

# STUDENT HANDBOOK

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24-HOUR ATTENDANCE LINE  
457-8101 - EXT. 2000

This school agenda belongs to:

## WELCOME TO NORTHWESTERN HIGH SCHOOL

Welcome to Northwestern High School, home of the "Tigers". We expect every student to be a successful learner and to take pride in himself or herself and this school. It is our hope that the policies, guidelines and procedures contained within, will contribute to the mission of the Northwestern School Corporation.

**A Word About This Handbook** - This student handbook forms the core of rules, regulations, and guidelines under which we operate this year. Please read it carefully and share it with your parents. Northwestern High School has an outstanding reputation and tradition to maintain. As students enrolled in this building, you share in the responsibility of achieving this goal. This is not a small task and it is one which will require your work and cooperation to become successful. This material is presented in an effort to be fair with *everyone* involved. **Failure to read the handbook will not be accepted as a valid excuse when the code of conduct is violated.**

**Emancipation:** The policies of the handbook apply to all students regardless of age. Parental responsibilities do not end when a student becomes 18 years old. A student is emancipated after reaching age 18 only upon establishing his or her own residence and self-support. Until such emancipation, parents or guardians are the responsible spokesperson for the student.

Northwestern High School participates in the SHOCAP Safe Policy Program in Howard County.

## POLICY NOTIFICATION STATEMENT

It is the policy of the Northwestern School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap, in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971 Title 20), Title VI (Civil Rights Act 1964) the Equal Pay Act of 1973, Title IX (1971 Educational Amendments), and section 504 (Rehabilitation Act of 1973).

Inquiries regarding compliance with Title IX and Section 504 may be directed to Mr. Dan Armstrong the Corporation Compliance Officer, Northwestern School Corporation, 4154 West Road 350 North, Kokomo, IN 46901. Telephone: (765) 457-8101

This handbook was adopted by the Northwestern Board of School Trustees at a meeting held on June 18, 2019.

## NORTHWESTERN SPIRIT NORTHWESTERN SCHOOL SONGS

### Victory Song

Go you Northwestern, Make another score.  
With your colors flying we will cheer you more and more.

Rah! Rah! Rah!

Go you Northwestern, Fight for Victory!

Spread far the fame of our fair name.

Go Northwestern, Win this Game!

### "NHS Alma Mater"

Hail to thee dear Alma Mater

Hail to thee home of Purple Pride,

May your glory reign forever

May your spirit never die;

As we move onward ever upward

Reaching for the highest star,

We'll remember you Northwestern

You have brought us all so far.

**SCHOOL COLORS** - Purple and White

**SCHOOL NICKNAME (MASCOT)** - Northwestern Fighting "Tigers"

## THE SPIRIT OF NORTHWESTERN

The "Spirit of Northwestern" includes seven cardinal points:

School **loyalty** at all times... a personal pride in the school and all of its endeavors... supports all school policies.

Good **sportsmanship** in the classroom, in club activities, and at all athletic contests.

**Courtesy**, thoughtfulness, and good conduct which will reflect not only on the training of the pupil, but also the name of the school.

A **pride** in personal appearance and in the appearance of the school, the classrooms, the gymnasium, the school buses, the halls, and the grounds around the school.

**Preparedness** at all times...all lessons and assignments are carefully prepared and each **pupil** has all the necessary tools with which to work.

**Respect** for the property of others.

**Above all, to endeavor to lead a good clean, moral life.**

## NORTHWESTERN HIGH SCHOOL MISSION STATEMENT

Through the quality of its staff, curriculum, instruction, and extra-curricular offerings, Northwestern High School provides a positive and supportive environment that challenges each student to strive for excellence in developing skills in life by learning, communication, problem solving, critical thinking, individual and social responsibility, and a respect for others and self.

### IV. School's Core Values and Beliefs

#### A. Core Values

- Excellence in all that we endeavor
- A quality work ethic
- Positive self-esteem
- Life-long learning
- Reading Comprehension
- Communication skills
- Technology skills
- Diversity
- Flexibility

#### B. Core Beliefs

- Our students need to develop a deep understanding of essential knowledge and skills.
- Reading comprehension is the foundation of student learning, reasoning, solving problems, and producing quality work.
- All students can learn.
- A positive and supportive school climate is essential.
- Students, parents, and teachers must respect each other and behave responsibly.
- Self-discipline is essential.
- Staff development is essential.
- Our students must develop skills necessary to function productively in society.
- Parents must be involved in their children's education.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Our curriculum and programs must address the diverse needs of each student.

## NORTHWESTERN HIGH SCHOOL CODE OF RESPECT \*

RESPECT/respecting & v. n. courteous esteem felt or shown toward a person. v.tr.1. treat with consideration 2. avoid interfering with, harming, degrading, insult-ing, injuring or interrupting 3. treat with esteem, honor

### I am responsible.

I find ways to make my school and community a better place.

I am polite and courteous to peers and faculty in the classroom, in halls, in athletic arenas, and on field trips.

I have all assignments in on time.

I value school property and the property of others.

### I am ethical.

I am strong enough to do what is right.

I am trusted by my family, school and community. I tell the truth.

I give credit where credit is due.

I abide by the school's policy regarding academic honesty. I stand up to others and choose to do the right thing.

### I am self-disciplined.

I use good manners.

I use polite and helpful language. I think before I act.

I make good choices in my personal behavior.

I solve problems with my mind not with angry words or actions.

### I am persevering.

I try my hardest at everything I do.

I stay with an activity even when it is difficult.

**I am empathetic.**

I speak kindly about others.

I discourage rumors and gossip. I listen to others.

**I am compassionate.**

I care about others and show kindness to everyone. I treat others the way I would like to be treated.

I am a peacemaker, not a bully.

I am aware of the presence and needs of others. I look out for the other guy.

**I am tolerant.**

I am open-minded about the opinions of others. I appreciate diversity among people.

I ignore stereotypes.

Endorsed by Northwestern High School Student Council 4/21/04

\* Adapted from the Klem South Code of Conduct.

## FACULTY/STAFF DIRECTORY

English

Mrs. Blunt  
Mrs. Busailah  
Mrs. Miller  
Mrs. Rogers  
Mrs. Pritchard  
Mrs. Thomas

Social Studies

Mr. Goodrich  
Mrs. Liggett  
Mr. Schroer  
Mr. Smith

World Languages

Mr. Abston  
Mrs. Dubbels  
Mrs. Heinzman  
Mr. Wilson

Science

Mr. Anderson  
Mr. Schulz  
Mr. Whaley  
Mr. Williams  
Mrs. Wilson

Math

Mr. Brazel  
Mrs. Kintzel  
Mr. Ortmann  
Mr. Pier  
Mr. Rumschlag  
Mr. Troyer

Family/Consumer

Mrs. O'Neal

Business/Comp. Ed.

Mr. Gilmore  
Mrs. Leidig

Industrial Tech

Mr. Koetter

Vocational Aq

Mrs. Need

Music

Mrs. Alexander  
Mr. Snyder

Art

Ms. Cannon

Health/Physical Education

Mrs. Britten  
Mr. Robison  
Mrs. Walters

Nurse

Mrs. Galbraith

Special Education

Mrs. Clem  
Ms. Harshbarger

Instructional Assistants

Mrs. Plutat  
Mrs. Schurig

Mrs. Longgood - Media Specialist  
Mrs. Storie - Media Instructional Assistant  
Mr. Sipe - Counselor  
Mrs. Rarick - Director of Guidance  
Mr. Armstrong - Director of Athletics  
Mr. Simmons - Director of Curriculum and Technology  
Mr. Hunt - Microsoft Certified Systems Engineer  
Mr. Spence - Technology Support Specialist  
Mrs. McCracken - Technology Integration Specialist  
Mr. Miller - Technology Integration Specialist

Office

Mrs. Lovelace - Secretary  
Mrs. Bishop - Athletics Secretary  
Mrs. Wallace - Secretary/Bookkeeper  
Mrs. Fulton - Guidance Secretary

Administration

Mr. Shoaff - Principal  
Mrs. Moore - Dean of Students

# I. ACADEMICS

## ACADEMIC “N” AWARD

In keeping with Northwestern’s concern for encouraging academic excellence, this letter will be given to any high school student attaining at least a 3.6 on a 4.0 scale in each of the first 3 grading periods of the school year. The only other criteria is that the student must be enrolled for credit in at least 5 classes each grading period while at Northwestern.

## COMMENCEMENT

Any member of the senior class who has at least 42 credits, passed the Graduation Qualifying Exams which are the 10<sup>th</sup> grade English and Mathematics ISTEP+ Tests and has fulfilled all requirements for graduation as set forth by the Board of School Trustees of the Northwestern School Corporation, may participate in graduation exercises and shall be listed in the graduation program.

Students and parents of students who wish to participate in commencement must agree to the following rules as may be necessary to insure a solemn and dignified graduation for the graduates, the families, and the school.

1. All seniors who expect to participate in the commencement must attend all practice sessions and remain for the duration of the same.
2. Each male graduate is expected to wear dress shoes, socks, dress pants, a dress shirt and a tie.
3. Each female graduate is expected to wear dress shoes. A dress or dress slacks and a blouse should be worn under her gown.

## DUAL CREDIT

Northwestern juniors and seniors are allowed to attend a post-secondary institution on a part time basis during the school day. This policy allows eligible students to take certain courses at IU-K or IVY-TECH and receive high school and post-secondary credit for the courses.

A student is required to consult with a counselor and to make application to and receive approval from the high school principal in order to take the dual credit course.

## ENROLLING IN SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document,
- Court papers allocating parental rights and responsibilities or custody (if appropriate),
- Proof of residency (no homeless child will be denied enrollment based on a lack of proof of residency),
- Proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance counselors will assist in obtaining the transcript, if not presented at the time of enrollment.

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.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents

in the enrollment process. When enrolling themselves in school, adult students have the responsibility of both the student and parent.

Non-resident students should refer to the Transfer Policy found on the Corporation website for eligibility requirements to enroll.

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

## FIELD TRIPS

Occasionally a class may take a field trip as a part of the class lesson. Careful attention should be given by the students participating regarding what time to meet, what to wear, how much money to bring along, what supplies need to be brought along (pencils, binoculars, etc.) and what to do in the event of inclement weather or illness at the last minute. Remember, Northwestern High School is judged by the impression its students leave while on such field trips. School policies are the same on field trips as they are while students are on school grounds. Students are responsible for obtaining all make up work and due dates from an absence relating to a field trip.

## GRADE CARDS AND WARNING NOTICES

1. Students’ grade cards are issued every 9 weeks. Grade cards are posted on Skyward at the end of each quarter.
2. Warning notices are e-mailed in the middle of each nine weeks to parents of students who need some type of special attention. These warnings do not necessarily mean that the student is failing, but a deficiency is noted which needs to be corrected. Acknowledgement of this report by e-mail, a note, phone call, or visit is appreciated.
3. Through the school website, parents who register for Skyward Family Access may access their child’s grades any time during the grading period.
4. Semester and final examinations are to be taken during the regularly scheduled test period. Semester and final examinations can be made up by arrangement with the school only when the exam was missed because of illness of the student; a death in the immediate family or other reasons approved by the principal or his designee.

## GRADUATION REQUIREMENTS

### TO RECEIVE A NHS DIPLOMA A STUDENT SHALL ACHIEVE THE FOLLOWING:

1. Attend 7 semesters of assigned classes in grades 9-12.
2. Earn a minimum of 42 credits.
3. Meet Corporation standards for competency.
4. Pass the Graduation Qualifying Exams which are the 10<sup>th</sup> grade English and Mathematics ISTEP+ tests (or meet waiver requirements).
5. Seniors must complete ALL credits PRIOR to participating in commencement.

### FOUR TYPES OF DIPLOMAS

1. General Diploma (must require an Opt-out meeting with parents & counselor)
2. Core 40 Diploma
3. Core 40 with Academic Honors Diploma
4. Core 40 with Technical Honors Diploma

\*\*See the NHS Diploma Planning Guide for specific diploma details.

### END OF COURSE ASSESSMENTS:

Students must meet state standard scores in both English and Math.

To apply for a waiver if not passing, you must:

1. Complete Core 40 with a "C" or better in every required course and elective. OR
2. Maintain 95% attendance, complete all remediation, maintain a "C" average in required courses, take the exam 5 times and secure written recommendations

## HONOR ROLL

The High Honor Roll recognizes students who have attained a grade point average of 3.9 or higher for the grading period. The Regular Honor Roll recognizes students who have attained a grade point average of 3.3 for the grading period.

## KOKOMO AREA CAREER CENTER PROGRAMS

Junior and senior students who wish to study in a career area may enroll in a course of study at the Kokomo Area Career Center. The Career Center application must be completed and signed by the student and parent and returned to the counselor. Tuition is paid by Northwestern School Corporation. Some programs require special equipment fees to be paid by the student.

The student will divide their day between NHS and KACC. The student must be making adequate progress towards graduation.

A total of four to six credits per year will be earned. The student may eat at either Northwestern or at another location depending on student's Northwestern High School schedule. Students are allowed adequate time to travel safely between schools.

Career Center students (except special education students) must provide their own transportation. Students are responsible for their own safety whether driving or riding with a friend. Northwestern School Corporation does not assume any liability for the student's safety while in transit.

Career Center students must follow the schedules of both schools. When the vacation dates, such as Fall Break, or the school hours do not coincide, as with snow days or school delays, the student must adjust his or her schedule to best meet the obligations at each school. If the student has a question about his or her schedule, the guidance office should be consulted.

If a student is expelled from either Northwestern or from the Career Center, he or she is expelled from the other school, losing all credits for the semester. The Career Center also has a student handbook and the student is responsible for following these policies, as well as the Northwestern High School policies.

## SCHEDULE CHANGES

During the spring of each year, Northwestern students are encouraged to give considerable thought about the classes that they would like to take the following school year. Students are encouraged to sit down with their parents and discuss future plans and goals. Student appointments are made with school counselors for the purpose of selecting classes that will satisfy students' requests and also meet graduation requirements. Because much time and thought should take place during this procedure, schedule changes after the spring scheduling process is complete are limited.

When school opens in the Fall, the counselors will change a student's schedule only to: (1) correct any errors that have been made, (2) balance class size, (3) ensure that the student is meeting course and graduation requirements, (4) accommodate a health problem.

