

# STUDENT HANDBOOK

2023 - 2024



**CENTRAL NINE**  
CAREER CENTER

## CONTACT INFORMATION

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## QUICK REFERENCE

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Student Services: 317-888-4401 ext 221

Skyward/Canvas Access: Visit website at [central9.k12.in.us](http://central9.k12.in.us) for information

Nineline: 317-300-4182

*To report bullying or other suspicious activity, call or text.*

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## **SECTION I GENERAL INFORMATION**

### **Our Vision**

Empower, Support, and IMPACT

- Integrity
- Motivation
- Professionalism
- Adaptability
- Communication
- Teamwork

### **Our Mission**

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

#### **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](http://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's unwavering dedication to education began in the early 70s when nine school corporations decided to join together to establish the first area vocational training center. After years of meticulous planning, the original nine school corporations were able to build what was then known as 'Central Nine Vocational Technical School' and opened its doors to students on August 29th, 1972.

From that point on, these school corporations were able to provide an industry-based curriculum to students through advancing facilities and expert-led training programs that a single corporation could not have provided on its own. Since opening its doors to students fifty years ago, Central Nine has promised to aid in the development of knowledge and skills to prepare students for various career paths. On October 1st, 2022, Central Nine hosted a public festival celebrating "Careers for 50 Years,"

which commemorated the various ways the Career Center has strengthened the community through education, careers, and opportunities over the five decades.

Today, Central Nine Career Center is a community leader in career and technical education (CTE) and is renowned for nurturing student potential through its many programs. This school year, Central Nine will offer 27 varied career and technical programs, two of which are held off-campus at post-secondary institutions.

Each student attends either the A.M. or P.M. session every school day. The remainder of the student's school day is spent at their own high 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.

Central Nine offers opportunities to eight school corporations, which send students from nine high schools. These schools will be referenced herein in this document as "partner schools." The partner schools from Johnson County are Whiteland Community, Indian Creek, Center Grove, Franklin Community, and Greenwood High School. The partner schools from Marion County are Beech Grove, Franklin Central, Perry Meridian, and Southport High School. The partner school corporations fund all programs.

Central Nine's campus 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 a 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.

In the Fall of 2019, a classroom was repurposed to create "Learning Lane," a multipurpose learning environment and meeting space with flex seating, a breakout room, and a study area. The Technology offices were also moved to this space. Beginning in the fall of 2021, three new rooms were created to accommodate culinary classroom needs and more. In 2022 plans were made to initiate a new building project to expand the campus, and construction crews broke ground on January 17th, 2023. The expansion project includes what will be the all-purpose room "The Commons" as well as a new welding facility. The welding facility is expected to expand the program lab space from 20 booths to 40 welding booths and be approximately 12,000 square feet.



## **2023-2024 STUDENT HANDBOOK**

### **FOREWORD**

- 1) 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/guardians 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/guardians 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 June 8, 2023. If any of the policies or administrative guidelines referenced herein are revised after, June 8, 2023 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 June 8, 2023.

### **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.

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](mailto:tbickerstaff@central9.k12.in.us). For more information regarding Title IX policies and procedures please visit: <https://central9.k12.in.us/title-ix/>

### **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. – 10:55 a.m.	School Open
10:55 a.m. – 11:25 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
2:15 p.m.	Dismissal

### **WEDNESDAY SCHEDULE EARLY RELEASE**

7:30 a.m. - 7:45 a.m.	School Open
7:45 a.m. - 10:15 a.m.	MORNING SESSION
10:15 a.m. - 10:55 a.m.	School Open
10:55 a.m. - 11:25 a.m.	Teacher’s Lunch/Office Open
11:30 a.m. - 11:45 a.m.	School Open
11:45 a.m. - 1:30 p.m.	AFTERNOON SESSION
1:30 p.m.	Dismissal

# 2023-2024 School Calendar

Approved 10/6/22

July 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					
August 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		
September 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
October 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				
November 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		
December 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						

