



# STUDENT HANDBOOK

## NORTH CENTRAL Jr/Sr HIGH SCHOOL

910 East County Road 975 North  
Farmersburg, IN 47850  
School Phone - 812-397-2132  
School FAX- 812-397-2133

Welcome to North Central Jr/Sr High School. All the members of the staff are pleased to have you as a student and pledge to do our best to help make your experience as productive and successful as you wish to make it.

**Dr. Mark Baker, Superintendent**  
812-397-5390  
[bakerm@nesc.k12.in.us](mailto:bakerm@nesc.k12.in.us)

**Nancy Liston, Principal**  
[listonn@nesc.k12.in.us](mailto:listonn@nesc.k12.in.us)

**Lisa Buttermann, Assistant Principal**  
[buttermanl@nesc.k12.in.us](mailto:buttermanl@nesc.k12.in.us)

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[olsont@nesc.k12.in.us](mailto:olsont@nesc.k12.in.us)

**Ryan Gilman, Guidance Counselor**  
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**Amber Young, Guidance Counselor**  
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**Ashley Swalls, Secretary**  
[swallsa@nesc.k12.in.us](mailto:swallsa@nesc.k12.in.us)

**Brittany Faight, Treasurer/Secretary**  
[faughtb@nesc.k12.in.us](mailto:faughtb@nesc.k12.in.us)

## SCHOOL YEAR – 2023-24

Adopted by the Board of School Trustees on June 12, 2023  
2023-24 Calendar

## **Northeast School Corporation**

### **2023**

Aug 9	First Student Day
Sept 4	Labor Day-No School
Oct 6	End of Grading Period 1
Oct 9-13	Fall Break-No School
Nov 22-24	Thanksgiving Break-No School
Dec 20	End of Grading Period 2/End of Semester
Dec. 21	Winter Vacation

### **2024**

Jan 3	Classes Resume
Feb 16	No School (Make up Day #1 if needed)
Feb 19	President's Day-No School (Make up Day #2)
Mar 8	End of Grading Period 3
Mar 22	No School (Make up Day #3)
Mar 25-29	Spring Break-No School
April 26	No School (Make up Day #4)
May 23	End of Grading Period 4/End of Semester
May 24	No School (Make up Day #5)
May 25	Graduation

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the building principal. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy will prevail. This handbook supersedes all prior handbooks and other written material on the same subjects.

## **SCHOOL INFORMATION**

### **SCHOOL COLORS**

Kelly Green, White, & Black

### **SCHOOL MASCOT**

Thunderbird

### **SCHOOL SONG (NOTRE DAME FIGHT SONG)**

Cheer, Cheer, for North Central High, We'll never falter, We'll never die.  
If you Thunderbirds fly the same, We'll have a victory every game;  
Wave your banners, carry them high, We'll always fight for our Green and White;  
We'll back Central all the way; Fight for North Central High!  
Cheer, Cheer, for North Central High, We'll never falter, We'll never die;  
If you Thunderbirds go, fight, win, We'll have a victory in the end;  
Wave your banners, carry them high. We'll always fight for our Green and White;  
We'll back Central all the way, Fight for North Central High!

### **SCHOOL HISTORY**

North Central High School, a consolidation of Farmersburg, Shelburn, and Fairbanks came into existence in 1957. The school was under the Curry Township trustee until July 1964. Sullivan County was then divided into two school corporations – the Northeast and Southwest. In September 1966, Hymera High School was also consolidated with North Central High School. This left two high schools, Union and North Central, in the Northeast School Corporation. In 2002 the junior high addition was added to the building and the first junior high students became Thunderbirds. In May 2014 the NESC closed Dugger Elementary and Union Jr/Sr High School. Also in May 2014 Shelburn Elementary was converted to Northeast Middle School and two elementary schools were established - Northeast North Elementary (Farmersburg) and Northeast East Elementary (Hymera). In August 2019 Northeast Middle School was closed and the 7th and 8th grades returned to North Central to once again become North Central Jr/Sr High School.

### **MISSION OF THE SCHOOL**

North Central Jr/Sr High School strives to serve all learners with opportunities today to prepare for tomorrow.

**SCHOOL DAY**

**Junior High /High School  
Bell Schedule**

<b>2023-24 Bell Schedule</b>	
7:30 AM - Door #2 Opens, 7:45 AM - Door #1 Opens for Buses	
7: 45 AM (1st Bell) Teachers in Classrooms	
8:00 AM (2nd Bell) T-Bird Time - Students in Classrooms.	
T-Bird Time	8:00 - 8:30 AM
1st Period	8:34 - 9:19 AM
2nd Period	9:23 - 10:08 AM
3rd Period	10:12 - 10:57 AM
“A” Lunch - HS 1	10:57 - 11:27 AM
4th Period - HS 1	11:31 - 12:35 PM
“B” Lunch - JH	11:31 - 12:01 PM
4th Period JH “A”	11:01 - 11:31 AM
4th Period - JH “B”	12:05 - 12:35 PM
“C” Lunch - HS 2	12:05 - 12:35 PM
4th Period - HS 2	11:01 - 12:05 PM
5th Period	12:39 - 1:24 PM
6th Period	1:28 - 2:13 PM
7th Period	2:17 - 3:00 PM

**Junior High/High School  
2 hr Delay Bell Schedule**

2023-24 Bell Schedule (2 hr delay)	
9:45 AM Doors #1 and #2 Open	
9:45 AM (1st Bell) Teachers in Classrooms	
10:00 AM (2nd Bell) T-Bird Time - Students in Classrooms	
T-Bird Time	10:00 - 10:30 AM
1st Period	10:34 - 10:59 AM
2nd Period	11:03 - 11:28 AM
3rd Period	11:32 - 11:55 AM
“A” Lunch - HS 1	11:59 - 12:29 PM
4th Period - HS 1	12:33 - 1:33 PM
“B” Lunch - JH	12:33 - 1:03 PM
4th Period - JH “A”	11:59 - 12:29 PM
4th Period - JH “B”	1:07 - 1:33 PM
“C” Lunch - HS 2	1:03- 1:33 PM
4th Period - HS 2	11:59 - 12:59 PM
5th Period	1:37 - 2:02 PM
6th Period	2:06 - 2:31 PM
7th Period	2:35 - 3:00 PM

## **VISITORS**

Visitors, particularly parents, are welcome at North Central Jr/Sr High School. North Central is a “closed campus,” and students are not to have visitors at school unless prior approval has been obtained from the principal or his/her designee. All visitors are to ring the doorbell, state who they are and why they are visiting, enter through the doors when unlocked, come directly to the office, and sign-in. Any visitor found in the building without registering shall be reported to the principal.

- A. In order to prevent any inconvenience, if a person wishes to confer with a member of the staff, he/she should call for an appointment 24 hours prior to coming to the school.
- B. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register.
- C. Visitors and guests may be subject to approval and escort by the building principal or his/her designee.
- D. Upon arrival at the office all visitors/guests are required to sign-in, wear the visitor name badge throughout their visit at the school, and sign out upon completion of the visit.
- E. Authorized visitors, guests, and parents are allowed only in the specific area(s) required and designated for their visit.
- F. Students may not bring visitors to school. Friends of students will not be allowed to visit during school time, including lunch hour, study periods, or between classes.
- G. Any student who has quit school, who has been suspended, expelled, or excluded from school participation or activities is not allowed to visit the school or be on school grounds or attend any school functions, including prom.
- H. Visitors are not permitted to bring outside food to students for lunch without prior permission from the office.
- I. Students are not allowed to order lunch through any delivery service.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, 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 must be made in writing to the School Corporation’s Compliance officer listed below:

Attn: Dawn McKillop, Compliance Officer  
Northeast School Corporation  
620 N. Washington St.  
Shelburn, IN 47879

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The Compliance Officer can provide additional information concerning access to equal education opportunity.

### **PLEDGE OF ALLEGIANCE**

North Central Jr/Sr High School students will recite the Pledge of Allegiance each morning. During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States' flag with their right hands over their hearts or in an appropriate salute if in uniform.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if:

- a. the student chooses not to participate; or
- b. the student's parents choose to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge. The student Code of Conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

### **MOMENT OF SILENCE**

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in every classroom or on school grounds.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, mediate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. We will not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student Code of Conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

### **AHERA ANNUAL NOTIFICATION**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of Northeast School Corporation is available for review and copying by students, staff and guardians during normal business hours.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed 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. Students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules.

Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

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

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school administration or counselor. Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All students must have an emergency medical form completed, signed by the parent or guardian, and filed in the school office. No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place.

Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.



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 provision of the code.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. **Students are not allowed to call/text their parents and request to be picked up for any reason, including illness, without first getting permission from the office.**

### **USE OF MEDICATIONS**

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office or nurse's 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 office. However, if authorization for self-medication has been provided by the parent and physician, the student may retain possession of the self-administered medications if:
  - An acute or chronic disease or medical condition exists for which the medication is prescribed.
  - The student has been given instruction on how to self-administer the medication.
  - The nature of the disease or medical condition requires emergency administration of the medication.
- F. Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.
- G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. 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.

The School or School Board is 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 amounting to gross negligence or willful and wanton misconduct.

**NONPRESCRIBED (OVER-THE-COUNTER) MEDICATION**

Parents may authorize the school to administer a non-prescribed medication using the school registration form. A physician does not have to authorize such medication. If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Prescription medication brought to school must be in an original bottle with a proper label.

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.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or 10 business days after the end of school.

**IMMUNIZATIONS**

**Indiana 2023-2024 Required and Recommended School Immunizations**

Grade	Required	Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
<b>6<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

**HepB:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child’s 4<sup>th</sup> birthday.

**Polio\*:** 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.

\*For students in grades K-12, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hepatitis A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.

**COVID-19:** COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA’s Emergency Use Authorization. *Review required after FDA full approval.*

Indiana Department of Health  
Immunization Division

(800) 701-0704

July 2022

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance by a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

*Immunization Requirements (20-8.1-7-9.5)*

Each student shall provide documentation of the following immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age:

- |                                |                           |
|--------------------------------|---------------------------|
| A. Diphtheria;                 | F. Poliomyelitis (polio); |
| B. Pertussis (whooping cough); | G. Mumps                  |
| C. Tetanus;                    | H. Meningococcal          |
| D. Measles;                    | I. Hepatitis A & B        |
| E. Rubella;                    | J. Varicella              |

Additionally, every child who enters kindergarten or grade one (1) shall be immunized against Hepatitis B and Chickenpox.

**MENINGOCOCCAL INFORMATION**

IC 20-30-5-18 requires schools to provide parents with information about Meningococcal disease. Meningococcal disease is caused by bacteria that are spread from person to person by direct contact with an infected person's nose or throat secretions. In a small number of people, the bacteria pass to the blood, causing either a stiff neck, a rash, and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

Two vaccines are available to prevent this infection. People at high risk need revaccination every 3 to 5 years. The vaccine is recommended for young adolescents at the pre-adolescent visit (11-12 years old), adolescents at high school entry (about 15 years old), and groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.

To obtain the Meningococcal Vaccine, talk to your physician or the Sullivan County Board of Health, 901 N. Section Street, Sullivan, 47882. Phone (812) 268-0224 for an appointment.

**CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school'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 include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

**CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

#### **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The corporation is subject to federal and state regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the corporation is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the corporation request the person who was bleeding to consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the corporation to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had the opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the School Nurse at (812) 397-2132.

#### **WELLNESS POLICY**

As required by law, the Board of Education established a Wellness Policy for the Northeast School Corporation. This policy will be followed by all of the schools within the Northeast School Corporation.

In an effort to establish good health and nutrition habits, the Board has set goals in the following areas:

1. Nutrition education
2. Physical activity
3. Other school-based activities
4. Food service program.

A copy of this policy can be obtained from the high school office.

## ENROLLMENT / WITHDRAW

### ENROLLING IN THE SCHOOL

#### **Section 1. Legal Settlement Required**

The Board will educate tuition free, only those students who have legal settlement in the District. Proof of legal settlement will be required for registration in the District. “Legal Settlement” shall be as defined by I.C. 20-8.1-6.1-1.

#### **Section 2. Enrollment of New Student**

Students are expected to enroll in the attendance district in which they have legal settlement. New students to the school will need to enroll with their parents or legal guardian and provide the following information:

- a. Proof of Residency (Rent affidavit or utility bill, etc.)
- b. A birth certificate or similar document
- c. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- d. Proof of immunizations
- e. Transcript/Class Schedule/IEP from previous school
- f. Signed Technology agreement

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

No homeless child will be denied enrollment based on a lack of proof of residency. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### NON-RESIDENT TRANSFER STUDENTS

The corporation may accept non-resident students if a transfer is requested by a parent or adult student (18 or older) and agreed to by the school corporation of legal settlement. The transfer policy in its entirety may be obtained from the school office. A Northeast School Corporation “**Transfer Student Agreement**” **must be signed by both the student and parent/guardian at which point the student’s transfer is accepted. This must be completed annually.**

### TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from North Central Jr/Sr High School, the parent must notify the principal and turn in all property belonging to North Central Jr/Sr High School. School records shall be transferred within fourteen days to the new school district. Parents are encouraged to contact the guidance office for specific details.

### **WITHDRAWAL FROM SCHOOL**

No student, under the age of eighteen (18) may withdraw from school without an exit interview with the student, the parents, and the principal and without the principal's written permission. There are only three reasons for the withdrawal of a student under the age of eighteen (18). The three reasons are:

1. financial hardship that requires the student to be employed in order to support the student's family;
2. illness of the student; and
3. a court order wherein the court has jurisdiction over the student.

During the interview, the principal will provide information regarding the consequences of life without a high school diploma. The principal is required to advise the parents that withdrawal of the student may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit. The student will be ineligible for a driver's license or learner's permit or will have his/her current license or permit revoked until the student becomes eighteen (18) years old.

### **SCHEDULING AND ASSIGNMENT**

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

## **STUDENT FEES AND CHARGES**

Students are financially responsible for lost or mutilated materials. Student Technology Devices are considered student textbooks and will be handled accordingly. General rules for repayments are:

1. Lost/damaged beyond use = full replacement cost of book / Technology Devices / other item
2. Damaged binding = \$5.00
3. Writing – minor damage = \$2.00
4. Damaged Technology Device (repairable) = \$50.00
5. Damaged Technology Device (can not be repaired) = \$400.00

When issued a book, students are encouraged to notify the teacher of any damage to the materials. Financial assistance is available for textbook rental. Certain guidelines must be met in order to be eligible. Guidelines and application forms are available in the office.

**Meal Service** - For the 2023-24 school year FREE lunch and breakfast will be provided to all students enrolled in the Northeast School Corporation.

## Community Eligibility Provision Notification

Dear Parent or Guardian:

We are pleased to inform you that Northeast School Corporation will be implementing the Community Eligibility Provision (CEP) for meals served on the National School Lunch Program and School Breakfast Program for the 2023-2024 school year.

All students enrolled in the Northeast School Corporation are eligible to receive a healthy, reimbursable breakfast and lunch at school at **no charge** each day of the 2023-2024 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If we can be of any further assistance, please contact your student's school.

Sincerely,

Nancy Woodard

Food Service Director/CEP Manager

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**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

## SPECIAL EDUCATION

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). 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 school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the guidance counselor at (812) 397-2132.

### **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual is discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

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 school, the student, the student's parents and medical personnel. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the building principal at (812) 397-2132.

## HOMELESS STUDENTS

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

As parents raising children while trying to manage the difficulties of homelessness, the last thing you want to worry about is your children's education. The McKinney-Vento act was created to give your children rights as you navigate your way to a permanent housing situation. Your children rights include the following:

1. **The right to enroll immediately, even if you do not have all the required paperwork.**
2. **The right to school placement at the school that is in your best interest.**
3. **The right to other services such as fees for breakfast and lunch provided by the school, as well as fees for textbooks, should be waived for the children.**
4. **The right to appeal decisions regarding enrollment and services.**
5. **The right to attend school and school activities without the fear of being singled out.**

### WHO CAN HELP?

**Trina Noel is the NESC's McKinney-Vento Liaison.** Her role is to assist families in homeless situations with school related issues such as: enrollment, transportation, and obtaining records for the school. Contact Trina Noel at 812-696-2176 or by email at [noelt@nesc.k12.in.us](mailto:noelt@nesc.k12.in.us)



## Quick links for Parents/Youths

McKinney-Vento Act- (<http://www.doe.in.gov/student-services/mckinny-vento-homeless-assistant-act>)

National Association for Homeless Children (<http://www.naehcy.org> )

## STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records – directory information and confidential records. Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parent of the student restricts the information, in writing to the principal.

Directory information includes: a student’s name, address, listed or published telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parent’s written consent to obtain records from an outside professional or agency. Confidential information that is in a student’s record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

**No student list will be disclosed to any commercial organization or to any individual or entity for political purposes. “Commercial organization” is defined as any entity that is a for-profit organization. “Political purposes” is defined as influencing the election of a candidate for federal, state, legislative, local or school board office or the outcome of a public question. “Student list” is defined as a list containing the names, addresses and/or e-mail addresses of any or all students currently or formerly enrolled in the school corporation.**

The school is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army, National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student’s name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student’s name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The school is required to notify the parent and student that either one may request that the information not be released by the school to the military recruiting representatives. The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind, a revocation may be made.

Parents and eligible students may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school within 30 days after receipt of the school's annual public notice.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate person(s) present to answer any questions.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:  
[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@Ed.Gov](mailto:PPRA@Ed.Gov).

### **NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION**

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

1. The right to inspect and review the student's education record within 45 days of the day the school corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Northeast School Corporation to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on a official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written approval. Parents need to notify the school by the end of the student’s sophomore year.

Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll. Upon request the School Corporation will release FERPA information to juvenile authorities.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, DC 20202-4605

#### **PERMISSION TO PHOTOGRAPH/ AND AUDIO-, VIDEO- OR DIGITALLY-RECORD RELEASE TO UTILIZE**

We recognize the value of audio-visual and other types of electronic communication in providing our child with an effective education and hereby grant permission for our child and/or his/her schoolwork to be photographed or audio-, video- or digitally-recorded as part of an educational program produced by the School Corporation or coalition of Corporations.

We further grant permission for the photographs and audio-, video- or digital-recordings to be used in media presentations that are made available to other educational institutions or through a cable television station or network. We understand that our child's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about our child or his/her schoolwork will be revealed without our prior consent.

Pictures that are used for school purposes may contain students’ first name and last initial.

**If you DO NOT wish for your student's photograph to be published, please notify your student's school in writing.**

### **STUDENT SOLICITATION**

Each year, students and schools receive information/literature that is designed to enrich a promoter at the expense of the students and parents. Some are disguised as honors and others as educational programs. Our school participates only in sanctioned activities approved by the national and state principal's associations. If you have questions regarding the authenticity of any programs, please feel free to contact the school office.

## **FIRE, TORNADO AND LOCK DOWN PROCEDURES**

### **DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. 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 short bursts of the bell system. The school will also conduct lockdown drills in compliance with state laws.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

Television stations: WTWO Channel 2, WTHI Channel 10,  
Radio stations: WNDI Radio, WBOW Radio, WTHI Radio

The school will contact all phone numbers that have been registered through the School Messenger communications program.

Please do not call school personnel, school buildings, or the media. We need to keep the telephone lines available for emergency communications. Parents and students are responsible for knowing about emergency closings and delays.

## **USE OF THE 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 principal 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.

Students using school property and equipment can be charged for excessive wear and abuse of the property and equipment. The charge will be used to pay for the damage, not to make a profit. Late fees can be avoided when students return borrowed materials promptly.

### **USE OF THE LIBRARY/MEDIA CENTER**

The Library/Media Center is available to students throughout the school day and students may access our online library at any time. Passes may be obtained from a student's teacher or from the Media Specialist. Books may be checked out for a period of two weeks. Students who return books after the assigned due date will be subject to fines. Students will be charged the cost of lost or unreturned books. Please contact the Media Specialist to check out any other materials.

### **USE OF TELEPHONES**

The office phones are reserved for the use of faculty and school personnel and are **not** to be used by the students without permission of office staff. **Students cannot be called to the phones during class time.** Messages will be delivered to any student in an emergency or other situations deemed urgent. The telephones in the classrooms are not to be used by students.

## **LOST AND FOUND**

The lost and found area is in the main office. Unclaimed items will be given to charity.

## **STUDENT VALUABLES**

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

## **STUDENT SALES & FUND-RAISING**

Students participating in School-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- B. A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without the approval of the student's counselor.
- C. No house to house canvassing is allowed by any student for any fund-raising activity.
- D. Any fund-raisers 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.
- E. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- F. No student is permitted to sell any item or service in school without the approval of the principal. Violation of this policy may lead to disciplinary action.

## ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

## ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular programs. Students, under the age of 18, must have parental consent in order to participate in any school-sponsored trip. While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. *\*All parent volunteers must have a completed and approved background check on file with the corporation office. Forms may be picked up and completed at North Central.*

### GRADES

North Central Jr/Sr High School 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 of this at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

### COMPUTATION OF THE GRADE POINT AVERAGE (GPA)

Grading Scale:

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

The grade point average is calculated using a four-point scale with all courses weighted equally. Pluses and minuses are used in calculating the grade point average. All courses count toward the grade point average. The grade point average is calculated by dividing points accumulated by total credits completed. Class rank is based on the grade point average.

The four-point scale is as follows.

Letter Grade	GPA	Range
A	4.000	3.834-4.000
A-	3.667	3.500-3.833
B+	3.333	3.167-3.499
B	3.000	2.834-3.166
B-	2.667	2.500-2.833
C+	2.333	2.167-2.499
C	2.000	1.834-2.166
C-	1.667	1.500-1.833
D+	1.333	1.167-1.499
D	1.000	0.834-1.167
D-	0.667	0.500-0.833
F	0.000	0.000-0.499

## FINAL EXAM POLICY

**Attendance/Tardiness:** Students who are absent 5 or more days per class period must take the final exam for that class. Students who are **tardy** to school (after the 8:00 AM bell) 5 times or more must take final exams in all classes. Students who are **tardy** to any one class 5 times or more must take the final exam in that class. (This is per semester.)

