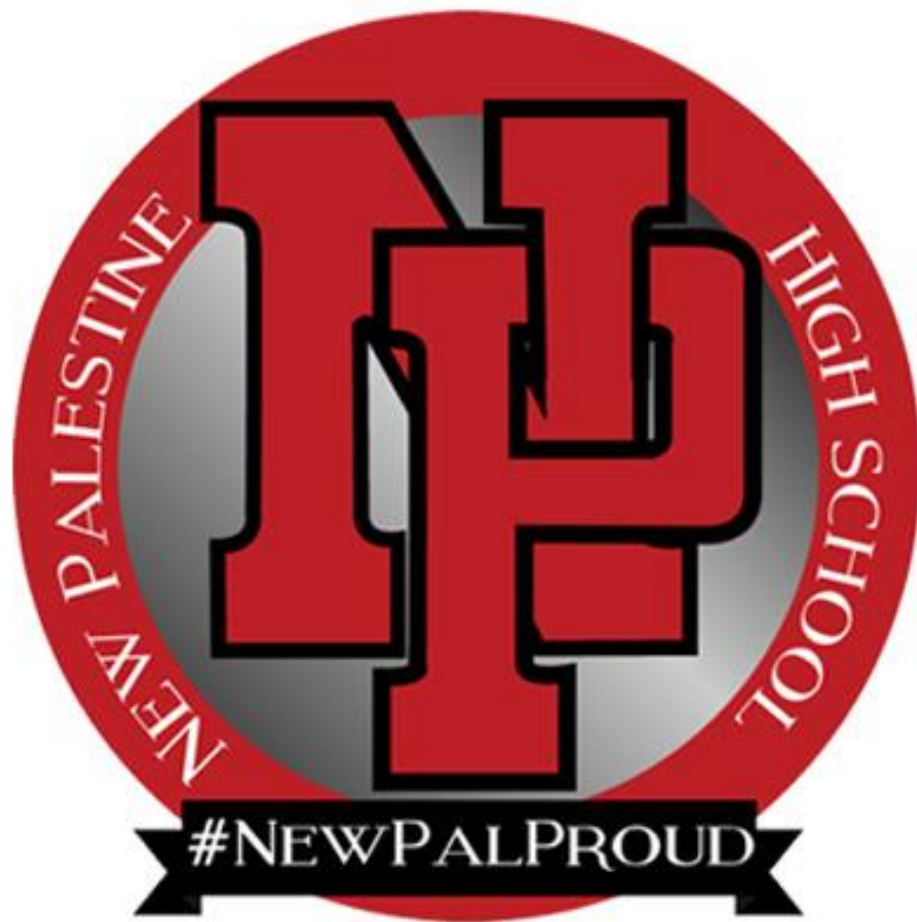


# **New Palestine High School**



# **2018-19**

**CSCSHC NEW PALESTINE HIGH SCHOOL**

MODIFIED BLOCK SCHEDULE 2018-2019					
Monday, Tuesday and Friday		Wednesday		Thursday	
7:30 - 8:20	1	7:30 - 9:00	2	7:30 - 9:00	1
8:25 - 9:15	2	9:05-9:35	Attendance Announcement Homeroom A		
9:20 - 10:10	3	9:40 - 10:35	Homeroom B	9:05 - 10:35	3
10:15 - 11:05	4	10:40 - 12:45		10:40 - 12:45	
<i>All students should report directly to class at the beginning of this period.</i>					
11:10 - 12:35 Lunch A 11:05-11:35 Lunch B/C 11:35-12:05 Lunch D 12:05-12:35	5	Lunch A 11:11-11:42 Lunch B/C 11:42-12:13 Lunch D 12:13-12:45	4	Lunch A 11:11-11:42 Lunch B/C 11:42-12:13 Lunch D 12:13-12:45	5
12:40 - 1:27	6	12:50 - 2:20	6	12:50 - 2:20	7
1:32 - 2:20	7				

**NEW PALESTINE HIGH SCHOOL PARENT/STUDENT HANDBOOK**

While this *Student Handbook* is intended to be a fair summary of certain matters of interest to students, readers should be aware that (1) it is not a complete statement of all procedures, policies, rules and regulations of The Community School Corporation of Southern Hancock County; (2) the School Corporation reserves the right to change without prior notice any procedures, policies, programs, and so on, which appear in the *Student Handbook*; and (3) the various departments and teachers may have their own procedures and policies that apply to students.

All policies of the Board of School Trustees of the Community School Corporation of Southern Hancock County, including full language of those summarized below, are accessible via the internet at <http://corp.newpal.k12.in.us>.

**New Palestine High School**

PO Box 448

4485 S Victory Dr

New Palestine, IN 46163

Telephone: 317-861-4417 Fax: 317-861-2125

[nphs.newpal.k12.in.us](http://nphs.newpal.k12.in.us)

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August 3	Teacher Preparation Day/Teacher In-Service
August 6	First Day For Students
August 22	Students ½ Day -- Teacher Professional Development
September 3	Labor Day, NO SCHOOL
September 19	Students ½ Day -- Teacher Professional Development
September 28	End of First Quarter Grading Period
October 3	Parent/Teacher Conferences NO SCHOOL
October 8-12	Fall Intersession, NO SCHOOL
October 24	PSAT Day for Sophomores and Juniors Freshmen and Seniors = College and Career Readiness Day
November 19-23	Thanksgiving Break, NO SCHOOL
December 21	End of Second Grading Period End of First Semester (Full Student Day)
December 24-- January 4	Winter Intersession, NO SCHOOL
January 7	School Resumes After Winter Break Intersession
January 21	Dr. Martin Luther King Jr. Day, NO SCHOOL (Snow Make-Up Day If Needed)
January 30	Students ½ Day -- Teacher Professional Development
February 18	Presidents' Day, NO SCHOOL (Snow Make-Up Day If Needed)
March	NPHS Commencement scheduled and announced
March 8	End of Third Grading Period
March 18--March 29	Spring Break, NO SCHOOL
April 1	School Resumes After Spring Break
April 17	District Students ½ Day -- Teacher Professional Development NO SCHOOL at NPHS -- Senior Exit Interviews
May 27	Memorial Day, NO SCHOOL
May 31	End of Fourth Grading Period; Second Semester Last Day of School (Full Student Day) if no additional snow days needed
June 3	Last Day of School for Teachers (Records Day) if no additional snow days needed
June 10-28	Secondary Summer School (15 Days) Monday – Friday
July 1-9	Sports Moratorium Week/ No scheduled/organized athletics

**CSCSHC NEW PALESTINE HIGH SCHOOL**

**WHERE DO I GO FOR HELP?**

**NEW PALESTINE HIGH SCHOOL**

<b>Service</b>	<b>Who Will Assist</b>		<b>Ext.</b>
Address Changes	Secretary	Mrs. Komornik	2004
Athletic Information	Athletic Secretary	Mrs. Tillage	2003
Attendance	Dean of Students	Mrs. Young	2012
Book Rental and Refunds	Bookstore/Treasurer	Mrs. Glover	2050
Class Rank and Grade Point Average	Counselors	Mrs. Fangman Mrs. Lightcap Mr. Whitaker	2016 2015 2017
Class Rings	Bookstore	Mrs. Glover	2050
Driver Education		Mr. Collier	2301
Free or Reduced Lunch	Bookstore/Treasurer	Mrs. Glover	2050
Graduation Requirements	Counselor	Mrs. Lightcap	2015
Homework Assignments When Absent	Attendance Secretary	Mrs. K. Robinson	2002
Illness at School/Other Medical Problems	Corporation Nurse/ Clinic Assistant	Mrs. Gohmann	2005
Lockers	Attendance Secretary	Mrs. K. Robinson	2002
Lost and Found, Parking Permits	Bookstore	Mrs. Glover	2050
Parent Online Communications	Secretary	Mrs. Komornik	2004
Students Grades	Secretary	Mrs. Komornik	2004
Scheduling Concerns	Counselors	Mrs. Fangman Mrs. Lightcap Mr. Whitaker	2016 2015 2017
School Bus Concerns	Assistant Principal	Mr. Barton	2011
Senior Graduation Information	Counselor	Mrs. Lightcap	2015
Student Activities	Assistant Principal	Mr. Barton	2011
Transferring to Another School	Counseling Department	Mrs. Komornik	2004
Vocational Programs	Counseling Department	Mrs. Komornik	2004
Withdrawing from NPHS	Counseling Department	Mrs. Komornik	2004
Work Permits	Attendance Secretary	Mrs. K. Robinson	2002

**BOARD OF SCHOOL TRUSTEES**

Mr. Brian McKinney
Mr. Bill Neimer
Mr. Craig Wagoner, Sr.
Dr. Matt Ackerman
Mr. Dan Walker

**ADMINISTRATIVE STAFF**

Dr. Lisa Lantrip	Superintendent
Robert Yoder	Assistant Superintendent
Miles Hercamp	Director of Instructional Services
Dr. Marcia Piercy	Director of Student Services
Charissa Igo	Director of Food Services
Robert Martin	Director of Transportation and Safety
Don Perdue	Director of Buildings and Grounds
Keith Fessler	Principal, New Palestine High School
Adam Barton	Assistant Principal, New Palestine High School
Julie Young	Dean of Students, New Palestine High School
Allen Cooper	Director of Athletics , New Palestine High School
Jeff Wright	Assistant Athletic Director, New Palestine High School

## CSCSHC MISSION/VISION/GUIDING PRINCIPLES

### Policy 2105

#### **Mission Statement**

“Through collaboration, we provide an environment in which knowledge and skills are developed so every student will achieve their personal best.”

#### **Vision Statement**

“Achieving our personal best in pursuit of excellence.”

#### **Guiding Principles**

“Students, parents, patrons, community, Board, and staff all collaborate toward the success of our Vision, mastery of the Indiana Academic Standards, and achievement of the “Expected Results of a Southern Hancock Education” through the maximization of the time and quality of instruction. We will provide the best possible environment. We will develop meaningful and appropriate policies.”

## CSCSHC EDUCATIONAL BELIEFS

### Policy 2110

#### WE BELIEVE:

- A. The purpose of public education is to ensure that each student develops the capacity to think and reason, and acquires the knowledge and skills necessary to participate fully in a diverse, democratic society operating in an information based, global economy.
- B. Every student can learn and be successful when presented with the right opportunities.
- C. Success is defined as the feeling of power over his/her own learning and future.
- D. It is the responsibility of the family, school, and community to give each student the support s/he needs to achieve their personal best.
- E. Commitments to excellence, innovation, and continuous improvement should be expected of all people and programs throughout the School Corporation.

## CSCSHC EXPECTED EDUCATIONAL RESULTS

### Policy 2131

The Board of School Trustees believes that the mission of the Corporation is being accomplished when there is valid evidence that its educational programs are making it possible for students to achieve the following educational results, commensurate with their ability and potential:

#### EXPECTED RESULTS

##### A. Communicate Effectively

The Corporation graduate:

1. reads critically and speaks and writes with clarity;
2. processes, comprehends, and synthesizes information found in a variety of media;
3. actively listens and responds in an appropriate manner;
4. uses technology/social media to communicate responsibly.



B. Think Critically

The Corporation graduate:

1. applies research and problem solving skills in diverse contexts to make informed decisions;
2. incorporates mathematical principles and operations in a variety of circumstances to decipher problems;
3. integrates skills related to scientific concepts to analyze and solve world challenges;
4. uses technology to promote creative and critical thinking within challenging scenarios.

C. Respect diversity

The Corporation graduate:

1. demonstrates an understanding and appreciation of world cultures;
2. interacts well and works cooperatively with others;
3. displays an appreciation for aesthetics and the fine arts;
4. participates in school, community, and world programs to improve the quality of life.

D. Practice skills for success

The Corporation graduate:

1. demonstrates skills and values necessary to be productive members of society (i.e. effort, initiative, honesty, citizenship, caring, respect, responsibility, acceptance, motivation, self discipline, etc.);
2. demonstrates the knowledge and skills necessary to explore and achieve post-secondary education/training and career goals;
3. uses technology appropriately and demonstrates knowledge and skill needed to learn and compete in a digital society;
4. demonstrates knowledge and skills necessary to promote health and wellness.

## SKILLS FOR SUCCESS

The Southern Hancock Schools have identified the following Skills for Success to help promote a positive school climate:

<b>Motivation:</b>	wanting to do a task
<b>Best Effort:</b>	being willing to work hard to do your best
<b>Honesty:</b>	telling the truth
<b>Respect:</b>	valuing people and their property
<b>Responsibility:</b>	doing what's right and being accountable
<b>Initiative:</b>	moving into action when something needs to be done
<b>Caring:</b>	showing and feeling concern for others
<b>Citizenship:</b>	respecting the government, laws, and symbols of the United States of America
<b>Acceptance:</b>	respecting the difference in everyone and their right to have their own views and beliefs
<b>Self Discipline:</b>	living in a peaceable society and settling disputes without violence

## NEW PALESTINE HIGH SCHOOL MISSION STATEMENT

New Palestine High School, through collaboration, will provide an environment in which knowledge and skills are developed so every student will achieve his or her personal best.

## ATTENDANCE

### **Policy 5200 Attendance, Excused Absence**

Summary: (Attendance) The Board, as an agency of the State, is required to enforce regular attendance of students. Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Summary: (Excused Absence) Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
  - B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
  - C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
  - D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
  - E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
  - F. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)
  - G. if a student or a member of the student's household is in good academic standing, and has an exhibit at the Indiana State Fair for educational purposes, that student may receive up to five (5) excused absences.
- For any of these exceptions a student shall not be recorded as absent from school.

The Board considers the following factors for excused absences:

- A. illness verified by parent communication
- B. recovery from accident
- C. required court attendance
- D. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. military connected families' absences related to deployment and return
- H. such other good cause as is stipulated in the student handbooks or permitted by law

### ***Parent/Student Responsibilities***

1. IC 20-33-2 requires parents to ensure that their children attend school as required by compulsory attendance laws.
2. New Palestine High School requires telephone calls from parents by 10:00 am on each day a student is absent. Parents may call at anytime and leave a message on the voice mail attendance line, 861-4417, extension 3.
3. Students are expected and required to attend all classes to which they are assigned.
4. It is the student's responsibility to request all make up work. Failure to complete make up work in the designated time will result in no credit. Students will not receive credit on any work completed during an absence that is a result of skipping school.
5. Parents are expected to keep the school informed during a pupil's prolonged illness by contacting the school office every third day.