For any other class changes, students must complete the Drop/Add form with their counselor. No fee refund(s) will be given for these changes. Changes made after the first 5 days of the semester may also result in the student being assigned a semester grade of WF(Withdraw Failing) in the class(es) being dropped. Students who do not have a study hall may request to drop one elective class to add a study hall. This must be done within the first 10 days of the semester.

The class change policy for the second semester is the same as for the first semester.

Questions should be directed to the student's counselor - Mrs. Rarick counsels students A-G and her telephone extension number is 2032. Mr. Sipe counsels students H-Z and his telephone extension number is 2031.

## SCHOLARSHIPS & CONTESTS

A number of scholarship contest and applications are available to students interested in obtaining financial aid to further their education. Available scholarships and contests are posted on the guidance website located on the school website.

## **SPECIAL EDUCATION**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

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

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

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

Students are entitled to a free appropriate public education in the "least restrictive environment." Northwestern High 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, NHS encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the high school Assistant Principal at 457-8101.

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 and the student's parent(s). Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the high school Assistant Principal at 457-8101.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State Standards and Corporation Policy.

In addition to iLearn for Biology I, Grade 10 ISTEP+ English and Mathematics, additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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. These are often given by the guidance staff.

College entrance testing information can be obtained from the Student Services Office. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Northwestern High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from Northwestern High School, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the Student Services Office for specific details.

## **VALEDICTORIAN AND SALUTATORIAN**

Candidates for Valedictorian and Salutatorian must have carried a minimum of 42 academic credits before graduation. Grades for all four years will be averaged at the end of the eighth semester to determine the first and second highest grade average in the graduation class. To qualify for either honor, at least two semesters of work must be completed at Northwestern.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from Northwestern High School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from Northwestern High School for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

## II. ATTENDANCE POLICY

Northwestern High School considers the development of good attendance habits and punctuality as a vital and desirable undertaking for two essential reasons. First, it is difficult for people to learn if they are not in class: the teaching and learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The responsibility for the student's regular and punctual attendance to school and to class rests with the student and his/her parents or guardian. Only with parental support of this policy can students hope to develop responsible attendance patterns. For uniformity and consistency, the following attendance policy has been established.

### ATTENDANCE POLICY PER SEMESTER

All students enrolled at Northwestern High School must abide by this attendance policy as required by the compulsory attendance law of Indiana.

1. Students may earn credit for any absences as long as they do not accumulate more than ten (10) absences from a class per semester. These absences include "excused" and "unexcused". Exempt absences are not included in the ten day class absence total.
2. If a student accumulates eleven (11) absences (excluding exempt absences) in any class during a semester, he/she (and a parent) may appeal to the Attendance Review Committee. The Attendance Review Committee will be comprised of the Principal's designees. Appeal must be made on the proper form, which is available from the attendance secretary within three (3) school days. On the eleventh absence (excluding exempt absences) of the semester in a class, the student will go on "Non Credit Status" in that class. The student will continue to participate in all of their classes until the Attendance Review Committee can review the appeal and render a decision. The Attendance Review Committee will discuss the absences and will determine if credits will be reinstated. The student and parent(s)/guardian(s) may be requested to attend the meeting. Students and parents should provide documentation of absences at the attendance meeting. The attendance review committee will then decide if there are any extenuating circumstances. If an extension is granted, the student will be placed on attendance restriction contract.  
If credit is not reinstated, the student will be withdrawn from the class(es) in question and assigned to study hall. This will result in no credit given for the semester.
3. The decision of the Attendance Review Committee may be appealed to the Principal. If the appeal is filed within twenty four hours, the student will remain in class(es) until the Principal has reviewed the appeal.
4. When a student has less than (5)five classes because of attendance and tardy problems, he/she may be recommended for expulsion for the remainder of the semester.

### ABSENCES FROM SCHOOL

**Exempt absences** are counted as present. Work may be completed for full credit. Examples of exempt absences include:

- Serving as a page in the Indiana general assembly.
- Serving at the polls on Election Day with prior approval of the principal and written verification from poll official.
- Court appearances which are documented by a probation officer or official of the court.
- Active Duty with Indiana National Guard for not more than ten days in a school year.
- Placement in a short term inpatient treatment program which provides an instructional program.
- Homebound instruction.
- School field trips.
- Job Shadowing (proper forms must be submitted 3 days prior to experience)
- College Visits (proper forms must be submitted 3 days prior to visit)
- In-School Suspension
- Out-of-school suspension (Work must be submitted upon return to school.)
- Other absences approved by the principal/designee.

**Excused absences** require a phone call or note from parent or guardian. Work may be completed for full credit. Excused absences include:

- Illness of student
- Funerals- Acceptable number of days for grieving for family member is 5 (please contact NHS if other arrangements need to be made).
  - Death in immediate family
  - For person outside of immediate family with parental permission
- Medical or Legal Appointments: Such appointments should be rescheduled after school hours when possible.
- Family Vacations: It is strongly recommended that families take their vacations during regularly scheduled student breaks. If a student misses school due to a family vacation, the days will be excused (if not over the attendance limit).
  - The student is accompanied by a parent/guardian while on vacation and,
  - Notification in writing is made to the attendance secretary at least three (3) days in advance.
- Emergency at Home: Verified by parent note and administrative approval.
- Pre-Arranged Activity: Approved by the building principal.
- Religious Observance.

- Other absences approved by the principal/designee.

**\*\*Note:** College visits, job shadowing, field trips, and family trips may not be approved with excessive absences.

**Unexcused Absences** include the following.

1. No parent/guardian contact with school giving an explanation for absence on the day of the absence. An attempt will be made to communicate with parent/guardian regarding the absence. A Saturday School may be assigned if the absence cannot be verified.
2. Examples of unexcused absences: (No credit will be given for missed work.)
  - Truancy
  - Skipping a class/classes
  - Personal business, errands, going home for forgotten items.
  - Car problems (with parent communication there will be no penalties)
  - Oversleeping
  - Failure to submit proper forms for excused absences on time
  - Absences beyond the limit for excused absence type
  - Other as determined by the principal

## **PARENT RESPONSIBILITY**

Parents are responsible for having their children in school. Indiana law prescribes that parents or guardians, must have their children in public or private school from the age of seven (7) until the date on which the child:

1. Graduates
2. Reaches at least sixteen years of age but less than eighteen years of age and:
  - a. The student, the student's parent or guardian, and the principal agree to the withdrawal; and
  - b. At the exit interview the student provides written acknowledgement of the withdrawal and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school; the student, the student's parent or guardian, a school administrator, and guidance counselor may be required to attend the exit interview.
3. Reaches the age of eighteen (18) years.

## **STUDENT RESPONSIBILITY**

It is the student's responsibility to clear any absence or tardiness. Students who arrive in the building may not legally leave until their class day is complete, or without approval of the Principal/ Assistant Principal. If a student leaves without permission for any reason, his absence will automatically be considered truant. When it is necessary for a student to leave the school building during the school day for any reason (doctor, dentist appointment, etc.), the student must receive clearance through the administration prior to leaving.

## **MAKE-UP WORK**

If a student wishes to make up work, he/she must request it from the school or teacher. When a student misses only the day of a previously scheduled test or assignment, he/she may be required to make up that test on the first day back in school. Extended illness shall be handled on an individual basis. Make up work may be done for full credit only in the case of an excused or exempt absence. The designated time limit is one (1) day for each day's absence to a maximum of five (5) days. No credit will be given for missed work due to unexcused absences.

### **Addendums:**

- Extra time will not be given for large/multi-week projects or papers due to any type of absence.
- OSS: All work will need to be completed and turned in upon the first day back from OSS to receive full credit.

Homework assignment requests should be directed to the Student Services secretary at 457-8101 by 9:00 a.m. and picked up by 3:30 p.m. The assignments may be sent home with another student, but the parent of the absent student must make those arrangements. Homework assignments may be picked up in the Student Services Office.

## **ATTENDANCE PROCEDURES**

Because Northwestern High School is a CLOSED CAMPUS students must observe the following procedures when leaving early or upon return to school.

### **ABSENCE**

Students must observe the following procedure following an absence or tardy:

1. The parent or guardian should call the attendance office at 457-8101 ext. 2000 to inform school officials of the reason for the absence or the student must submit a note from the parent or guardian to the attendance office within 24 hours explaining the reason for the absence. **After notice is given to the parent/student regarding an unverified absence, the parent has 24 hours to verify the absence. Failure to do so may result in disciplinary action.** Parents or guardians of career center students must verify career center absences with the career center.
2. Students arriving late to school must sign in at the office.
3. If students are twenty minutes late to a class this is counted as an absence.
4. An habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

### **EARLY DISMISSAL/ARRIVING LATE**

All students must sign in or out in the attendance office if they leave or enter the building during their regular school day. For a student to leave school grounds during the day regardless of age, the parent must notify the school prior to the time of departure. Failure to sign out will result in the student being counted truant regardless of the reason. If any student aids in another student being truant, both students will be treated as truant. Families are encouraged to make appointments outside the

school day.

1. Notes or phone calls should be submitted to the attendance office indicating permission to leave campus.
2. Students should secure a pass from the attendance office.
3. Immediately before departure, students should sign out in the attendance office. Disciplinary action will be taken if a student does not follow departure procedure.

### **SIGN IN PROCEDURES**

All students are to sign in at the attendance office upon returning to school after an absence of any length. If a student is absent at the end of the school day and returns to school on the following day, the student must sign in before 7:45 AM and bring a note from the parent or guardian explaining the absence. If no parent contact is received by the day following the absence, it will be counted as unexcused.

1. Sign in at attendance office.
2. Submit signed note.
3. Secure pass to class.

## **TARDY GUIDELINES**

A tardy is defined as not being in an assigned room/seat when the final bell rings. A tardy which is more than 20 minutes of a class will be counted as an absence.

All tardiness is recorded, and students should make every effort to avoid it. The teacher will record student tardies to class. Excused tardies will be given when a student has a "pass" from a teacher or administrator.

Also, each teacher may have individual tardy requirements. Discipline may include parental contact, extra work, detention, and/or other appropriate disciplinary action.

Tardies will be cumulative and not on a per class basis. Tardies are divided on the basis of to school and to class. Tardies will be counted on a nine-week basis.

### **TARDY TO SCHOOL/CLASS (BY NINE WEEKS)**

Tardy to school is defined as reporting to school late without parental permission for previously arranged appointments or other problems, not excused by the administration.

Tardy to class is defined as when a student reports to class after the bell has sounded without a pass or reasonable excuse. Individual teacher may have additional requirement concerning tardies. Tardies to class/classes are cumulative - NOT on a per class basis.

### **DISCIPLINARY ACTION FOR TARDIES (BY NINE WEEKS)**

1. Third Tardy - Warning
2. Fourth Tardy - Detention
3. Fifth Tardy - 2 Detentions
4. Sixth Tardy - Saturday School
5. Seventh Tardy - 2 Saturday Schools
6. Eighth Tardy - In-school suspension (1 day)
7. Ninth Tardy - In-school suspension (2 days)
8. Tenth Tardy - In-school suspension (3 days)
9. Eleventh Tardy - The administration will review the individual student's problems and determine appropriate actions (further suspension, expulsion, or withdrawal/failing from the class.)

\*In addition to the consequences listed above, driving privileges may also be revoked when applicable.

## **TRUANCY**

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location without parental knowledge. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within twenty (20) minutes after the official start of the school day. Included in this policy is any student who is outside the school or assigned class without permission during the student's regular day.

Attendance in school is compulsory as provided by Indiana Code 20-33-2. Failure of the child to attend school even one (1) day without excuse is truancy. An unexcused absence or an absence due to suspension, expulsion, exclusion, illness, incarceration, or lawful removal of the student from school by the parent or guardian is not truancy. A child is not truant, or absent, if the child is engaged in activities which are exceptions to compulsory school attendance code. IDOE recommends that truancy be defined as "when a student is absent from school without the permission of parent/guardian." Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year." Under SEA 1, the "Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services.**"

A student shall be considered a "habitual truant" when:

- there is a defiance of parental authority in the failure to attend school;
- a repeated, continuous pattern of absences over a period of time such as a grading period; or
- a larger number of aggregate absences over the period of a school year.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

1. No credit will be recorded for work missed as a result of truancy.
2. A record of the truancy will be entered in the student's record file.
3. A parent conference may be held.

In accordance with State law, the building principal and/or attendance officer shall keep the Bureau of Motor Vehicles informed of each student whose truancy has re-

sulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license.

## **OTHER ATTENDANCE GUIDELINES**

### **CURRICULAR/EXTRA-CURRICULAR PARTICIPATION**

The school assumes that any student who is unable to attend school for educational purposes is also unable to attend extra-curricular activities later that day. (This includes athletic practice, games, contest, organizational functions, etc.) Any student who misses more than half-day of school is not eligible to attend school events and activities without administrative approval. Students must be in attendance within the first 20 minutes of 4th period to be considered in attendance for a 1/2 day. Verification will be the time you signed in at the office. Any student serving in-school or out-of-school suspension will not be able to participate in any extracurricular activities on the day(s) of suspension. This will also include Saturday and Sunday if the suspension carries from one week to the next.

### **COLLEGE VISITATION DAY**

Juniors and seniors have 3 days for college visitation as long as good attendance has been maintained. The student must complete the "College Visitation Day" form three (3) days prior to the experience and turn it in to the attendance secretary. It must be signed by the teachers, counselor, and parent prior to being turned in. Written verification is required upon return to school.

### **JOB SHADOWING**

Students may plan a job shadowing once a semester as long as good attendance has been maintained. The student must complete the "Job Shadowing" form three (3) days prior to the experience and turn it in to the attendance secretary. It must be signed by the teachers, counselor and parent prior to being turned in. Written verification is required upon return to school.

### **KOKOMO AREA CAREER CENTER**

Absences from vocational/cooperative classes at the Career Center will be treated as any other absence. Students who are excessively absent or who fail their vocational classes may not be allowed to continue in the vocational program. Attending the Career Center is a privilege and students who abuse attendance or who fail to pass their vocational classes may be removed from the program. The corporation pays tuition for vocational courses and students are expected to follow the same attendance standards as they would at the NHS campus. A parent/guardian must call/write a note to both vocational and Northwestern High School to report absences. If a student has attendance issues at KACC, the administration within the Kokomo Corporation can request that the fore mentioned student not return the next school year.

### **SKIP DAY**

There is NO authorized skip day for any class, group, or individual.