**Dual Credit/Advanced Placement:** Students enrolled in Dual Credit College Courses or AP, as well as some Twin Rivers Courses may be required to take final exams as part of their course requirement. Students will not be allowed to opt out of these final exams.

**Optional:** Students who are exempt from final exams may choose to take any and/or all finals if the final exam will help their final grade.

## GRADE REPORTS

Report cards will be distributed at the end of each grading period indicating the student's grades for each course of study for that portion of the academic term. The last report card, at the end of the year, is mailed home to parents. Report cards do not have to be returned to school. Report cards will be issued on the following dates during the 2023-24 school year:

<u>Grading Period</u>	<u>End Date</u>	<u>Report Cards Distributed</u>
First Grading Period	Fri., Oct. 6, 2023	Fri., Oct 20, 2023
Second Grading Period	Wed., Dec. 20, 2023	Wed., Jan. 10, 2024
Third Grading Period	Fri., Mar. 8, 2024	Fri., Mar. 15, 2024
Fourth Grading Period	Thurs., May 23, 2024	Wed., May 29, 2024

## **HARMONY**

Harmony is the student information system used by the Northeast School Corporation, and is available through the internet. Parents and students can access Harmony Family Access through the school's website. Instructions for access are emailed to your personal email account at the beginning of the school year. Parents and students must create usernames and passwords to access their account. Student grades, attendance, class schedules, assignments, and fund balances can be found on this site.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Generally homework will not be used for disciplinary reasons, but only to enhance the student's learning.

Daily homework assignments including electronic assignments can be accessed via email, Harmony and Google Classroom. However, if you need to request homework for a student, please request it by 10:00 am for pick up at the end of the day. Requests after 10:00 am may not be fulfilled until the following day.

## **MATTERS REGARDING INSTRUCTIONAL MATERIALS**

If a request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aides used in the corporation, the following procedure shall be followed:

- A. The criticism is to be addressed to the principal, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.
- B. Upon receipt of the information, the principal shall, after advising the superintendent of the complaint, and upon the superintendent's approval, appoint a review committee which may consist of:
  1. two (2) or more professional staff members;
  2. two (2) or more lay persons knowledgeable in the area; and
  3. one (1) librarian.
- C. The superintendent shall be an ex officio member of the committee.

The review process shall follow the Board of School Trustees Policy 9130.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and corporation policy. Unless exempted, each Junior High student will be expected to take the End of Course



Assessments “ILearn” as specified by the Indiana Department of Education. High School students will be expected to complete a Graduation Pathway which includes:

- a. High School Diploma
- b. Employability Skills (Senior Symposium)
- c. Post-Secondary Readiness Competency (SAT, CTE Concentrator, ASVAB)

***\*Subject to change upon guidance by the Indiana Department of Education\****

Additional group tests are given to students to monitor progress and determine educational mastery levels. This may include individual, small group and full class testing experiences. The results from the opportunities will allow us to provide leveled curriculum opportunities suited to the needs and abilities of your child. If you have any questions, feel free to contact the school.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. College entrance testing information can be obtained from the guidance office. Depending on the type of testing, specific information and/or parent consent may need to be obtained. North Central Junior/Senior High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **RETAKING A CLASS**

Students who retake a class in order to receive a passing grade or to earn a grade of “C” or better for an Academic Honor Diploma will be allowed to replace one grade during their school years. In all other cases both the failing grade and the passing grade will show on the transcript and will be computed in the GPA. Credit will not be earned for repeating a class to earn a higher grade.

### **WITHDRAWAL/FAILURE**

Only rarely will students be permitted to make a course change after school starts, except in cases of error. Such changes may be made only with the approval of the counselor. The deadline to notify the counselor for such changes is one week after the start of the semester. A grade of WF (Withdrawn Failure) is recorded for a course dropped after this one-week period. WF is equivalent to F when GPA is figured.

### **CLASS RANK**

A student’s rank in class is computed by dividing the total number of grade points earned on the 4.0 grade point scale starting with the first high school semester grades, by the total number of credits attempted. The top ten in the class including the valedictorian and salutatorian will be determined from those seniors who will be receiving an academic honors diploma and who have the top 4.0 grade point average at the end of seven (7) semesters.

### **PROMOTION, PLACEMENT, AND RETENTION**

A student’s progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and passing End of Course Assessments as specified by the

Indiana Department of Education. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office.

Credit in a course will be given upon successful completion of the course. Failure to complete a course will result in an incomplete grade for the course and no credit will be awarded.

To be classified by grade, students must have earned the following credits:

9 credits to be in grade 10.

19 credits to be in grade 11.

28 credits to be in grade 12.

## **GRADUATION**

- A. All students must have met all requirements for graduation before they may participate in graduation exercises. The superintendent must approve exceptions to this rule.
- B. Any student, without a valid reason, who misses graduation practice will not be allowed to participate in the graduation ceremony.
- C. The valedictorian and salutatorian will be determined by the highest grade point average receiving an academic honors diploma at the end of seven semesters. The student must be enrolled for five (5) consecutive semesters prior to the second semester of the senior year.
- D. The policy set forth by the Board of School Trustees for the Northeast School Corporation requires that all students who participate in a graduation ceremony must wear the cap and gown prescribed by the student's school and ordered through the school's vendor. Graduating seniors will also be expected to follow additional dress code guidelines as set forth by the individual schools.

### **GRADUATION REQUIREMENTS**

#### **General Diploma**

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student must receive a passing score on the End of Course Assessments as specified by the Indiana Department of Education, meet the school requirements for basic course work, and earn the total number of minimum credits.

Students will be allowed to complete GENERAL graduation requirements rather than Core 40 after meeting with the student's parents and the student's counselor. Following the meeting, the student's parent/guardian shall determine whether the student will achieve greater benefits from the General or Core 40 curriculum. The meeting shall take place: 1) upon request of the student's parent; 2) if the student does not pass at least three Core 40 courses; or 3) if a student receives a score on the End of Course Assessments in the 25<sup>th</sup> percentile or lower when taking the End of Course Assessments for the

first time. Instead of Health, students may take three (3) Family and Consumer Science classes designated by the state as courses that meet the Health requirement.

Specific course requirements are

Language Arts	8	credits
Health and Safety	1	credits
Physical Education	2	credits
Mathematics		
Algebra I	2	credits
Other Math courses	2	credits
Science		
Biology I	2	credits
Earth Space Science/ICP	1	credit
other science course	1	credit
Social Studies		
U.S. History	2	credits
U.S. Government	1	credit
Any Social Studies course	1	credit
Career Academic Sequence	6	credits
Flex Credits	5	credits
<u>Electives</u>	<u>6</u>	<u>credits</u>
Total	40	credits

For the General Diploma, students must earn two credits in a mathematics course or a quantitative reasoning course during their junior or senior year.

### **Core 40**

To be eligible for a Core 40 diploma, a student must complete a minimum of forty (40) high school credits and pass the required state assessments. Instead of Health, students may take three (3) Family and Consumer Science classes designated by the state as courses that meet the Health requirement. The following areas and courses are required:

Language Arts		
Must include literature, composition, and speech	8	credits
Mathematics		
Algebra I	2	credits
Algebra II	2	credits
Geometry	2	credits
Students must take a math course or quantitative reasoning course each year in high school.		
Science		
Biology I	2	credits
Chemistry I, Physics, or Integrated Chemistry/Physics	2	credits
Other Core 40 science courses	2	credits
Social Studies		
U.S. History	2	credits
U.S. Government	1	credit
Economics	1	credit

World History/Civilization or World Geography/History	2 credits
Directed Electives	5 credits
World Languages, Fine Arts, &/or Career/Technical	
Physical Education	2 credits
Health and Wellness	1 credit
Electives (College and Career Pathway Courses recommended)	6 credits
<b>Total</b>	<b>40 credits</b>

### **Core 40 with Academic Honors Diploma**

To be eligible for a Core 40 with Academic Honors Diploma, a student must complete a minimum of forty-seven (47) high school credits. In addition to the Core 40 Diploma requirements, students wishing to earn a Core 40 with Academic Honors Diploma must also:

- Complete all requirements for CORE 40
- Earn 2 additional Core 40 math credits
- Earn 6-8 core 40 world language credits (6 credits in one language or 4 credits in each of two languages)
- Earn 2 Core 40 fine arts credits
- Earn a grade of “C” or above in courses that will count toward the diploma
- Have a grade point average of “B” (3.0) or above
- Complete one of the following:
  - Earn 4 credits in 2 or more Advanced Placement courses and corresponding AP exams
  - Academic, transferable dual high school/college courses resulting in 6 college credits
  - One Advanced Placement course and corresponding AP exam and academic transferable dual high school college course(s) resulting in 3 college credits
  - Score 1250 or higher combined SAT math (560 minimum) and verbal (590 minimum)
  - Score a 26 composite ACT
  - An international Baccalaureate Diploma

### **Core 40 with Technical Honors**

For the Core 40 with Technical Honors Diploma, students must complete a minimum of forth-seven (47) high school credits and also:

- Complete all requirements for CORE 40
- Earn a grade of “C” or above in courses that will count toward the diploma
- Have a grade point average of “B” (3.0) or above
- Complete a career-technical program resulting in 6 credits
- Complete two of the following; one must be A or B:
  - Score at or above the following levels on the WorkKeys Test: Reading for Information – 6, Applied Mathematics –6, and Locating Information – 5
  - Complete dual high school/college credit courses in a technical area (6 college credits)
  - Complete a Cooperative Education course (2 credits)

### **CORRESPONDENCE CREDIT AND COLLEGE CREDIT**

A. Accepting correspondence and college credit will be based on the following rules:

1. Prior approval is obtained from the principal or designee.

2. The institution offering the correspondence or college class must be properly accredited by the appropriate regional accrediting association affiliated with and/or approved by the Council on Postsecondary Accreditation (COPA) and/or the Indiana Private School Accrediting Commission.
  3. The maximum number of credits earned shall not exceed eight (8).
  4. Only courses designed for high school or college credit will be accepted.
  5. Credit by correspondence will be accepted when:
    - a. Class is difficult or impossible to schedule at the high school.
    - b. Class is appropriate for graduation, but not offered at the high school.
    - c. Class otherwise meets the needs of a student as determined by the principal or designee.
- B. Correspondence and college credits will not be considered in lieu of seven (7) semesters of attendance.
- C. Correspondence and college grades will not be considered as part of the student's grade point average (GPA).
- D. College credit hours taken outside of Northeast School Corporation campuses will be converted to high school credits in the following manner:
- 3 hours college credit = 1.5 high school credits
  - 2 hours college credit = 1.0 high school credit
  - 1 hour college credit = 0.5 high school credit

### **Online Course Policy**

Students taking online courses provided by Northeast School Corporation must pass with a total percentage of 60% in order to earn credit for the course. The final tests will be password protected and students must arrange a time with their school's office to take their final test in a supervised setting. If students fail the final exam, they will be required to complete remediation on the standards/sections not passed before taking the final exam for the second time. If students fail the final exam for a second time, they must retake the course in its entirety.