### *Attendance Procedures*

The Principal, or the Principal's designee, will maintain a record for each student's attendance. Repeated, unreported, or patterned absences will be referred to the school administration. Incidents of extreme number of repeated, unreported, or patterned absences may result in the absences being reported to the Hancock County Prosecutor's Office as educational neglect.

Parents will be contacted daily by phone for any student absence that is unverified by a phone call or email.

1. After six (6) absences in any class, parents will be notified by mail and the student may be required to submit a medical note as authorized by I.C. 20-33-2-18 for absences to be considered excused. Failure to submit a medical note could result in a referral to the Hancock County Probation Department or Hancock County Welfare Department.
2. In addition, after six (6) absences, an agreement between the school, student, and parent will determine future consequences for absences including, but not limited to, extra time assigned after school, in-school suspension, out-of-school suspension, loss of opportunity to earn credit, removal from special programs or a recommendation for expulsion.
3. After twelve (12) absences have been accumulated, a conference will be held with the parent/guardian, student, and administrator and an attendance contract will be developed. The contract may include, but is not limited to, any or all of the following: required doctors certificate for each absence thereafter, additional parent conferences, and loss of credit.
4. If a student accumulates 15 absences, the Probation Office will be notified and a letter, signed by the Probation Officer, Sheriff's Department designee, and Prosecutor, will be sent to the student's parent/guardian.
5. If a student accumulates 16 or more absences over a semester, the Probation Officer will be informed of each absence.
6. From this point, the Probation Officer will decide what consequences will be enforced.
7. For implementation of the New Palestine High School attendance policy, study hall and academic lab are considered classes even though no credit is offered.
8. School-sponsored or sanctioned activities are exempt from, and will not count toward, the total days of absence. It is important to note that the student is totally responsible to make up work missed on these days. (The student is also responsible for notifying his teachers when such an activity will occur.)
9. Students with five (5) or more consecutive days of absences and no parent contact may be recommended for expulsion from school.

### *Make Up of Missed Work Procedure*

Assignments given by the classroom teacher to students present in the classroom are due on the due date. If the student is absent on the day the previously given assignment is due, then the student is responsible for the assignment the first day he/she returns to school. When assignments are made while a student is absent from school, the student will be allowed to make up the assignment. It is recommended that one class day be allowed for each class day absent. When an extended illness (three class days or more) occurs, the length of make-up time should be arranged with the teacher, student, and administration. After two consecutive days of absence, called-in requests for homework will be honored.

*Students Leaving School During the School Day*

Any student leaving school during the day must get permission from the office and parent, and sign out in the office according to the following guidelines prior to leaving:

1. All students leaving school during the regular school day must sign out and leave only through the main doors. Students enrolled in School to Work classes, cadet teaching or Warren Central Vocational classes are not required to sign out daily.
2. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge of the student's parents.
3. No student will be released to any government agency without proper warrant or written permission except in the event of emergency as determined by the principal.
4. Failure to follow proper procedures for leaving school will result in disciplinary action being taken (Friday school).

*Student Vacations During the School Year*

Students are discouraged from taking vacation during the school year. Whenever a proposed absence-for-vacation is requested, **parents must discuss it with the principal**. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

If a student is absent for any type of vacation, the absence will be unexcused.

A student may be given assignments and materials for completion during the absence.

Work completed during or after an unexcused absence for a vacation and submitted to a teacher will be counted.

*Unexcused Absences*

\*Any absence from school for any reason not included as an excused absence or a prearranged absence is an unexcused absence.

A. Examples include but are not limited to:

1. Car trouble
2. Oversleeping
3. Missing the bus
4. Babysitting
5. Personal business
6. Undocumented absences due to illness beyond the six (6) per semester confirmed by parent contact

B. Unverified Absences

1. Definition - An Unverified Absence is any absence about which the school receives no contact from the student's parent or guardian.

*Truancy*

Truancy is an absence without consent of a parent and/or knowledge of school officials. Students may not make up loss of classroom work resulting from a truancy. When a student is considered to be a truancy problem, he/she will be reported to the proper legal authorities. "Habitual truancy" is (absent without consent of parent or the school) defined as the accumulation of 10 unexcused absences from school during one school year. If a student of at least 13 years of age is a habitual truant, the student's name will be reported to the bureau of Motor Vehicles in accordance with state law (IC 20-33-2-11) in addition to the penalties set out in this policy. Students who are truant from class period(s) will receive disciplinary consequences for their actions. Possible consequences are detention, attendance contract, in-school suspension, out-of-school suspension, and expulsion.

**THERE ARE NO AUTHORIZED SKIP DAYS AT NEW PALESTINE HIGH SCHOOL.**

### ***Student Arrival and Departure***

The regular time schedule includes these time signals:

7:18 a.m. Students will be permitted to leave the front lobby area to go to lockers or classrooms.

7:25 a.m. A warning bell sounds to alert students that classes begin in five minutes.

7:30 a.m. A tardy bell will ring to begin the class. All students must be in their assigned classroom by 7:30 a.m.

Students arriving after 7:30 a.m. will be considered tardy to school.

All students must leave the building by 2:30 p.m. unless under the supervision of a staff member. Students who remain in the building after 2:30 p.m. must be in a room and supervised by a teacher. Loitering in the halls is prohibited. The hallway gates will be lowered at 3:30 p.m. daily. Students staying for practices, meetings, etc. must take books and personal belongings with them to the activity since students will not be allowed to go to lockers after 3:30 p.m.

### ***Non-Bus Students***

Students who drive to school, ride with another student, or are dropped off and picked up must enter and exit through exits 1, 2, and 4.

### ***Students Riding Buses***

All students riding school buses will remain on the bus until all buses are directed to unload at 7:18 a.m. At the end of the school day, bus students must immediately board the school bus.

### ***Bell System***

Students are given five (5) minutes to get from one class to another on block schedule days and five (5) minutes on seven period days. During this time, three bells will ring. The first bell is to dismiss the class, the second bell is the one-minute warning, and the third bell is to begin the new period. All students must be in their classroom when the bell rings.

### ***Passes***

Every student is assigned to a faculty member during each period of the school day. Each faculty member is responsible for the students assigned to him/her for each period regardless of where he/she may be in the building.

Thus, each student who leaves a classroom must have a pass slip properly signed and timed. This pass slip will be issued to the student by the teacher for whom the student is working.

When a pass slip is issued to a student, it is with the understanding that it will be eventually returned to the teacher issuing it, either by the student himself, or by its being obtained by the teacher through the mailbox. If a student has been issued a pass slip and it has not been returned, he will not be issued another until the first pass has been returned.

### ***Tardiness Procedures***

Tardiness, unless a student is detained by a staff member, is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. Any pupil who is not in the classroom when the last bell rings will be counted tardy.

Almost all tardiness is avoidable. Tardiness disrupts not only the school program, but also the progress of the class. It interferes seriously with the educational atmosphere. Habits of punctuality and promptness are the chief elements of reliability. Lack of such habits cannot help but be detrimental to a successful life. Future employers and college entrance boards, have a high regard for promptness. Plan to arrive early. Allow for emergencies.

Parents are requested to contact or phone the school before the student arrives tardy to school. However, this does not excuse the tardiness.

Work, fatigue, visits, business, hunting, fishing, car trouble, oversleeping, missing the bus, and truancy will be unexcused. Students arriving tardy to school (after 7:45 a.m.) will be required to sign in at the main office.

Excessive tardiness is defined as ten (10) total tardies per semester. Any student receiving a cumulative total of ten (10) tardies to all classes during the semester, will be placed on a contract to determine future consequences for tardies including, but not limited to, extra time assigned after school, in-school suspension, out-of-school suspension, loss of opportunity to earn credit, and/or a recommendation for expulsion.

**ALL TARDIES ARE CUMULATIVE.**

1 <sup>st</sup> and 2 <sup>nd</sup> Tardy	Recorded/ verbal warning
3 <sup>rd</sup> and 4 <sup>th</sup> Tardy	After-school detention
5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup>	Friday School and Written Contract at the discretion of the Assistant Principal or Dean on the 9th Tardy
9 <sup>th</sup> and above	Suspension at the discretion of the Assistant Principal or Dean

**DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY OF ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION**

**Policy 5111 Determination of Legal Settlement and Eligibility for Enrollment of Students Without Legal Settlement in the Corporation**

Summary: The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11. In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C. 20-26-11-32.

Transportation will not be provided by the School Corporation for transfer students accepted for enrollment.

No transfer student shall be accepted for enrollment for athletic reasons.

Transfer students may be charged transfer tuition according to Board Policy 6150.

***Withdrawal From School***

In order for all necessary records to be completed, parents should contact Student Services, either in writing or by telephone (861-4417 Ext. 123), as soon as a withdrawal date is established. Early notification will ease the transition for the student from New Palestine High School to the new school. This procedure will also assist the school in providing the parents and/or receiving school with the appropriate school records. All fees must be paid before the withdrawal process is complete. On the morning of the student's last day of attendance, a withdrawal form must be obtained from the Guidance Office and completed. Students are required to turn in all books to their teachers as they go through the schedule on their last day of attendance.

**ACADEMICS**

***Curriculum***

The Southern Hancock Schools curriculum is developed by staff for use at all schools and is aligned with the Indiana Academic Standards. Curriculum documents are developed prior to the selection of appropriate texts and materials. Each grade level subject area has specific goals; activities are then planned so that each student has an opportunity to achieve these goals. Specific information can be gained from curriculum documents, parent nights, weekly newsletters, and most certainly, teachers or principal.

There are four nine-week grading periods during the school year.

*Grades*

**GRADE POINT AVERAGE & CLASS RANK**

Grade point average is computed by assigning numerical equivalents to letter grades as illustrated below:

A	=	4.0000 points	C	=	2.0000 points
A-	=	3.6667 points	C-	=	1.6667 points
B+	=	3.3334 points	D+	=	1.3334 points
B	=	3.0000 points	D	=	1.0000 points
B-	=	2.6667 points	D-	=	0.6667 points
C+	=	2.3334 points	F	=	0.0 points

**FORMULA FOR DETERMINING CLASS RANK**

$$\text{Cumulative grade point average} = \frac{\text{Total cumulative points}}{\text{Total attempted classes}}$$

The students would then be ranked from highest to lowest by the cumulative grade point average.

Class rank is computed at the end of each semester. All classes count equally in the computation of class rank.

Weighted Courses: College articulated classes and AP classes will receive an additional .01 GPA point weight when the student completes the AP exam and received at least a C in the course. Beginning with the Class of 2011, a three-tiered GPA system will be put in place. See the Curriculum Offerings Book or your guidance counselor for a list of weighted courses. Report cards are issued during the week following the end of the school grading period. Accomplishment in a subject area is the basis of giving marks. Each student enters the class with a grade of “0.” The grade accumulates during the grading period.

Grade	Average
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

The following gives the interpretation to be placed on the different grades:

An exception to the grading policy may occur in the college credit classes taught through a university. In such cases, the university system of grading will take priority.

The Mark “INC” (Incomplete), should be given only to a student who has been unavoidably absent from class during the marking period and whose record, while present, was definitely passing. When the missed work is made up within the time limit set by teacher, the INC may be changed to reflect the quality of work for that grading period.



***Schedule Changes***

Schedule changes should be made during registration prior to the start of the school year. During the first week of each semester, schedule changes will only be made (1) if the student has already taken the course; (2) if a different course is necessary to meet graduation requirements; (3) if the student wishes to increase the rigor of his/her schedule; or (4) if the student has an incomplete schedule. **ANY OTHER SCHEDULE CHANGES WILL REQUIRE A MEETING WITH THE PARENT, STUDENT AND HIS/HER ASSIGNED GUIDANCE COUNSELOR. New Palestine High School does not accept teacher requests/changes from parents or students.**

***Honor Roll***

The purpose of the Honor Roll is to recognize superior achievement and to encourage students to strive toward academic excellence. The Honor Roll is calculated at the end of each grading period. To be eligible for the Honor Roll, a student must have a 3.00 (B) average with no grade lower than a (C) in full credit subjects. To be eligible for the High Honor Roll, a student must have a 3.70 (A) average with no grade lower than an (A-) in full credit subjects.

***Final Exams***

Final exams may be administered in each class; however, the exam will be a part of the 9 weeks grade. The last week of each semester will be a normal schedule. Each nine weeks grade will be 50% of the semester grade.

***Withdrawal From School***

Students will not be permitted to withdrawal from school until they are 18 years of age and have participated in an exit interview with the principal, per Indiana Law.

***Graduation Requirements***

Graduation requirements for New Palestine High School may be found in the Student Curriculum Guide. Any student who has lost the opportunity to earn credit in two or more classes may be recommended for expulsion.

***Valedictorian***

This recognition honors the graduating senior who ranks first in scholarship in his class at the end of the senior year. New Palestine High School honors the Valedictorian and Salutatorian with trophies that are presented during the Commencement Program.

*To be eligible for Salutatorian or Valedictorian, a student must be enrolled in the last three semesters at NPHS.*

***Salutatorian***

This recognition honors the graduating senior who ranks second in scholarship in his class at the end of the senior year.

***Academic “A” Team***

Students who have displayed academic excellence will be honored guests at the banquet and will receive awards signifying that he or she has met the criteria. The program is meant to reward high academic achievement and to motivate students to strive for their best.

The awards will be presented to students in grades 10, 11, and 12 who have attained an accumulative grade point average of 3.7 (A-). The Academic “A” Team Awards will be based on the students’ performance in grades 9, 10, and 11. The awards will be as follows:

- 1st year award - Honor Patch
- 2nd year award - 6” NP Letter
- 3rd year award – Plaque



### *National Honor Society*

New Palestine High School is a member of the National Honor Society. Students who meet the scholarship requirements are inducted into the Society in the first semester of their junior or senior year. Students who meet the academic and the activity point requirements must then be approved by the New Palestine High School faculty through a Personal Character Evaluation, in which the faculty evaluates the students on leadership, character, and service. Once elected to the Society, members must maintain their high levels of academic and personal performance.