Student Day			
JUL	0	JAN	16
AUG	22	FEB	20
SEP	20	MAR	16
OCT	17	APR	17
NOV	19	MAY	17
DEC	16	JUN	0
94		86	

CENTRAL NINE CAREER CENTER	
AUGUST	
July 31-Aug 1	Teacher In-Service
Aug 2	First Day for Students
Aug 15	Meet the Teacher Night
SEPTEMBER	
Sep 4	Labor Day
Sep 14	College Day
Sep 21	Advisory Board Banquet
OCTOBER	
Oct 2-6	Required E-Learning for students not attending when in session
Oct 6	End of First Quarter
Oct 9-13	Fall Break
Oct 16	Classes Resume
NOVEMBER	
Nov 22-24	Thanksgiving Break
DECEMBER	
Dec 14	Open House Prospective Students #1
Dec 22	End of 2nd Quarter/Semester
	Last Day for Teachers/Students
Dec 25	Winter Break Begins - No School
JANUARY	
Jan 8	Teacher In-Service
Jan 9	Classes Resume
Jan 15	Martin Luther King Day - No School
Jan 25	Open House Prospective Students #2
FEBRUARY	
Feb 19	Presidents' Day - No School
Feb 22	Career Day
MARCH	
Mar 15	End of 3rd Quarter
Mar 18-22	Required E-Learning for students not attending when in session
Mar 25	Spring Break Begins - No School
APRIL	
Apr 8	Classes Resume
MAY	
May 9	Awards Day
May 23	End of 4th Quarter/Last Day for Students
May 24	1/2 Teacher Records Day

	No School
	Important Dates
	E-Learning for Students
	Not In Session (Required)
	Teacher In-Service Dates

January 2024						
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 2024						
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		
March 2024						
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 2024						
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 2024						
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 2024						
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						

Teacher Days			
JUL	1	JAN	17.5
AUG	23.5	FEB	20
SEP	20	MAR	16
OCT	17	APR	17
NOV	19	MAY	17.5
DEC	16.5	JUN	0
97		88	

## **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/guardians 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.

## **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 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/guardians.

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 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/guardians 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. 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.
- g. The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- h. 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 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/Guardians may authorize Central Nine Career Center to allow the student to self-administer non-prescribed medications. Students and parents/guardians 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/guardians 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/guardians 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 Americans with Disabilities Act (ADA) 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 work together to ensure appropriate accommodations are provided 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.

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/guardians, 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.

For more information about special education services at Central Nine, please visit <https://central9.k12.in.us/accessibility-and-resource/>

## **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/guardians 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/guardians 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/guardians, 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/guardians;
- 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/guardians 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/guardians 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/fpc](http://www.ed.gov/offices/OM/fpc)

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

[FERPA@ed.gov](mailto:FERPA@ed.gov) and [PPRA@ed.gov](mailto: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/guardians may be held legally responsible to pay fees and/or any additional costs.

Parents/guardians and students may pay the fees by going to [www.central9.k12.in.us](http://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 FUNDRAISING**

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:

WTTV – Channel 4  
WRTV – Channel 6  
WISH – Channel 8  
WTHR – Channel 13  
FOX – Channel 59

A phone message will be made by Central Nine Career Center 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/guardians 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 2:45 p.m. ~~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/guardians 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/guardians, 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 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**

**2023-2024**

#### **Definitions and Overview**

Central Nine Career Center (“Career Center” or “Central Nine”) makes a variety of electronic communication systems and information technologies (“System” and/or “Network”) available to students for educational purposes. These systems and technologies can be any configuration of Career Center-owned, controlled, or used hardware and software, including, but is not limited to, computers, laptops, tablets, e-readers, cellular or mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile or portable storage devices, such as external hard drives, CDs, DVDs, USB thumb drives and memory chips), the computer network, Internet connection, online educational services and apps, and any other technology designated by Career Center administration for student use.

When properly used, the System promotes 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 the [Central Nine Homepage](#) under Staff & Instructors > Governing Board > 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.

#### **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 herein, the standards set forth in Board Policy 7540 and applicable sub-policies, 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 System and Technology Resources is a privilege, not a right.