### **SUMMER SCHOOL**

Northeast School Corporation will determine the availability of summer school. If summer school is available, students may register only for a class which they have failed during a previous school year. Students taking summer school must provide their own transportation to and from school. Students who attend summer school are required to have perfect attendance during summer school and may earn up to one (1) credit for successful completion of summer school. Students may also have the opportunity to complete Summer School through Apex online classes.

Students who earn credit in the summer will have the credit added to their transcript and the grade earned will be included in the student's Grade Point Average (GPA). Except in the case of SAVE-A-CREDIT, summer school grades will not replace a failing grade from a previous school year. In order to qualify for SAVE-A-CREDIT, students may only fail one (1) of three (3) grading periods and fail the final semester exam. In order to "SAVE" the credit, the student must make up course work for the grading period failed. Students who successfully complete "SAVE-A-CREDIT" will have the grade replaced with a grade calculated by averaging the grading period the student passed, the summer school grade, and the final semester exam grade. The final exam grade will count for 20% of the final semester grade.

## RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

### HONOR ROLL

Honor roll will be compiled after each grading period. For purposes of identification, the following levels of honors will be computed:

High Honor Roll	GPA of 3.7 or above
Honor Roll	GPA of 2.7 or above

### ACADEMIC LETTER

A student must have a 3.5 G.P.A. for one complete school year in order to earn a letter. The student must be enrolled in five full-credit subjects each semester to qualify. An honor letter and certificate will be awarded for the first year the student qualifies, and a certificate award will be given each year thereafter. A jacket patch (shield) will be awarded to each student who earns two academic letters.

### ATHLETIC AWARDS

Requirements for athletic awards are developed by each head coach with the approval of the athletic director. These requirements will be reviewed with interested students by the appropriate coach.

## STUDENT ACTIVITIES & EMPLOYMENT

### SCHOOL-SPONSORED DANCES

1. Individuals who are not current students at North Central Jr/Sr High School will not be permitted to attend any dance without prior permission from the building principal.
2. All guests must have a guest request form completed and submitted to North Central's principal for consideration no later than one week prior to the dance.
3. Junior high students will not be allowed to attend high school dances and high school students will not be allowed at junior high dances unless prior approval by the principal.

### SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

The school has many student groups that are authorized by the school. It is the corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. Authorized groups include: Ambassadors, Band, Choir, Thunderettes, and Yearbook.

Extra-curricular activities may not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities. Examples of approved extra-curricular activities are:

Academic Spell Bowl  
Academic Super Bowl  
Beta Club  
Fellowship of Christian Athletes (FCA)  
~~Drama~~  
~~Students Against Destructive Decisions (SADD)~~  
Intramural  
Pep Club

Junior Beta Club  
Tests of Engineering Aptitude, Mathematics & Science (TEAMS)  
Quiz Bowl Team  
National Honor Society  
Robotics Club  
Student Council  
T-Bird Trainers  
FFA

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Students must also abide by the NESC drug-testing policy.

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

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Non-district-sponsored organizations may not use the name of the school or school mascot.

### **ATHLETICS**

In accordance with HEA 1041 and in following I.C. 20-33-13, North Central Junior/Senior High School provides the following athletic activities in which students may participate in providing they meet all eligibility requirements that apply, including gender. For further information or questions, please contact the Athletic Department.

JH/HS Girls' Volleyball (Female)	JH/HS Boys'/Girls' Football (Coeducational)
JH/HS Boys' Cross Country (Male)	JH/HS Boys' Basketball – (Male)
JH/HS Girls' Cross Country (Female)	JH/HS Girls' Basketball - (Female)
HS Girls' Softball (Female)	HS Boys' Baseball - (Male)
JH/HS Boys' Track – (Male)	JH/HS Girls' Track - (Female)
HS Boys' Golf - (Male)	HS Girls' Golf - (Female)

### **NCAA REQUIREMENTS IN REGARD TO ATHLETICS**

A general diploma does not meet NCAA standards. Therefore, if a student intends to play college sports at a NCAA college or university, he or she should obtain a Core 40 or Academic Honors Diploma. For additional NCAA requirements, contact the guidance office or visit <http://www.naaclearinghouse.net>.

### **DANCES**

School sponsored dances are permitted if the following conditions are met:

1. Approval is granted by the principal.
2. Proper supervision is provided during the event.
3. Students will not be allowed to leave and re-enter the dance.

4. All school rules and regulations apply.
5. Guests must be under the age of 21 to attend.
6. Guest forms must be filed prior to the dance for any non-North Central student. The administration reserves the right to exclude non-North Central students.

### **PROM**

The Junior/Senior Prom is traditionally the big social event of the school year for junior and senior students. Junior high students are restricted from attendance at the prom. All prom guests must be under the age of 21 and have a guest form request on file with the administration.

### **SUBSTITUTE TEACHERS**

Substitute teachers are licensed teachers or persons granted a substitute permit by the State of Indiana. The attitude and behavior of our students impacts directly upon the impression the community and general public has of our school and the student body. Informal or formal disciplinary reports from the substitute teacher are the same as reports issued from the regular teacher.

### **TEACHING ASSISTANTS**

Students must have no grade lower than a B to be a teacher/elementary assistant. All assistants must be approved by the office.

## **STUDENT CONDUCT**

### **ATTENDANCE**

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. North Central Jr/Sr High School has an attendance policy to avoid these negative consequences. If a student misses  $\frac{1}{2}$  or more of a class period, the student will be considered absent from that class.

### **Loss of Credit / Excessive Absences**

- **Students who miss more than 10 unexcused full days of school will risk losing credits in all classes regardless of the grade earned. Students who miss any class period more than 10 times will risk credit loss for those classes.**
- 5 Days unexcused absence- Parents will receive a 5 day notification letter and students will receive **1 day of ISS.**
- 8 day unexcused absence - Parent will receive an 8 day notification letter with request of a meeting with the principal or designee. The principal/designee, attendance officer, parent/guardian and student will meet to discuss the student's attendance and potential for credit loss, revocation of driver's license, loss of work permit, probation office. In addition, the student and school personnel who conducted the meeting will sign an attendance agreement. Students will receive **2 days of ISS.**
- 10 days unexcused absence - Parent/Guardian contacted by phone with a notification that the student will be referred to the probation office and department of child services without issues (IC 20-33-2-25).



Student will receive a letter that includes information explaining that students can have lost credits restored based on the following guidelines:

1. Students must have earned a passing semester grade in the course(s) in which credits were lost.
  2. Students may not miss more than four class periods in a class that credit was lost in or more than four days of school in the semester immediately following a loss of credit. For attendance purposes, seven (7) class periods in any combination will equal one school day.
  3. Students will remain in all classes in which they will lose credit and work to obtain a passing grade. This will allow them to have their lost credits restored if they miss four or fewer times the following semester.
  4. It is the responsibility of the student to check with the administrator or designee who conducted the student's attendance agreement meeting to determine if the student qualifies for credit reinstatement. The student must make a request for credit reinstatement during the last week of the 1st semester for credits lost during the previous year's 2nd semester, and during the last week of the 2nd semester for credits lost during the 1st semester of the same school year.
- The Superintendent of the Northeast School Corporation will be notified when any student has missed more than ten (10) unexcused days of school per semester. **Also, the Sullivan County Probation Office, Indiana BMV and Department of Child Services will be notified when a student has been absent more than ten (10) unexcused days per semester.**

### **Excusable, Approved Absences**

The following are considered certified excused absences and will not be counted as a day absent from school for purposes of credit loss only.

1. A required court appearance. Students must bring in a court notice to verify the absence(s).
2. Page in the General Assembly
3. Poll worker during an election. Proper documentation must be completed prior to the election.
4. College visitation arranged through the guidance office.
5. State Fair/4-H activities – prior notification is required.
6. Suspension from school
7. School-sponsored field trips
8. Death in the immediate family
9. Personal illness or injury accompanied by a doctor's note. The doctor's note must state the days recommended for a student's absence from school otherwise only the day of the doctor visit will be exempted. *\*Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours if at all possible.*
10. **After 5 total days of parent excused absences, students will be required to bring a doctor's excuse for all further absences or those absences will be unexcused.**

### **Unexcused Absences**

Any student who is absent from school without the consent of the parents or the school will be considered truant and the student and his/her parents may be subject to the truancy laws of the state. **A habitual truant is defined as a student who has missed eleven (11) or more days of unexcused absences in school in one (1) school year (IC 20-33-2-11). Habitual truant students will be ineligible for a drivers' license or learner's permit.** Students will not be allowed to receive credit for any work missed as a result of truancy and/or out of school suspension.

## **Notification of Absence**

If a student is going to be absent, the parents must contact the school at (812) 397-2132 and provide a brief explanation. If prior contact is not possible, the parents should provide a written excuse within three school days after return. The written excuse should have the student name, date of absence, reason for absence, and parent signature. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

**Written or verbal communication from a physician or parent must be received by the school office within 3 days of the student's return to school for an absence. This prompt communication will result in the student being allowed to make up all missed assignments for full credit.**

**If communication is not returned within 3 days, students may not be allowed to make up assignments in class. Notes from a physician will still be accepted for attendance purposes only.**

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 labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the principal, a student may not make up the work. The skipping of classes may result in disciplinary action.

## **Attendance Policy**

The following absences will not be counted as a day absent from school:

1. A required court appearance. Students must bring in the court notice to verify the absence.
2. Page in the General Assembly.
3. Poll worker during a general election. The proper form must be completed before the election.
4. College visitation days arranged through the guidance office.
5. State Fair/4-H activities - prior notification is required.
6. Suspension from school.
7. Funerals - Immediate family living in the same house, including step-relatives and grandparents

Empowerment of teachers to maintain a direct control of the relationship between attendance and achievement will be achieved by:

1. Teachers are encouraged to develop a program of classroom participation to reward students with good attendance.
2. Teachers are encouraged to develop a program of procedures to be followed following an absence.
3. Teachers are encouraged to work with students to reinforce the need for good attendance in the work world.

Parental involvement in developing good attendance by their child will be encouraged by:

1. Parents are encouraged to call the school when their child is absent.
2. Automated phone calls will be made to inform parents/guardians of their student's daily absences.

2. A letter will be mailed home to the parent when the child has missed four (5) unexcused days of school in a semester.
3. Letters will also be mailed home to the parent when the child has accumulated 8 and 10 unexcused days of school in a semester. Please see *“Loss of Credit / Excessive Absences”* for information regarding the content and requirements of these letters.

Students who have problems with regular attendance may face the following actions:

1. may have their work permit withdrawn.
2. may have their attendance record reported to the Sullivan County Probation Office and/or Child Protective Agency.
3. may be placed on social probation. Social probation restricts students from attending after school activities.
4. may lose course credit.
5. may lose their driver's license.

After 10 days, all absences without due cause will be considered unexcused and no makeup will be allowed for those days.

### **Tardiness**

Any student arriving after classes have begun at 8:00 AM must report to the main office for a pass to class. Students who arrive after 8:57 will be counted as absent to first period class. All tardies beyond the first period will be recorded in Harmony by the teacher. Those tardies will be handled in the following manner.