## **III. STUDENT ACTIVITIES**

### **STUDENT PARTICIPATION AND MEMBERSHIP CODE FOR EXTRA-CURRICULAR ACTIVITIES**

Our extra-curricular activity program is designed for students in grades 9-12. All high school students are urged to participate in one or more extra-curricular activities, to be a "doer" and not a "watcher." Students are urged to join activities that interest them and then to commit themselves to the activities they join, not just for the benefit of the organization, but for the student themselves. All students who represent Northwestern High School in extracurricular activities are expected to exhibit the highest standards of personal behavior and maintain academic accountability. Therefore, every student shall conscientiously fulfill all the expectations established for membership and participation in any extracurricular activity. Students participating in any extracurricular activities are representing Northwestern High School and *serve* as role models at school and in the community at all times. Students who cannot accept this challenge and responsibility should not become involved with Northwestern's extracurricular activities. There is a legitimate school interest and expectation by the School Board, administration, sponsor, coaches, and faculty at Northwestern that students follow the Participation and Membership Code whether on school premises, or off, during, before, or after school hours, or during vacation periods, including summer vacation.

Extracurricular is defined as any and all school activities, other than the regular classroom activity, including, but not limited to, the following:

- Extracurricular activities including participation or membership in those activities which are an extension of and outside the normal school day for which academic credit or grades are earned. Examples are band and choir.
- Athletic teams and *events* including participation, membership, or attendance in all athletics including all teams, student managers, and student spectators. Examples include: varsity football, grade 9 basketball, track, and softball.
- All other school activities including participation or membership in all school sponsored clubs and organizations for which no academic credit or grades are earned and commencement for seniors. Examples of some school activities include: cheerleading, Student Council, FFA, Academic Teams, National Honor Society, class officers, commencement, drama and SADD.

In order to participate (except as a spectator) a student must *have* earned *five* passing grades the previous grading period for athletes and *have* a good academic standing for other activities. Other rules and regulations may be adopted by the school, sponsor, or coaches that do not conflict with this code. All entering ninth grade students are declared eligible the first grading period. After the first grading period, entering ninth grade students as well as all other students must *have* passed a minimum of *five* classes the previous grading period. A student who did not pass *five* classes the previous grading period is declared ineligible the following grading period. Semester grades take precedence *over* second and fourth grading period grades.

Students declared academically ineligible after the fourth grading period may become eligible if summer school classes are successfully passed and the total of summer school grades and second semester grades equal *five* passing semester grades. A student who violates any of the following rules may be restricted from participation in any or all extracurricular activities for a period not exceeding three hundred sixty-five days. This restriction may extend into the following school year:

- Knowingly possessing, using, transmitting, selling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, steroid, alcoholic beverage (including all beer and wine substitutes with any alcoholic content), or intoxicant of any kind in or out of school or on or off school premises.

ises. Use of a drug authorized by a medical prescription for a student from a licensed physician is not a violation of this code.

- Firing, displaying, or threatening use of firearms, explosives, or other weapons in or out of school or on or off school premises for any unlawful purpose.
- Setting fire to or deliberately causing damage to property in or out of school or on or off school premises.
- Stealing or knowingly possessing stolen property in or out of school or on or off school premises.
- Use of abusive language and/or vulgar, indecent language, or gestures which can reasonably be foreseen as likely to cause a disruption or interference with an extracurricular activity.
- Engaging in any unlawful activity in or out of school or on or off school premises.
- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any persons in or out of school or on or off school premises. Self defense or reasonable action undertaken on the belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
- Smoking or the use of tobacco in or out of school or on or off school premises. (Including all non-tobacco/non--nicotine snuff)
- Failing to comply with the directions or rules of coaches or sponsors of an extracurricular activity.

Infractions of the Participation and Membership Code will be handled with administrative discretion based on the severity of the infraction. It is to be understood that all seasons are not the same number of days in length. The seasons for athletics will be based on the dates established by the IHSAA. Seasons for students involved in other than athletics will be based on the term of the activity unless multiple offenses occur. The summer season for athletes and non-athletes is defined as the period of time between the end of IHSAA seasons and the beginning of IHSAA seasons.

In the event of a student is restricted from an extracurricular activity outside the regular school day, that student's grade will be based solely on his or her classroom participation. Violations of the code may cause some students to go on an "inactive status" up to 180 days.

**Any student serving in-school or out-of-school suspension will not be able to participate in any extracurricular activities on the day(s) of suspension. This will also include Saturday and Sunday if the suspension carries from one week to the next.**

### **PROCEDURE FOR ALLEGED VIOLATIONS**

An alleged violation of this Code shall be reported first to the Principal, his designee, or the Athletic Director, and then is to be followed by an investigation. No decision shall be made by the principal, his designee, or the Athletic Director, without an informal hearing between the Principal, his designee, or the Athletic Director, and the student. At the informal hearing the student shall be entitled to:

1. a written or oral statement of the charges against the student;
2. if the student denies the charges, a summary of the evidence against the student; and
3. an opportunity to explain his or her conduct.

At the conclusion of the investigation, the Principal, his designee, or the Athletic Director shall present the charges and restrictions to the student and the student's parent(s). The final decision rests with the Principal.

\* A student shall not practice or participate in extracurricular activities at Northwestern High School until the Extracurricular Participation and Membership agreement has been completed, signed, and returned to the school.

## **CHEERLEADERS - GRADES 9-12**

The cheerleaders of Northwestern High School are dedicated to maintain enthusiasm and school spirit at football and basketball games. In order to be eligible for any of the squads a student must be passing in five school subjects at all times. The squads shall be Varsity and Junior Varsity. Tryouts for all squads will be held in the spring of each year. Cheerleaders are subject to their constitution from the time they are selected to the squad until the last basketball game of the year.

## **CLUB ACTIVITIES**

Any student who participates in a club activity is required to be in attendance of this chosen activity with all regular classroom attendance rules in effect.

### **DANCES**

Dances are to be cleared through the assistant principal's office with all arrangements made well in advance. Each dance must be properly chaperoned by faculty members, parents and a resource officer. If student's behavior does not meet the school standards, that student will be asked to leave and may be subject to discipline procedures by the school administration. The following rules will be enforced.

- All dances are for currently enrolled NHS students.
- Only pre-registered guests will be admitted to a dance.
- See the assistant principal for the proper form. Only one guest per person is allowed. No person under high school age or 20 or older will be allowed to attend. Northwestern students are responsible for their guest's behavior.
- Proper dress and behavior is expected from all participants.
- All Northwestern High School rules will apply.
- Once a student leaves a dance, he cannot return.
- Dirty dancing will not be allowed. Only face to face dancing is permitted.

## **NATIONAL HONOR SOCIETY**

The object and purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to do school and community service, to promote positive leadership, and to encourage development of character in students. To be eligible for election, students must have a GPA of at least a "B" 7.9 on 12.0 scale) and be evaluated on their service, leadership, and character. Candidates must complete application and verification forms by the set deadline to be considered.

## **PANORAMA**

The function of the NHS yearbook is to serve as a year-end review for the student body of a successful school year. It is a pictorial record of sports teams, the enrollment of the school, extra-curricular, and curricular activities of the students of Northwestern. The Panorama helps the student body, faculty, and community gain an

awareness of what is happening at NHS. Yearbooks may be ordered in the fall semester of each school year.

## **STUDENT ASSISTANTS**

Student assistants volunteer from study hall. These assistants greatly help teachers and the overall operation of the building. However, since academics and student conduct hold a high priority, student assistants will be expected to maintain all grades at a "C-" or above and must maintain good self-discipline. If a student assistant receives a grade lower than a "C-" in any nine week grading period, the assistant will be reassigned to study hall. First semester grades will supercede the second nine weeks grades. Student misconduct may result in the denial of the privilege to be a student assistant and reassigned to study hall. The student must be requested by the teacher, who will inform the study hall teacher of the request. The study hall teacher will compile a list of student assistants and submit it to the office.

## **STUDENT COUNCIL**

This organization is not a club or social group, but a body of elected students who listen to student ideas and problems. They act as a spokesman for the student body on such matters as school policies, curriculum, and activities. Students from each grade level serve on the Student Council.

# **IV. STUDENT CONDUCT**

Northwestern's reputation of desirable student conduct both at school and away has always been high. This is because each student at Northwestern is proud to have their name associated with the school.

The following rules have been formulated to ensure an orderly administration of the educational process.

The Student Discipline Code outlined in this handbook will apply when a student is:

- on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or *event*;
- traveling to or from school or a school activity, function, or *event*; or
- during summer school.

## **RULES OF THE BUILDING**

Refusal to comply with staff requests in the following areas may result in a referral to an administrator for willful disobedience. The absence of a behavior from this list of rules does not mean that the behavior is not a violation of the disciplinary code or cannot be punished. For a detailed listing consult the Student Discipline Code in the Appendix.

1. The school building is not open for general passage by students until 7:00 AM.
2. All students should leave the building by 2:50 PM unless under the supervision of a faculty member.
3. No student may leave the building (including going to the parking lot) without permission from an administrator, attendance secretary or nurse, if the departure takes place before the end of the last period class.
4. Food and drink is prohibited in computer labs, study hall, and the library. Other instructional areas are up to discretion of teacher.
5. The bringing of open drink containers into the building is prohibited. Appropriate beverages may be brought to school in a container with a screw top or lid.
6. Running, skateboards, roller blades, etc. are prohibited in the building.
7. Passes are required anytime students are to be out of any class or study hall.
8. Mobile Learning Devices (MLDs) include but are not limited to cellular phones, laptops, e-readers, and notebook computers. MLDs may not be used during instructional times or in the classrooms without teacher permission. Each teacher will determine the acceptable status and usage of MLDs in his/her classroom. MLDs will be kept in silent mode at all times during the day. The school will not assume the responsibility for the security of any such items on school grounds.
10. Items brought into the building to be posted, displayed or distributed require administrative approval.
11. All visitors must first report to the high school office for special clearance to be here at school and receive a visitor pass. Students are not allowed to bring visitors to school. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or visit the student's classes.

## **CODE OF CONDUCT**

The code includes the types of misconduct that will subject a student to disciplinary action. This handbook contains a list of major areas that could result in disciplinary action. The absence of a behavior from this list does not mean that the behavior is not a violation of the disciplinary code or cannot be punished.

### **BULLYING**

Bullying is prohibited. Violations should be reported to the high school administration.

Bullying is defined by the Act as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

The bullying rule applies when a student is 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; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

### **BUS BEHAVIOR**

Because of its rural location, it is necessary for high school students to ride to and from school. Students should learn the rules of their school bus, and remember the rules of the school are also the rules of the bus. Students who fail to comply with the rules of their bus will be disciplined. A change in a student's regular assigned bus may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change. The principal must approve this request.

### **CHEATING/PLAGIARISM**

The following guidelines are designed to inform and assist students, teachers, parents and administrators in promoting honesty in all aspects of schoolwork, in hopes of enabling students to acquire honor and self-respect and to experience genuine academic achievements.

1. Cheating is defined as, but not limited to:
  - Copying work or allowing work to be copied for any assignment by any method.
  - Using unauthorized aid on quizzes, tests, or exams.
  - Stealing, possessing or viewing a copy of a test/quiz beforehand.
  - Giving or receiving help on a test/quiz.
  - Taking someone else's work and submitting it as yours.
  - Scanning, altering, or forging any document.
  - Plagiarism, meaning the use of words or ideas of another with the intent of representing them as one's own without giving proper documentation.
  - Changing of grades in any manner. A student that alters grades in any manner will be subject to disciplinary action from possible suspension up to expulsion.
2. If a student cheats/plagiarizes, then he/she will receive a zero on the assignment. If a student allows his/her paper to be used by another person without designation of co-authorship, both students will receive a zero on their papers.
3. Cheating and plagiarism is a serious offense and will result in a failing grade/zero for the assignment/Test in question. The teacher will write a student referral for any cheating/plagiarism offense. This will result in failing grade/zero on the assignment and a call home. The second reported cumulative offense during the school year (which could occur in one or more classes) will result in a failing grade/zero for the assignment/test in question and assignment to Saturday School. The third reported cumulative offense during the school year (which could occur in one or more classes) will result in removal from one of the classes in which cheating occurred. The student will be assigned to study hall and will receive no credit for the course they were removed from. Any subsequent offenses reported during the school year (which could occur in one or more classes) will result in removal from one of the classes in which cheating occurred. The student will be assigned to study hall and will receive no credit for the course they were removed from. This may result in possible expulsion due to the number of classes falling below the required five credit limit.
4. A student who alters or destroys all or part of the work of another and then resubmits the part or whole as his own or keeps the originator from submitting his own work, shall be guilty of plagiarism and or destruction of personal property and subject to both a "zero grade" and disciplinary actions of willful destruction of property.

## **CLASSROOM RULES AND REGULATIONS**

Each individual teacher may establish his/her own classroom rules in addition to those outlined in this handbook. Repeated failure to follow a teacher's rule(s) may result in a referral to the office for disciplinary action.

## **DRUGS AND ALCOHOL**

It is a violation of the disciplinary code of Northwestern High School to possess, provide to another person, use, or be under the influence of any substance which is or contains amphetamines, alcohol, barbiturates, narcotic drugs, a stimulant, an inhalant, an intoxicant of any kind, a depressant, marijuana, or a hallucinogen; Whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances: (This includes all non-alcoholic beer and wine substitutes and drug look-alikes and substitutes):

Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the assistant principal before possessing, using or providing the medication or substance.

It is also a violation to possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogenic. Examples are pipes, rolling papers, clips, quick hitters, or other devices.

Students are prohibited from possessing, using transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without prescription.

The school has a "drug-free" zone that extends 1 000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution of drugs, alcohol, fake drugs, controlled substances, steroids, inhalants, or look alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials will be contacted. Many drug offenses are also felonies.

The principal may arrange for a breath test for blood alcohol to be conducted on a student whenever he has individualized reasonable suspicion the 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 (1) other member of the 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 when the student may need medical attention. If the result indicates a violation of school rules as described in this handbook. The student will be disciplined in accordance with the disciplinary consequences chart on pages 37-39.

The principal may arrange for a drug test to be conducted on a student whenever he has individualized reasonable suspicion the student has used/consumed an illegal substance. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has used/consumed any drugs. The amount of consumption is not relevant; except when the student may need medical attention. If the result indicates a violation of school rules as described in this handbook. The student will be disciplined in accordance with the disciplinary consequences chart on pages 37-39.