#### **A. Student Accounts and Access Credentials**

Students are personally responsible for the maintenance and proper use of their own accounts and access credentials (logon and/or password). To ensure proper use, students must never allow anyone else to use their account or their access credentials for any reason. Students must not share their access credentials with other students or allow them to use their account. It is a violation of this Use Agreement for students to use, attempt to use, or facilitate the use of another student's account or access credentials, *even if the other student permits or facilitates the use themselves*.

#### **B. Educational and Instructional Use of the System**

Students shall use the system to promote their education and the education of their fellow students. It is considered a misuse of school resources to use the System for anything other than educational purposes. For example, unless directly related to a staff-directed school activity, students should refrain from using the System to play video games, download or stream music and/or videos, or participate in chat rooms or online forums.

#### **C. Appropriate System Use**

Students shall use the System for educational purposes only and in a manner consistent with the goals, policies, and procedures of the Career Center. Students shall not use the System for any illegal, unethical, or inappropriate activities, including but not limited to:

- Accessing, transmitting, or distributing offensive, discriminatory, harassing, or threatening content;
- Accessing, transmitting, or distributing content that is harmful to others, such as viruses, malware, or inappropriate material;
- Engaging in cyberbullying, stalking, or other forms of online harassment;
- Engaging in unauthorized activities, such as attempting to gain unauthorized access to accounts, systems, or networks;
- Engaging in activities that disrupt or interfere with the normal operation of the System, Network, or other technology resources;
- Engaging in activities that violate the privacy rights of others, such as sharing personal information without proper authorization;
- Engaging in activities that violate the intellectual property rights of others, such as copying or distributing copyrighted materials without proper authorization;
- Engaging in activities that are inconsistent with the Career Center's code of conduct, policies, or applicable laws and regulations.

Students shall comply with all rules, guidelines, and instructions provided by Career Center staff regarding the use of the System, Network, and other technology resources. Students shall also report any known or suspected violations of this Use Agreement, Career Center policies, or applicable laws and regulations to Career Center staff promptly.

#### **D. Privacy**

Students have no right or expectation to privacy when using the System (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the System, Network, and/or Internet connection).

Students shall not use the System to distribute their private information or the private information of others unless directly related to a staff-directed school activity, and only when following all applicable laws and regulations, including but not limited to, those related to data privacy and protection.

#### **E. Security**

Students must take reasonable precautions to prevent unauthorized access, use, or tampering with the System, Network, or any other technology resources. Students shall not attempt to access or tamper with any other user's account, files, or data or attempt to disrupt the operation of the System or Network in any way, including but not limited to, spreading viruses, hacking, or engaging in any other malicious activities.

#### **F. Intellectual Property**

Students shall respect the intellectual property rights of others when using the System. This includes, but is not limited to, not copying, downloading, or distributing copyrighted materials, software, or other proprietary information without proper authorization. Students shall only use software, apps, or digital resources in compliance with applicable licensing agreements, copyrights, and other intellectual property laws.

#### **G. Network Etiquette**

Students shall use the System in a responsible, ethical, and respectful manner. This includes, but is not limited to, using appropriate language and behavior in all communications, refraining from engaging in online activities that are harassing, threatening, or discriminatory, and being mindful of the impact of their online presence on others, including the Career Center's reputation.

#### **H. Consequences for Violation**

Violation of this Use Agreement, Career Center policies, or applicable laws and regulations may result in disciplinary action, including but not limited to, loss of access to the System, Network, and other technology resources, and other appropriate consequences as determined by the Career Center administration.

#### **I. Liability**

Students and their parents or legal guardians shall be financially and legally responsible for any damages, costs, liabilities, or losses arising from the student's misuse or violation of this Use Agreement, Career Center policies, or applicable laws and regulations.



**J. Disclaimer of Liability**

The Career Center makes no warranties of any kind, whether expressed or implied, for the System, Network, or other technology resources, and shall not be liable for any damages or losses, including but not limited to, any direct, indirect, incidental, special, or consequential damages, arising from the use or inability to use the System, Network, or other technology resources.