1. Definition of a tardy - any student entering the classroom or assigned area after the bell rings will be counted tardy.
2. Steps of discipline for excessive tardiness: These are implemented per semester.
  - 5 total tardies -1st hour - student will take all final exams and parent contact via letter/email.
  - 5 Total tardies for periods 2-7 - final exam taken in that class and parent contact via letter/email.
  - 6-9 total tardies in all periods - student will serve 1 day of In-School Suspension (ISS) and parent contact via letter/email or phone.
  - 10 total tardies in all periods - student will serve 1 day Out of School Suspension (OSS) and parent contact via letter/email or phone.
  - 11 or more total tardies in all periods - student will serve as additional day of Out of School Suspension (OSS) and parent contact via letter/email or phone.

### **Arriving and Leaving School During the School Day**

Students who arrive at school after the 8:00 a.m. bell must report to the office and sign the attendance register sheet. Students, who leave school during the day, must have permission from their parent or guardian in the form of a note or personal contact with school personnel, report to the office, receive permission to leave school, and sign the register sheet. Any student leaving the building with an adult during the day must be signed out by the adult in the office. In order to pick up the student, the adult must be the parent/guardian or be listed as an emergency contact for the student or the parent/guardian must notify the office and provide their permission. Failure to sign out of school may be considered truancy and handled accordingly. Students are not to leave the school building without permission. This includes going to the parking lot.

Students will not be called to the office to wait to be picked up; they will be called down once their parent, guardian, or authorized individual arrives to pick them up.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year - in addition to filling out the required paperwork with the office, parents must discuss the matter with the principal. It may be possible for the student to receive certain assignments that are to be completed during the trip. Family trips that are not planned in advance with the principal will not be considered excused and will count toward a student's 5 day parent excuse limit.

#### **The following procedures must be followed for vacation absences to be excused.**

1. Parents should contact the office to request a **Vacation Approval Form**.
2. The parent/student should submit the approval form to the office no less than five days in advance of the first requested vacation day.
3. The request receives approval from the principal or principal designee.

### **College Visitation**

Students may be allowed up to a total of three (3) college visitations during their junior and senior years. Absences for college days will be handled as if the student was on a field trip.

In order to qualify for these days, the student must follow the following guidelines:

1. Pre-visit: the student must meet with the guidance director and complete an application to attend the college visitation.
2. Only one student will be permitted to be on a college visitation at a time. -NCHS encourages students to attend a college visitation with parents but not with other students. Students and parents are encouraged to attend "Red Carpet Days" scheduled by the colleges/universities.
3. Students will be denied college visitations if the student has:
  - a. attendance problems -10 or more days absent in a semester either in the current semester or in the proceeding semester.
  - b. a failing grade on their current report card.
  - c. not take the SAT or PSAT if that college/university requires the SAT for admission.
4. College visitations will not be approved for Fridays and/or days before or after a holiday.

Students wanting to visit a college must follow these proceedings:

1. apply to the Guidance Office,
2. provide material to the guidance director that will demonstrate knowledge of the university,
3. and return the college form signed by a representative of the college/university.

### **Make-Up of Tests and Other School Work**

Teachers will provide "makeup assignments" for students who are absent from school provided the absence is excused. It is the responsibility of the student to request information as to what occurred in the classroom during their absence and if any make-up work will be assigned. The student will then be given one day for each day they are absent to complete that assignment.

Semester exams must be completed within five (5) days from the close of school unless prior arrangements have been made with the principal. Failure to complete the final exam will result in an incomplete grade for the exam, resulting in a failing grade for the exam.

## STUDENT BEHAVIOR STANDARDS

A major component of the educational program at North Central Jr/Sr High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student will be expected to:

1. Abide by federal, state, and local laws as well as the rules of the school
2. Respect the civil rights of others
3. Act courteously toward adults and fellow students
4. Be prompt to school and attentive in class
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
6. Complete assigned tasks on time and as directed
7. Help maintain a school environment that is safe, friendly, and productive

### **Dress and Grooming**

While fashion changes, the reasons for being in school do not. Students are in school to learn. **All clothing is to be school appropriate, as determined by the building administrators or their designee.** The administration is authorized to take action in instances where individual dress does not meet these standards or wears 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 education function.

The following styles or manners of dress are prohibited:

1. T-shirts with vulgar or suggestive slogans or advertising which promote alcohol, tobacco, drugs, illegal products, or visual images of weapons or ammunition are not permitted.
2. Bandanas, hats, sun-glasses, and headgear are not to be worn or carried in the building. Tops with hoods are allowed, but hoods must remain off of a student's head at all times.
3. Clothing that exposes the midriff or cleavage is inappropriate. Any apparel that exposes undergarments is not acceptable. Pants must be worn above the hips. Lingerie or see through material is not acceptable as an outer garment.
4. No see-through tops, tank tops, spaghetti strap tops, muscle shirts, or bare midriff tops are to be worn. Shirts/tops must have sleeves with shoulders covered. "Cold shoulder" shirts are acceptable upon review of administration. Shirts/tops must be tuckable at all times.
5. Revealing fashions such as short shorts, short skirts, extremely slit skirts, half-shirts, fish net shirts, halter-tops, midriff tops, or shirts that expose mid-torso are not acceptable dress for school.
6. All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
7. Flannel pants, including flannel joggers, and pajamas are not to be worn at school.
8. Students may wear pants with holes in the pants as long as the holes are not above mid-way on the thigh.
9. Blankets are not an acceptable article of clothing and are not allowed in the school.
10. No chains attached to billfolds, belt loops, etc. will be permitted.

11. Appropriate shoes must be worn at all times. House slippers are not permitted. Specific classes may require shoes for safety purposes.
12. Trench coats, winter coats, jackets, bags, backpacks or the like should not be worn during the school day and should be secured in the student's locker. Students may use a bag to/from PE to carry items related to that class. The bag must be returned to their locker for the remainder of the day. Bags/coats are not to be carried from class to class.
13. Group dress associated with known gangs is prohibited.
14. No earbuds/headphones are to be worn except during lunch and in the hallway unless directed by the teacher for a class assignment. Headphones are allowed in the classroom at teacher discretion.

Students who are representing North Central Jr/Sr High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, band members and other such groups.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the student behavior standards.

### **School Board Policy on Drug-Free Schools**

In accordance with federal law, the Board of School Trustees prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a 'look-a-like' controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by Indiana State law, the corporation will also notify law enforcement officials.

The corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed. **See attached policy regarding "Drug Testing and Education Program" on page 63.**

### **Code of Conduct**

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on School property at any time;

2. during and immediately before and after any School activity at any location;
3. traveling to and from School or to and from a School activity.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

1. Knowingly interfering with school purposes or inducing another student to do so;
2. Stealing or damaging school property or property of another person;
3. Knowingly causing bodily harm to another person;
4. Threatening another person with bodily injury;
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. Possessing or providing an alcoholic beverage;
9. Consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. Possessing, providing, or using tobacco or any tobacco product, including “vape” devices;
11. Knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. Failing or refusing to comply with directions of an adult supervising a class or school activity;
13. Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below);
14. Violating Indiana or Federal law;
15. Leaving a school activity or school property without prior approval of a teacher or supervising adult;
16. Attempting or conspiring with another person to violate any student behavior standard;
17. Harassment/Bullying by a Student

The school 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 staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment.

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

***Title IX of the Education Amendments of 1972***

It is the policy of Northeast School Corporation to comply with Title IX of the Education Amendment of 1972 and its regulations, which prohibit unlawful discrimination on the basis of sex. The Title IX Compliance Officer is Dawn McKillop, who has been appointed to coordinate efforts to comply with the law.

***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.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

***Race/Color/Gender/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment***

**A. Verbal**

- i. 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 the corporation, or third parties.
- ii. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation, or third parties, by refusing to have any form of social interaction with the person.

**B. Nonverbal**

- i. 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 the corporation, 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 the corporation, or third parties.

Any student who believes that he/she 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 corporation, or third parties, should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

- A. If the alleged harasser is a student, staff member, or other person associated with the corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact Mr. Ryan Gilman or Ms. Nancy Liston
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact Dr. Mark Baker, Superintendent.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she 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 on Form 5517 F1 and a copy forwarded to the principal.

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:

- A. Protect the confidentiality of the student who files a complaint;
  - B. Encourage the reporting of any incidents of sexual or other forms of harassment.
  - C. Protect the reputation of any party wrongfully charged with harassment.
20. Any use of personal communication devices in areas when privacy is expected is prohibited. Such areas include but are not limited to bathrooms, dressing rooms, locker rooms, etc. The possession of, the taking of, or the transmitting of indecent images is not permitted. In most cases, this is a violation of the Indiana Penal Code and such cases will be referred to the proper authorities for possible prosecution.
21. Use of an object as a weapon - Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. (This violation may subject a student to expulsion.)
22. Knowledge of Deadly or Dangerous Weapons or Threats of Violence - Because the School Board believes that students, staff members and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**A. *Student 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, or attempting to set fire or cause damage. This includes the use of, or attempted use, of pipe bombs, "Molotov cocktails," or other explosive or incendiary devices.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property, or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire

- alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
  - f. Through any means of communication, including gestures, symbols, or signals placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's car could be damaged.
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 a violent activity.
  4. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. 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 does not constitute a violation of this rule. Self-defense or reasonable/unreasonable action is not the only factor determining discipline. If the administration is able to determine who makes the first physical contact in the altercation, the person doing so may receive additional discipline.
  7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
  8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
  9. 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.
  10. 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.
  11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind. 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 11: 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 building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
      - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.

- ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - iii. The student has been instructed in how to self-administer the prescribed medication.
  - iv. The student is authorized to possess and self-administer the prescribed medication.
12. 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, inhalant or intoxicant of any kind.
  13. Misuse of any substance such as whiteout, aerosol sprays, as an inhalant for the purpose of “huffing” or any similar activity.
  14. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or stimulants of any kind, or any other similar over-the-counter products.
  15. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
  16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  17. 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.
  18. 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.
  19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  21. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
  22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. **This includes the use of Artificial Intelligence (AI) services.**
  23. 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.
  24. Engaging in pranks that could result in harm to another person.
  25. Being in an unassigned area.
  26. Habitual offender.
  27. Use or possession of gunpowder, ammunition, or an inflammable substance.
  28. 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. disobedience of administrative authority;
    - d. willful absence or tardiness of students;
  29. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes.
  30. violation of the school corporation’s acceptable use of technology policy or rules.
  31. violation of the school corporation’s administration of medication policy or rules.

32. possessing or using a laser pointer or similar device.
33. Any student conduct rule the school building establishes and gives publication of it to all students and parents in the principal's school building.
34. Engaging/participating in any electronic form of bullying/harassment; ie, text messages, social media, etc.
35. Possessing, using, or handling an electronic cigarette/vape and/or paraphernalia . Pursuant to Indiana Code IC 35-46-1-10.5 minor in possession of electronic cigarette (vape).

**B. *Bullying***

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school):
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school.
2. Bullying as defined in state law means overt, repeated acts or 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.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or 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 others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

**C. *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 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. 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 or intended 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 a 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 is expelled under this rule.