## **FIGHTING**

Fighting or provoking a fight is never in order. Intentionally doing bodily harm to any student or school employee will not be tolerated. Attacking or harming a school employee may result in a recommendation for expulsion. Students can avoid a suspension for engaging in a fight if they select an appropriate alternative such as: (a) walking away from the person who wishes to fight and refusing to engage in that sort of solution, or (b) seeking the help of a staff member to avoid a fight.

## **FORGERY**

Forgery is the act of falsely and fraudulently marking or altering a document or statement (i.e. physician note, parent note, passes, etc.) or falsely representing a situation.

## **HABITUAL OFFENDER**

A student will be classified as a habitual offender when that student has failed in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he/she is properly under their supervision, and where such failure constitutes an interference with school purposes or any educational functions.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless accompanied by a teacher or unless they have a hall pass from an authorized staff member. High School students should not be in the middle school wing unless on specific business. All library passes for high school students are to the high school library, unless specifically stated. A pass entitles the student to go only to the area designated on the pass.

## **HARASSMENT BY A STUDENT**

The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the 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 may take different forms, including, but not limited to, the following: verbal, nonverbal, cyber bullying of any type, video transmission of any sort, phone or physical contact.

## **INSUBORDINATION**

Insubordination is when any student intentionally fails to comply with the reasonable directions of teachers, supervisors, or administrators during any period of time when he is under the school's supervision.

## **LUNCH HOUR RULES AND REGULATIONS**

Students are assigned a 33-minute lunch period. No visitors are allowed at lunch unless administrative approval is given.

Improper behavior will not be tolerated. Disciplinary action will be brought against those students who cut in line, throw food, leave trays on tables, or act in a manner to disrupt the normal school environment. Students will not eat in any area other than the cafeteria unless directly supervised by a staff member or administrator. All food and drink should remain in the cafeteria. Other areas of the building (i.e., gyms, pools, band room, and locker rooms) are off limits to students without the direct supervision of a teacher. Areas outside the building, such as the parking lot, are off limits without administrative approval. Exceptions must be cleared with the administration.

## **LOCKER DECORATIONS**

All locker decorations must be approved by the principal. Only masking tape, sticky tack, or magnets can be used on lockers. No duct tape or two-sided tape.

## **MOBILE LEARNING DEVICES (MLDS)**

Mobile learning devices include but are not limited to cell phones, laptops, e-readers, and notebook computers. MLDs may not be used during instructional times or in the classrooms without teacher permission. Each teacher will determine the acceptable status and usage of MLDs in his/her classroom. MLDs will be kept in silent mode at all times during the day. The school will not assume the responsibility for the security of any such items on school grounds.

## **OBSCENITIES**

Obscenities are remarks which are written or spoken and are offensive to prevailing notions of decency. Gestures, pictures, apparel and student conduct may be offensive to prevailing notions of decency as well. Parents of the offending students are to be notified of the problem. This rule also applies to the decorating of lockers.

## **OPEN CONTAINERS**

Food and drink are prohibited in computer labs, study hall, and the library. Food and drink in any other instructional areas are at the discretion of the teacher. The bringing of open drink containers into the building is prohibited.

Students may bring screw top (plastic containers) with an appropriate beverage into the building as long as students handle this privilege in a responsible manner.

## **OTHER RULES**

Northwestern High School Departments and the coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

## **PUBLIC DISPLAYS OF AFFECTION**

While at school or school sponsored activities, students are expected to conduct themselves as ladies and gentlemen. The school is not the place for social relationships that offend or embarrass others. Kissing is not acceptable at school. The school will notify parents and enlist their support in curbing the behavior. Disciplinary action will be taken as needed. The severity of the situation may result in suspension or a recommendation for expulsion.

## **SATURDAY SCHOOL RULES**

1. Saturday school begins at 8:00 a.m. It will last until 12:00 noon. Students are to report to C-1 in the high school by entering Door #2 before 8:00 a.m. If students arrive between 8:00 a.m. and 8:05 a.m. the time will be doubled and they will have to make up the time after the dismissal. Anyone arriving between 8:05 a.m. and 8:15 a.m. will have to serve that Saturday, plus an additional Saturday. Anyone arriving after 8:15 a.m. will be considered absent.
2. Students are to bring their assignment sheet from their teachers. Students are responsible to bring enough homework to keep busy the entire time. Homework, extra credit work, and reading (library books) are acceptable items on which to work. No MAGAZINES, GAMES, ANY TYPE OF ELECTRONIC DEVICE, OR RADIOS are allowed. Work will be assigned by your teachers.
3. There will be no talking, except if the student needs to ask the supervisor in charge a question.
4. Students are to stay in an assigned seat. If students need to leave their seat, they are to raise their hand and ask permission.
5. There will be a five minute restroom break at 10:00 a.m. There is no eating or drinking pop, coffee, etc.
6. Students cannot leave the building during Saturday school time.
7. Students are to have NO visitors in the building during their assigned time.
8. Sleeping or giving the appearance of sleeping will not be tolerated in Saturday school.
9. In the event bad weather causes cancellation of school on a Friday prior to Saturday school, Saturday school will be postponed to another day.
10. Students will not be allowed to use the telephone or go to lockers.
11. Excused absences from Saturday school include: illness, death in the family, or severe illness in the family. A parent's phone call must be made to the principal the first day the student returns to school if the Saturday school absence is to be excused and reassigned.
12. All regular school rules are in effect. The Saturday school supervisor is in charge and any refusal to comply with his instructions will result in a dismissal from Saturday school.
13. It should be clearly understood that a student faces immediate out-of-school suspension for up to five days if he/she is in violation of any of the above rules and/or the following:
  - a) failure to attend or arriving after 8:15 a.m.
  - b) misconduct
  - c) failure to complete assignments
  - d) dismissal from Saturday school

## **SMOKING AND/OR POSSESSION OF TOBACCO**

Northwestern High School is a smoke free environment. Smoking and/or possession of tobacco, including smokeless tobacco, by students of Northwestern is forbidden in school buildings, on school grounds, at school sponsored events, and on school buses at all times. Possession means in the immediate area of your person.

"Lookouts" are those students who warn smokers of teachers approaching. This behavior will not be tolerated and "lookouts" will be dealt with just as smokers. The judgment of the administration in such cases will be used in determining whether or not there is a reason to believe the student is aiding others in this illegal practice. (Included in this policy is all non-tobacco/ non-nicotine snuff, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, or any tobacco/nicotine substitute or look-a-like).

## **STUDENT DRESS CODE**

Students are expected to exercise maturity and responsibility in all matters including their dress and personal grooming. The administration will determine what constitutes appropriate attire and appearance. Any attire or appearance that is disruptive to the academic atmosphere of the school or does not conform to the standards of common decency and propriety is forbidden.

All students representing the school in any public performance (athletic, musical, dramatic, speech, etc.) shall be properly groomed. Extracurricular participation is a privilege and the school officials may properly govern it. Shop and/or labs may have additional dress code requirements for student safety.

The Student Council will designate certain days to wear clothing for the purpose of increasing student spirit and activity. These are the only days when students should

plan any type of dress which would tend to disrupt the normal school day.

If it is determined that a student must be sent home to change clothing, that student will be unexcused for the time period he/she is absent.

Any clothing not specifically identified in this section is not necessarily acceptable. Student dress must not be a distraction to the learning environment.

Unacceptable Attire or Appearance include but are not limited to the following:

- Exposed undergarments
- Shorts, skirts or dresses that are inappropriately too short. They should fall within five inches or less of the knee.
- Yoga pants, tights, and leggings may be worn ONLY with tops long enough to cover the buttocks
- Apparel with holes above the knee
- Apparel with tobacco, drug, alcohol, sexual innuendo, profanity, or illegal messages
- Apparel with the following exposed: backs, buttocks, cleavage, stomachs, \*shoulders
  - \*All shirts/dresses should have sleeves or a sweater/jacket to cover the shoulder, no tank tops/muscle shirts without additional coverage
- Apparel that could cause damage to school property
- Hats (hoods included), sunglasses, bandanas are not to be worn in the building between 7:45 - 2:35
- Footwear must be worn at all times (wearing only slippers or socks is not considered footwear)

If a student fails to adhere to the above-mentioned criteria, the following penalties will apply:

- Student may be required to remain in the office until a change in attire/appearance is complete.
- 1st offense = Change of attire/appearance and/or warning, and parent notified
- 2nd offense = Change of attire/appearance, 1 detention, and parent notified
- 3rd offense = Change of attire/appearance, referral for insubordination (See Discipline Chart page 54), and parent notified
- 4th offense = Change of attire/appearance, referral for insubordination (See Discipline Chart page 54), and parent notified

## STUDENT DRIVING PRIVILEGES

Students driving to school must be in the random drug testing pool.

Students that drive to school give consent to the unlocking, opening, and inspecting of the automobile and its contents while on school premises, based on the reasonable suspicion by a school administrator that the vehicle or its contents may violate law or school rules.

No vehicle will have threatening, intimidating, vulgar, or advertising of illegal substances on or in their car that could cause a safety concern or distraction to the educational process while parked on the Northwestern campus.

Students driving their automobiles must park them in the student parking lot. All areas not designated student parking are off limits to students between the hours of 7:00 a.m. to 3:15 p.m. on school days. Students are to lock their cars upon arriving in the morning and come directly into the building. **The student parking lot is off-limits during the school day to all students.** Automobiles are not to leave the parking lot during the lunch period, nor are students to sit in their automobiles during the school day. Automobiles driven to school will remain parked in the student lot and not driven back and forth from the lot to another location for meetings, practices, meals, etc. Automobiles are not to be moved until the student is prepared to leave for home.

All student drivers must hold a valid driver's license and their automobiles must be registered with the assistant principal. No individual may drive a motor vehicle on school property that is not registered to the student or his/her parent/guardian. Automobiles can be registered during registration for the school year and all automobiles must be registered by the end of the first week of school. The registration of automobiles is a service to the students. It helps to find an automobile owner whose lights are left on, or other similar minor emergencies.

It also helps insure that only Northwestern students are parking in the student lot. It is the student's responsibility to present the office with updated and current information during the year regarding different cars driven and license plate number changes.

Student drivers are to display a Northwestern-parking permit from the rear view mirror of their automobile. Failure to register a student's automobile or display a parking permit, or parking in an unauthorized area, or parking improperly may result in suspension of parking/driving privileges. Permits are available in the high school office for a nominal fee of \$5.00.

Students are expected to park between the designated lines for parking in their assigned parking space. Vehicles exiting the west drive area are to head west and those exiting the east drive must head east. No vehicle is to be driven around the west and south sides of the building. There will be no speeding, speeds over 5 miles per hour, or any other form of reckless driving on the school grounds.

Student drivers must be punctual to first period classes.

Each student who wishes to drive to school must accept the responsibility to be on time to their first period assignment. Drivers must realize that absences or tardies because of flat tires, engine trouble, traffic tickets, etc. are unexcused. Student lateness because of bad roads is unexcused unless corporation buses are not on schedule. It is recommended that students use the bus service during inclement weather. Tardiness to school can result in a loss of driving privileges.

Students are not to ride bicycles, mopeds, or three or four wheelers on school property. Skateboards and rollerblades are also prohibited. The school cannot assume responsibility for lost, stolen, or damaged property.

Indiana law has delegated school personnel the authority to regulate the operation of motor vehicles on school property. Any violation of the rules may result in either the revocation of a student's driving permit or other disciplinary measures that are deemed necessary.

It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicle, and/or suspension from school may occur when violations of these regulations occur. The parking lot will be checked periodically. Failure to respond to a notice on a student car will be grounds for suspension of driving privileges. When driving/parking privileges are suspended, the suspension applies to all vehicles. The administration *has the right under the "extenuating circumstances" clause to use their administrative discretion to increase or decrease the disciplinary impact.* **NOTE: Days of suspension will carry over to the next school year.**

**Remember driving to school is a privilege, not a right.** Any student under 18 years of age who has been suspended a second time from school, or expelled from school will have their drivers' license suspended by the state of Indiana under P.L. 121-1989. (IC 20-8)

## USE OF PRIVATE AUTO

A student must complete a use-of-private-auto form signed by a parent, the sponsor, the principal, and the Superintendent of schools, when:

1. Students are requested by a sponsor to be at a school sponsored event, AND,

2. The student chooses to provide his own transportation, or, the student chooses to ride with someone other than his/her parent or guardian, AND,
3. The school provides transportation and the student chooses to use a private auto rather than school- provided transportation, or, when the school does not provide transportation.

When school transportation is provided, there must be good rationale provided to use one's own auto. Discretion to vary from these rules is the responsibility of the administration.

## STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and are prohibited at any time in school facilities, on school property, and at any school-sponsored event.

Hazing is performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not remove the prohibition of the behavior.

If hazing or planned hazing is discovered, the students involved will be informed of the prohibitions contained in this handbook and will be ordered to end all hazing activities or planned activities immediately. Failure to abide by this anti-hazing policy may result in suspension and/or expulsion.

## STUDENT TECHNOLOGY RESPONSIBLE USE GUIDELINES

The Northwestern School Corporation (hereafter referred to as NWSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help our 21st century learners by allowing students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of these guidelines and agreements are subordinate to school, local, state and federal law. NWSC has the duty to investigate any suspected violations of this policy. The Responsible Use Guidelines sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets consequences for those who choose to violate the guidelines. Students should remember that access to technology is a privilege not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a global, technological world. Technology includes:

- all computer hardware and software
- PDAs, cell phones, handheld technologies and personal storage devices
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology
- servers, routers, hubs, switches, and Internet gateways including wireless access
- administrative systems, media systems, and learning information systems including
- online applications
- related and future systems and technologies.