**K. Parent/Guardian Responsibility**

Parents or legal guardians are responsible for monitoring their child's use of the System and for discussing with their child the responsible, ethical, and safe use of technology.

**L. Termination of Access**

The Career Center reserves the right to terminate a student's access to the System, Network, or other technology resources at any time for any reason, including but not limited to, violation of this Use Agreement, Career Center policies, or applicable laws and regulations.

**M. Amendments**

The Career Center may modify, amend, or update this Use Agreement at any time. Students and their parents or legal guardians will be notified of any changes and are responsible for reviewing and abiding by the most current version of the Use Agreement.

By signing below, the student and their parent or legal guardian acknowledge that they have read, understood, and agree to abide by the terms and conditions of this Student Acceptable Use of Technology Agreement, as well as Career Center policies and applicable laws and regulations.

**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 will publish photos, names of award winners or information about specific school events, etc. The Central Nine website, its social media platforms, and school newsletter will also publish photos, video, and other relevant information about involved students for promotional and recruitment purposes.

Central Nine staff are authorized to take photographs and/or video recordings for promotional purposes within the scope of the organization's programs and related organizations. Slides, photographs (including but not limited to digital, video and/or interview) of minors during the program can be used for advertising, promotion, publicity and any other lawful grounds by Central Nine Career Center for the purpose of illustration or publication in any form.

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 this form is **not** submitted to the Dean of Students, parents/guardians waive their right to inspect or approve the photographs or electronic matter and waive any right to royalties or other compensation arising from or related to the use of the photographs and video.

**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 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/guardians relating to school business.

## **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
- Landscaping

**Health Sciences**

- Biomedical Sciences
- Dental Careers
- Exercise Science
- Medical Assistant
- Pre-Nursing
- Veterinary Science

**Human Services**

- Cosmetology
- Culinary Arts
- Early Childhood Education

**IT and Interactive Media**

- Digital Design
- Information Technology Operations
- Software Development

**Manufacturing**

- Precision Machining
- Welding Technology

**Protective Services**

- Criminal Justice
- Emergency Medical Services
- Fire and Rescue

**Transportation**

- Automotive Collision Repair
- Automotive Services
- Aviation Flight
- Aviation Maintenance
- Aviation Management
- Diesel Services

**Work-Based Learning**

**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 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/guardians 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 students 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.

#### **NON SCHOOL-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/guardians 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.

**To achieve the certificate students must demonstrate consistent competency in six IMPACT Skills:**

- Integrity
- Motivation
- Professionalism
- Adaptability
- Communication
- Teamwork

**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

Students will learn about the requirements for the GWEC and will have the opportunity to opt into this program at the beginning of the school year.

## **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/guardians 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/guardians 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/guardians **must call both the partner school and Central Nine Career Center when excusing a student's absence.**

**Attendance: 317-888-4401 ext. 265**

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 students will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents/guardians 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 Deployment or 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/guardians shall be subject to the truancy laws of the state. Failure to call in an absence will result in an unexcused absence. Parents/guardians 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.

### **AUTHORIZED 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 any military service branch 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.

### **(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/Guardians are strongly encouraged not to take their student out of school when school is in session for personal reasons which may include but not be limited to family vacations, weddings, graduations or other personal situations. When those circumstances are unavoidable, Central Nine will follow the policy of the partner school with regard to excused or unexcused absences.

## **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 have the opportunity to learn.

## **DRESS AND GROOMING**

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.