***D. Possessing A Deadly Weapon***

1. No student shall possess, handle or transmit any deadly weapon on school property.
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.
3. The penalty for possession of a deadly weapon; up to 10 days suspension and expulsion from school
4. The superintendent shall notify the appropriate local law enforcement agency when a student is expelled under this rule.

***E. Unlawful Activity***

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria 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.

## ***F. Legal Settlement***

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

## **Other Rules and Regulations**

1. Students are not permitted to sell or trade personal items at school.
2. No student shall enter or be in the building at any time school is not in session without the presence of a faculty member who is responsible for that student.
3. Any form of endearment other than holding hands is not proper or acceptable behavior.
4. The use, possession, or ownership of squirt guns or related items is prohibited in the school. The throwing of snowballs or water is prohibited at school.
5. No student may possess a knife while on school property or on a school bus.
6. Students attending athletic events are not to leave the building unless permission is given by the teacher in charge. Once you leave an activity, you will not be allowed to return.
7. No advertisement or other form that promotes the sale or use of drugs, alcohol, or tobacco shall be placed in lockers or displayed in the school.
8. Students may carry drinks in see-through, resealable bottles of 32 oz. or less. Containers must have a functional lid and be used at all times. To help ensure safety of all students, drinks can be inspected at any time by principal or designee.
9. Only drinks in see-through plastic containers are allowed outside of the cafeteria. Drinks may be kept in a container 32 ounces or less, and may be filled at the water fountains. Container must have a functional lid and the lid must be used at all times. To help ensure the safety of all students, drinks can be inspected at any time by principal or designee. Open beverages brought to school must be taken directly to the cafeteria and must be consumed or disposed of before leaving for class.
10. North Central does not have an "open campus", students must remain at school during their lunch period unless they have an appointment that otherwise takes them out of school during this time. Students may choose food from the cafeteria or may bring their own lunch. Food deliveries from outside sources are not allowed, i.e. ordering pizza, fast food restaurants or parents/family members delivering to students for lunch. Students who travel outside school during this time frame, like Twin Rivers, may get food for themselves but may **NOT** bring food in for other students.
11. No matches or lighters will be allowed in school.
12. If it becomes necessary to add or change rules explained in the handbook, the new rules or regulations will be announced through the daily announcements and posted on the school website.

## **Incorrigible or Habitual Offenders**

Students who continually and habitually violate validly adopted school rules and disrupt the educational function of the school will be subject to increasingly serious punishments. These punishments, based upon the accumulated weight, seriousness, and nature of the offenses, may eventually lead to a recommendation for expulsion. **AT THE DISCRETION OF THE PRINCIPAL OR DESIGNEE, HABITUAL OFFENDERS ALSO MAY BE REQUIRED TO BEHAVE WITHIN THE LIMITS SET FORTH IN A PERFORMANCE CONTRACT. THIS CONTRACT WILL BE THE RESULT OF DATA COLLECTED VIA PARENTAL CONFERENCE, TEACHER RECOMMENDATIONS, COUNSELOR CONTACTS, AND/OR OTHER SOURCES.**

## **ENFORCEMENT OF BEHAVIOR STANDARDS AND CODE OF CONDUCT**

1. These standards will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
2. The objectives of the enforcement of the Code of Conduct are:
  - a. to protect the physical safety of all persons and prevent damage to property;
  - b. maintain an environment in which the educational objectives of the school can be achieved;
  - c. to enforce and instill the core values of the Northeast School Corporation and its school community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  - a. the nature and extent of any potential or actual injury, property damage, or disruption;
  - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
  - d. the interest of other students in the school to be in a school environment free from behavior that violates the school's behavior standards.
  - e. any other aggravating or mitigating factor or circumstances that should be considered.

In compliance with state law, the board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on corporation property, including school buses and other school transportation. 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.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

A. 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.

B. A deadly weapon is defined as:

1. A loaded or unloaded firearm;
2. A weapon, device, 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.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 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 in the principal's office.

4. School officials will contact law enforcement authorities whenever, in their discretion, there is reason to believe that a student's conduct is unlawful and has caused or may result in either serious

bodily injury to another person or substantial damage to the property of another, including the school corporation.

5. Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school will 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**

Informal discipline takes place within the school. It includes, but is not limited to:

after-school detention	in-school detention
before-school detention or location	lunch detention
change of seating	writing assignments

### **Detentions**

A student may be detained after school or be asked to come to school early by a teacher or administrator after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation. Students have one week from the day assigned to serve all assigned detentions.

### **Social Probation**

A student may be denied the opportunity to return to any activity held after school or on Saturday or Sunday. A student will have the opportunity to attend school from 8:00 am – 3:00 pm but will not be allowed to return to the school campus. This would include practices, contests, dances, prom, etc.

### **Removal**

A student may be removed from a classroom or an activity by a teacher when the student poses a threat to a safe, orderly, and effective educational environment. Such removal may be from the class or activity for no more than one (1) day.

### **Suspension from School**

The school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days in accordance with IC 20-33-8-7 "any disciplinary action that does not constitute an expulsion. whereby a student is separated from school attendance for a period of not more than ten (10) days."



Suspended students are not allowed at school, at school functions, on school grounds, or at school courses held off-campus. Students will not be allowed to receive credit for any work missed as a result of truancy and/or out of school suspension.

**In-School Detention**

In-school detentions will be held from 8:00 a.m. to 3:00 p.m. Assigned students will attend a continuous study period. The students will be permitted a five (5) minute break in the morning and a five (5) minute break in the afternoon. The students will have the opportunity to purchase a lunch and return with the lunch to the in-school detention room. The student should arrive with sufficient educational materials to be busy during this time.

Failure to serve in-school detention(s) may lead to suspension from school. Any suspension shall be in accordance with the guidelines on suspension and expulsion.

The following rules shall apply to in-school detention:

- A. Students are required to have class assignments with them;
- B. Students are not to communicate with each other unless given special permission to do so;
- C. Students shall not be allowed to put their heads down or sleep;
- D. Students are to remain in their designated seats at all times unless permission is granted to do otherwise;
- E. No radios, cards, magazines, or other recreational articles shall be allowed in the room;
- F. No food or beverages shall be consumed;
- G. Students are not to use the telephone or to go to their lockers.

**Discipline Chart**

1. The violations cover school, any school-sponsored activity, and going to and from school.
2. In-school detention may be assigned as an alternative to suspension from school.
3. Parents will be contacted in all instances.
4. Formal discipline removes the student from school. It includes suspension for up to ten school days, and expulsion for the remainder of the semester or longer. The principal may deny a student the right to attend school or take part in any school function for up to ten consecutive school days.
5. Law enforcement officials may be contacted when appropriate.

<b><u>Violation</u></b>	<b><u>Penalty-First</u></b>	<b><u>Penalty-Second</u></b>	<b><u>Penalty-Third</u></b>
Insubordination - Failure to follow teacher request, defiant attitude, being disruptive, not doing class work, etc.	Warning/lunch detention	1-3 days ISS	1-5 days OSS
Truancy	1 day ISS	2 days ISS	1-3 days OSS
Obscenity/Profanity	Warning/lunch detention/ 1-3 days ISS	1-3 days ISS	1-5 days OSS

Cafeteria Disruption	Warning/lunch detention/ 1-3 days ISS	1-3 days ISS	1-3 days OSS
Snowballs/Water Pistols	Conference to 1 day OSS	Conference to 3 days OSS	Conference to 5 days OSS
Dress Code Violation	Required to change	Required to change	See Habitual Rule
Cheating (all incidents)	“F” for Assignment	“F” for Nine Weeks	“F” for Semester
Vandalism, Negligence	Restitution 1-3 days OSS	Restitution 3-5 days OSS	Restitution/possible Expulsion
Fights, Assaults, Threats or Harassment	3-5 days OSS	5-10 days OSS	Expulsion
Repeated failure to comply, unassigned area, or habitual offender	1-3 days OSS	3-5 days OSS	Expulsion
Vandalism, Intentional including staff members property during non-school hours	Restitution Suspension - 3 days or Expulsion	Restitution Expulsion	
Theft	Restitution	Restitution	3 Days OSS Expulsion
Use/possession of a weapon: Threat with a weapon	Expulsion		
Physical attack on Staff Member	Expulsion		
Use of alcohol/drugs or a counterfeit/look-alike substance	Expulsion - Northeast School Corporation Drug/Alcohol policy will be followed.		
Technology Devices Violations	Conference to Expulsion	Conference to Expulsion	Conference to Expulsion
Smoking/Chewing (Use or possession of tobacco)	*See Tobacco/Vape Policy		
Use/possession of electronic cigarette or vaping device	*See Tobacco/Vape Policy		

## **Tobacco/Vaping Policy**

In order to protect students, staff, visitors, and guests of the school from an environment that may be harmful to them and due to a concern for the safety of school property, smoking is not allowed on school property. For purposes of this policy, “smoking” will mean all uses of tobacco including cigarettes, e-cigarettes, vape pens, cigars, pipes, chewing tobacco, snuff, or any other matter of substance containing tobacco. Any violation of this policy by students shall be referred to the principal, assistant principal, or principal designee. Students who violate the provisions of this policy shall be subject to the following disciplinary procedure.

**First Offense:** Students will be referred to a vaping, nicotine, and tobacco cessation program sponsored by INDEPTH. They will be required to fulfill and attend all sessions of this program. If the stipulations of this program are not met, students will receive the consequences outlined in the second offense section of this policy. This program is optional and may be opted out of by students. If a student chooses to opt out of the program, consequences outlined in the second offense will be followed. Please note that contact to law enforcement will be made on the first offense. A civil infraction will be issued, but will be dismissed upon completion of the cessation course.

**Second Offense:** Students will receive two days of ISS and contact to law enforcement will be made for a civil infraction citation.

**Third Offense:** Students will receive three days of OSS and contact with law enforcement will be made for a civil infraction citation.

**Four Offense:** Students will receive five days of OSS and principal or principal designee may recommend expulsion. Law enforcement will once again be contacted for a civil infraction citation.

The principal or principal designee reserves the right to test any vaping pods or tobacco products for THC and other drugs. If such substances are found to be present in the confiscated item, the student is subject to the drug use and possession handbook policy. Students who participate in athletics who are found in possession of products cited in this policy are subject to additional disciplinary actions outlined in the athletic code of conduct. This policy and action will be enforced by the athletic director or designee per the athletic code of conduct. Possession of an electronic cigarette, pods, or any ingestible substance containing any level of THC is subject to disciplinary action contained in the drug use and possession policy.

## **Expulsion**

An expulsion is a denial of the right of a student to take part in any school function for a period greater than ten consecutive school days. All opportunity to earn grades or credit ends when a student is expelled.

If, in the principal’s opinion, the alleged infraction warrants a longer period of removal from school, the principal shall refer the case to the superintendent for consideration for expulsion. The superintendent 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.

### **Notice of Expulsion Meeting**

The student and/or parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting.

### **Appeal of an Expulsion**

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the Board's decision to the appropriate court.