**Personally owned devices are included in the Responsible Use Guidelines when on school property or connected to the school infrastructure. NWSC is NOT responsible for any damage done through the network connection. This includes but is not limited to power surges, viruses or malicious acts from other users. Personal technology brought for use at school must meet minimum NWSC requirements including approved virus protection software.**

The following uses of personally owned, school-provided or curricular-based technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to remove or copy school-owned software from school computers
- c. to use technology to harass, bully, or threaten another individual
- d. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- e. to vandalize, damage, alter, or disable the property of NWSC
- f. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- g. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- h. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- i. to participate in gambling or on-line games
- j. to send unsolicited e-mails or participate on chat lines unless there is a curricular connection approved by the teacher
- k. to send chain letters or to broadcasting messages to lists or individuals and other types of use that would cause congestion of the network or otherwise interfere with the work of others
- l. to disclose personal email addresses of others through a group or chain email

- m. to shop, barter, or use credit cards on-line
- n. to utilize the school corporation technology for commercial purposes or financial gain
- o. to install or use encryption software on any computer
- p. to send non-school related audio, video or data communication to school staff members
- q. to use social networks at school unless approved for curriculum
- r. to attempt to circumvent NWSC policies or network restrictions. The use of proxy websites is prohibited. It is a criminal offense to hack into a school system computer and criminal charges may be filed.

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The student's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

**Important Notice:** The Northwestern School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate or blocked material and reporting incidents should they occur. Students should not post personal information about themselves or others nor should they contact individuals they meet online. Personal information includes names, home/school/work addresses, telephone numbers, and personal photographs.

NWSC will not be responsible for unauthorized financial obligations resulting from school- provided access to the Internet.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Any violation of the corporation policy and rules may result in the loss of privileges to use corporation-provided technology including the Internet. Students who violate this policy may also lose their ability to bring in or use technology at school. In addition, the falsification of information regarding equipment may result in disciplinary action. Further disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

**Important Notice:** Each individual is responsible for any and all data stored on the device whether personal or school-owned. If non-RUP compliant material is found, disciplinary action will be taken.

### **Networks - Internet/Local and Wide Area**

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

### **Hardware/Software**

NWSC has the right to regulate hardware/software technologies including online applications that are on its network or used within the school environment. This includes personally owned devices and/or media used on NWSC property or with NWSC technological infrastructure.

### **Documents/Files/Web Based Applications**

The NWSC has final editorial authority over students creating websites that are stored on NWSC equipment or whenever students are given school credit for designing, editing, or updating the websites.

File-sharing by students is not allowed unless specifically requested for a class by the teacher. The NWSC local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing.

### **Internet Safety Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

- A. Age appropriate materials will be made available for use across grade levels.
- B. Training on online safety issues and materials implementation will be made available for administration, staff and families.

### **No Expectation Of Privacy**

All information/documents/files that are created, sent or received from a school computer including e-mail messages are school corporation property, should not be considered confidential, and may be accessed by school personnel at any time. Electronic messages and files stored on school based computers may be treated like school lockers.

- Personal information sent to school computers should not be considered private.
- Personal information (whether from school-owned or personal technology devices) sent to school-enabled accounts should not be considered private.

- Personal equipment brought to school is subject to school rules and may be detained and searched by building administration with valid cause.
- Students using school-owned computers should store personal information on external drives (external hard drive or flash drive) and not on the computer's hard drive.

**School Owned Technology**

In some situations, school-owned equipment may be loaned or rented to students. The following expectations apply:

- Person receiving equipment is solely responsible
- Person receiving equipment is responsible for care and maintenance
- Person receiving equipment will use device for designated curriculum purposes
- School is not responsible for unauthorized information (games, music) added to device nor will school try to maintain information if repair is needed
- Person receiving equipment is responsible for creating and maintaining backup of any personal data.

The district makes no warranties of any kind, expressed or implied, for Internet services. Use of any information obtained via the Internet is at each user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

A student's Parent(s) or Guardian(s) who wish/wishes to deny Internet access to the NWSC network, the student must request a Deny Internet and Computer Usage form and return the signed copy to the office of the school within two weeks of registration of their child(ren) at the respective school.

**DENY INTERNET AND COMPUTER USAGE**

I, \_\_\_\_\_ legal parent/guardian of \_\_\_\_\_(Name of Parent/Guardian) (Name of Student) do hereby deny permission for the above named child to access the Internet or to use computers owned/leased and/or operated by the Northwestern School Corporation for the year.(School Year)  
 \_\_\_\_\_ (Signature of Parent/Guardian) (Date) \_\_\_\_\_

**1:1 Digital Learning  
 Information, Guidelines, and Procedures**

**OVERVIEW**

Northwestern School Corporation is excited about 1:1 Digital Learning. 1:1 Digital Learning provides equitable 21<sup>st</sup> Century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program.

The individual use of a digital device is a way to empower students to maximize their full potential and to prepare them for their educational and career future. Teaching and learning through the integration of technology not only will increase student engagement and ownership of learning, but it also allows for effective transformation of curriculum that can take place anywhere and at any time. By using technology effectively, we believe it will lead to increased student engagement thereby improving student achievement in all areas. All students will be immersed in a technology rich environment which motivates, engages and challenges students to learn 21<sup>st</sup> century skills as it will be an integral part of their future.

The information contained within this section of the Student Handbook applies to all of Northwestern School Corporation iPads used in our schools including any other device deemed by the administration to come under these guidelines. The information found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this learning environment. Northwestern School Corporation reserves the right to make any additions or alterations to these guidelines as necessary, in order to ensure the effectiveness of digital learning as well as the safety and well-being of our students.

The information contained in this section is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Northwestern Schools as well as the Student Responsible Use Guidelines as stated in the Student Handbook. Teachers may set additional requirements for use in their respective classes.

The iPad remains the property of the Northwestern School Corporation at all times. Therefore, there is no assumption of privacy. Northwestern School Corporation reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad may result in disciplinary action.

Above all, the 1:1 Digital Learning program at Northwestern Schools is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of this program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

**1:1 DIGITAL LEARNING GOALS**

- \* To increase student engagement in learning.
- \* To prepare learners with digital resources that they will experience within their future careers and/or post-secondary education.
- \* To enrich the curriculum through the use of digital resources
- \* To differentiate instruction for all learners by using technology.
- \* To promote student pride through creative learning opportunities.

#### 1:1 is...

- *An environment in which each student utilizes a technology device, increasing the opportunity for self-directed and differentiated learning, enhanced global awareness, and increased more relevant feedback from teachers and other students.*
- *A chance to provide a tool for students to expand critical thinking, problem solving, technology, media literacy, and communication skills.*
- *An opportunity for students to create, collaborate, and innovate.*

#### 1:1 is not...

- *Apple vs PC. The goal is that one day the device will be as much a part of the learning environment as a whiteboard.*
- *All about test scores. We believe that test scores are important but not the main factor driving innovation on our schools.*
- *A silver bullet to learning and engagement. Education is still a people business.*
- *A replacement for the teacher. The teacher/student interaction is the core of the learning process.*

## 1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student iPad use at Northwestern School Corporation. Teachers may set additional requirements for use in their classroom.

### 1.1 Receiving your iPad

iPads will be distributed during the month of August. The specific date will be set by each school.

### 1.2 Returning your iPad

iPads will be returned back to Northwestern School Corporation during the last week of the school year. All students will need to return all power accessories, including power block and cable at the end of the school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Northwestern School Corporation for any reason must return their individual school iPad with accessories on the date of withdrawal from the district. Failure to return the iPad and accessories will result in a theft report being filed with a district Liaison Police Officer.

### 1.3 Personal iPad

Students are not allowed to use personal iPads in place of district issued iPads. This is to provide equity and consistency for our teachers and students to create the best technology environment possible. In addition, it is important to utilize a mobile device management system to ensure efficient deployment of apps for student use.

## 2.0 CARE OF THE IPAD

### 2.1 General Care

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Students are responsible for keeping their iPad battery charged each day using an Apple Certified iPad charger and cord.
- iPads should be closed in cases and away from food and liquids when students are eating.
- Avoid exposure to long-term temperature extremes.
- Do not alter the iPad in any manner that will permanently change the iPad.
- Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads will need to be taken to school office (Elementary) and the TigerTech Support Room (Middle School and High School).
- Do not upgrade the iPad operating system (IOS software update) unless directed by technology staff.
- Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions or "jail-breaking" the device.
- Do not sync the iPad with a district or home computer. Student documents or files will be emailed or saved to a cloud based storage app (Dropbox, Box, Google Drive, or others).
- Students will be permitted and encouraged to take the iPad home unless of special circumstances.

### 2.2 Carrying and Transporting iPads

- The iPad must always remain within **any district issued case at all times**. Failure to do so could lead to higher repair rates if the iPad is damaged.
- Do not leave the iPad unattended at any time during class, extra-curricular activities, lunch, locker room, etc.

### 2.3 Screen Care

- When cleaning the iPad screen, use a soft, dry, anti-static cloth.
- Do not lean on or place anything heavy against the screen.
- Do not drop the iPad as the screen will most likely break.
- Avoid touching the iPad screen with a pencil or pen. Use an appropriate stylus if needed.

## 2.4 Security and Identification

- It is highly recommended for students/parents to turn on the **Find My iPad** feature on the iPad settings.
- Students are responsible for the safety and security of their school-owned iPad.
- iPads should not be stored in a vehicle and should never be left in view inside a locked or unlocked vehicle.
- Labels, stickers or screen protectors placed on the iPad by the technology department shall not be removed.
- Each iPad will be registered with the district by an asset tag along with the serial number which should never be altered or removed.
- Do not lend the iPad to a classmate, friend or family member.

## 3.0 USING YOUR IPAD AT SCHOOL

iPads are intended for use during school each day. Students must bring their iPad to all classes.

### 3.1 iPads Left at Home

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

### 3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when the assigned iPad has been sent in for repair.

### 3.3 Charging your iPad

Students are responsible for ensuring that their iPads are charged and ready to go for school each day. It is recommended to charge the iPad at home each evening.

### 3.4 Screen Savers/Background Photos

A standard screensaver or background will be preset on the iPad. Any changes to the background must be school appropriate.

### 3.5 Sound, Music, Games, or Programs

Sound must be muted while in class unless permission is obtained from the teacher. All content (music, games or programs) on the iPad must be appropriate, used in a responsible manner and at the discretion of the teacher.

### 3.6 Use of Camera and Video

Each student iPad is equipped with a digital camera feature which includes the ability to take HD video. The camera will allow students to utilize a 21<sup>st</sup> century tool to develop learning skills.

#### Examples of Use:

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally

***Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures.***

### 3.7 Photos and Videos

All videos, photos and images that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time.

### 3.8 Home Internet Access

Students are allowed to set up wireless networks on their iPads for use while at home. Parent supervision is an expectation while the iPad is used at home. The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

## 4.0 MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving Documents

Students may save work directly on the iPad through DropBox or another cloud-based storage (i.e. Box, Google Drive, etc.). Documents may be emailed to their teachers or themselves as a backup. iPad malfunctions are not an acceptable excuse for not submitting work.

### 4.2 Printing from iPads

Printing is not currently allowed from the iPads at school. If printing is necessary, students must email the document to a student email account or save the document to be printed to a cloud-based storage.

### 4.3 Network Connectivity

Northwestern School Corporation makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

### 4.4 eBackpack

Our district utilizes an online classroom product, eBackpack. eBackpack is a learning management system that makes it easier to move files between the school and home and also lets students turn in documents electronically to their teachers. The teachers can review the work and send it back to the student.

## 5.0 CONTENT MANAGEMENT

### 5.1 Originally Installed Software

The software/apps and profiles originally installed by Northwestern School Corporation must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the district may add/remove apps for use in a particular course. Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required apps or added apps that are not appropriate for school use.

### 5.2 App Management

- Apple restricts ownership of iTunes account for students under the age of 13. However, for students ages 12 and under you may use a "Family" iTunes account for the student to use. This account could then be supervised by the parent/guardian.
- All downloaded Apps/music must be appropriate and recommended for educational use.
- Students from time to time will need to add/remove apps from the MDM app portal. This is where district purchased apps would be located. Removing a district purchased app from your iPad does not permanently remove the app, as it is moved back to the MDM portal for future use if needed.

### 5.3 Inspection

- Northwestern School Corporation owned iPads may be inspected by district staff at any time.
- Northwestern School Corporation staff maintains the right to delete any App, song, video, picture, book, or file that is not deemed appropriate for student use.
- Storage/space on the iPad and iCloud is limited. Any non-required Northwestern School Corporation apps, songs, videos, pictures, books, or files will be subject to removal and deleted to preserve storage space.

### 5.4 Restoring of iPad

If technical difficulties occur or non authorized software/apps are discovered, the iPad may need to be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### 5.5 IOS Upgrades

Upgrade versions of licensed apps/software are available from time to time. Students may be required to check in their iPads to Technology Services for maintenance to apply upgrades and app updates.

## 6.0 RESPONSIBLE USE

### 6.1 Statement of Responsibility

The use of the Northwestern School Corporation technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted.** Disciplinary action will follow district policy and the guidelines contained within each respective school's Student Handbook.

### 6.2 Parent/Guardian Responsibilities

- Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the iPad, and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.
- The parents release Northwestern School Corporation and its personnel from any and all claims and damages of any nature arising from their child's use, or inability to use the district technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase products or services.
- The parents understand that it is impossible for Northwestern School Corporation to restrict access to all controversial materials and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.
- Parent supervision is an expectation of the 1:1 Digital Learning Program. The district cannot control all aspects of student use while the student is off site. Please remember that students are subject to the same guidelines while not in school.

### 6.3 School Responsibilities

Northwestern School Corporation reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My iPad in order to track an iPad while on our school network in order to locate an iPad if lost or stolen. The school agrees to provide:

- Internet and Email access to its students.
- Curricular Apps and content.

- Internet blocking of inappropriate materials as able.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document and those within the district’s Student Technology Responsible Use Guidelines.

#### 6.4 Students Responsibilities

- Use computers/devices in a responsible and ethical manner.
- Follow the guidelines within this document.
- Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable.
- Return their iPad at the end of each school year following district procedures. Students will be receiving the same iPad during the next school year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Northwestern School Corporation for any other reason must return the district issued iPad and all additional items (case, charger and cable) by the date of termination to their respective building office
- Check in your iPad for periodic IOS updates. Do not update the iPad IOS unless you are told to do so.
- Students are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- Students should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited giving credit to the original authors.
- Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

#### 6.5 Student Activities Strictly Prohibited

- Using the school network for illegal activities such as copyright and/or license violations.
- Using the iPad as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the iPad.
- Accessing and/or using websites or materials that is not in direct support of the curriculum and is inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Programs that are capable of hacking the network should not be possessed or used.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individuals.
- Using and/or allowing use of another person’s login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Participate in cyber-bullying of any person.
- Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying or using username/passwords of others.
- Modifying files belonging to another student.
- Attempting to access or accessing websites blocked by the school’s Internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.