If a teacher or staff member feels a student is dressed inappropriately, he/she will refer the student to the Dean's Office immediately. The following will be strictly adhered to:

- Clothing with vulgar or suggestive slogans or advertising which promotes alcohol, sex, tobacco, drugs, weapons are not allowed.
- Shirts/tops must have sleeves with shoulders covered.
- Shorts and skirts may be worn if they are mid-thigh length or longer.
- Jeans and pants may not have ANY rips or tears above mid-thigh.
- Pants must be worn above the hips.
- Pajamas are not allowed. (Flannel pants and/or sweats are permitted.)
- Clothing that exposes the stomach is not allowed.
- Cleavage should not be visible.
- Any apparel that exposes undergarments is not allowed.
- Lingerie or see through material is not allowed as an outer garment.
- Gang affiliated clothing is not allowed.
- From the time a student enters the building until dismissal, bandanas and hoods are not to be worn in the building.
- Appropriate shoes must be worn at all times. House slippers are not allowed
- Coats should not be worn during instructional time.
- Jewelry/accessories that can cause harm or injury are not allowed. (ie: spikes)
- Blankets and pillows are strictly prohibited.

The administration will use its discretion in determining the type of clothing appropriate for the school setting. The administration is authorized to take action in instances where individual dress does not meet these standards. Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function will require the student to take corrective action and may result in school issued consequences. In addition to clothing, this rule extends to any non-clothing items such as patches, labels, banners, flags, etc. with vulgar, obscene, racist or suggestive writing (this includes any sexually explicit material and advertisement for alcohol, drugs and tobacco).

The consequence for dress code violations may be determined by the administration.

**\*\*\*WARNINGS WILL BE ISSUED ON FIRST DAY OF SCHOOL. CONSEQUENCES WILL BE ISSUED BEGINNING THE SECOND DAY OF SCHOOL.**

### **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 Officer 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. products 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 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/guardians 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/guardians 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/guardians 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 tests 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/guardians will be notified, in writing/email, of the reason for and the length of the suspension.

The student and/or his/her parents/guardians 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**

### **STUDENT PARKING POLICY**

Students are permitted to drive to school and park at the school as a matter of privilege, not a right.

Any student wishing to park their personal vehicle at Central Nine Career Center (Central Nine), must register their vehicle, and while parked, properly display an authorized parking permit.

Registration forms must be completed and turned in with the ECA Treasurer. Each student who registers and receives permission to drive to school and park on school property will receive a copy of the regulations, which will be strictly enforced. A parking permit is not guaranteed to every student who wishes to drive to school. Students may **ONLY** park in the student lot. Parking in any other parking lot or area without authorization will result in vehicles being ticketed and/or towed at the owner's expense. Parking spots will **NOT** be assigned or reserved. Students may park in any open and available spot in the student lot. Using objects or devices to reserve or save specific parking spots is strictly prohibited. Items of this nature will be removed immediately and the responsible parties will be ticketed.

### **VEHICLE REGISTRATION**

Vehicle registration and issuance of a parking permit is made by the ECA Treasurer

**Fees:** Parking permits are **\$30.00** for any student wishing to park at Central Nine.

Permits are specific to the student and the vehicle (license plate) to which they are registered. Permits may not be transferred, sold, or duplicated.

All parking permits remain the property of Central Nine.

**NO REFUNDS WILL BE GIVEN ONCE A PARKING PERMIT HAS BEEN ISSUED TO THE STUDENT.**

**Lost/Stolen Permits:** If a permit is lost or stolen, the incident must be reported to the Central Nine SRO immediately. A replacement will only be provided once an incident report has been filed. There is an additional \$10 charge for replacement permits.

**Address and License Plate Changes:** Permit-holders are responsible for reporting address and license plate changes to the front office. Failure to report these changes may result in a ticket being issued and additional disciplinary actions taken.

## REGULATIONS

1. Student parking is **ONLY** authorized in the student parking lot.
2. The parent/guardian of the student is required to notify the Dean of Students if the student's license is suspended or revoked or if insurance has been canceled. Student driving and parking privileges will also be revoked.
3. Upon arrival, students must **immediately** exit the vehicle and enter the building. **No loitering** in or around the parking lot will be permitted.
4. Excessive tardiness **MAY** result in the suspension and/or loss of driving/parking 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..
5. Leaving school without permission **MAY** result in loss of driving/parking privileges.
6. Students are prohibited from visiting a vehicle, moving a vehicle, or driving from school grounds during normal school hours, without permission from school administration.
7. Skipping class **MAY** result in the loss of driving/parking privileges.
8. The speed limit on Campus is **10 MPH**. Drive slowly and obey all traffic signs, devices, and persons directing traffic on school property. Failure to do so **MAY** result in loss of driving/parking privileges. Speeding and reckless driving on school property is prohibited and **MAY** result in the loss of driving/parking privileges and **MAY** be reported to both parents and police.