### **Extension of an Expulsion**

An expulsion during the second semester of the school year may extend to summer school and/or the first semester of the next school year. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester, or that will remain in effect into the first semester of the next school year, shall be reviewed by the superintendent to determine if there has been newly discovered evidence or a change in the student's circumstances since the expulsion meeting. If so, the superintendent may recommend to the principal that the student be readmitted for the second semester or at the beginning of the new school year.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, the School 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 principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing, of the reason for and the length of the suspension. The suspension may be appealed after receipt of the suspension notice, to Ms. Nancy Liston, Principal. 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.

The appeal shall be conducted in a private meeting and legal counsel may represent the student, if desired. There is no appeal for the loss of co-curricular and extra-curricular eligibility due to suspension, exclusion, or expulsion. Two suspensions or an expulsion may result in the revocation of the student's driver's license.

### **SURVEILLANCE AND MONITORING**

The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

## **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 the Board of School Trustees, 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.

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 school 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 or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **Use of Dogs**

The 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 and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion to any information resulting from the dog's examination.

### **Use of Breath-Test Instruments**

The principal may arrange for a breath test to be conducted on a student whenever the principal 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, he/she 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, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she 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 OF EXPRESSION**

The school 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, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

- A. A material cannot be displayed 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;
  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 of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for most students. The bus schedule and route is available by contacting the Superintendent's Office at (812) 397-5390.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

#### ***Previous to loading (on the road and at school)***

Each student shall:

1. be on time at the designated loading zone
2. stay off the road at all times while walking to and waiting for the bus
3. line up single file off the roadway to enter
4. wait until the bus is completely stopped before moving forward to enter
5. refrain from crossing a highway until the bus driver signals it is safe
6. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### ***During the trip***

Each student shall:

1. remain seated while the bus is in motion
2. keep head, hands, arms, and legs inside the bus at all times
3. not litter in the bus or throw anything from the bus
4. keep books, packages, coats, and all other objects out of the aisle
5. be courteous to the driver and to other bus riders
6. not eat or play games, cards, etc.
7. not tamper with the bus or any of its equipment

8. balloons will be transported only with prior permission of the bus driver
9. cell phones must be turned off during the bus ride.

### ***Leaving the bus***

Each student shall:

1. remain seated until the bus has stopped
2. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe
3. be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

### ***Penalties for Infractions***

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

### ***SELF TRANSPORTATION TO SCHOOL***

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

1. Students shall complete the registration form and receive a parking permit at a cost of \$5.00. The permit should be attached to the rear view mirror or in the back window depending on the type of permit.
2. All students are to park in the north lot. Once you arrive, you will not be allowed to exit the parking lot until the end of your regular school day.
3. The front row of the parking lot is reserved for teachers and guests and students should not park in this area. Students should not park in the last row (closest to the road) as this is for student pick-up also.
4. Vehicles are to be parked straight and in the spaces provided. Do not take two spaces or park sideways.
5. **Students involved in activities after school are to leave their vehicles in the north parking lot at all times. Vehicles should not be moved to other areas on the school campus.**
6. Unsafe driving and not following the driving regulations could result in not being allowed to drive to school.
7. A copy of your registration, insurance, and driver's license must be on file in order to drive to school.
8. Parking lot speed is 10 miles per hour.
9. Students driving pick-up trucks are not to allow anyone to ride in the bed of the truck while on school property.
10. Students are not to return to their cars after arriving at school or during school without permission.
11. All students driving to school must adhere to Northeast School Corp. Drug & Alcohol testing program. If not, driving privileges will be revoked to/from campus and school functions.

## **DRIVING AND PARKING REGULATIONS**

Students who must drive automobiles to school are required to have a parent or guardian fill out a Student Driver and Riding Policy form. This form will state the make, model, color and license number of the vehicle, along with a statement by the parent that it is necessary that the student drive to school. Students are then issued a parking sticker for five (\$5) dollars.

The officials of North Central High School reserve the right to search a student vehicle when there is sufficient suspicion of any violation of school policy.

### **Student Driving Rules and Regulations at North Central High School:**

1. Students who drive to school are automatically subject to the “Drug Testing and Education Program” policy.
2. All students are required to park in the student parking lot and in appropriate designated spaces.
3. Speed limit is 10 mph and the “Fire Lane”/ “Driving Lanes” are not to be blocked at any time.
4. The drive by the football field is not open for student usage
5. All student vehicles must be registered in the Main Office.
6. No unsafe starts or other acts of reckless driving will be allowed.
7. Students who drive to school may not exit the parking lot once the parking lot official has stopped them for bus departure.

Penalties:

1. Illegal Parking
  - A. First offense - Warning & Parent Notification
  - B. Second offense - One Day of ISS
  - C. Third offense - Driving Privileges revoked for the remainder of school year
2. Speeding, reckless driving, or wrong way on one-way
  - A. First offense - Warning to OSS
  - B. Second offense - 3-5 days OSS and revocation of driving privileges.
  - C. Third offense - No driving on school property for the balance of the school year. Parents notified.
3. Vehicle not registered
  - A. First offense - Warning issued. Two school days to register a vehicle.
  - B. Second offense - No driving on school property until the vehicle is registered.
4. Tardiness
  - A. A student driver who is tardy to school 5 times will have their driving privileges suspended for 5 days (1 week).
  - B. For each additional tardy an additional suspended week will be added. Ex. Tardy number 6 will add an additional week.
  - C. Ten tardies to school will result in driving privileges suspended for the remainder of that semester.

All tardies are per semester.

## **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.



When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must be aware of the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary actions up to and including suspension from school or referral to law enforcement authorities. The Computer Technology and Networks agreement is as follows:

### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's devices, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the network/devices. Users will have **no expectation of privacy** in regards to the content of their personal files and records of their online activity while on the corporation network/devices. This applies to any and all devices provided by the Northeast School Corporation.

Users should not expect that files stored on school-based computers/devices will always be private. Electronic messages and files stored on school-based computers/devices will be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

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

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education

process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

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

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

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the NESD Technology Department.

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

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

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

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

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

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

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district’s computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. NESC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). This includes the use of Artificial Intelligence (AI) services. When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district’s computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user’s responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. “Incidental personal use” is defined as use by an individual for occasional personal communications.

6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the NESC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the NESC Technology Department.

Students and staff shall not access social media for personal use from the Corporation’s network and devices. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Corporation’s devices assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board Policy and its accompanying guidelines.

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

P.L. 106-554 (2000), Children's Internet Protection Act  
 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
 18 U.S.C. 1460  
 18 U.S.C. 2246  
 18 U.S.C. 2256  
 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)  
 20 U.S.C. 6777, 9134 (2003)

Adopted 4/09/12

## **Technology Device Use Contract**

### **EQUIPMENT**

Northeast School Corporation (NESC) retains sole right of possession of the Technology Device and related equipment. The Technology Device will be issued to students according to the guidelines set

forth in this document. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the Technology Device at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

### **SUBSTITUTION OF EQUIPMENT**

In the event that the Technology Device is inoperable (not due to neglect or abuse), NESCS has a limited number of spare Technology Devices for use while the Technology Device is repaired or replaced. This agreement remains in effect for the substitute. If a student forgets to bring their Technology Device a substitute will not be provided.

### **CUSTOMIZATION OF EQUIPMENT**

The student is permitted to alter or add files to customize the assigned Technology Device to their own working styles (i.e. System Preferences). The student is not permitted to install software on the assigned Technology Device. Students are required to use the school assigned case in order to prevent damage. The device must be kept in the case except when not in use. This includes carrying it from class to class and carrying it from home to school and back. Students who are found not to be following this directive will be disciplined for insubordination.

### **DAMAGE OR LOSS OF EQUIPMENT**

Report any damage or loss to the building administration team or IT Department who will determine the necessary action. All Technology Devices are covered by a manufacturer's warranty. The manufacturer's warranty covers the manufacturer's defects. The first claim will cost the students' family for the Chromebook \$50. The student will be provided a replacement device if one is available. The second claim will cost the total amount of the repair. If a Technology Device is lost or damaged by neglect or abuse, it is the family's financial responsibility to replace the device, Chromebook \$400. Standards for Personal Technology Device Care

### **Student Responsibilities:**

- Bring the Technology Device to school every day.
- Keep the Technology Device with you or within your sight or in a secure location at all times.
- Do not let anyone use the Technology Device other than your parents or guardians.
- All users must adhere to Northeast School Corporation's Acceptable Use Policy (AUP) at all times.
- Report any problems, damage or theft immediately to your teacher or administration.
- Arrive to school each day with a fully charged battery; Students ARE NOT allowed to charge their devices at school unless given specific directions by a school administrator.

### **General Care:**

- Do not do anything to the device that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the device.
- Keep the equipment clean. For example, do not eat or drink while using the device.

## **Carrying the Technology Device**

- Transport the Technology Device in the case provided by NESC at all times. when not in use.

## **Screen Care**

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

## **Personal Health & Safety**

- Avoid extended use of the Technology Device while resting directly on your lap. The bottom of the device can generate significant heat.
- Take frequent breaks when using the Technology Device for long periods of time. Look away from the Technology Device approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Keep the Technology Device in a secure location when it is not at school.

## **STUDENT/PARENT FINANCIAL COMMITMENT**

The device, power cord, and a case will be provided to the student as a part of textbook rental fees. Prior to checking out the equipment listed above, both the student and the parent must sign this agreement which is part of the Student Handbook. The device, case, and the power cord are to be returned in good working condition.

## **RESTRICTED USE**

A student placed on restrictive use must only use a device on the school's campus during days of regular instruction. Students must retrieve a device provided in the office prior to the start of regular instruction and return it at the end of each instructional day.

Students who violate one or more of the conditions below may, at the Principal's or District's discretion, be placed on Restricted Use until the student's Principal determines the student has satisfied the conditions for non-restrictive use as specified by the Principal. Reasons for placing a student on Restrictive Use may include the following:

- Excessive damage
- Excessive loss
- Non-acceptance of user agreements
- Excessive interruptions in service due to repair of local modifications
- Violation of Board of Education Policies and/ or Administrative regulations (technology device) is considered an Instructional material and subject to damaged or Lost Instructional materials found in Board Policy.
- Violation of NESC Responsible Use Agreement
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on the technology device.
- Violating Standards for Personal Technology Device Care
- Repeated failure to bring to class daily/failure to bring charged
- Lack of minimum attendance requirement
- Excessive class tardies
- Resetting the Technology Device to bypass the filter or other installed software.

# **NORTHEAST SCHOOL CORPORATION DRUG TESTING AND EDUCATION POLICY**

## **5530.01 DRUG TESTING AND EDUCATION PROGRAM**

### **A STATEMENT OF NEED AND PURPOSE**

A program of deterrence will be instituted as a proactive approach to a drug free school. Through driving or participation in extracurricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold:

- 1) to provide for the health and safety of students;
- 2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and
- 3) to encourage students who use drugs to participate in drug treatment programs.

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residue in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted by his/her school under this program other than stated therein.