#### 6.6 Cyber-Bullying

The National Crime Prevention Council defines cyber-bullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”

- Cyber-Bullying will not be tolerated and is strictly forbidden.
- The user should remember that digital activities are monitored and retained.
- Report cyber-bullying immediately to school personnel.

#### 6.7 Student Discipline

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the district Student Technology Responsible Use Guidelines, the respective school Student Handbook and Board Policy.

#### 6.8 Student Technology Responsible Use Guidelines

Northwestern School Corporation Student Technology Responsible Use Guidelines can be found on the district website.

### 7.0 Behaviors and Discipline Related to Student iPad Use

<i>Technology Related Behavior Violations</i>	<i>Equivalent “Traditional” Classroom Violations</i>
• Failure to Bring iPad to school	• Coming to class unprepared
• Missing Cover	• Not having required supplies
• Email, texting, FaceTime, Internet surfing, etc.	• Passing notes, reading magazines, games, etc.
• Damaging, defacing, placing stickers, etc. to iPad	• Vandalism/Property damage to school owned equipment

• Using account belonging to another student or staff member	• Breaking into someone else's locker or classroom
• Accessing inappropriate material	• Bringing inappropriate material to school in print form
• Cyber-Bullying	• Bullying/Harassment
• Using profanity, obscenity, racist terms	• Inappropriate language, harassment
• Sending/Forwarding assignment to another student to use as his/her own and/or copy.	• Cheating, copying assignment, plagiarism
<i>Violations unique to the NWSC 1:1 Digital Learning Program</i>	
• Not having iPad fully charged when brought to school	
• Attempts to defeat or bypass the district's internet filter and/or security settings	
• Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.	
• Unauthorized downloading/installing of apps.	

### 7.1 Progressive Discipline

#### Discipline Steps

- One and Done! Game playing on the iPads is up to the discretion of the classroom teacher. If the student is off task and is playing games when not allowed, the student will have the App Store removed and all loaded Apps that are not a part of the District App Portal will be removed on the student iPad. The App Store will be reinstated at the beginning of the next semester. Parents will be contacted when this occurs.
- Parents can request to have the App Store removed.
- Any further disciplinary infraction will be handled by building administration and may result in loss of iPad privileges.

### 8.0 Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, case or USB charging cable/charger if the property is:

- Not returned.
- Intentionally damaged.
- Lost or damaged because of negligence.
- Stolen and report must be filed with district Liaison Police Office by the end of the next school day.

### 9.0 Damaged and Lost iPads

The Northwestern School Corporation recognizes that with the implementation of the 1:1 Digital Learning Program there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection.

- Student/Parent must report any damaged, lost, or stolen iPads **immediately** to a teacher, school administrator, or technology services staff member.
- Student/Parent will bring damaged iPad to the Main Office (Elementary) and TigerTech Room (Middle and High School) for assessment.
- The TigerTech students and staff will be able to do minor troubleshooting and repair.
- Technology Services Staff will make final determination of what needs to be done with the iPad.
- **Damaged NWSC iPads that are not in a district issued case will be the financial responsibility of the student/parent.**
- Students/Parents are responsible for the repair and/or replacement costs based on the situations listed in the table below:

Damaged items	
First iPad Incident*	\$50.00
Second iPad Incident*	\$50.00
Additional iPad Incidents*	Actual Cost of Repair
iPad Case	Actual Cost of Replacement
Apple Smart Keyboard	Actual Cost of Replacement
All students will initially receive an Apple Certified charging block and cable. If damaged, lost, or stolen, it is the responsibility of the Student/Parent to replace the charging block and/or cable with an Apple Certified replacement purchased through Northwestern School Corporation's TigerTech Support.	

\* During the 3 Years of AppleCare+ Coverage (Beginning in the Fall of 2017)

**Additional Items:** If a school distributed charging block or charging cable is damaged, lost, or stolen, it must be replaced with an Apple Certified charging block and/or charging cable purchased through the Northwestern School Corporation. Apple Certified charging blocks and charging cables are available for purchase (at a reduced cost) in the TigerTech Support Room located at Northwestern High School. If a non-Apple Certified charging block and/or cable is used as a replacement, additional damage to the iPad may occur. Parents of elementary students may contact their respective school offices to arrange for purchase if needed. Any damages or repairs that need to be made to the school issued iPad will be billed to the student/parent and will be due 30 days upon receipt. If repair/replacement fees are not paid within the designated time frame, late fees and court costs may apply. Please reference the costs listed in section 9.0 above. If a student enrolls or withdrawals during the current school year, the iPad rental payment will be prorated based on number of school days.

**Student Keyboard (Optional):** If Students in Grades 7-12 would like to have a physical keyboard there is an option of renting an Apple Smart Keyboard (\$159.00 Cost) for an annual rental fee of \$25.00. Students choosing this option will receive an appropriate case in addition to the keyboard. Students may add a keyboard anytime during the school year and the cost will be prorated.

**Additional Information:** In cases of theft, vandalism and other criminal acts, a police report must be filed with the district Liaison Police Officer or other Law Enforcement officials. A copy of the police report must be provided to the respective building's main office.

**Intentional Damage:** Students/Parents are responsible for full payment of intentional damages to their individual iPad or to another student's iPad. Administrators will make final determinations on what costs will be passed onto the Student/Parent on a case by case basis.

## 10.0 iPad Costs and Payment

The cost for the iPad device rental is as follows:

Students	Device & Case	District iPad Cost	District Case Cost	Total District Costs	Annual Rental Fee
Grades K-6	iPad & Case	\$393.00	\$35.00	\$428.00	\$85.00
Grades 7-12	iPad Pro & Case	\$673.00	\$35.00	\$708.00	\$95.00

**\*\* Students in Grades 7-12 will have the option of adding an Apple Smart Keyboard (District Cost of \$159.00) for an additional \$25.00 rental fee per school year. \*\* All iPads include 3 years of AppleCare+ coverage.**

The 1:1 Digital fee will be charged and added to the student's fees in Skyward along with the keyboard rental fee if applicable. In addition, any iPad or case damage/repair/replacement fees will be added to the student's Skyward Fees. Any time an iPad is presented for repair, parents will be notified by note or phone call. For the first two repairs during the AppleCare coverage, the cost to the student/parent will be \$50.00 as stated in Section 9.0 above. Any additional repairs will be the actual repair cost and billed to the student/parent. Once this cost is known, parent's/guardian's will be notified. The parent/guardian will have 30 days to make payment or arrange to enter into a payment plan with the district. If payment is not made in a timely manner, late fees, in addition to court costs, may apply. Court costs can lead to an additional cost of over \$120.00.

## SUBSTITUTE TEACHERS

At times, it may be necessary for the school to employ a substitute teacher to fill in for the regular classroom teacher. Students should remember that substitute teachers have as much authority as any regular teacher, and students are expected to show the same respect for substitutes as they would for their regular teacher.

## THEFT

Theft is the unlawful taking of property belonging to another person on school grounds. This includes during an educational event or function off school grounds, or when traveling to or from school or such educational event or function.

## THREATENING, HARASSING, INTIMIDATING STUDENTS, OR BULLYING

Threatening, harassing, or intimidating any student(s) shall be considered student misconduct. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. Incidents of this nature should be reported to the principal or his designee.

## VANDALISM

Destruction of school property will result in the student and/or his parents being responsible for the replacement of destroyed property either by their own labor or by payment in full for all articles, parts, and labor incurred. In the case of substantial damage, the student will be subject to expulsion from school.

## WEAPONS

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish administrative guidelines on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge any subject the student to immediate suspension and potential expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Items pre-approved by the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy: (Working firearms and any ammunition will never be approved as part of a presentation.)

Knives must not be brought to school. This includes pocket knives. These items are prohibited.

I.C. 20-8.1-12.5                      I.C. 35-41-1-4.3 20                      Revised 11/22/94

I.C. 35-47-9                              U.S.C. 7151                                  Revised 1/13/99

## V. STUDENT DISCIPLINE GUIDELINES

In this code of conduct the school has set forth certain disciplinary action for infractions of rules. The severity of discipline increases as the student repeats the same infraction. However, when the severity of the rule violation (even though the first) warrants, the penalty will be much more severe. When extenuating circumstances prevail, the administration will handle the situation appropriately. The principals will deal with serious misconduct at their discretion and under the disciplinary authority given them by state statutes and school board regulations. **The disciplinary actions outlined in this section are only a guide and should not be construed to be absolute.**

### 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. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail 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 appropriate staff member.

Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their education program.

### REMOVAL, SUSPENSION AND EXPULSION OF STUDENTS

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

1. **Removal from Class or Activity - Teacher:** A high school teacher will have the right to remove a student from his/her class or activity for a period of up to 5 school days if the student is assigned regular or additional work to be completed in another school setting.
2. **Suspension from School - Principal:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **Expulsion:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

### GROUND FORSUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or event,
- traveling to or from school or a school activity, function, or event, or
- during summer school.

#### 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:
  - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - 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.
  - Setting fire to or damaging any school building or property.
  - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - 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 education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. 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.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
6. 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.
7. 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.
8. Possessing, using, transmitting, or being affected by any controlled substance, **prescription drug**, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, **or any paraphernalia used in connection with the listed substances**. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 8: 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:
    1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulate, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is property under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - engaging in sexual behavior on school property
  - disobedience of administrative authority
  - willful absence or tardiness of students
  - engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes
  - failing to tell the truth about any matter under investigation by school personnel
  - possessing or using a laser pointer or similar device
17. Using a mobile learning device during classroom instruction without teacher consent.
18. Any unanticipated conduct disruptive to the educational process.
19. "Bullying" 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.

#### **B. 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:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half in diameter
  - 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.
  - an antique firearm
  - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. **For purposes of this rule, a destructive device is:**
  - an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, a rocket with a propellant charge of more than four ounces, a mis-

sile 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.

- 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
  - 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.

#### **C. 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 weapon, tazer or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or in intended to be used, is readily capable of causing serious bodily injury.
  - 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 for a period of up to one calendar year.
4. The superintendent shall **immediately** notify the **appropriate law enforcement agency** when a student is expelled under this rule:

#### **D. 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 card, completed, signed by a parent or guardian, and filed in the school office.

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician, to the school office.

#### **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 reasonable 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 of the school where the student is enrolled and/or the transfer application was not completed.

## **RIGHT TO APPEAL**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-8.1-5.1-1 et seq., I.C.35-47.5-2-4, I.C.35-41-1-8, I.C.35-47-1-5

## **DISCIPLINARY OPTIONS**

### **CLASS SUSPENSION OPTION**

This option is provided to teachers as a means for handling minor classroom discipline problems. Teachers can suspend a student to the office for a maximum of five days. The teacher will assign regular or additional work to be completed.

### **DETENTION OPTION**

Detention is assigned to students for a variety of usually minor rule violations.

Students will be told where and when to report for their detention. It is the student's responsibility to arrange transportation from detention. Detention may be assigned before or after school at the convenience of the teacher. Students who fail to report for detention as assigned must explain why it was not served. The detention may be doubled originally scheduled. When students miss detention for any reason that is legitimate, (i.e. absence from school, doctor's appointment, etc.) they must reschedule their time with their teacher. During detention, strict rules of conduct will be followed. Students not following these rules, or failing to serve detention are subject to suspension.

1. The teacher is to state the time, date, and place that the student is to serve their detention under a teacher's immediate supervision.
2. The teacher will notify the assistant principal and detention supervisor when the student is assigned to the detention room.
3. If detention occurs often, a student/parent/teacher/ administrator conference may be necessary.
4. Any student who fails to serve a detention will be asked to explain why it was not served. The detention may be doubled for failing to serve the detention.
5. All other discrepancies will be handled by the administration.

### **DISCIPLINARY PROBATION**

A student who has exhibited serious behavioral problems will be assigned disciplinary probation for the remainder of the school year. Any student who is suspended for repeated violations of rules is placed on disciplinary probation. Any future serious school problem then results in a recommendation for expulsion for the semester/year.

Also, any student who is suspended out of school on three separate occasions during the school year is placed on disciplinary probation for the remainder of the school

year. If the student is suspended for a FOURTH occasion he/she will be recommended for expulsion for the remainder of the semester/year.

## **EXPULSION**

This option will be used when other options fail or when the infraction requires severe consequences. This option will also be used for frequent or repeat offenses. A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon.

## **IN-SCHOOL SUSPENSION**

In-school suspension is a full day assignment intended to isolate the student from the classroom and his/her peers. This option is intended to provide supervised environments for students who need disciplinary action requiring a high level of supervision. Only administrators can assign students to ISS and students will complete classroom assignments for credit as provided by teachers. Any student serving in-school or out-of-school suspension will not be able to participate in any extracurricular activities on the days(s) of suspension. This will also include Saturday and Sunday if the suspension carries one week to the next. You may not use electronic devices, sleep, or talk. You must have something to read if you do not have enough classroom work to remain working all day.

## **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension shall be reserved for serious disciplinary infractions or for those students who are habitual offenders. Full credit for work missed will only be given if the work is completed and turned in upon the first day of the student's return to school. Students will be allowed to make up any test or major project. Any student serving in-school or out-of-school suspension will not be able to participate in any extracurricular activities on the days(s) of suspension. This will also include Saturday and Sunday if the suspension carries one week to the next.

## **SATURDAY SCHOOL**

Saturday School may be used as an alternative to suspension for infractions of truancy, tardies, forgery, lying, obscenities, vandalism, mischief, and class disruptions, but not limited to these examples. Some situations may require suspensions and Saturday school is to be implemented at the administrator's discretion. This alternative to suspension will serve as a cooperative effort between the school and the parent to not infringe on the student's education, yet provide a disciplinary action which will modify inappropriate behavior.

## **SOCIAL PROBATION**

This option may be used for any infraction of school rules. This means that a student may not participate in any extracurricular activity whatsoever when he is on social probation. He may attend school during normal school hours, but must leave school property at 2:40 p.m. and not return until the next day's classes. Social Probation may be given for a week or any length of time up to a semester to a student who misbehaves. It is usually used for misbehavior that occurs during extra-curricular activities.

When a student fails to remain in "good standing" due to an infraction of the school rules and they hold a position of responsibility within the school, he/she may be removed from that position of responsibility.