The following requirements have been adopted by the Executive Council of the National Honor Society. The criteria are as follows:

**Grade Average:** 3.3 or above (beginning with the class of 2014, GPA must be 3.5 or higher)

**Personal Character Evaluations:** Average of 4.000 or above

**Activity Points:** The number of required points is 60 at the end of 4 semesters and 100 points after 6 semesters. Activity points must be acquired in three areas of activities defined as: clubs and organizations, music, drama, athletics, contests, community service, and school service.

### *Academic Honors Diploma*

The Academic Honors Diploma is awarded at New Palestine High School. For requirements, refer to the Student Curriculum Guide. Beginning with the class of 2010, there will be two Honors Diplomas; Core 40 with Academic Honors Diploma and the Core 40 with Technical Honors Diploma.

### *Scholarships*

A number of New Palestine students seek scholarships each year. Students and parents annually are given information concerning the College Entrance Examination Board and the National Merit Scholarship competition.

Many other scholarship opportunities are offered by colleges and business and industrial firms, as well as civic, fraternal, and educational groups. Some awards require an examination; others require a written application or an interview.

Colleges provide the largest amount of aid in the form of scholarships, grants, loans, and jobs. These scholarships and awards represent a recognition of ability and promise; however, the amount of aid granted is closely related to the student's need. The Indiana State Student Assistance Commission is an important financial aid source. This agency works closely with the colleges and universities in the state in assisting students.

Information concerning student financial aid is available in the Guidance office.

### *Standardized College Admission Tests*

A standardized admission test such as the ACT or SAT may be required when you apply for admission to a post secondary school. High schools can be very different. They have different grading policies, classes, and student backgrounds. This can be a problem for admissions officers who are trying to compare the student applications.

It is much easier to compare students if they take the same tests in certain basic subjects. These tests are called standardized admission tests.

There are two common standardized admission tests, the SAT I and the ACT. Each takes approximately four hours, and tests verbal, reading, and mathematical abilities. The ACT also tests natural science skills. The goal of these tests is to predict how well students will do in college. They do not test special talents or motivation, which can also help students succeed. A your guidance counselor can assist in determining which test would be most beneficial.

## *Commencement*

### **Formal Ceremony**

Students who achieve eighth semester status at New Palestine High School and are within two credits of minimum graduation requirements may participate in commencement exercises. Diplomas will be given only to those students who meet all graduation requirements.

Students and parents of students who wish to participate in commencement exercises must agree to the following rules and regulations, in addition to any reasonable 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 exercises must attend all practice sessions and remain for the duration.
2. Each male graduate is expected to wear dress shoes, socks, dress pants, and a dress shirt.
3. Each female graduate is expected to wear a dress or dress slacks and blouse with dress shoes.
4. Ceremony Behavior
  - a. School personnel may remove a student at any time.
  - b. Appropriate dress also includes the cap and gown (which cannot be altered in any way).
  - c. Students who possess disruptive objects or who misbehave will be removed.

Students unable or unwilling to fulfill the commencement expectations may obtain their diplomas at the high school office after 8:00 a.m. on the Monday following the commencement program.

## *Technology*

### **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

#### **Policy 7540**

Summary: The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and the Student Code of Conduct govern students' use of the Corporation's personal communication devices and students' use of their personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

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Staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

### *Due Process and Discipline in the CSCSHC Technology Program*

The entire foundation and success of public school education, depends on the basic concept of self-discipline that will allow all individuals to exist in a world of change and with the individual rights afforded them by our federal and state constitutions. Certain standards of conduct are necessary to assure that people seeking to express their own individual rights do not at the same time infringe upon the rights of others.

Recognizing that some users may misuse or abuse the technology of the school district, school administration may find it necessary to remove a user from the districts technology program. In this event, due process procedures according to the present code of conduct, technology handbook procedures, and the standing district policies will be followed as appropriate.

Intentional actions that are harmful or potentially harmful to computer and/or laptop case and all accessories (i.e. throwing laptop or case on the floor or desk or defacing them in any way)

- 1<sup>st</sup> referral- loss of device for five days and cost of damages. Parent contacted.
- 2<sup>nd</sup> referral- loss of device until the end of the grading period or up to 30 days and cost of damages. Parent conference.
- 3<sup>rd</sup> referral- loss of device as designated by administrator and cost of damages. Parent conference.

### *Technology Device Misuse*

#### **INAPPROPRIATE USE**

Includes but is not limited to:

- Inappropriate use of websites, iChat, iTunes, Photo Booth, or any software
- Searching or attempting to search inappropriate topics
- Videoing on school property when not related to an assignment
- Video chatting, emailing, or online chatting during class time (when not related to an assignment)
- Profanity

#### **Consequences**

- 1<sup>st</sup> referral- Parent contact and automatic Discipline Detention
  - 2<sup>nd</sup> referral- Parent contact and 3 Hour Friday School
  - 3<sup>rd</sup> referral- Parent contact and loss of computer for 5 days
- \*Additional referrals will result in loss of laptop use and parent conference.

#### **UNACCEPTABLE USE**

Includes but not limited to:

- Pornography (real life or cartoon)- Pornography can be a felony offense and if so will be turned over to the authorities. This includes: possession, manufacturing (using the camera to create pictures/movies), and distributing (sending to someone via email, iChat, flash drive, etc.).
- Searching or attempting to search unacceptable topics.

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- Inappropriate use of images of weapons- these will be turned over to authorities and will be taken seriously. Weapon referral will result in an automatic counseling referral.
- Gang related files
- Creating bootleg movies or music
- Logging into a computer application using someone else's login information
- Cheating
- Using computer to plan a fight
- Profanity directed at faculty or staff
- Threats and/or cyber bullying
- Hacking the laptop and/ or the network

### Consequences

- 1<sup>st</sup> referral- Parent contact, loss of laptop for number of days to be determined by administrator, Internet loss not to exceed 30 days, up to 3 days of ISS.
- 2<sup>nd</sup> referral- Parent contact, loss of laptop for number of days to be determined by administrator, Internet loss not to exceed 30 days, up to 5 days of ISS.
- 3<sup>rd</sup> referral- Parent conference, loss of laptop as designated by the administrator, Internet loss for the remainder of the grading period or at least 30 days, and up to 5 days of OSS.

**PLEASE REMEMBER:** Administration reserves the right to take computers at any time if they suspect misuse. Teachers may also suspend use of computers during their class times if they suspect misuse. Computers will be monitored to determine Internet violations and misuse. **Serious and/or habitual offenses may result in more severe consequences as the situation warrants.**

## STUDENT INFORMATION

### *Food Services*

The Southern Hancock Food Service Department offers a variety of meal choices with one goal in mind: To provide outstanding service and high quality “kid-friendly” meals that meets or exceeds the latest federal and state requirements.

The Food Service staff is looking forward to serving students nutritious, great-tasting meals that support their achievements in school and promote healthy lifestyles.

You can find detailed information on the Food Service webpage on the corporation website under the information tab for the following subjects:

- Account deposit information including how to deposit money into your students food service account utilizing [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com)
- Menus and Nutrition
- Meal assistance information for Free and Reduced priced breakfast and lunch meals
- National School Lunch Program and National School Breakfast Program Facts
- Nutrition Education including Healthy For Life material that can also be found in your school cafeteria

When sending money to school, please place your students name in the memo portion of the check and send cash or check in an envelope labeled with your students first and last name.

Free and Reduced Meal Applications are available online and included in your registration packet. Please apply for free and reduced meals at the start of each school year or if you have had a change in household size or income.

### **Mission Statement:**

To provide outstanding service and high quality meals that meets or exceeds the federal and state requirements in an informative environment that enriches and nourishes students lives.

### Food Service Account Charges

Adjoining counties, as well as other school corporations in Hancock County do not allow charging of meals. It is important to keep your students food service account current to eliminate disruption to their daily meal selection. We realize with busy schedules it is easy to forget to send money. To eliminate a potential disruption with your child having a choice in offerings, we encourage you to sign up for a free notification via email when your student’s meal account reaches a certain threshold. You may sign up for notifications online at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). Setting up an account is fast and easy and additional information can be found on the food service website. As a reminder, if you have had a change in income you may fill out a meal assistance form at any time. Should you need further assistance or have additional questions not answered on the website please call the Director of Food Service at (317) 861-4463, ext. 115.

### **Lunch Room Behavior Guidelines:**

Students will wait patiently in line and not “cut” in front of other students. Students are responsible for

1. Depositing all litter in the wastebaskets provided,
2. Staying at their seat until dismissed, and
3. Leaving the table and floor area around their place in clean condition for others.

Students are to remain in the cafeteria during the lunch period. They are not to be in the academic areas or at their lockers without permission. There is to be no open food or drinks taken from the cafeteria. New Palestine High School has a closed campus for lunch. Students may not leave during the lunch period.

*Wellness*  
**Policy 8510**

Summary: The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

***Child Abuse***

All public employees are required to report suspected child physical and/or sexual abuse to an agency authorized to investigate such. This will be reported by the school district in accordance with the statutes of the State of Indiana. (I.C. 31-33-5 et. seq.)

***Extended Assistance Agencies***

(Information provided by First Steps/Step Ahead)

Hopeless, depressed, suicidal, feeling alone, CALL 317-468-6200, Hancock Counseling

Crisis and Suicide Intervention, CALL 317-251-7575

Hancock County Suicide Hotline, CALL 317-462-8777

Drug and alcohol problems or overdose, CALL 317-318-7100, Gallahue Mental Health Services

Alcohol and drug addiction treatment, Fairbanks 1-800-225-4673

Physically, sexually, or emotionally abused, CALL 1-800-800-5556, Child Protection Services

Sexually transmitted diseases and pregnancy, CALL 317-899-4731, Planned Parenthood

Domestic Violence, CALL 317-462-8777, Alternatives Incorporated

National Runaway Switchboard, CALL 1-800-786-2929 1-800-RUNAWAY [www.1800runaway.org](http://www.1800runaway.org)

Hancock County Mental Health, CALL 317-462-2877

For further information and referral, see your guidance counselor.

***Hearing Screening Administration***

The speech and language pathologist conducts hearing screening annually (traditionally at the beginning of the school year) for all students in kindergarten, first, fourth, seventh, and tenth grades. Also tested are all who were identified as having a hearing problem the previous year and all students newly enrolled in the school system. Students may also be referred for hearing testing by a parent or teacher at any time during the school year.

Indiana Criteria for Waiving Hearing Screening Requirement: No student shall be required to submit to a hearing test if written objection by the parent or guardian is submitted to the school principal prior to testing. (This must be submitted annually).

Any student who fails the hearing test will be rechecked within three weeks. Failures upon re-screening will be referred to the Educational Audiologist for a complete evaluation. When a referral to the Educational Audiologist is warranted, parental permission will be obtained for this additional testing.

### ***Speech Therapy Services***

The speech and language pathologist screens the speech of all students in grade one, all students who were identified the previous year as needing follow-up, and all students referred by parents or teachers.

If the screening indicates further diagnostic testing should be conducted, the speech and language pathologist will obtain parental permission. After parental consent is obtained, the speech and language pathologist will conduct a diagnostic evaluation to help assess the needs of children in one or more of the following areas:

Language (vocabulary, grammar, sentence structure, auditory processing);

Articulation (pronunciation of speech sounds/words);

Fluency (stuttering or abnormal rate of speech);

Voice (voice quality, pitch, loudness)

A case conference will be conducted after testing is completed. At the conference, the speech and language pathologist interprets the results of the evaluation to the family. Eligibility for speech therapy services is determined by this Case Conference Committee, based upon the evaluation conducted by the speech and language pathologist, the input of all the Case Conference Committee members, and the eligibility criteria established by the state.

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### ***Health Services***

A school nurse or clinic assistant is available each day.

If a student becomes ill during school hours and wishes to be excused from class, he/she will report to the office. At the middle and high school level, a student must request a pass to report to the clinic. A student should not stop by the clinic between classes unless he/she is very ill and/or injured. Our health policy has been developed with the primary concern for the well-being of your child in mind. We realize a sick child can place a hardship on work schedules, however, parents should plan accordingly in case of illness. Parents will be notified to pick up their child when he/she exhibits any of the following:

1. ***severe stomachache;***
2. ***vomiting;***
3. ***severe earache;***
4. ***fever with temperature of 100 degrees or more, 99.6 or more with other symptoms, and the child may not return to school until the temperature has remained normal for 24 hours;***
5. ***Chicken pox, in which case your child cannot return to school until the Chicken pox sores have completely scabbed;***
6. ***Conjunctivitis (pink eye), in which case your child cannot return to school until 24 hours after beginning antibiotic treatment.***
7. ***skin lesions such as Impetigo or ringworm should be seen by a doctor in order to begin treatment and the area needs to be covered while in school.***
8. ***presence of lice in child's hair, in which case the child and home environment will need to be treated and the child will be rechecked upon returning to school after treatment;***
9. ***injury that requires a visit to the doctor.***



## CSCSHC NEW PALESTINE HIGH SCHOOL

Parents are to arrange to pick up ill students and keep them at home until they are fully recovered. We also ask parents to please notify us upon learning their child has a contagious illness.

Hearing and vision screening of students in grades 1, 3, and 8 will be conducted yearly in accordance to Indiana State Law. Parents will be notified of any physical problems discovered by school personnel that should receive further attention.

Indiana State Law requires every child who is admitted to public school, have evidence of immunizations. The school nurse will contact parents if these records need to be updated. Parent cooperation is important in providing a healthy school climate. Students, who are noncompliant with immunizations, may be excluded from attendance.

### Medication

The following statements define the medication guidelines for all Southern Hancock students K-12.