### **INTRODUCTION**

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

### **REASONABLE CONCERN**

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

### **SCOPE**

Participation in extracurricular activities is a privilege. This policy applies to ALL Northeast School Corporation students in grades 7-12 who wish to participate in extracurricular activities that are listed below:

- 1) Athletics. (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)
- 2) Music. (Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests.)
- 3) Academic Teams

- 4) National BETA Club
- 5) FCA
- 6) Thunderettes
- 7) National Honor Society
- 8) Student Government
- 9) All other approved Northeast School Corporation clubs and extracurricular activities.

**\*\*This policy also applies to all student drivers to/from school and school-sponsored events/activities.\*\***

### **CONSENT FORM**

At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the District and joins an activity, all students wishing to participate in that season’s sports may be subject to urine testing for illicit or banned substances. Up to 10% of eligible students will be randomly tested up to a weekly basis anytime during the school year. ***Any student who refuses to submit to urine drug testing will be considered a “positive” test and not be allowed to practice or participate in designated extracurricular Northeast School activities or drive to/from school or school functions.***

The Northeast School Corporation Drug Testing and Education Policy is part of the Student Handbook and is approved by the Board of School Trustees. Indiana State Law requires that we ask you to acknowledge in writing that you have reviewed a copy of the Student Handbook which contains school policies. By allowing a student to attend a Northeast School Corporation School, the parent consents to all school policies contained in the Student Handbook. Failure to sign or return a form does not affect the student’s responsibility to act in accordance with policies outlined in the handbook.

### **NON-PUNITIVE NATURE OF POLICY**

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

### **BANNED SUBSTANCES**

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

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone



Methaqualone  
Phencyclidine

Nicotine  
Propoxyphene

Opiates  
Other Specified Drugs

## TESTING PROCEDURES

- (1) Midwest Toxicology Services will do the selection of participants to be tested randomly, and selections will be made from time to time throughout the school year. Names will be drawn from two pools of those eligible to be tested. The first pool will include students in grades 7 and 8. The second pool will include students in grades 9 through 12. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Midwest Toxicology Services will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.
- (2) If the student shows signs of alcohol and/or drug use that provides reasonable suspicion to search a student, the principal/designee may call the student's parent/guardian to notify that the student will be tested. Also, a parent/guardian may request that his/her student's name be placed in the pool.
- (3) No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- (4) Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- (5) All students will be given a maximum of two hours to produce a specimen. If unable to produce a specimen, the student will be given up to 12 ounces of fluid. If still unable to produce a specimen within two hours, an oral swab test will be administered. If the oral swab test indicates a positive test, the student will be required to produce a urine sample for testing. In addition, the parents/guardian will be telephoned and informed the student has had a positive oral swab test.
- (6) All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
- (7) If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
- (8) Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
- (9) The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also nicotine and "performance enhancing" drugs such as steroids may be tested.
- (10) The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

## **REASONABLE SUSPICION**

- 1) Students who use or abuse drugs and/or alcohol often exhibit negative behaviors and/or display other indicators of drug or alcohol use. These indicators can include, but are not limited to, the following: mood swings, aggressive or lethargic behavior, fighting, risk-taking behavior, paranoia, bragging or talking to other students about drug and/or alcohol use, psychosis, loss of interest in school and favorite activities, drastic change in dress, declining grades, poor grooming, rapid weight loss, truancy or excessive tardiness and/or absence, isolation from friends and family, depression, or withdrawal. Such students are at higher risk relative to academic performance and social interaction.
- 2) As used in this policy, “reasonable suspicion” relies upon and includes but is not limited to: observation of negative behaviors and actions based upon the aforementioned indicators of a problem; specific observation of inappropriate or unusual behavior; body odors or speech of a student; information received from staff members, parents, students, school employees or detection devices/services; the past record of a student in connection with the above listed factors; and/or an accident involving a motor vehicle before, during, or after school hours, at school, or at a school function.
- 3) The administration reserves the right to test a student, at any time, based upon “reasonable suspicion” of drug and/or alcohol use. A refusal to submit to a drug/alcohol screening test by a student under reasonable suspicion or random drug testing will be considered the same as if one had tested positive for drug/alcohol use.
- 4) The administration will document the indicators and provide a copy to the students and parents.

## **COLLECTION OF SPECIMENS, CHAIN OF CUSTODY**

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

## **TEST RESULTS**

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

A student who tests positive will be subject to the disciplinary consequences outlined in the Administrative Guidelines of this Policy and the Northeast School Corporation Extra-Curricular Activity Substance Abuse Disciplinary Policy in the Student Handbook.

A “follow up” test will be performed by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have

been eliminated from the body. If this “follow up” test is negative, the student will be allowed to resume extracurricular activities and/or driving. If a second “positive” result is obtained from the “follow up” tests, or any later test of that participant, the same previous procedure shall be followed. In addition, the Northeast School Corporation reserves the right to, at any time during the remaining school year, test any participating student who previously tested “positive”.

- 4) Information on a verified “positive” test result may be shared with a student’s coach, sponsor, principal, or other designated school official. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.
- 5) Drug testing results sheets will be returned to the principal/designee that identifies students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be secured in a location that only the principal/designee has access to.

## **STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS**

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

Under this drug testing program, any staff, coach, or sponsor of Northeast School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. This will underscore the Northeast School Corporation’s commitment to confidentiality with regards to the program.

## **FINANCIAL RESPONSIBILITY**

- 1) Under this policy, Northeast School Corporation will pay for all random drug tests, all reasonable suspicion drug tests, and all “follow up” drug tests.
- 2) A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
- 3) Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

## **CERTIFYING SCIENTIST RESPONSIBILITIES**

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

- 1) The Certifying Scientist determines if any discrepancies have occurred in the Chain of Custody.
- 2) Depending on the substances found in the urine, if necessary the principal/designee will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
- 3) If the student is on medication, the parent/guardian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information within five days will be considered a positive result.
- 4) The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug.
- 5) Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and reports this to the principal/designee, initially reporting positive results by phone.
  - a) For example, a drug screen positive for codeine may be ruled
    - a) negative by the Certifying Scientist when he receives a letter from
    - b) the treating physician that the student has been prescribed Tylenol
    - c) with codeine as a pain medication following tooth extraction.
  - b) Or, if the student has a positive drug screen for codeine and has
    - a) no documented physician order for the medication (maybe a parent
    - b) gave the student one of their pills), this would likely be ruled a
    - c) positive drug test by the Certifying Scientist.
  - c) Drug screens positive for illicit drugs (marijuana, heroin, cocaine
    - a) or alcohol, etc.) would automatically be considered positive by the
    - b) Certifying Scientist.
- 6) The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- 7) The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the principal/designee in a confidential manner.

## **OTHER RULES**

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

## **NORTHEAST SCHOOL CORPORATION DRUG TESTING AND EDUCATION PROGRAM RANDOM DRUG TESTING ADMINISTRATIVE GUIDELINES**

## **CHAIN OF CUSTODY**

- 1) The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
- 2) The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator may call three or four students drawn from the pool to the collection site simultaneously. Calling three or four students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
- 3) Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- 4) A kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
- 5) If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
- 6) Students will be instructed to remove all coats, empty pockets, and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have five minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.
- 7) After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal/designee.
- 8) In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead the student's identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal/designee with no name attached; only the student's identification number will appear on the result sheet.

## **COLLECTION PROCESS**

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

- 1) Students first are asked to wash their hands with soap and water and dry them.
- 2) No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area. Pockets must be empty.

- 3) The drug testing custody and control form is completed by the Student and collector.
- 4) The collector prepares the urine bottles.
- 5) The collector adds a bluing agent to the water in the urinal or toilet.
- 6) The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- 7) The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then rewash their hands.
- 8) With the student watching, the collector will recap the specimen bottles tightly.
- 9) The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested.

A second suspected tampered specimen would be considered refusal to test and the Principal/Designee notified.

- 10) The collector takes the properly signed and initial bottle seals and places them over the caps and sides of the bottles.
- 11) The student is asked to initial the transport bag.
- 12) The sealed bottles are placed inside the transport bag and the top sealed as directed.
- 13) The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- 14) While the student watches, the sealed specimen bag is carried to a secured storage area.
- 15) The Student is then sent back to class.
- 16) The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the Certifying Scientist in a timely manner.
- 17) The Principal/Designee will be notified immediately of any student who refuses to give a urine sample.

### **Notification Procedure for a Positive Drug Test**

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

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

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

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

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

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

### **PICK-UP PROCESS**

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

### **CONSEQUENCES FOR RANDOM DRUG TESTING VIOLATIONS:**

**\*\*For Student-Athletes please refer to the North Central Jr/Sr High School 23-24 Student-Athlete Handbook**

**\*\*For students involved in all other school extra-curricular activities, including driving to school, please see below:**

#### **First Violation**

- a) Building administrator will meet with the student and parent/guardian(s) to discuss the test results and consequences.
- b) The student with a positive test will not be allowed to participate in any school related activity, extra-curricular activities, after school activities, or drive to school for 25% of the (180 day) school year, beginning with the date of the positive test, and a retest shows negative results.
- c) In addition to having a negative retest, students must comply with the Corporation's discipline policies governing extra-curricular activities.
- d) The student with a positive test will be periodically retested for the remainder of the school year with the first retest being administered after there has been sufficient time for the illegal substance to leave the student's system, but no sooner than ten (10) school days.

- e) The parent/guardian(s) will be provided with information about substance abuse counseling and education programs

### Second Violation

- a) The student will not be allowed to participate in school clubs, attend any after school activity, extra-curricular activity, or drive to school for 50% of the (180 day ) school year, beginning with the date of the positive test and a retest that shows negative results.
- b) The student must attend an approved substance abuse counseling, educational, or rehabilitation program. The cost for the program will be the student's responsibility.
- c) Refusal to participate in a recognized drug awareness/treatment program will be considered as a third violation of this policy.

### Third Violation

- a) The student will not be allowed to participate in athletics, school clubs, attend any after school activity, extra-curricular activity, or drive to school for one calendar year (365 days) from the date of the positive test, and a retest shows negative results.
- b) The student must attend an approved substance abuse counseling, educational, or rehabilitation program. The cost of the program will be the student's responsibility.
- c) Refusal to participate in a recognized drug awareness/treatment program will be considered as a fourth violation of this policy.

### Fourth Violation

- a) The student will not be allowed to participate in school clubs, attend any after school activity, extra-curricular activity, or drive to school for the remainder of his/her time at the junior high school (7th and 8th grade) level or if the student is in high school, the remainder of his/her time in high school.



**APPENDIX**

**TITLE VI, IX, 504 GRIEVANCE FORM**

Building: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Step 1 - Statement of Grievance

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Signed – Grievant: \_\_\_\_\_ Date: \_\_\_\_\_

Reported to: \_\_\_\_\_ Principal or Supervisor

Disposition

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Grievance Satisfactorily Settled: Yes \_\_\_\_\_ No \_\_\_\_\_

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Step 2 - Disposition

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Grievance Satisfactorily Settled: Yes \_\_\_\_\_ No \_\_\_\_\_

If not, referred to the Board of School Trustees

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Step 3 - Disposition

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Grievance Satisfactorily Settled: Yes \_\_\_\_\_ No \_\_\_\_\_

Step 4 - Appealed to: \_\_\_\_\_

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_