## **OTHER DISCIPLINE PRACTICES**

Under Indiana law the superintendent, principal, any administrative personnel, or any teacher of the school corporation is authorized to take any action in connection with student behavior which is, reasonably desirable or necessary to help any student, to further school proposes, or to prevent interference therewith. These actions include:

1. Counseling with a student or group of students
2. Conference with a parent or group of parents
3. Assigning students additional work
4. Rearranging class schedules
5. Requiring a student to remain after school or to come in early
6. Corporal punishment
7. Standing in the hall
8. Clean-up duty
9. Assigned seat
10. Removal from class
11. Failed assignment
12. Loss of credit
13. Change inappropriate dress
14. Disciplinary probation
15. Athletic probation
16. Social probation
17. Denied lunch room privileges
18. Denied bus privileges
19. Denied parking/driving privileges
20. Denied pass privileges
21. Denied field trips
22. Denied convocations
23. Denied participation
24. Denied commencement participation
25. Withholding diplomas
26. Stopping commencement

27. Rehabilitation and counseling for drug, alcohol, and tobacco problems
28. Removal of office leadership role
29. Paying for lost, stolen, or damaged articles
30. Restrict areas of the building, property, etc.
31. Confiscate articles which should be considered to be an interference with the educational process; or
32. Any other disciplinary actions deemed necessary to prevent an interference with the educational process.

## **ACADEMIC INTEGRITY**

In order to maintain an academic atmosphere at Northwestern High School and to create a positive relationship with all students who attend Northwestern High School, the following guidelines will be enforced with students in order to remain enrolled at Northwestern:

All students must:

1. Maintain respectable behavior (no referrals as per the student handbook)
2. Have good attendance as per the student handbook
3. Earn all academic credits towards graduation

Meeting these requirements maintains the academic integrity of Northwestern High School and the rigorous expectations placed on all students. Failure to meet these expectations may result in a parent, student, and administrator conference detailing the violation(s) before the end of the semester. Consequences for inadequate academic integrity may result in a reprimand up to expulsion depending on severity. This may also result in a transfer student's application for Northwestern to be revoked.

# NORTHWESTERN HIGH SCHOOL

## DISCIPLINARY CHART

The following list of violations and penalties is provided to aid in the communication of our expectations and obligation to the student body to insure a proper school atmosphere. Each student who is subject to disciplinary action by the school administration may be dealt with according to this list. However, the unique circumstances of each individual's case will be considered before a decision regarding punishment is made. This list is not intended to be the "last word" concerning penalties. The merits of each case require flexibility; however, this list is provided to demonstrate a conscientious attempt to deal consistently and fairly with each individual. Misbehaviors not listed here will also be handled with this stated intent in mind. In cases involving expulsion, the Student Due Process will be followed.

The contents of this chart do not limit the scope or severity of the penalties for violations. Please read the chart detailing the possible discretionary disciplining consequences for violations of rules and guidelines. Copies of mailed disciplinary referrals are kept in the student's discipline file.

### DISCRETIONARY DISCIPLINARY CONSEQUENCES

Infraction	First Occurrence	Second Occurrence	Third Occurrence
Leaving class without permission, cutting, not reporting to the office	Double detention	1 Saturday School	2 Day Out of School Suspension
Obscenity/Profanity, inappropriate language	Double detention	1 Saturday School	2 Day Out of School Suspension
Obscenity/Profanity, inappropriate language directed at a staff member	3-5 Days Out of School Suspension	5-10 Days Out of School Suspension	With recommendation for expulsion
Gambling	Warning up to 1 Saturday School	1 Days Out of School Suspension	3 Days Out of School Suspension
Insubordination	1 Saturday School and/or 3 days of class suspension	2 Days Out of School Suspension	5 Days Out of School Suspension
Classroom rules violation	Referral, warning up to 1 detention	Referral, warning up to 1 Saturday School	Referral, Double Detention, Saturday School, In School Suspension, or removed from class and assigned to study hall
Harassment, intimidation, Bullying or threat	Reprimand to Recommendation for expulsion pending seriousness of the matter	Reprimand to Recommendation for expulsion pending seriousness of the matter	Reprimand to Recommendation for expulsion pending seriousness of the matter
Inappropriate display of affection (kissing)	Conference and parent notified	One detention	1 Saturday School
Fighting or behaving in a manner that may result in a physical injury	Warning up to 10 days Out of School Suspension, Recommendation for expulsion depending on severity	Warning up to 10 days Out of School Suspension, Recommendation for expulsion depending on severity	Up to 10 days Out of School Suspension, Recommendation for expulsion
Student attack on a staff member	Up to 10 days Out of School Suspension and/or recommendation for expulsion	Up to 10 days Out of School Suspension and/or recommendation for expulsion	
Cheating, plagiarism	Zero on test/quiz/assignment etc. parent notified with referral.	Zero on test/quiz/assignment, etc. parent notified with referral. Saturday School	Withdrawn from the class and assigned to study hall and parent notified with referral.
Forged hall pass, falsifying forged hall pass, progress report, falsify-	1 Saturday School	2 Saturday Schools	3 Days Out of

ing school documents, and/or phone calls for absences or early dismissals			School Suspension
Bus Behavior Violation	Conference - warning, possible suspension	Suspension of bus privileges - One (1) Day	Suspension of bus privileges - One to Five(1-5) Days, and parental conference
Driving/parking lot violation; including no "sticker" or no school driving form filled out	Warning up to loss of driving privileges and/or suspension	Warning up to loss of driving privileges and/or suspension	Warning up to loss of driving privileges and/or suspension
Truancy/skipping school/leaving without permission	1 Saturday School	2 Saturday Schools	3 Days Out of School Suspension
Possession of cellular telephone/portable audio device/laser	Confiscation and parent notification	Confiscation and 1 Saturday School (Parent required to secure item)	2 Days out of School Suspension (parent required to secure item)
Missed Saturday School	2 Saturday Schools	2 Days Out of School suspension	3 Days out of School suspension
Use or possession of tobacco/tobacco product	Law enforcement will be notified, 1 Saturday School	Law enforcement will be notified, 3 Days Out of school Suspension	Law enforcement will be notified, 10 Days Out of School Suspension and a recommendation for expulsion
Use or possession of alcohol or being under the influence of alcohol	Law enforcement notified, 5 Days Out of School Suspension	Law enforcement notified, 10 Days Out of School Suspension and a recommendation for expulsion	
Possessing, using, distributing, or being under the influence of marijuana, intoxicant, or any other kind of illegal substance	Law enforcement notified, 10 days out of school suspension and a recommendation for expulsion		
Possessing, using, or being under the influence of a controlled or regulated substance, alternative, or possession of paraphernalia	Law enforcement notified, 10 Days Out of School Suspension and a recommendation for expulsion		
Selling, distributing and/or possessing controlled or regulated substance, alternative, and/or look-a-like	Law enforcement notified, 10 Days Out of School Suspension and a recommendation for expulsion		
Inappropriate use/abuse of prescription or over the counter medication	Law enforcement notified, 10 Days Out of School Suspension and a recommendation for expulsion		
Major disruption of school or classroom	1 Day Suspension up to expulsion		
Possession of a weapon, or the threatened use of a weapon	Law enforcement notified, 10 Day		

	Out of School Suspension and expulsion		
Vandalism	2 Days Out of School Suspension and restitution required	5 Days Out of School Suspension and restitution required	10 Days Out of School Suspension and restitution required
Theft	2 Days Out of School Suspension and restitution required	5 Days Out of School Suspension and restitution required	10 Days Out of School Suspension and restitution required
Habitual Offender	Notified of being an habitual offender; the individual will have 2 out of school suspension in a semester	3-5 Days Out of School Suspension	10 Days Out of School Suspension and recommended expulsion
Firecracker and other fireworks	5 Days Out of School Suspension up to a recommendation for expulsion	Recommendation for expulsion	
Sex offense	5 Days Out of School Suspension up to a recommendation for expulsion	10 Days Out of School Suspension up to a recommendation for expulsion	10 Days Out of School Suspension up to a recommendation for expulsion
Pulling Fire Alarm	10 days out of school suspension and a recommendation for expulsion		
Computer Violation	Loss of privileges up to a school suspension	Loss of privileges up to a school suspension	

\*Penalties can carry over to the next school year.

## **MODIFICATIONS AFFECTING THE DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

Students who participate in special education programs are required to maintain all rules and regulations within the student handbook. In some instances, State and Federal laws modify this procedure. Those modifications include:

- A Manifestation Determination must be held when a student is recommended for a long term out-of-school suspension (more than a total of ten days of out-of-school suspension in any academic year) or an expulsion
- If a special education student is recommended for expulsion, the student shall remain in the current educational placement until a causal case conference is held.
- If the special education student presents a danger to others or himself/herself, or a substantial disruption to the educational process, alternatives may be implemented. (Refer to Article 7, Section 511 1 AC7-15-2).
- Students in special education who have individual educational plans that address specific behavioral components have built in modifications different from those contained in the discipline/attendance section of the handbook.

# VI. DRUG TESTING POLICY

## EXTRA-CURRICULAR ACTIVITIES AND STUDENT DRIVER DRUG TESTING POLICY

The entire policy & consent form are available in the office.

### A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be institute as a pro-active 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 effect of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a 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 Northwestern 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. Northwestern 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

Northwestern School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in Northwestern 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 Northwestern School Corporation students in grades 7-12 who wish to participate in extracurricular activities that may include, but are not limited to the ones listed below:

- Athletics (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)
- Music (Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests.)
- Academic Teams
- Drama
- FFA
- National Honor Society
- Student Government
- SADD
- Student Drivers

### CONSENT FORM

It is **MANDATORY** that each student who participates in extracurricular activities or drives to or from school signs and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation and/or no issue of a student driving permit to school.

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 on up to a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extracurricular Northwestern School activities or drive.

Each participant shall have on file a "consent form", which shall be dated and signed by the student and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Northwestern School Corporation or is stating he/she does not plan to participate in extracurricular activities. Any student who fails to sign and return a consent form by the selection date and then decides to participate in an extracurricular activity program at a later date must submit to urinalysis. The student and/or parent/guardian will be financially responsible for the urinalysis.

### NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances.

The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid ad binding subpoena or other legal process, which the Northwestern 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 Northwestern 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 Northwestern School Corporation students.

Alcohol	Cocaine Metabolites	Opiates
Amphetamines	LSD	Phencyclidine
Anabolic Steroids	Marijuana Metabolites	Propoxyphene

Barbiturates  
Benzodiazepines

Methadone  
Methaqualone

OtherSpecifiedDrugs  
Nicotine

## TEST RESULTS

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's and other student's 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 which will be considered in determining whether a "positive" test has been satisfactorily explained.
3. If the test is verified "positive", the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A student involved in athletics who tests positive will be subject to the disciplinary consequences outline in the Athletic Code of Conduct. A student involved in non-athletic extracurricular activities will be subject to the disciplinary consequences outlined in the Student Activities Code of Conduct. A student driver who tests positive for alcohol will have his/her driving privileges suspended for forty-five (45) school days. A student driver who tests positive for banned substances other than alcohol will have his/her driving privileges suspended sixty (60) school days. Suspensions of driving privileges may carry over to the following school year. A student driver suspended for alcohol use may have his/her suspension reduced to 25 school days if the student successfully completes an alcohol program at a licensed drug and/or alcohol rehabilitation center. A student driver suspended for banned substances other than alcohol may have his/her suspension reduced to 30 days if the student successfully completes a drug program at a licensed drug and/or alcohol rehabilitation center.

# VII. STUDENT RIGHTS

## DUE PROCESS PROCEDURES - SUSPENSION/EXPULSION

A student who has committed a disciplinary infraction will be afforded due process in proportion to the disciplinary action taken by school officials. Guidelines for due process are as follows:

### SUSPENSION PROCEDURE

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

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

the student's misconduct, and the action taken by the principal.

4. Students under suspension are not to be on school premises, participate in or attend curricular activities, extra-curricular activities, or any school functions except by direction of the school administration.

## **EXPULSION PROCEDURE**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An Attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

## **RIGHT TO APPEAL**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

## **PROBATION OR OTHER MINOR DISCIPLINARY ACTION**

A student will be given an oral statement of the charges against him, and, if the charges are denied, an oral summary of the evidence against him and an opportunity to explain his conduct. A student may be placed on probation for a trial period by the principal or this designee, with specified conditions for release from probation set by the principal or his designee.

## **DUE PROCESS PROCEDURES - WITHDRAWAL**

All students are subject to due process and possible expulsion and may be withdrawn from attendance at Northwestern High School for one of the reasons listed below:

1. **Failure to enroll properly:** When a student fails to properly enroll he may be withdrawn by the administration; or if a student fails to pick up this semester schedule within eight days from the start of the semester he/she may be withdrawn.
2. **Violation of Attendance Policy Due to Absences:** When a student has violated the attendance policy and lost credit in a class, he may be placed in a study hall receiving a grade of "W". When a student has lost credit in three (3) classes due to lack of attendance, he may be recommended for expulsion from school for the remainder of the semester and lose all credits in course enrolled.
3. **Disciplinary Reasons:** When a student is suspended, pending an expulsion request, he will be withdrawn from attendance upon formal expulsion and after all due process procedures have been instituted.
4. **Expulsion Grading Policy:** A student who is expelled from Northwestern High School shall be withdrawn from all classes with a grade of "w" and shall lose all credits in which he/she was enrolled, unless the principal and/or hearing officer determines otherwise.

## **PARTICIPATION IN SURVEYS**

No student may be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings. Surveys need administration approval.

## **RELEASE OF STUDENT RECORDS**

### **DIRECTORY INFORMATION**

Northwestern schools maintain records on all students K-12. These records may include directory information such as:

- Name, address, telephone, name of parent/guardian
- Date and place of birth
- Participation in school activities and athletics
- Dates of school attendance
- Honors and awards
- Other similar information such as honor roll, height and weight, information generally found in yearbooks, college plans, and other institutions attended.

Only the directory information which is appropriate for the legitimate agency will be released. Parents or guardians wishing to deny the release of any directory information items pertaining to their youngster may obtain a "**Denial to Release Directory Information**" form from the Principal's Office.