1. All prescription and non-prescription medication for students K-8 must be delivered to and picked up from the school nurse or school office personnel by a parent or other responsible adult age 18 or over. **NO** medication is to be transported by students. This would include cough drops in accordance with state guidelines. **ALL** medication must be in the original container, and all prescription medication must have the pharmacy label. At the high school level, students may bring the medication to the nurse in the office. Parents must transport to and from school any controlled substance prescription drugs (Ritalin, Adderall, Dexadrine, Tylenol #3, Darvocet)
2. No medication shall be administered to a student without the written and dated consent of the student's parent. All medication must be accompanied by written permission from a parent or guardian. The instruction from parents must contain the date, name of student, name of medication, dosage, time to be given, and must be signed by the parent/guardian. The consent of the parent shall be valid only for the period specified on the form and in no case longer than the current school or program year.
3. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student, must be accompanied by a physician's prescription note, a copy of the original prescription, or the pharmacy label. The written consent of the parent and the written order of the physician shall be kept on file.
4. Medication shall be administered only by a school nurse or other employee(s) designated in writing by the Corporation Nurse. All administration of medicine shall be documented in writing. Any designated employee, who is responsible for giving injectable insulin or blood glucose test by finger prick, shall receive proper training, which will be documented by the Corporation Nurse. A student in grades 9-12 may be allowed to self-administer an over-the-counter medication upon the written authorization of the parent. The parent must complete Form 5330F1, page 1 - authorization for prescription medication and treatment and submit it to the school clinic for documentation and filing in the student's health file. Such medication must be kept in the school clinic unless there is proper documentation signed by a doctor allowing a student to have an inhaler or blood glucose monitoring equipment with him/her. The school form, "permission to administer medication", will be filled out by and signed by the parent for over-the-counter medication.
5. All medication will be kept in a locked area in the school clinic. Students are not allowed to keep medication in their possession at school. However, such items as asthma inhalers may be kept in the possession of the student provided a physician's statement of necessity is on file with the school nurse. If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for appropriate action. The purpose of any appropriate action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.
6. If medication is to be discontinued, instruction/consent from the parent must be presented to the school nurse/school office personnel in writing. In an emergency situation, medication will be discontinued upon a phone authorization from a parent/guardian. However, this must be followed up by a written authorization. At the K-8 level, all unused medication must be picked up by a parent/guardian. The school nurse will properly dispose of all medication not picked up within 2 weeks of discontinuation. Medication not picked up by the last day of school, will be appropriately disposed of unless prior arrangements have been made.



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**DISTRIBUTION OF ASPIRIN PRODUCTS:** We **DO NOT** distribute aspirin products to students due to the risk of Reye's syndrome unless there is written permission from a physician documenting its necessity.

**STUDENT ACCIDENTS:** All accidents in the school building, on the school grounds, at practices, or at any event sponsored by the school, must be reported immediately to the individual in charge. During the school day, the teacher will send the child to the school nurse, or the clinic assistant. Parents will be notified of serious accidents as soon as possible. In the event that parents cannot be reached, the student will be discharged to the person designated as the "medical emergency contact" on the enrollment form.

**PLEASE NOTE:** Please report the contact information of a relative, neighbor, or friend who may be called if parents are not available in emergencies (not pager numbers). This information should be included on the registration form, which is filled out at the beginning of the school year.

### *Medical Insurance*

The Community School Corporation of Southern Hancock County does not carry insurance to cover student accidents or injuries.

### *Bus Passes*

Any student who does not plan to go home on his/her assigned bus, must have his/her parent or guardian call the Main Office the morning the change would take place. The request should state the student's destination and the bus number he/she is to ride. The student will pick up a bus pass from the office during the lunch period of that day. If the student has no bus pass, he/she will be sent home on his/her assigned bus. Our goal is to know the whereabouts of students and assure that each student arrives home safely. Your help is needed to achieve this goal. Students should not make arrangements at school for bus passes that day.

### *Lockers*

Lockers are the property of the CSCSHC and are a permanent part of the building. Each student is assigned a locker for the storage of books and equipment as a convenience during the period of his/her enrollment as a student. The principal or his/her representative shall possess the authority to examine the contents of the locker located on school premises when he/she has reason to believe that the contents of the locker may include elements which:

1. Present an immediate threat to the health, safety and welfare of the student(s)
2. Are illegal to possess
3. Would contribute to the disruption of the normal program
4. Have been reported lost or stolen

Lockers for storage of books and coats are located on both floors. **Students are to use only those lockers that have been assigned them by the office.**

Place as many of books in the top compartment of the locker as possible. If the locker sticks at the bottom or if there are other locker problems, be sure to report it to the office. Banging on the locker will only increase the problem.

The following example should help in opening your locker. If the combination reads 9-16-22:

1. Turn the knob to the right three or more times and stop on 9.
2. Turn the knob to the left, go past the number 16 once and stop at 16 on the second time.
3. Turn back to the right and stop at 22.
4. Continue turning to the right until lock stops. Pull door open.
5. Door must be closed before turning combination.

Do not share or trade lockers, and give no the locker combination. Do not loiter in the locker areas. The school is not responsible for any lost or stolen property.

Do not place stickers on lockers. Lockers will be inspected periodically and students will be responsible for maintaining their lockers.

***Telephone***

The telephones in the Main Office are used to conduct daily business. Students will be permitted to use the phone in cases of emergency or when there has been a change of schedule imposed by the school. (Example: Cancellation of an athletic practice due to weather conditions.) When using the telephone, students must be courteous and brief. The office staff will monitor telephone usage in the front office. Under no circumstance can the use of the phone be an excuse for being late to class. Students need to have a pass signed by a teacher to be excused from class to use the telephone.

***Student Visitors***

School visitation by students other than those enrolled in the school, cannot be facilitated between the hours of 7:20 a.m. and 2:20 p.m. Special requests must be approved by the Principal.

***Student Deliveries***

Flowers, balloons or other non-school related deliveries for students will not be accepted. The student's home address should be used for such deliveries. Students expecting school supplies (books, clothing, etc.), should check in the office for these items between classes.

***Teacher Contacts/Parent Conferences***

We have appointment only parent conferences scheduled on a full day in the fall. Other conferences may be necessary from time to time and can be initiated by families or teachers. Due to daily schedules, teachers are not always available by phone, but will return calls as quickly as possible.

***Parent On-Line Communications***

New Palestine High School and Doe Creek Middle School have implemented an on-line resource that allows parents with internet connections to view their child's assignments and grades on-line. It also provides options for parents to get in touch with individual teachers. Parents wanting information on signing up for it, need to go to the website of the school their child is attending and follow the appropriate link.

***Guidelines For Parents Visiting Classrooms***

**AG 9150**

Summary: In order to protect the educational program of the schools from undue disturbance:

- A. Persons wishing to visit a school are to make arrangements in advance through the school office.
- B. Every visitor to a school must register at the school office.
- C. No visitor may see a student in school unless it is with the specific approval of the principal. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- D. Students may not bring guests to school unless permission to do so has been granted by the principal.
- E. Because classroom visitations can be distracting to the students, the following guidelines have been established:
  - 1. Visitations will not be allowed during examinations and independent study periods.
  - 2. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
  - 3. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
  - 4. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.
  - 5. If the nature and instructional purpose of any activity calls for students to be segregated by gender, only visitors of the appropriate gender may observe those groups.
  - 6. If a parent or other visitor wishes to tape record a conversation with a teacher or the principal, s/he should request permission from the teacher or principal.
  - 7. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.

### ***Lost & Found***

Each year we give box loads of hats, gloves, jackets, sweatshirts, scarves, book bags, etc. to a charitable organization. These are the items that go unclaimed in our lost and found. Students and parents are invited to check the Lost & Found in the bookstore for such items. Students who find items should bring them in whenever their teacher gives them permission.

### ***Bulletin Board Use***

Taping items to painted surfaces destroys the paint and the wall necessitating time-consuming and costly repainting of the entire wall or wall section to restore the surface to an acceptable condition. Taping to doors necessitates the refinishing of the entire door side to repair the damage done by the tape removal.

If notices have to be located other than on an existing bulletin board, use glass as it is the only surface that will not be physically damaged by the tape removal.

All school personnel will remove any notices that are taped or pinned to surfaces other than designated areas. We take great pride in the condition of our building and are always endeavoring to improve that condition. We hope you do also.

1. **Students must receive permission from the building principal or assistant principal before posting materials.**
2. Students may only post materials that are spirit-oriented, promote a school activity, or are educational in nature.
3. The person(s) posting the material is (are) responsible for the removal of the material within one week. The student's name must be on the back of every item posted.
4. Use water-base paint for banners and posters.
5. Banners may be posted on foyer trophy cases, in the gymnasiums, or in the cafeteria.
6. Cheerleaders or other booster groups must remove all banners, posters, ribbons, etc., from community or town business within three school days after activity.
7. Only academic-related materials may be posted in the upstairs hallways and in all the media center, gymnasium hallway, cafeteria room hallway, multipurpose room, front entry, and gymnasium.

### ***Procedures for Student Use of the Media Center***

1. The media center is open from 7:00 a.m. to 3:00 p.m. Students are welcome to use the media center's resources before or after school.
2. Students are also encouraged to use the media center during academic lab or study hall to work on assignments requiring the use of media center materials. Students must get a pass to the media center from the teacher who made the assignment.
3. At the beginning of the period, the student must report to study hall or academic lab for attendance.
4. After attendance is taken the student signs out, and keeping the pass, reports directly to the media center.
5. At the media center, the student must sign in and leave the pass at the front desk.
6. The student must remain in the media center until the end of the period unless given permission by the media specialist or assistant to leave.
7. Students must properly check out and return any materials (books, pamphlets, magazines, etc.) that are taken from the library. Failure to do so is a violation of school policy, and will be regarded as theft of school property.
8. It is a privilege to use the media center. If a student cannot follow the rules set up by the librarian, the student will lose this privilege.

### *Academic Lab*

The purpose of Academic Lab is to serve as an extension of and an enrichment for the programs of New Palestine High School. Academic Lab also has an additional function to aid in the preservation of class time. The primary use includes, but is not limited to, the following: make-up work, tutoring, homework, quiet study, and enrichment activities. The students of NPHS are best served by many other activities being scheduled during Academic Lab in order to help preserve regular classroom time devoted to class work. Teachers and students view Academic Lab as an opportunity to further enhance classroom instruction and learning. Guidance counseling, tutoring and club meetings may also be held during the

Academic Lab. Opportunities to use the computer labs or to make up tests, will also be available. **Any personal appointments should also be made at this time, in order not to take away from an academic class.**

### *Academic Lab Rules*

1. All students must attend Lab A. There will be no passes during Lab A.
2. Students may leave Lab B to go to another room if possessing a classroom teacher-issued pass to attend their academic lab period. Teachers will not write passes for students to attend other teachers' academic labs.
3. When a teacher issues an academic lab B pass, the student also signs an academic lab attendance sheet confirming commitment to attend. Teachers will maintain these sign-out/sign-in sheets.
4. Students must return the academic lab pass when reporting for the academic lab. Students may move to their academic lab assignment only during the designated time.
5. All students must remain in their lab assignment during academic lab, if they do not have an officially authorized pass to attend the academic lab period.

### **Appropriate Lab Activities**

1. Academic responsibilities such as Academic Interventions, make-up work, and remediation will take precedence over all other activities. Students will also have the opportunity to attend the media center with an appropriate pass.
2. Students are expected to participate in activities on scheduled days.
3. Academic Lab needs to be focused as much as possible on academics, but the flexibility of permitting clubs and academic teams to meet, will be included.
4. Academic Lab is a proper time for assemblies and other special presentations, such as plays, and guest speakers.
5. Support groups will be held during academic lab, as well as counseling activities (i.e. standardized testing, enrollment, appointments, etc.) whenever possible.
6. Class meetings and orientations as well as pictures for classes and student ID's, will be scheduled during Academic Lab.
7. Whenever possible, we encourage students returning to school after an absence, to use Academic Lab for turning in assignments that were due the day of their absence, and receiving homework assignments that were given during their absence.

### **Inappropriate Academic Lab Activities**

Any activity that is inappropriate during regular class time is also considered inappropriate during Academic Lab. All activities should be academic in nature.

***Bulletins & Announcements***

Special notices and school information may be posted on the school website, school signs, classroom monitors, or given to each teacher every morning. All posters must advertise school-sponsored events and must be approved by the administration.

***Bookstore***

The school bookstore is operated as an auxiliary agency to the school. Normally, all supplies to be used by students for classroom work can be purchased at the bookstore. Students visiting the bookstore must do so before school or between classes.

***Work Permits***

All minors between 14 and 18 years of age must first obtain an employment certificate (work permit) from their school guidance office, before they can go to work. To be issued and maintain a work permit, students must be passing in at least five (5) classes and must have satisfactory attendance at school. The first step to get the work permit is to complete an “Intention to Employ” form, which can be obtained from the employer or the high school office. This form must be signed by the employer, parent, and minor; and then presented to the main office in the morning before school starts, and can be picked up at the end of the school day at 2:20 p.m. You may refer to the back of the “Intention to Employ” form for specific hours that each age group is allowed to work.

## STUDENT CODE OF CONDUCT

### *Rights, Responsibilities, & Regulations Concerning School Behavior for Students*

The responsibility for the development and maintenance of an orderly learning environment falls to a combined effort of students, parents, teachers, administrators, and to our community. Regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The County has the legal responsibility for the school in which you are enrolled. The Board, in turn, sets policies and appoints administrative officers to carry them out. Authority for such Board responsibility is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly, in the Policy Manual of the Community School Corporation of Southern Hancock County and in the various teacher and student handbooks. A breach of conduct may result in a variety of disciplinary strategies including a reprimand, loss of privileges, referral to special school personnel, parent conferences, behavior contracts, detentions, Friday/Saturday school, suspension, expulsion or attendance at alternative school.

### *Due Process*

Due process is guaranteed individuals by the Fourteenth Amendment to the Constitution. Due process in education implies that rules and regulations of schools are published and distributed; that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur.

The Student Due Process Code, enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension. So that the rights of the student concerned are protected, a copy of this law is on file in the office of each principal, as well as the Superintendent's office, and is available to students upon request.

### *Students with Disabilities*

All students with disabilities will be expected to follow the rules, policies, and procedures contained in this handbook unless otherwise stated on their Individualized Educational Plan. This includes all behavior, conduct, substance abuse, and discipline rules.

### *School Bus Conduct & Safety Rules*

The Bus Conduct and Safety Rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by always obeying the rules.

The authority of the bus driver who is in charge of the bus will be recognized and supported by all. For everyone's safety, the bus driver must be heard, be able to hear traffic sounds such as sirens, and be obeyed by students quickly and efficiently.

School bus transportation is a privilege and is not guaranteed for you by law. Transportation is available; however, if students choose to disobey the rules, the privilege of riding the bus may be taken away in order to ensure safety for everyone. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school.

**To promote a safe, orderly, efficient, and enjoyable bus ride to and from school, be cool. Follow the rules:**

#### *At the bus stop*

1. Be on time. Do not run to or from the bus. Board and leave the bus only at your regularly assigned stop, unless you have received a bus pass in advance.
2. Stay back and away from the bus until it has come to a complete stop.

#### *On the bus*

1. Always obey the driver.

2. Observe classroom conduct.
3. Stay in your seat.
4. Be courteous and use no profane language.
5. Never push, shove, or fight; that is always unacceptable and are serious safety hazards.
6. The use of tobacco products is prohibited.
7. Keep your head, hands, feet, inside the bus and to yourself.
8. Never throw objects inside or outside the bus.
9. Do not eat or drink on the bus.
10. Never damage the bus.
11. Keep the bus clean.

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

1. Remain seated until bus comes to a complete stop.
2. Once off, clear the area immediately. Wait for the driver's signal before crossing in front of the bus.
3. Always cross at least 10 feet in front of the bus.

*Thank you for doing your part for safety's sake.*

When you obey the rules, you keep the privilege of riding the bus and it is a safer ride for everyone.

When you disobey the rules, you could cause an accident, you could have an assigned seat, or you could be denied the use of the school bus to get to and from school.

### **Student Dress**

CSCSHC students are expected to maintain an appearance that is conducive to the educational atmosphere. Whenever a school official considers a student's appearance to be inappropriate or distracting to the learning environment, the student will be expected to make the necessary changes.

Each aspect of the educational program seeks to create a learning environment, which is safe and focuses on high academic achievement for all students. A student dress code is one aspect which supports the educational program. Therefore, the dress code will seek to accomplish the following:

- Maintain a safe and secure environment
- Focus students on their academic achievement
- Help students develop appropriate social and occupational dress and appearance skills
- Help students develop a positive and healthy self-esteem
- Create school pride

The school principal will make decisions concerning the appropriateness of any new styles in dress.

### **General Expectations**

1. Clothing or accessories displaying disruptive messages will not be tolerated. Examples include messages containing profanity, sexual innuendo, racial or ethnic slurs, and references to drugs, alcoholic beverages, tobacco products, violent or illegal acts, weapons, secret organizations, or gangs.
2. Hats or any type of head covering are not to be worn anywhere inside the building during the school day.
3. Non-prescription sunglasses are not to be worn inside the school building.
4. Clothing which reveals undergarments or the lack of undergarments is considered inappropriate.
5. Students who are cadet teachers must dress in a professional manner.
6. Students on a school sponsored field trip, attending school awards programs or participating in Commencement, should dress in a professional manner.



## CSCSHC NEW PALESTINE HIGH SCHOOL

7. Athletic events: Special dress days and colorful attire are ways of promoting school spirit. CSCSHC encourages support for its athletic teams and performing groups. Good sportsmanship and positive spirit are our goals. This can be accomplished in very creative and enthusiastic ways, and still be within the proper dress guidelines. Students will remain fully clothed while practicing for and attending the events.

### **Shoes**

1. Appropriate shoes must be worn at all times. Open-toed shoes cannot be worn in areas or classes where the foot needs to be covered for safety reasons. Examples of these areas are the science labs, construction technology, physical education, and nutrition classes. Shoes such as beach type sandals/flip—flops, or shower type shoes are not appropriate for classes such as cadet teaching or for programs requiring a more professional dress.
2. House slippers shall not be worn.

All clothing, including shoes, must be safe for classrooms and playgrounds.

Attire required by a student's recognized religion will be deemed appropriate for school.

### ***Guideline to Consequences for Not Following Acceptable Dress Procedures:***

First Offense: correct improper attire

Second Offense: correct improper attire and contact parents

Third Offense: correct improper attire, contact parents and assign a detention

Fourth Offense: correct improper attire, Friday School and parent conference to discuss dress code

Each offense must be corrected before the student is allowed to return to class.

### ***Care of the Building***

#### **Policy 5513**

Summary: Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages and will be responsible for reimbursing any reward offered for the resolution of the issue. The Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property.

### ***Hall Regulations***

The following regulations are in effect during passage through school halls:

1. Except at regular passing time, and before and after school, no student is to be in the halls without a properly signed hall pass.
2. No yelling or excessive loudness in the halls.
3. Do not sit on the floor in the halls. Such sitting, whether singly or in groups, tends to obstruct the free flow of traffic.
4. Refrain from stopping to talk to friends in the halls. This leads to bottlenecks in the orderly flow of traffic. The result of such obstruction is that some students are forced to be late to class.
5. Keep to the right as much as possible when moving through the halls.
6. There is to be no running in the halls at any time.
7. No glass bottles are allowed in the school during school hours without special permission.
8. When your school day is finished, leave the building immediately unless you are under the direct supervision of a teacher/coach/sponsor.



### *Cafeteria Rules*

1. Use student ID to purchase lunch.
2. Dispose of all trash in the containers provided.
3. No disruptive behavior is permitted. Such behavior includes, but is not limited to, sitting or standing on tables, yelling, horseplay, throwing anything, running, making a mess or bothering others.
4. All food and drink must be consumed in the cafeteria.
5. In order to keep a smooth traffic flow during lunch periods, students should enter the cafeteria through the north lobby doors and exit through the south doors near the tray return and trash receptacles.
6. Stealing is strictly prohibited. Eating food before paying for it is considered stealing.
7. Large oversize coats, backpacks, and bags are not allowed in the food court.

### *Study Hall Routines*

1. Students are to be in their seats and begin work **when the bell rings**.
2. Students should come in early to use the pencil sharpener and thus be ready for work when the bell rings.
3. Conversation, even in whispers, is disruptive and is therefore prohibited.
4. Each student is to be equipped with necessary books and supplies for work upon arrival. No student is to remain idle even though he/she is quiet. Students are not to be excused to lockers, cafeteria, phones, bookstore, etc. If the student has no homework or study assignment, he/she should bring suitable reading material from home or the media center.
5. Students are not permitted to “just sit” or nap. Playing games is also prohibited.
6. All students must have a pass to leave study hall.

### *Public Affection*

Students are expected to maintain a hands-off policy. Any student that violates this policy will be first warned and then disciplined by the principal or assistant principal.

### *Personal Communication Devices*

#### Policy 5136 Personal Communication Devices

Summary: Students may use personal communication devices (PCDs) before and after school, and during after school activities as determined by the coach or school sponsor (e.g. extra-curricular activities). High school students may be permitted to use cell phones during their assigned lunch period, which is considered to begin and end when the student enters and leaves the cafeteria. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off and stored out of sight.

Students are prohibited from the use of cell phones during a crisis situation, unless there is no adult available or they have been specifically authorized by school staff to use phones to communicate with parents or guardians.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Violation of these prohibitions shall result in disciplinary action. Such actions will be reported to local law enforcement and child services as required by law. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PCDs to receive such information.

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

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

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

**Consequences for Using Personal Communication Devices**

- First Offense – The device will be confiscated and returned to the student at the end of the day.
- Second Offense – The device will be confiscated and returned to the student’s parent or guardian after school hours, and a detention will be assigned.
- Third Offense – The device will be confiscated and returned to the student’s parent or guardian after school hours, and a Friday School or detention will be assigned.
- Fourth Offense - The device will be confiscated and returned to the student’s parent or guardian after school hours and the student will be assigned a suspension.
- Fifth Offense - The device will be confiscated and returned to the student’s parent or guardian after school hours and the student will be assigned a suspension and/or expelled.

***Cheating***

Cheating is forbidden. All students are responsible for following their individual teachers’ policies and procedures concerning cheating. The minimum penalty for a student caught cheating will be a zero (0) for the assignment. Repeated violations will result in failure for the nine weeks and/or the semester. The following is a definition of cheating:

CHEATING: The use of unauthorized aid to complete any classroom assignment.

- a. “Unauthorized aid” covers any means expressly forbidden by the teacher.
- b. “Classroom assignment” includes homework, laboratory work, compositions, quizzes, tests, and computer media.
- c. Allowing others to cheat by taking tests or other materials and passing them on to other students.
- d. Plagiarism - The act of taking the literary composition of another author, or excerpts, ideas, or passages there from, and passing the material off as one’s own creation. Theft of another person’s writings or ideas. Generally, it occurs when someone steals expressions from another author’s composition and makes them appear to be his own work. At its simplest and most extreme, plagiarism involves putting one’s own name on someone else’s work; this is commonly seen in schools when a student submits a paper that someone else has written.

***Insubordination***

All students are expected to conduct themselves as young ladies and young gentlemen. Students will be expected to be courteous and respectful to faculty, staff members, and other students at all times. If a student feels that a request is unreasonable, he/she must first of all comply with the request, and later he/she may appeal the case to the principal.

Any teacher or staff member has the same authority and responsibility as the principal to discipline and correct a student at any time regardless of whether the teacher/staff member does or does not have the student in class.

***Threats***

A threat consists of spoken or written words, the meaning of which a reasonable person would conclude carried the threat of imminent bodily harm to oneself or to another or to property, and the means to inflict it. When a threat is given, it will be assessed for its seriousness. This assessment may involve law enforcement if the threat is considered serious enough by school administration.

***Vandalism***

Acts of vandalism are punishable by state law. Any student who destroys school property will be turned over to the proper law enforcing officials.

***Fighting***

Fighting or provoking a fight will not be tolerated. The penalty for fighting or contributing to a fight will be severe. Do not jeopardize your record by getting into this type of behavior. Fighting, including spitting, is considered battery.

***Criminal Organizations in School***

**Policy 5840.01 Criminal Organizations in School**

**Summary:** Board policy prohibits gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

"Criminal organizations" defined (per IC 35-45-9-1)- "criminal organizations" means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or (B) participates in; or

(2) requires as a condition of membership or continued membership;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity"- a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Consequences and appropriate remedial actions for a student who engages in criminal activity may range from positive behavioral interventions up to and including suspension or expulsion.

***Bullying***

**Policy 5517.01**

**Summary:** Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy 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.

Additionally, this policy applies regardless of the physical location when the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, 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 and create for the targeted student an objectively hostile school environment that:

A. places the targeted student in reasonable fear of harm to the targeted student's person or property;

B. has a substantially detrimental effect on the targeted student's physical or mental health;

C. has the effect of substantially interfering with the targeted student's academic performance;

D. or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously.

*Hazing*

**Policy 5516**

Summary: The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for purposes of this policy as 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 shall not lessen the prohibitions contained in this policy. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

*Accessory*

A student who acts as a “lookout” or otherwise aids in or accompanies those participating in violation of school rules will be viewed as a violator.

*Use of Tobacco or Electronic Smoking Devices*

**Policy 5512**

Summary: The Board prohibits the use and/or possession of tobacco by students at all times within or on the campus of any facility owned or leased or contracted for by the Board. The Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Board. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

Students caught using and/or being in possession of any tobacco or electronic smoking devices products will be subject to the following penalties:

First Offense: Three (3) day out-of-school suspension and a court citation will be issued to any student under the age of eighteen (18) requiring appearance before a judge for violation of IC 35-46-1-10.5. *Student may lessen the length of suspension by attending an approved smoking cessation class and providing documentation of completion within timeline spelled out by administration.*

Second Offense: Five (5) day out-of-school suspension and a court citation will be issued to any student under the age of eighteen (18) requiring appearance before a judge for violation of IC 35-46-1-10.5. *The Student is also required to attend substance abuse educational sessions/class and provide evidence of attendance/completion within timeline spelled out by administration.*

This policy applies to students who are caught on school property before, during, or after school, and at any school-sponsored activities on or off school property.

### *Controlled Drug Substances*

#### **Policy 5530 Drug Prevention**

Summary: As the use of illicit drugs and the possession and use of alcohol is unlawful and harmful, the Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute;
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. tobacco and tobacco products;
- F. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- G. anabolic steroids;
- H. any "look-alike" substances;
- I. any other illegal substance so designated and prohibited by law.

#### **Drug and Alcohol Disciplinary Procedures**

The following applies to all students as noted above. Due process will be followed. The disposition of each offense listed, may be imposed at the discretion of the building principal. Proper legal authorities will be notified per IC 20-33-9-5.

##### *First Offense*

The student will be subject to a ten (10) day suspension accompanied by a recommendation to the Superintendent for his/her expulsion from school for the remainder of the current semester and the next regular school semester. If offense occurs within the last four weeks of a semester or while enrolled in summer school, the recommendation for expulsion may extend through the next two semesters if credit is awarded for the current semester.

Upon review of the student's discipline record and the circumstances of the violation, the principal may at his/her discretion, recommend to the Superintendent that the student involved, be given the option to enroll in an approved educational or counseling program of at least 10 hours in duration, and complete a drug assessment, which includes a laboratory analysis. Where fees for service are involved, parents must accept responsibility for payment.

The service provider must be approved by the school district, and both the program and the assignment must be shared with the school upon the student's satisfactory completion. Failure to satisfactorily complete the designated program within a specific time frame established by the principal will result in the continuation of the expulsion from school during the second semester.

The principal may authorize the student's probationary return to school after no less than the completion of the semester, providing negative drug assessment results are presented, and satisfactory evidence of completing an educational or counseling program is presented.

The student's expulsion will be held in abeyance while he/she is participating in the probationary program.

#### **Parental Responsibility**

The parents or guardian must be impressed with the need to seek professional help for the student who is involved with drugs or alcohol. In the case of any student who appears to be a user, and who has been or appears likely to be

expelled or excluded in connection with such use, the parent or guardian will be informed that the school will be extremely reluctant to readmit the student without evidence of professional help or medical treatment. The school will look favorably upon any progress reports from professionals who indicate that the student is ready to adjust to, and resume a normal role in the educational process. Any final decision on readmission, however, will be based upon the entire body of available evidence. The second offense violation will result in expulsion.

### ***Weapons***

#### **Policy 5772**

**Summary:** The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a).

Any student who violates this policy will be reported to law enforcement and may be subject to disciplinary action, up to and including expulsion.

Students are required to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

### ***Video Cameras***

Video surveillance cameras are installed in critical areas of the school to improve the security of the building. They may also be used as evidence in investigations of wrongdoing. They may or may not be monitored at any time, and may or may not be on-line at any time.

### ***Rights, Responsibilities, & Regulations Concerning Searches of Lockers & Autos***

#### **Policy 5771 Search and Seizure**

**Summary:** School facilities such as lockers and desks are school property provided for student use subject to the right of Corporation administrators to enter the facility as needed to inspect, access for maintenance, and search all items in the facility. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed. The principal may, at any time, request assistance of the law enforcement agency having jurisdiction over the facilities of the Corporation. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.



Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate.

A Corporation administrator may request the assistance of a law enforcement officer or agency in any aspect of a search or seizure based upon no less than reasonable suspicion to believe evidence of violation of a criminal or juvenile law, or school rule will be found.

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. Any student testing positive may be subject to disciplinary action or exclusion from school functions.

### ***Driving Privileges, Responsibilities, & Safety Rules***

Students, who choose to drive to school, must accept the responsibility to be on time to their first class. Absences or tardiness because of flat tires, engine trouble, traffic tickets, etc. are unexcused. Student lateness because of bad roads is unexcused unless school buses are not on schedule. It is recommended that students use the bus service in case of inclement weather. Student drivers will lose their driving privileges if tardy to their first assignment five times. Students must turn in the school issued parking permit when driving privileges are revoked.

New Palestine High School provides parking facilities to be used for the convenience of pupils and for the security of student operated vehicles. The school is not required to provide these facilities, but does so as a service to its pupils. The fact that the school makes parking available for students use does not diminish the school's sole ownership, control, and authority over the parking facilities.

The school reserves the right to examine students' vehicles and their contents for the purposes of eliminating fire or other hazards, maintaining sanitary conditions, attempting to locate lost or stolen articles, and locating prohibited or dangerous materials, including but not limited to narcotics or other contraband.

Failure to comply with the conditions and rules contained in this application, may lead to loss of privilege of using the parking space and possible suspension or expulsion from high school.

Driving registration must be kept up-to-date. Parking permits must be displayed on the rearview mirror of any car parked on school property.

The following regulations will be enforced:

1. Students driving any type of motor vehicle to school must secure a permit to do so from the school.
2. Reckless/dangerous driving will not be tolerated at anytime. Tickets will be issued.
3. A fifteen (15) m.p.h. speed limit must be observed.
4. The student and/or the parent are liable for accidents or damage caused by the driver on school grounds.
5. Smoking on school grounds, including the parking lot, can result in the loss of driving privileges for the school year.
6. No traffic is allowed through the bus loading zones. Busses have the right of way when leaving school.
7. Parking is permitted in designated student parking areas only.
8. Returning to a car during school hours, whether for window adjustments, needed items, or any other reason, is not permitted.
9. No one may leave the campus parking lot, unless he is scheduled to do so, during the school day.
10. Students are not allowed to display flags, banners, posters, streamers, window markings or other distracting items that might interfere with school purposes, an education function or present a hazardous condition.

*Violators may be fined for each offense, and may also lose their driving privilege and/or have their vehicle towed at owner's expense.*

***Loss of Driving Privileges***

Students may lose driving privileges for the remainder of the semester or a minimum of six weeks, whichever is longer, for the following:

1. Students leaving school grounds during class time, academic lab, or during the lunch period without permission from office personnel.
2. Fifth tardy to school.
3. Students who have exceeded six disciplinary referrals for the semester.
4. Student failing to follow all NPHS driving regulations.
5. Parking in a designated handicapped parking space without proper authorization will result in the violator receiving a traffic ticket.

In order to maintain driving privileges:

1. Students must be passing in four credits at the end of each grading period.
2. If a student is not passing in four credits, driving privileges will be revoked until the student is passing four credits at the end of a grading period.
3. Driving privileges will be returned, if academic standards are being met.

***Parking Lot Procedures***

Objective: To promote an efficient flow of pedestrian, bus, and automobile traffic at the beginning and end of the school day.

1. All students riding a school bus must enter school immediately after being dismissed from bus.
2. No pedestrians are allowed in the bus loading or unloading area until all busses have exited.
3. Busses have the right of way when entering and leaving school property.
4. Students may not park in staff, visitor, handicapped, or no parking areas.
5. Students will receive one warning. All further parking violations will result in a fine.
6. Students receiving three (3) violations will lose the privilege to drive to school and park on school property.

***Indiana Motor Vehicles Law and Student Discipline & Attendance***

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant.
2. Is under at least a second suspension from school for the school year.
3. Is under an expulsion from school.
4. Has withdrawn from school for a reason other than financial hardship and the withdrawal was reported:
  - (A) Before graduating.
  - (B) At least five (5) days before holding an exit interview, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:
    - (1) That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
    - (2) If the principal determines that the reason for the student's withdrawal is not financial hardship:
      - (a) The student and the student's parent or guardian will receive a copy of the determination; and
      - (b) The student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

Note: Students enrolled in approved correspondence programs or the GED program, are not considered withdrawn for this purpose.



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IC9-24-2-4 If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of the semester, whichever is longer
3. The suspension, expulsion, or exclusion is reversed after the person has had a hearing.

### *Student Discipline*

Students are expected to make continuous progress towards a diploma by making the very best grades they are capable of making, accumulating a minimum of eleven credits per school year, and maintaining good attendance.

The rules, which govern student behavior, are found primarily in the Student Handbook and in the Indiana Legal Code on Student Due Process. Students are expected to take responsibility for their behavior choices. When a student violates these rules and the principal or designee feels the particular facts and circumstances merit any substantial discipline, the student may be suspended or expelled from school, subject, of course, to the legal requirements of due process.

The school recognizes that student discipline may be dealt with by means other than an outright suspension or expulsion. Despite this, even small offenses which have been treated differently are serious when they occur repeatedly, or when they become part of a series of general misconduct. In order to deal with the problem of student discipline, the principal, designee, or both will consider the particular facts and circumstances surrounding each offense and will make the final decision as to how the specific situation will be handled.

The principal or designee is also authorized to impose probationary restrictions on students, including removing students from extra-curricular activities, assigning students to Friday and/or Saturday School, and using other appropriate measures.

### *Disciplinary Consequences*

Conferences, detentions, Alternative School placement, and Friday/Saturday School and suspensions will be used, when appropriate, to reinforce the need for student behavioral changes. Students who are assigned conferences due to violation of school and classroom rules will report to the conference, when assigned by the teacher, on the date and time assigned. Students are to bring school work with them to detentions and be prepared for up to one hour of supervised, silent study. Unexcused absences from assigned conferences or detentions may result in Friday/Saturday School or suspension from school.

### After School Detention

After school detention is from 2:30-3:00 p.m. on Tuesday and Friday. Students will be notified of the days detention will be held. After school detention procedures are as follows:

1. It is your responsibility to be in the detention room no later than 2:30.
2. You are to have school related materials for study.
3. Any assignments given must be completed and handed in before you leave ASD.
4. If you are late or if you are asked to leave due to your behavior, you will not receive credit and you will then be assigned to the next Friday School.
5. Do not sleep, talk to others, bring food, drinks, radios, tape/CD players, phones, or video games to ASD.

### Friday School

Friday School is from 2:30 p.m. to 5:30 p.m. Friday School procedures are as follows:

1. Report no later than 2:30.
2. Bring materials you need for doing school related work.
3. Any assignments given must be completed and handed in before leaving the Friday School.
4. If you arrive late, you will not be admitted. If your behavior is unacceptable, you will be asked to leave. If you fail to attend an assigned Friday school or you are asked to leave, you will be assigned a suspension, Community Service, or a Saturday School.

5. Do not sleep, talk to others, bring food, drinks, radios, phones, or video games to the Friday School. This is a quiet time for study.
6. Repeated failure to attend Friday School may result in further consequences.

### **In School Suspension**

Students may be assigned Southern Hancock Schools Suspension Program (SHSSP) or to a suspension center. Students and parents will be provided a timeline for the students' return to school. In the event that a student is assigned to a suspension center, necessary information will be provided.

### **Rules**

1. Students must bring all textbooks, paper, pencils, or pen, etc. with them. If a student does not bring their supplies a further disciplinary actions may be issued.
2. Students are to report and be in their seats by 7:30 am. If tardy, the student will serve an equal amount of time after 2:20 pm, up to 2:45pm. Students who are more than 30 minutes late will be assigned an additional day. Students must complete all assigned days at SHSSP before they are allowed to return to their regular school.
3. All books, book bags, coats, purses, lunch boxes, sacks, etc. will be checked upon entry for security and safety of students, and staff. Students will be checked for any items not allowed. Cell phones and other electronic devices will be collected and kept by staff until dismissal. No hats, bandanas, gloves, coats, etc. will be worn in SHSSP. Violation of the CSCSHC dress code, as specified in the NPHS Student Handbook, will not be allowed.
4. There will be a maximum of three restroom breaks in the course of the day. Students must sign the restroom sheet to use the restroom, with time noted. Students are not to take pencils, pens, or other writing items into the restroom. Also, there is to be NO TALKING on the way to or from the restroom.
5. Students may not get out of their seats except to ask the instructor a question or turn in an assignment. Students are to stay in their seats until dismissal. Seats will be assigned to students, and they are to keep their area clean. Students may stretch by their seats every two hours, quietly. Students must ask to sharpen pencils or throw away trash. Only one student may be at the staff desk at a time. Wait your turn, and be courteous.
6. Students are not to talk to other students, make noise, or be disruptive.
7. Sleeping is not allowed. Students are to keep their heads up and off the desk and books. If unable to stay awake a student will be asked to stand up.
8. Students will be expected to complete all assignments given to them in SHSSP. Students will return any completed tests to the SHSSP staff. Other completed assignments will be returned to school by the student.
9. If a student finishes all class assignments the SHSSP staff will provide additional educational opportunities to keep the student active and alert.
10. Students may bring their own lunch or purchase a sack-lunch from the cafeteria at a cost \$2.40. Students may not bring in pop, candy, and/or power/energy (high caffeine/sugar) drinks. Lunch will be from 11:30am to 12:00pm. SHSSP does not allow delivery of food by parents after check-in at 7:30 am. Students will not be permitted to call parents to bring food or money for lunch. No charging of lunch is permitted. SHSSP will have a refrigerator for the student to put their lunch in. Students bringing their lunch are required to have their name on the outside of their lunch container.
11. There are no radios, ipods, toys, improper books/magazines, lasers, cell phones, pagers, or other electronic devices allowed.
12. No personal grooming is allowed during breaks or during lunch time unless the student is in the restroom.
13. No sitting on tables or rocking/leaning back on chair legs.
14. Marking on furniture, walls, or any other property will be considered destruction of property and will be dealt with according to policy.
15. Computers, televisions, and video equipment are to be used for educational purposes only. Students are not to use chat rooms, social media sites, email, or non-educational games on computers.
16. Personal note writing is not allowed, and the note will be taken. Drawings of gang symbols, satanic symbols, or other improper pictures/symbols are not allowed. No drawing on yourself.
17. All work should have student's name, date, teacher's name, page and number of assignment on the front page. All work is to be neatly done.
18. All medication must be brought to New Palestine High School by the parent or guardian, and a sheet must be completed giving the school permission to administer the medication.
19. The use of phones is for staff only. Students may use only with staff's permission.

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20. Students assigned to SHSSP must complete their assignment prior to re-entry into regular school.
21. Any student who leaves SHSSP without permission will be considered truant. Parents will be notified immediately and, if deemed necessary, the police will be notified. The student's regular school will be notified of the student's absence and the student will be processed for Out-of-School Suspension.
22. Students who make a doctor, dental, probation appointment, etc. during their SHSSP assignment will be expected to make up that time prior to being released to return to their regular school.
23. Students may read pre-approved magazines, brain games, newspapers, and/or books if all of their assigned work has been completed and returned to the SHSSP staff.
24. Tobacco products, matches, and lighters are not allowed. A student in possession of tobacco products will be subject to an additional day in SHSSP. Further, the student is subject to the issuance of a ticket by a police officer.
25. Students are not allowed to sell merchandise of any type.
26. After a student has been assigned to SHSSP for a third time in a school year, this student may be subject to Out-of-School Suspension, assignment to Alternative School, or processing for expulsion.
27. To insure the safety of the students and the staff in SHSSP, there are video cameras in the SHSSP classroom.

### **NP Academy**

Placement in the school is directed by the school principal/designee. The curriculum and schedule are developed by Academy staff.

### **Seclusion and Restraint**

#### Policy 5630.01 Use of Seclusion and Restraint with Students

Summary: A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

### ***Community School Corporation of Southern Hancock County Discipline Rules***

School officials may find it necessary to discipline students when their behavior interferes with school purposes, or educational functions of the school corporation. In accordance with the provisions of I.C. IC 20-33-8-9 and 20-33-8-10, administrators and staff members may take the following actions:

#### 1. STUDENT REMOVAL FROM CLASS

##### **Policy 5610.01 Student Removal from Class**

Summary: The Board authorizes removal of a student from class in the event of a serious classroom disruption which would be grounds for suspension or expulsion. A teacher who removes a student must provide class work for the duration of the removal. If no suitable alternative setting exists within the school, the student is to be suspended utilizing the Hancock County Day Reporting Program. Teachers may still send students to the office for lesser violations of school and classroom rules however; these minor violations shall not be considered grounds for removal under this policy.)

#### 2. SUSPENSION FROM SCHOOL AND EXPULSION

##### **Policy 5610 Suspension and Expulsion of Students**

Summary: A student may be suspended and/or expelled from an activity, program, or a school if his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or 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; or traveling to or from school or a school activity, function, or event. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function,

or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. A student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred. The Board has voted not to hear any expulsion appeals. The student or his/her parents may appeal the decision only to the circuit or superior court of the county in which the student resides.

"Suspension" means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-8.1-5.1-16 pending expulsion.

"Expulsion" means a disciplinary or other action where by a student is:

1. separated from school attendance for a period exceeding ten (10) school days;
2. separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. separated from school attendance for at least one (1) calendar year pursuant to I.C. 20-33-8-16 for possession of firearms, deadly weapons, or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

## **GROUND FORS SUSPENSION OR EXPULSION:**

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event. IC 20-33-8-14 b

### **A. Student Misconduct and/or Substantial Disobedience**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room or bus therein with intent to deprive others of lawful access to or from, or use of the building, corridor, bus, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act, the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher, or any other person, to conduct or participate in an educational function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person, or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

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6. Causing or attempting to cause physical injury, committing battery or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening, whether specific or general in nature, damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons, or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, 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.  
Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
  - a. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - c. The student has been instructed in how to self-administer the prescribed medication.
  - d. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products or electronic smoking devices of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member, in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes, or an educational function, including, but not limited to:



- a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry, accessories, or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
26. Using on school grounds during school hours, an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Violating any student conduct rule the school building principal establishes and gives publication of, to all students and parents in the principal's school building.

**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 inch 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, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
    - 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 pistol, rifle, shotgun, or weapon suitable for sporting or personal safety purposes or ammunition,
        - a device that is neither designed nor redesigned for use as a weapon, 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, or a surplus military ordinance sold, loaned, or given by authority of the appropriate official of the United States Department of Defense.
1. 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.
  2. Possession of a handgun or firearm on school property by students or on a school bus is a felony; a violation of this law will be reported to law enforcement officers. The penalty for possession of a firearm, destructive device, or ammunition is expulsion from school (I.C. 20-33-8-16).

6. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in 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 IC 35-41-1-8:
  - a loaded or unloaded firearm.
  - a destructive device, weapon, taser (as defined in IC 35-47-8-3), or electronic stun weapon (AS DEFINED IN IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal (as defined in IC 35-47-8-1) that is 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 engages in behavior described in this rule.
5. IC 35-47-5-2.5 makes possessing a knife on school property or on a school bus a Class B misdemeanor; makes the offense a Class A misdemeanor if the offender has a previous unrelated conviction; and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. It also adds battery against, and the harassment of, a school employee to the list of offenses that must be reported to a local law enforcement agency

**D. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**E. 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.

***Right To Appeal***

“The Board will not hear any student appeals. “ (Policy 5610)

***Suspension And Expulsion Procedures***

**SUSPENSION PROCEDURE**

When a principal (or designee) determines that a student should be suspended, the following due process 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.



## **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 the student's parents 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 school 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 expulsion 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.

"The Board will not hear any student appeals". (Policy 5610)

### *Summary of Specific Violations & Penalties*

#### **VIOLATION:**

- 1. Excessively rude or use of unacceptable language or insubordination to school personnel**
  - 1st REPORT: 3-day suspension to expulsion
  - 2nd REPORT: 5-day suspension to expulsion
  - 3rd REPORT: Expulsion
- 2. Possession and/or any use of tobacco products or electronic smoking devices**
  - 1st REPORT: 3-day suspension and referral to Hancock County Superior Court II if under the age of 18.
  - 2nd REPORT: 5-day suspension and referral to Hancock County Superior Court II if under the age of 18.
- 3. Alcohol use, possession or under influence**
  - 1st REPORT: Expulsion for two semesters
- 4. Drug use, possession, under influence, or affected by**
  - 1st REPORT: Expulsion for two semesters
- 5. Possession of drug paraphernalia**
  - 1st REPORT: 10-day suspension to expulsion
  - 2nd REPORT: Expulsion for two semesters
- 6. Use/threat with weapon or destructive device, or firearm possession**
  - 1st REPORT: Expulsion
- 7. Possession of other weapons (knives are not permitted at school)**
  - 1st REPORT: Expulsion
- 8. Possession or use of firecrackers and other explosives**
  - 1st REPORT: 5-day suspension to expulsion
  - 2nd REPORT: Expulsion
- 9. Vandalism/ intentional**
  - 1st REPORT: Restitution and suspension to expulsion
- 10. Vandalism/negligent**

1st REPORT: Restitution

2nd REPORT: Restitution, suspension to expulsion

3rd REPORT: Restitution and expulsion

**11. Theft**

1st REPORT: 3-day suspension to expulsion

2nd REPORT: 5-day suspension to expulsion

3rd REPORT: Expulsion

**12. Physical attack on a staff member**

1st REPORT: Expulsion

**13. Fighting**

1st REPORT: Suspension to expulsion

2nd REPORT: Expulsion

**14. Threats/ harassment to students**

1st REPORT: Friday/Saturday School and/or suspension

2nd REPORT: 3 day suspension to expulsion

3rd REPORT: 5 day suspension to expulsion

**15. Threats/harassment to school personnel**

1st REPORT: 5 day suspension to expulsion

2nd REPORT: Expulsion

**16. Parking Lot Violations (Improper parking, reckless driving, pedestrian violations, etc.)**

\$10 fine for each infraction

Driving privileges removed until fine is paid.

Repeated offenses may result in suspended driving privileges

**17. Improper attire**

1st REPORT: correct improper attire

2nd REPORT: correct improper attire and contact parents

3rd REPORT: correct attire, contact parents and assign a detention

4<sup>th</sup> REPORT: correct improper attire, Friday School and parent conference to discuss dress code

Each offense must be corrected before the student is allowed to return to class.

**18. Class/cafeteria major disruption**

1st REPORT: 3 - 5-day suspension

2nd REPORT: Expulsion

**19. Excessive absences**

1st REPORT: 4 days - notification of parent

2nd REPORT: 6 days - limit set/letter sent to contact parent

**20. Truancy (includes leaving without permission, arriving late, or cutting class) Driving Privilege rules apply.**

1st REPORT: Friday or Saturday School

2nd REPORT: Friday and/or Saturday School

3rd REPORT: 3-day suspension

**21. Class tardy unexcused (cumulative-all classes per semester)**

1st REPORT: Warning by teacher

2nd REPORT: Warning by teacher

3rd REPORT: After school detention

4th REPORT: After school detention

5th REPORT: Friday or Saturday School

6th REPORT: Friday or Saturday School

7th REPORT: Friday or Saturday School

8th REPORT: Friday or Saturday School

9th REPORT: Friday or Saturday School

10th REPORT: ISS/OSS assigned by Dean or Assistant Principal

**22. Cheating**

1st REPORT: May result in an "F" for the assignment

2nd REPORT: May result in an "F" for the grading period

3rd REPORT: May result in an "F" for the semester

**23. Classroom misbehavior/talking**

1st REPORT: Warning/conference with teacher

2nd REPORT: Parent contact/conference with teacher

3rd REPORT: Saturday School/referral to assistant principal or counselor

4th REPORT: 3-5 day suspension from class

**24. Possession of electronic paging device, cellular phone, radios, tape players, and lasers**

1st REPORT: Confiscation and parent contact

2nd REPORT: Friday or Saturday School

3rd REPORT: 3-day suspension to Expulsion

**25. Vandalism to computers**

1st REPORT: Suspension from class and/or school plus restitution

2nd REPORT: Expulsion and restitution

**26. Violation of Internet Rules**

1st REPORT: Loss of Internet privilege and possible suspension

2nd REPORT: Suspension to expulsion

**27. Use of profane or vulgar language, gestures, racial remarks, or written profanity**

1st REPORT: Friday or Saturday School to suspension

2nd REPORT: Friday or Saturday School to suspension

3rd REPORT: Five day suspension

NOTE: Law Enforcement Officials will be contacted for violations of state laws in these categories and may be contacted on any other instances deemed necessary.

These charts do not encompass all potential violations of the Discipline Code: some example infractions and normal penalties are shown. Known facts of a violation may alter the final penalty assessment.

Detention hours will be assigned by the school administration or teacher in advance of serving the time. Detention hours must be served within three school days or additional penalties may be assigned including restrictions of extra-curricular participation.

Expulsion may be for one or two semesters. All expulsions after the 15th week of a semester may be enforced during the following semester. Expulsion for possession of a weapon is enforced to the next full semester following one calendar year from the effective date.

### *Homecoming Activities*

The purpose of Homecoming is to promote positive school spirit and pride. It is not a forum for political or personal expression. Therefore, there will be a faculty review and approval of all activities associated with Homecoming.

### *Dances*

After-Game Dances are scheduled upon request of a sponsoring group. All dances must be scheduled by the assistant principal at least two weeks in advance.

When a school dance is held, the following regulations are in effect:

1. All New Palestine High School students and their dates are welcome at the dances; however, dates are not necessary.
2. All sponsoring organizations are responsible for any and all damages to school property.
3. Decorations are often the private property of individuals who have loaned them for the occasion or who have made them. They are to be removed only by the committee after the dance is over. All decorations must have the approval of the assistant principal.
4. Pass-out checks are not given. Students may leave at their own discretion, but may not return.
5. All students are subject to the conduct rules of New Palestine High School. Students are reminded that the State of Indiana mandates that students who attend any school function while under the influence of alcoholic beverages or drugs are subject to expulsion. Students may be required to take a personal breath test for alcohol before entering the dance.
6. No dance will be scheduled on a night preceding a vacation.
7. After-game dances will begin immediately following the game, and will last for one hour or 11:00 p.m., but no later than **11:00 p.m.**
8. After-game dances are restricted to New Palestine High School students only.

### *Junior-Senior Prom*

A high point in the life of any high school pupil is the Junior-Senior Prom, which is one of the largest social events taking place during the school year at New Palestine High School.

At this traditional event, the junior class acts as host to the senior class. Each junior and senior may invite a guest who is at least a freshman in high school to this formal dance, but no older than 20 years old.

All students and adults entering and re-entering the prom will be required to take a personal breath test for alcohol.

Anyone who fails this test, or appears to be under the influence of any intoxicant will be removed from the premises, and will be subject to any and all legal and/or school disciplinary measures.

**Students in violation of the attendance policies may not be permitted to attend the Junior-Senior Prom.**

### *Student Council*

The Student Council of New Palestine High School is the elected government organization, which serves as a liaison among the student body, faculty, and administration. It sponsors a number of traditional social activities, such as Homecoming and special dances. It also conducts homecoming queen and king elections. The Student Council reviews constitutions for new clubs and organizations and conducts money-making projects. The profits from fund raising activities are used to finance the Student Council projects and the school functions. In the area of service, the Student Council assists in charity drives, sponsors a yearly blood drive and generally offers aid to any club or organization, which requests it. The Student Council is comprised of the three elected Student Council officers and the five representatives elected at large from each class.

Student Council membership requires that student participants observe the student discipline policy off campus and during non-school hours. Since Student Council participation is an honor and privilege, participation shall require a review of the

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student code of conduct by parent and student, including certification of understanding through parent and student signature. It is the intent of this policy for students to assume personal responsibility for visible leadership in upholding the standards and expectations of representatives of our school.

In the event of violations providing cause for action, the violations and recommended disciplinary action for extra-curricular participants shall apply. Student Council members are expected to be a positive influence in the community, school, and family.

### *Student Council Constitution*

Senior Class Offices:

1. Students running for student body president must have one or more years experience with student council and two teacher signatures.

2. Junior, Sophomore, and Freshmen Class Offices:

Students must have at least two teachers' signatures on their petition.

\*\*tie breaker: Citizenship rating scale will be used by administration. Student Council probation will occur if:

\*Students fail to attend three or more meetings (unexcused).

\*Students fail to successfully complete assigned tasks on two or more occasions.

Once on probation, a student may be terminated from his/her position if the student fails to successfully fulfill his/her duties.

### *Attendance/ Extra-Curricular Activities*

1. Participation in an extra-curricular activity on the day of an absence from school will not be permitted (exception: approved by the principal or vice-principal).
2. To participate in an extra-curricular activity, a student must arrive prior to 11:00 a.m.

### *Violations and Recommended Disciplinary Action for Extra-Curricular Participants Other Than Athletics*

#### CODE OF CONDUCT FOR EXTRACURRICULAR ORGANIZATIONS OTHER THAN ATHLETICS

Participation in Extracurricular Organizations is a privilege which carries with it varying degrees of honor, responsibility and sacrifice. Since participation and competition are A PRIVILEGE AND NOT A RIGHT, those who choose to participate will be expected to follow the Code of Conduct for Extracurricular Organizations established by the administration and all other specific rules for their organization established by their coaches, sponsors, or national organizations.

These students represent their school and the student body and should be guided by the following CSCSHC Skills for Success: Motivation, Best Effort, Honesty, Respect, Responsibility, Initiative, Caring, Citizenship, and Acceptance. They are to conduct themselves in a manner that reflects positively on their families, the CSCSHC and the community.

### **EXTRACURRICULAR ORGANIZATION DEFINED**

An Extracurricular Organization is defined as and includes all organizations, teams, or clubs who are school recognized or sponsored groups. These include, but are not limited to, the Academic Competitions such as Academic Decathlon, Super Bowl, Spell Bowl, Quiz Bowl, Speech Team, and Excel Awards; honor societies such as National Honor Society and Art Honor Society; Dramatic Arts groups such as the casts and support personnel of the Fall Musical, Spring Play, and the Thespians; and clubs such as Family Career and Community Leaders of America, Students Against Destructive Decisions, Students Against Violating the Earth; Student Council and Service Organizations such as the Ambassadors.

### **SELF REPORT CLAUSE**

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Students may “self report” violations of this Code of Conduct to their coach/sponsor or an Administrator at their school. Students wishing to self report a violation at a time when school is not in session may do so by notifying an administrator of their respective school. New Palestine High School students may call 861-4417.

### DEFINITIONS OF VIOLATIONS AND RECOMMENDED DISCIPLINARY ACTION

1. Since extracurricular participation is an honor and privilege, participation shall require a review of the Code of Conduct for Extracurricular Organizations by parent and student. Certification of understanding shall be demonstrated through parent and student signatures. It is the intent of the Code for students to assume personal responsibility for visible leadership in upholding the standards and expectations of representatives of our schools.
2. This responsibility requires that student participants observe the Code of Conduct for Extracurricular Organizations off campus and during non-school hours.
3. In the event of violations providing cause for action, the consequences regarding withdrawal of extracurricular privileges shall apply as stated in this handbook. In this event, the following disciplinary consequences shall apply:

#### Substance Abuse and Criminal Conduct

**SUBSTANCE ABUSE:** Is defined as the abuse or misuse of, the consumption of, possession of, and/or being under the influence of, the sale of, the distribution of, or providing another person with any substance which is or contains: tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, steroids, or hallucinogen, whether prescription or sold over the counter (non- prescription), or any substance represented by the provider to be any of the listed substances including electronic smoking devices, is prohibited. Any act that results in a student being assigned to an Alcohol and Drug Program by the courts or school is a violation of this rule.

**CRIMINAL CONDUCT:** Is defined as any activity which would be considered criminal conduct under Indiana Code. This includes violations such as, but not limited to, vandalism, stealing, extortion, forgery, misdemeanors, or any other violation which could warrant a criminal investigation. Any offense, which results in an agreement to withhold prosecution, is a violation of this code.

4. For violations of this type, the following disciplinary consequences shall be enforced:

#### 1st OFFENSE: IN ANY OF THE ABOVE CATEGORIES

The student shall be suspended for 50 percent of the total number of contests, events, and meetings for the year: The penalty can be reduced by 20 percent if the student “self-reports” within two week days, and another 20 percent if the student completes 20 hours of community service at the direction of the Principal. An student who completes both of these requirements would serve a 10 percent suspension.

The penalty can be reduced by 10 percent if the student admits to the violation upon questioning, and another 10 percent if the student completes 20 hours of community service at the direction of the Principal. A student who completes both of these requirements would serve a 30 percent suspension.

The student shall be suspended for 50 percent of the activities if he/she exercises none of the above options and is found to be guilty of the alleged offense.

#### 2nd OFFENSE: IN ANY OF THE ABOVE CATEGORIES OR COMBINATIONS THEREOF

Suspension from Extracurricular Organizations for one calendar year.

The student may reduce this suspension in the following way:

The suspension can be lowered to 180 days with a minimum of 40% of the season if the student attends counseling (at the student’s expense) relevant to his/her violation or 20 hours of community service at the direction of the Principal. Community service programs must be approved and directed by the Principal. Counseling programs must be approved by the Principal.

#### 3rd OFFENSE: IN ANY OF THE ABOVE CATEGORIES OR COMBINATIONS THEREOF

Career suspension.

5. Rulings relevant to the above categories may be appealed to the administrative team.
6. Any student convicted of a felony shall be declared ineligible for the remainder of the student’s career at his/her current school.
7. Any student involved in a police action or arrest may be suspended from participation until cleared by law enforcement, by the Court, or through the school’s investigation.



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8. Conduct/behavior issues directly related to Organization's activities will be handled by the coaches or sponsors. Behavior issues outside of Organization's activities will be handled by school Administrators.
9. School discipline takes precedence over extracurricular events.
10. Coaches' or sponsors' decisions are not subject to appeal.
11. In the event that a violation occurs at the end a season, any remaining consequences would be carried over into the next season that the student participates "in good standing". A student shall start with a "clean slate" when entering New Palestine High School. No consequences shall be carried over from Doe Creek Middle School to New Palestine High School.
12. If a violation of this Code of Conduct results in the student's suspension for the remainder of the season, the student shall not be considered to be in good standing and, therefore, shall forfeit all awards for that year.
13. When calculating a student's suspension, if the completion of a student's suspension falls in the middle of an event, the penalty will be rounded up to include the entire event (example; a 2.2 event suspension would be rounded up to become a 3 event suspension).
14. This Code of Conduct shall take effect beginning July 1, 2009. Any violations of this Code prior to the effective date hereof shall fall under the previous Code of Conduct and this Code shall not be applied retroactively.

### *Athletics*

#### **List of Sports:**

Baseball

Boys' and Girls' Basketball

Boys' and Girls' Cross Country

Boys' and Girls' Golf

Boys' and Girls' Soccer

Boys' and Girls' Swimming

Boys' and Girls' Tennis

Boys' and Girls' Track

Cheerleaders

Football

Gymnastics

Softball

Volleyball

Wrestling

Support groups such as Student Athletic Trainers, Managers, Scorekeepers and Mat Maids

School Colors: Crimson and White School Mascot: Dragon

School Song: (To the tune of "Indiana")

*New Palestine, New Palestine, New Palestine,*

*We're all for you. RAH! RAH! We will fight for the white and crimson for the glory of our school.*

*We never alter, we never falter, in the battle so tried and true. New Palestine, New Palestine, New Palestine, We're all for you. RAH! RAH!*

### *Athletic Code of Conduct*

#### Policy 2431 Interscholastic Athletics

Summary: Participation in interscholastic athletic competition is a privilege and not a right, the Board requires that each student-athlete adhere to the Interscholastic Athletic Code of Conduct for Student-Athletes for the school in which they are enrolled. Each athlete and his/her parent/guardian shall sign the Acknowledgement of the Code of Conduct for Student-Athletes and Consent to Release of Juvenile Information Form. This form shall be signed prior to participation in



athletics at both New Palestine High School and Doe Creek Middle School. This Acknowledgement and Consent will remain in effect for the athlete's entire career at that school.

## **STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST**

### Policy 5340.01 Student Concussions and Sudden Cardiac Arrest

Summary: It is the policy of the Board that the risk of student injury be considered and addressed in the planning and implementation of every student activity sponsored by the Board. The Board therefore directs and requires that before beginning practice for a high school interscholastic and intramural sports activity, the coach/sponsor of the activity provide the parent of each high school student participant and each high school student participant with the information sheet on Student Concussions and the information sheet on Sudden Cardiac Arrest and the acknowledgement forms issued by the Indiana Department of Education, and require the student's parent and the student to sign and return the forms acknowledging the receipt of the information. The student athlete shall not be allowed to participate in the sport until the signed acknowledgement forms from the parent and student is/are properly executed and returned.

## ANNUAL NOTICES TO PARENTS AND STUDENTS

### *Nondiscrimination and Access to Equal Educational Opportunity*

#### Policy 2260- Non discrimination and Access to Equal Educational Opportunity

Summary: The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

Civil Rights Coordinator, Title IX Coordinator:

Mr. Robert Yoder

Assistant Superintendent, CSCSHC

4711 South 500 West

PO Box 508

New Palestine, IN 46163

(317) 861-4463

Section 504 Coordinator, Americans with Disabilities Coordinator

Dr. Marcia Piercy

Director of Student Services, CSCSHC

4711 South 500 West

PO Box 508

New Palestine, IN 46163

(317) 861-4463

Corporation Compliance Officer:

Dr. Lisa Lantrip

Superintendent, CSCSHC

4711 South 500 West

PO BOX 508

New Palestine, IN 46163

(317) 861-4463

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, Citigroup Center, 500 West Madison Street, Suite

1475, Chicago, Illinois 60661; Telephone: (312) 730-1530; Fax: (312)730-1576; TDD: 877-521-2172; E-MAIL:

OCR.Chicago@ed.gov

Web:<http://www.ed.gov/ocr>.

*Anti-Harassment*

Policy 5517 Anti-Harassment

Summary: It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against harassment based on sex (including sexual orientation and/or transgender identity), race, color, national origin, religion, disability or genetic information, that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems. The following individuals shall serve as Anti-Harassment Complaint Coordinators:

Mr. Robert Yoder  
Assistant Superintendent, CSCSHC  
4711 South 500 West  
PO Box 508  
New Palestine, IN 46163  
(317) 861-4463

Dr. Marcia Piercy  
Director of Student Services, CSCSHC  
4711 South 500 West  
PO Box 508  
New Palestine, IN 46163  
(317) 861-4463

*Parent's and Student's Rights Concerning Educational Records*

Policy 8330 Parents and Students Rights Concerning Student Records

Summary: Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. Parents/eligible students shall be provided with the opportunity to amend records when they believe that any of the information regarding the student is inaccurate, misleading, or violates the student's privacy.

The Corporation may release categories of personally identifiable student information designated as "directory information" to Corporation-Support Organizations (as defined in Policy 9211) for the benefit and educational purposes of the schools or individual students. The Board designates as student "directory information": a student's name; address; telephone number, if it is a listed number; date of birth; 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; listing on an honor roll; or scholarships. Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" by submitting written notification of refusal to the Corporation. This refusal shall be placed in the student file and will remain in effect until changed by the parent or eligible student.

Photographs of athletic events or other student performances which are open to the public, and group photographs (two (2) or more students) of a general nature, may be used for public relations, media press releases, and web page display; however, individual photographs require a written approval from the parent prior to use.

***Student Privacy and Parental Access to Information***

Policy 2416 Student Privacy and Parental Access to Information

**Summary:** No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

***Notice of Parental Rights/Section 504***

The following rights are those afforded to the parent/guardian of a student who is believed to be disabled under Section 504 of the Rehabilitation Act of 1973:

1. Your child will be evaluated before any decision is made regarding the initial placement or a subsequent significant change in placement in a regular or special education program. You have the right to an independent evaluation at your expense.
2. Any placement decision will be made by a group of persons who are knowledgeable about your child, the meaning of the evaluation data, and the placement options within the school corporation.
3. In addition to any evaluation data, the group will consider such other information as aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior when making any placement decision.
4. Any placement of the student will be with persons who are not disabled to the maximum extent appropriate to the needs of your student.
5. You have the right to examine your child's education records and to exercise all other rights granted to you in The Family Educational Rights and Privacy Act (FERPA).
6. You have the right to request a hearing regarding any decision made by the school corporation with respect to the identification, evaluation, or educational placement of your child.
7. Upon receipt of a request for a hearing, the school corporation will appoint an impartial hearing officer (one who is knowledgeable about Section 504 and who is not an employee of the school corporation). The hearing officer will advise you within a reasonable period of time of the date, time, and place for the hearing. You have the right to be represented by legal counsel or any other representative at this hearing.

A copy of the Section 504 regulations will be given to you along with this notice. Any questions regarding your rights should be directed to the assistant superintendent of this school corporation.

**Suspension:** for students with disabilities, a temporary cessation (pause) of educational or related services constitutes a suspension. Before a student can be suspended, the student must be afforded an informal hearing, wherein the student is

entitled to a written or oral statement of the charges against him/her; if requested, a summary of the evidence against him/her; and an opportunity to explain his/her conduct. This informal hearing shall precede the suspension of a student unless the nature of the misconduct requires immediate removal of the student. For students with disabilities, suspensions shall not exceed five (5) consecutive instructional days or ten (10) cumulative instructional days in a school year.

Expulsion: Before a student can be expelled from school, the student's parent shall be afforded the opportunity for a hearing before an appointed hearing examiner. For a student with disabilities, the hearing must be preceded by a case conference committee meeting. At such meeting, the case conference committee shall review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the expulsion hearing may be initiated. In the event of the expulsion of a student with disabilities, educational and related services shall not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period.

### ***Parent Participation***

A parent (including a guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code, I.C.20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the discretion of and upon notice by a school official.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home-study-time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in the following manner: Written or telephone contact by a school official in advance of the meeting, conference, or hearing, followed by a letter of confirmation.

Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly or seriously disruptive to the student's own educational progress or to the progress of others may be referred to the Hancock County Office of Family and Children and the child may be considered to be a "child in need of services" in accordance with I.C.31-6-4-3(s)(7).

### ***Students/Parents Pesticide Application Notice***

Periodically throughout the year, it may be necessary that pesticides will be applied to internal areas of the school building and grounds. Whenever possible, pesticides will be applied during non-instructional time or school vacation periods when students and staff members are not present. For more information concerning the kinds of pesticides used, the procedures for application, and/or an application schedule, please contact the Director of Buildings and Grounds at (317)861-2129.

### ***Indoor Air Quality / Animals in the Classroom***

Policy 8405 Environmental Health and Safety Rules (Indoor Air Quality and Animals in the Classroom)

Summary (Indoor Air Quality): The Indoor Air Quality (IAQ) Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation.

The following individual shall serve as Indoor Air Quality Coordinator:

Stephen Satterly

Corporation Safety Officer

4949 S. 500 W

New Palestine, IN 46163

(317) 861-4654

Summary (Animals in the Classroom): Live animals shall be allowed in the classroom for educational purposes with the prior approval of the principal. Animals brought into a classroom must be humanely and properly housed in cages or

leashed. Animals brought into the classroom must be known to be in good health. Animals that are poisonous, venomous, or dangerous will not be allowed in the classroom.

In advance of the animal being brought to school, a notification will be sent home with the students in that class informing parents of the type of animal that will be coming into the classroom. Parents will have an opportunity to notify the teacher or the principal if their child is allergic to the animal. If a parent responds about a concern regarding a possible allergic reaction to the animal, the principal and teacher shall discuss options that may be considered.

### ***Idling School Buses and Other Vehicles on School Property***

#### **Policy 8615 Idling School Busses and Other Idling Vehicles on School Property**

Summary: The Board seeks to limit vehicle emissions that might be brought into school corporation buildings to reduce exposure to these emissions and to improve indoor air quality for students, staff, and visitors. This policy applies to all public and private vehicles on any school property. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes with few exceptions.

### ***Change of Address***

If at any time during the school year a student moves to a different address, the change should be reported to the school as soon as possible. A changed telephone number should also be reported.

### ***Leaving Messages for Students***

There are rare occasions when it is critical for a student to be contacted during the school day. The office staff will support parents in these situations by delivering the message as promptly as possible to the student. Please utilize this service only when it is absolutely necessary the student be contacted during the school day.

### ***Non-Custodial Parent Information***

One goal of New Palestine High School is to keep the parents well informed of their child's progress and events at the school. In some instances, the student does not live with both parents. In these situations, we would like to provide the non-custodial parent with the school newsletter and additional information about New Palestine High School.

### ***Visitation of Non-Custodial Parents***

If a non-custodial parent is not to visit his child due to legal circumstances, the custodial parent should notify the school, and provide appropriate legal documentation.

### ***Personal Property***

Students are discouraged from bringing valuables, etc. to school. Neither the school nor school personnel will be responsible for individual student's personal property.

### ***School Improvement Committee***

The School Improvement Committee (SIC) is made up of parents, community leaders, teachers, and administrators. The plan is reviewed annually. For further information, contact the NPHS Principal at 861-4417.

### ***Response to Instruction (RtI)***

Response to Instruction is a multi-step approach to providing services and interventions to *all* students who may experience learning and/or behavioral challenges. The progress students make at each stage of intervention is closely monitored. The results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education, in special education, or both. Due to the comprehensive and sequential nature of the process, RtI can take several months to complete.

### **Notification**

If the screenings indicate that your child would benefit from interventions you will be notified of the school's intent to initiate an intervention. Additionally, you will be updated on your child's progress. If your child does not progress as anticipated the school may suggest a referral for special education evaluation, which requires your written permission. You are an important part of your child's education and your questions or concerns are welcomed. These initiatives are provided in your child's school at no cost to you.

**Benchmark Data & