantial likelihood of disruption of school are not permitted.

The building principal is the final authority in the determination of appropriate attire. Class time missed as a result of dress code infractions may result in a zero for work missed.

- A. Guidelines for Appropriate Dress:** In an effort to prepare students for success in the workplace, every attempt will be made by staff to reinforce acceptable workplace attire thus creating a professional learning environment for the students. Clothing, jewelry, and other items of apparel must meet the requirements of the career technical program. Each instructor will have requirements for their program on file with the building principal. Students who are not prepared to work in lab because of lack of safe, appropriate apparel, or equipment may be denied admission to do lab work. The following below is Central Nine's criteria for appropriate daily dress:

1. Apparel or items which elude to drugs, alcohol, sex, the occult, gangs, profanity or which are offensive to ethics, religion, or racial groups is prohibited ( flags, symbols, etc..)
2. Wallet chains, necklaces, bracelets, and belts with spike are not permitted anytime.
3. Clothing with holes must be patched. Wearing a second layer of clothing under the garment with holes is not an acceptable solution.
4. Brief and Revealing clothing is not acceptable in Central Nine Career Center
  - 4A. Tank tops, halter tops, garments with spaghetti straps, off the shoulder garments, or strapless garments shall not be worn in school advertising skin.
  - 4B. Garments that are see-through, cut low or expose one's midriff are not acceptable.
  - 4C. Undergarments should not be visible at anytime.
  - 4D. Tee shirts with sleeves that have been cut off are not appropriate attire and must be covered with another shirt.
  - 4E. Sleeveless garments must extend to the end of the shoulders and fit closely under the arm.
5. The bottom hem of any garment worn ( skirt, shorts, dresses) must not extend higher than approximately five inches above the student's knee or be very distracting to the educational process. If the garment has a slit, the slit must not extend higher than approximately five inches above the student's knee.
  - 5A. Students opting to wear leggings, jeggings, or other form fitting attire must make sure they have a shirt, sweater, or other garment that extends no higher than approximately five inches above the student's knee.
  - 5B. Students shall not wear pajamas bottoms or bedroom slippers to Central Nine.
  - 5C. Sagging Pants: Students shall not wear pants that, when fastened, sag or fit below the waist line. All pants must fit around the waist and be properly fastened.
6. Appropriate shoes must be worn. Many lab settings require a particular shoe be worn for safety reasons. Students will not be permitted inside the lab area if they do not have on the appropriate shoes.
7. Students are required and expected to wear the designated dress code attire their particular program according to the guidelines outlined by the lab instructions and the classroom instructor for the class.

- B. **Academic Misconduct**: A student shall not engage in academic misconduct to include but not limited to cheating, any action designed to improve grades and scores, plagiarism (from either print or electronic), forgery, or possession/transmission of unauthorized information (e.g. tests). 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. **Any form of academic dishonesty outside the classroom/class work could result in discipline ranging from suspension to expulsion, depending on the seriousness of the offense.**

- Cheating shall consist of submitting any homework, quiz, test, project, etc. that is not one's own work.
- 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 by computer.
- Cheating in class or on class work could result in (but is not limited to):
  1. **First offense**: The assignment, quiz, test or project will receive a zero (0%). The offense will be documented in the student discipline file.
  2. **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
  3. **Third offense**: Student will fail the semester/course and possible expulsion.

- C. **Dangerous Weapons and Instruments**:

A student shall not knowingly convey or attempt to convey, possess, handle, transmit, or conceal objects which might be considered dangerous weapons or instruments of violence. Examples are ( but not limited to) guns, gun related, knives, blades, ice picks, mace, brass knuckles, wallet chains, electronic devices (stun guns, etc...), explosives (firecrackers, homemade bombs, molotov cocktail, poisonous gas etc..), and any type of item/device resembling a weapon that expels projectiles while under the jurisdiction of the school. Students are not to bring or carry any type of knife or blade in the school.

Possession of any of the above shall include, but not limited to:

1. Carried or concealed on a person
2. Contained in one's locker, purse, book bag, brief case, or any other setting selected to conceal such item(s) or materials.
3. Contained in a vehicle owned or driven by a person.

School officials may search students if there is reasonable suspicion. Illegal items discovered during a search by school authorities may be turned over to the police for further handling and evidence. Any student in violation of I.C. 35-41-1-8 will be expelled in accordance with statute. The penalty for possession of a deadly weapon; up to 10 days suspension and expulsion from school for a period of up to one calendar year.

The superintendent/director may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

- D. **Damage or Misuse of Property**: A student shall not cause or attempt to cause damage to the property of another, public or private, on school premises, at any school activity on or off school grounds. School property may only be used for purposes intended as directed by school personnel. A legal guardian or student (if emancipated) may be charged for damages to school property to include laptop computers, equipment, or other instructional supplies, facilities, etc..
- E. **Disruption of School**: A student shall not by use of violence, fighting, force, coercion, threat, harassment, insubordination, electronic devices or incorrigibility cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities. The Central Nine Career Center will enforce a zero tolerance policy for such infractions.
- F. **Falsification**: A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusation that result in the reporting of an incident of child abuse to children's services or law enforcement.
- G. **Fighting/Inappropriate Touching/Threatening Behavior**: A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the Central Nine Career Center. A student shall not use intimidation or threat of force. This includes using gang or group affiliation.
- H. **Inappropriate Language or Hate Speech, Degrading, Harassment, Disgraceful Act**:  
A student shall not engage in any act (behavior including, but not limited to; taunting, threatening, stalking, intimidation, and /or coercing by one or more individuals against another student, school, employee, or visitor) which



frightens, harass, degrades, disgraces, or tends to frighten, degrade or disgrace, any person through gestures or by written, verbal, or electronic means (including but not limited to computers, ipads, laptops, cell phones, internet website, or any other type of electronic device) during any period of time when the student is properly under the authority of school personnel.

H1. No student shall engage in any form of sexual harassment which consists of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when made by any student to another student when such conduct has the purpose or effect of substantially interfering with an individual's academic or career technical performance or creating an intimidating hostile educational environment.

H2. Students are not to possess inappropriate printed or electronic materials (including playing cards and printed materials containing nudity, adult situations, etc..) during any period of time when the student is properly under the authority of school personnel.

H3. The provisions above also apply to student conduct towards any staff member and their families on and off campus.

- I. **Harassment, Hazing, Intimidation, and Bullying**: Harassment, Intimidation, or Bullying: No student shall engage in any act which harasses, intimidates, or bullies another student. This behavior is prohibited on school property, on a school bus, or at a school-sponsored activity. As used in this section, harassment, intimidation, or bullying means the following:

Any intentional written, verbal, ridicule, humiliation, electronic, or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the student and is severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This 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.

"Electronic act" means an act committed through the use of cellular phones, computers, personal communication device, or other electronic communication devices.

Violence with a dating relationship which is defined as “ a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner”. A “dating partner” is “any person regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectations of affectionate involvement whether casual, serious, or long term”.

**Hazing:** Students shall not plan, encourage, or participation any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any of initiation into any organization that creates a risk of mental or physical harm.

- J. **Inappropriate Behavior:** A student shall follow all classrooms and field trip rules and maintain required behavior standards in the hallways, during lunch, and at all other times while under the jurisdiction of the school. Students shall refrain from inappropriate public displays of affection (hugging, kissing,) and lewd acts.
- K. **Narcotics, Anabolic Steroids, Alcohol, Drugs including Counterfeit Controlled (Substances or Look-alike), and Paraphernalia:** A student shall not possess , buy or sell, attempt to buy or sell, use on the same calendar day, transmit, or conceal alcohol, drug, hallucinogen, barbiturate, amphetamine, or paraphernalia while attending/being on the premises of Central Nine Career Center.

Any student suspected of having used a controlled substance on the same calendar day will be evaluated to determine if:

- a. They have used a controlled substance
- b. If they are impaired to the point that their presence could pose a safety risk to themselves or others

The odor of a controlled substance on a student is sufficient to determine that use has occurred. Other measures that also may be employed to determine that use has occurred are field sobriety tests administered by a trained official and/or a breathalyzer reading indicating that alcohol consumption has occurred.

**Counterfeit Controlled/Look-Alike:** For example, if a student possesses or sells oregano, which he claims to be marijuana, a tablet which he/she untruthfully claims to be LSD, or a harmless pill which bears fake manufacturer's marking so as to falsely indicate that is a controlled substance, the new look-alike statutes makes this activity a violation of criminal drug laws. Even the sale of crude tobacco cigarette, while claiming it contains marijuana, is now criminal.

Possession shall include but not limited to:

1. Carried or concealed on an individual
2. Contained in one's locker or any other setting selected to conceal such an item(s) or materials.
3. Contained in a vehicle owned or driven by such a person.

Violation of Central Nine's Career Center zero tolerance drug policy or refusal to be tested will result in a 10 day suspension out of school and possible expulsion for the school year.

- L. **Unauthorized Use of Fire:** Students are not permitted to use fire (including but not limited to: cigarette lighters, burning of any combustible material, etc.) at any time during the instructional school day unless its use is part of a planned instructional experience/experiment. Students violating this code may face school disciplinary action and may be turned over to local authorities.
- M. **Tobacco and/or Paraphernalia:** Students who attend Central Nine Career Center shall not: smoke; chew; possess tobacco, look-alike substance; possess paraphernalia commonly associated with tobacco use while being on the premises of Central Nine or during activities supervised by school officials from Central Nine.

**L1. Use of tobacco or look alike means:**

- a. Possession of tobacco on person, in locker, etc.
- b. Tobacco or look-alike substance in the mouth or intent to place in the mouth, (ex. A cigarette in the hand, one intending to light the cigarette, or in the process of putting tobacco in the mouth.
- c. Smoke coming from one's mouth
- d. Tobacco being dispersed into a cup or out of one's mouth

## **L2. Paraphernalia includes:**

- a. Lighters, matches, and other type of devices used to ignite tobacco
- b. Rolling papers
- c. Smoking pipes
- d. Bongs
- e. Electronic Cigarettes
- f. Electronic Pens

The following will occur for those who violate Central Nines **"No Tobacco Policy"** on campus: A student who is caught the first time with tobacco in his/her possession will receive three (3) day suspension, A second offense- six (6) day suspension, A third offense with tobacco may result in the student being expelled from Central Nine Career Center. Students who are under the age of 18 years of age will be given a tobacco citation from Greenwood Police and may be subject to a court date and fine.

## **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 principal'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 10 school days and expulsion which can either be for the remainder of a semester or longer.**