### **TRANSCRIPTS**

Upon student request, an "official" transcript of student records will be forwarded directly to other schools, colleges or after-high school educational programs to which the student transfers, applies for admission, or enrolls. "Official" transcripts may also be requested and sent to scholarship and financial aid sponsors to whom the student is

making application. A transcript is "official" only if it is signed and sealed by a school official and mailed directly from NHS to another institution. Transcripts carried or mailed by a student or parent will be stamped as "unofficial" and will not be signed or certified by any school official. Students wanting to hand carry or mail their own "unofficial" transcript must complete a transcript request form which takes a parent signature for students under age 18. Electronic transcripts are the preference of most college and universities as well as the NCAA. Juniors need to register for the "etranscript" program via the Guidance web site. The high school counselor or Secondary School Report (essr) may also be requested to save paper and postage. Transcript requests may be made this way during the entire senior year and after graduation.

## **STUDENT INFORMATION RELEASE POLICY**

1. The release of ANY student records, other than in the areas specified, require the written consent of the parent or the eligible student.
2. A parent or an eligible student (18 years of age, or older) may inspect the student's education records by making an appointment with the student's counselor. The request for an appointment must be honored within a reasonable period of time.
3. If a parent or eligible student believes the student's educational record contains information which is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, a request for amendment may be made.
  - a. The principal of the school will act upon the request for amendment of records within a reasonable period of time.
  - b. If the request to amend record is denied, the parent or eligible student will be notified of the right to a hearing.
  - c. If the hearing officer decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students, the school shall:
    1. Amend the record accordingly, and
    2. Inform the parent or eligible student of the amendment in writing.
  - d. If the hearing officer, as a result of the hearing, decides that the record is not inaccurate, misleading, or otherwise in violation of the privacy or rights of the student, the parent of eligible student shall be informed of the right to place a statement in the record commenting on the contested information.
    1. The statement of the parent of eligible student shall become a part of the student's educational record for as long as the record is maintained; and
    2. The statement will be disclosed whenever that portion of the record to which the statement related is disclosed.

## **STUDENT RIGHTS OF EXPRESSION**

Northwestern High 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, buttons, badges, or other insignia; and the like. All items must meet NHS guidelines.

- A. A material cannot be displayed or distributed if it:
- Is obscene to minors, libelous, indecent, or vulgar,
  - Advertises any product or service not permitted to minors by law,
  - Intends to be insulting or harassing,
  - Intends to incite fighting; or
  - 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.

\*\*Items brought into the building to be posted, displayed or distributed require administrative approval.

## **STUDENT SEARCH - LOCKER**

### **STATEMENT OF LOCKER POLICY**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, to maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

### **LOCKER POLICY**

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations.

1. **Locks:** The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students will be expected to keep their lockers in a clean and orderly manner.

### **AUTHORITY TO INSPECT**

The school corporation shall retain the right to inspect lockers to insure they are being maintained in accordance with the conditions in this policy. All inspections of student lockers shall be conducted by the principal or a member of the staff designated in writing by the principal.

The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

Before a particular student's locker is inspected, the student, if present on the school premises shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless certain circumstances require that the inspection be conducted without delay in order to protect the health and safety of others

present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as possible.

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, or superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules.

If a general inspection of a number of lockers is necessary, then **all** lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (1) lockers from time to time in accordance with a posted general housekeeping schedule, (2) the locker of a student no longer enrolled in the school, or (3) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

## **STUDENT SEARCH - SEARCH OF PERSON**

### **STATEMENT OF POLICY**

The principal, assistant principal, or another member of the administration acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable grounds for suspecting that the search will produce evidence of a violation of school rules or state laws. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student,
2. any object in the possession of the student such as a purse or briefcase and/or
3. a "pat down" of the exterior of the student's clothing.

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

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

# VIII. GENERAL INFORMATION

## DRILLS

### FIRE DRILLS

Fire drills are required by state law and are an important safety precaution. This alert is signaled by a continuous on/off horn sounding in the hall, with flashing red lights. It is essential that when the fire alarm is sounded, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible, and proceeds outside and across the parking lot areas to safety. Notices of evacuation are posted in every classroom and students should take note of these before the drill. Under **no** circumstances are the students to remain in the building when the alarm has been set off. **Students are to remain quiet during such drills and are also to remain outside the building until the return bell is sounded.**

The penalty for pulling a false alarm is expulsion from school, and possible legal prosecution. The potential for injury to others is great in any fire drill. The school cannot tolerate endangering students as a prank.

### SEVERE WEATHER DRILLS

Severe weather drills are required by law and are especially stressed during the spring months. Unlike the fire drill, during a severe weather drill students remain in the building. The alert is signaled by the continuous on/off warble sound of the P.A. system. Severe weather drill directions are posted in each room and should be reviewed by the teacher in each class. It is essential that directions be closely followed and students remain silent during the severe weather alert. Students are to avoid standing near glass areas and may return to their rooms when the bells are sounded unless other directions are given over the public address system.

### OTHER EMERGENCY DRILLS (I.E. LOCK-DOWN DRILLS, ETC.)

Students are to remain calm and quiet and listen to specific instructions. During these drills, stay away from windows.

## EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, NHS will notify you via Skyward. It will also be posted on the Northwestern School Corporation website. In addition, local radio stations (WIOU 1350 AM, WZWZ 92.5 FM, WWKI 100.5 FM) will make the announcement.

## GUIDANCE AND COUNSELING

Guidance services are available for every student. These services include assistance with educational planning, scholarships, career information, personal problems, or any topic the student may feel he would like to discuss. Each student is assigned a counselor according to the student's last name.

A student may talk to his assigned counselor or other available counselors if desired. Guidance offices are located in the counseling suite.

## HEALTH SERVICES

If a student becomes ill while at school, he/she should be excused from class by his teacher and then report directly to the nurse. **Under no circumstances are students to leave the building because of illness without authorization.** The Health Clinic is not a place to get "cured." Only first aid may be administered in the Health Clinic.

Prescription Medication Procedures: Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee in the health clinic and administered or taken there. This medicine must be brought in by a parent/guardian.

### 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. Northwestern High 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, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Corporation has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel or resource people including the County Health Department. Northwestern High School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

## IMMUNIZATIONS

Schools are required by law (IC 20-34-4-2) to ensure that all students have received all immunizations required or have an authorized waiver. If a student does not have the necessary vaccines or waivers, the Principal may remove the student or require compliance with 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 Corporation Nurse.

### Minimum Immunization Requirements for Students Enrolled in Grade 6-12;

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT). [4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose].

- 4 doses of any combination of IPV or OPV by age 4-6 [3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the first birthday].
- 3 doses of Hepatitis B vaccine [3rd dose must be on or after 24 weeks of age].
- 2 doses of measles (rubeola) vaccine on or after the fourth birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella (German measles) vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age appropriate interval or written history of disease. Parental history of chicken-pox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4).

**Statement of immunization history; waiver; rules: IC 20-34-4-5** Sec. 5 (a) Each school shall require the parent of a student who has enrolled in the school to furnish not later than the first day of school a written statement of the student's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school. (b) The statement must show, except for a student to whom IC 20-34-3-2 or IC 20-34-3-3 applies, that the student has been immunized as required under section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization. (c) A student may not be permitted to attend school beyond the first day of school without furnishing the written statement, unless: (1) the school gives the parent of the student a waiver; or (2) the local health department or a physician determines that the student's immunizations will not be completed before the first day of school. The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days. If subdivision (2) applies, the parent of the student shall furnish the written statement and a schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations. Neither a religious objection under IC 20-34-3-2 nor an exception for the student's health under IC 20-34-3-3 relieves a parent from the reporting requirements under this section. **Religious objections: IC 20-34-3-2** Sec. 2 (a) Except as otherwise provided, a student may not be required to undergo any testing, examination, immunization, or treatment required under this chapter or IC 20-34-4 when the child's parent objects on religious grounds. A religious objection does not exempt a child from any testing, examination, immunization, or treatment required under this chapter or IC 20-34-4 unless the objection is: (1) made in writing; (2) signed by the child's parent; and (3) delivered to the child's teacher or to the individual who might order a test, an exam, an immunization, or a treatment absent the objection. \*The written document, signed by the parent, must state that the objection to immunization is based on religious grounds. The Indiana State Department of Health policy requires that the written statement be verified by the parent each year. **Exception for student's health: IC 20-34-3-3** Sec. 3 If a physician certifies that a particular immunization required by this chapter or IC 20-34-4 is or may be detrimental to a student's health, the requirements of this chapter or IC 20-34-4 for that particular immunization is inapplicable for the student until the immunization is found no longer detrimental to the student's health.

## INJURY AND ILLNESS

All injuries must be reported to a teacher, nurse, and/or the office. If minor, the student will be treated and may return to class. If additional medical attention is required, the nurse and/or 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 Nurse's Office. The Nurse 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.

## MEDICATION

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. The Medication Request and Authorization Form 5330 FI must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the nurse's office. All medication, prescription, and over-the-counter, must be in the original container. Medication that is brought to the office will be properly secured. This should be arranged in *advance*. A two to four (2-4) week supply of medication is recommended. 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 a school year. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. 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. Medication that is brought to the office will be properly secured and medication shall be *conveyed* to school directly by the parent/guardian/caregiver.

A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during school hours or at school functions. The student's parent must file a 5-part authorization with the student's principal/nurse for the student to possess and self-administer the medication. This authorization must be completed by the student's physician and the parent and must be filed annually.

Medication that is possessed by a school for administration during school hours or at school functions may be sent home with a student in grades 9 through 12 if the student's parent/guardian provides written permission for the student to receive the medication.

## HOMELESS STUDENTS

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

## SAFETY AND SECURITY

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to Northwestern High School to prevent any inconvenience.

## **SCHOOL INSURANCE**

Student insurance (pending availability) may be obtained at a nominal cost and is optional. When a student insured under this plan is injured, he will be given a claim form from the high school office. This form must be completed by his parents and presented to the doctor or hospital. The school merely acts as an intermediary in supplying the insurance and assumes no liability, either for the injury, or the subsequent negotiations with the insurance company.

## **TELEPHONES**

### **CELLULAR PHONES:**

Students' cellular phones and electronic devices may not be used during instructional times or in the classrooms without teacher permission. Classroom policy on cellular phones/electronic devices is up to the discretion of the teacher. The school will not assume the responsibility for the security of any such items on school grounds.

### **OFFICE PHONES:**

Students may request permission from a member of the office staff to use a phone for emergency or critical situations.

## **WORK PERMITS**

All students should know that the Indiana Industrial Laws require boys and girls between the ages of 14 and 17 who work for pay to possess work permits, except for certain exempt occupations, such as farming and domestic work. Once employment has been offered, the employer should provide the student with an "Intent-to-Employ" form. This form must then be signed by the parent, employer, and the student. The student should then present the completed "Intent-to-employ" form **along with his birth certificate** to the Northwestern High School Guidance Office to obtain a work permit. There is no charge for the work permit. During the summer, students should call the high school office to arrange a time to process a work permit. Indiana's law does not allow a student to have more than one work permit at the same time. Allow at least one full day to process a permit.

### **WORK PERMIT POLICY FOR GRADES AND ATTENDANCE**

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins work. When it appears that a job is detrimental to a student's academic status, it is the school's responsibility to advise the parents and employer so we can work together to ensure that the student's education remains the primary focus.

Therefore, it is important for students, parents, and employers to know the guidelines that accompany the responsibility of being a working teen.

### **GRADES**

1. A student must pass five (5) credit classes before a work permit will be issued.
2. If a student does not pass five (5) credit classes after a work permit has been issued, the student's parents and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.
3. If the student does not pass all five (5) credit classes during the probation period, the school will revoke the work permit for the next grading period and the parents and employer will be notified.
4. The work permit will be reissued to the student when all five (5) credit classes are passed in any grading period.

### **ATTENDANCE**

1. A student may not be absent from school more than 10% of the days in a grading period. Medical reasons and excused absences verified by the student's parents are excluded.
2. If the student's record of unexcused absences is more than the allowed 10% in a grading period, the student's employer and parents will be sent a warning letter, and the student will be placed on probation for the next grading period.
3. If unexcused absences persist during the probation period, the school will revoke the student's work permit for the next grading period and the employer and parents will be notified.
4. The work permit will be reissued if the student's attendance reaches an acceptable level during the next grading period.

Should the work permit be revoked at the end of the school year, special provisions will be given to that student and s/he will be allowed to work during the summer while school is not in session. However, such students will lose their work permit at the start of the new school year until they meet the attendance and grade standards established by the school for receiving a work permit.

The student has the right to appeal this decision, but the school will override its decision only upon a student's demonstration of just cause. Appeals are made to the school principal in writing.

**NORTHWESTERN SCHOOL CORPORATION  
KOKOMO, INDIANA  
2019-2020 SCHOOL CALENDAR**

**AUGUST**

5 ..... Teacher Organization Day (No Students)  
6 ..... Begin Semester I (First Day for Students)

**SEPTEMBER**

2 ..... Labor Day - No School

**OCTOBER**

8 ..... End first grading period  
14-18 ..... FALL RECESS - NO SCHOOL

**NOVEMBER**

27-29 ..... THANKSGIVING VACATION - NO SCHOOL

**DECEMBER**

20 ..... End 2nd grading period/1st Semester  
23 ..... BEGIN WINTER RECESS

**JANUARY**

6 ..... Teacher Work Day (No Students)  
7 ..... Return from Winter Recess - Begin Semester 2  
20 ..... MARTIN LUTHER KING DAY - NO SCHOOL  
(Snow Make-Up Day)

**FEBRUARY**

17 ..... PRESIDENTS' DAY - NO SCHOOL (Snow Make-Up Day)

**MARCH**

11 ..... End 3rd Grading Period  
30-Apr 3 ..... Spring Break

**APRIL**

10 ..... NO SCHOOL

**MAY**

21 ..... END OF SEMESTER 2 (Pending Snow Days)  
22 ..... Teacher Work-Day (No students)

**NOTE:** Snow days will be made up in order on calendar. Additional days will be made up at end of calendar. If there are changes due to legislative action, the calendar

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 certain rights with respect to the student's education records.

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 records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where 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 the Union County/College Corner Joint School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school corporation decides not to amend the record as requested by the parent or eligible student, the corporation will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
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 that 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 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 an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. The right to file a complaint with the United States 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, D.C. 20202-4605

5. The right to refuse to allow the school district to disclose "directory information":

It is the policy of the school district to make available, upon request, certain information known as "directory information." The school board designates student "directory information" as: a student's name; address; 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. Parents or eligible students may refuse to allow the school district to disclose any or all of such "directory information" upon written notification to the school district within fourteen (14) days after receipt of this public notice.