Vehicles park on school property at their owner's risk. Central Nine assumes no liability for vehicles parked on school property.

Rules and regulations are subject to change. Permit holders are responsible for all regulations currently in effect.

**Permit Display:** Parking permits must be properly displayed while parked. Permit must be hung from the rear-view mirror, facing forward, and be clearly visible.

## PARKING TICKETS

Tickets issued to vehicles registered with the school are the responsibility of the permit holder, regardless of who drives the vehicle. Tickets issued to vehicles **NOT** registered with the school are held for payment. Students are able to purchase a parking permit at any time during the school year following payment of ticket fines and student fees.

**Payment:** Tickets may be paid at the front office to the ECA Treasurer. **DO NOT** remit payment by mail.

**Abuse of Parking Privileges:** All infractions will result in a student conference with the Dean of Students and the School Resource Officer in addition to the following consequences:

**1<sup>st</sup> Offense** – Warning

**2<sup>nd</sup> Offense** - \$10 fine and suspension of driving privileges until fine is paid.

**3<sup>rd</sup> Offense** –\$25 fine and parent contact with student present.

**4<sup>th</sup> and Subsequent Offenses** – Vehicle Towed at Owner's Expense

All tickets written for fraudulent/altered/unauthorized use of a permit carry severe penalties that include, but are not limited to, a fine, referral to the Dean of Students, and revocation of parking privileges.

Failure to follow direction of main office personnel, police or blatant disregard of parking policies will result in immediate revocation of parking privileges.

All revoked permits must be returned immediately upon notification. Return permits to the main office.

Additional tickets issued while under revocation, or subsequent to a revocation within the same fiscal year, will result in an additional month added to the revocation period, an additional fine, referral to the dean of students and/or towing of the vehicle at the owner's expense.

**Vehicle Accidents on School Property:** The SRO is not required by law to take a report for a non-reportable accident.

A non-reportable accident is an accident in which both vehicles can be driven from the scene and there are no reported injuries to anyone occurring because of the accident. Accidents on private property and not on State or local roads are non-reportable.

**Vehicle Inspections:** Assigned district staff will conduct routine patrols of student parking areas, including regulating driving, and parking. The SRO will also enforce and regulate driving and parking.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student.

Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This applies to student vehicles parked on school property. In addition, school administration shall require each student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

School administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs to ensure compliance with State law, Board Policy, and school rules and regulations. ALL vehicles entering and leaving school property are subject to search as posted.

**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/guardians 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/guardians, teacher and partner school principal.

**APPENDIX A  
ANNUAL NOTICE OF NONDISCRIMINATION**

Central Nine Career Center offers the following career and technical education programs:

Auto Collision Repair, Auto Service Technology, Aviation Flight, Aviation Maintenance, Aviation Management, Biomedical Sciences, Construction Trades, Cosmetology, Criminal Justice, Culinary Arts, Dental Careers, Diesel Services, Digital Design, Early Childhood Education, Emergency Medical Services, Exercise Science, Fire and Rescue, HVAC, Information Technology Operations, Landscaping, Medical Assistant, Precision Machining, Pre-Nursing, Software Development, Veterinary Science, Welding Technology, and Work Based Learning.

To enroll in a Central Nine program, start by identifying where you live. All enrollment is done through each student's residential school district.

It is the policy of Central Nine Career Center not to discriminate on the basis of race, color, national origin, sex, or disability in its career and technical education programs, services, and activities, including employment policies and practices. Central Nine will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in Central Nine's career and technical education programs.

For information regarding non-discrimination policies, please contact:

Title IX Coordinator: Tiffany Bickerstaff,  
1999 US 31 South, Greenwood IN, 46143  
(317) 888-4401 EXT 262

## **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/guardians 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.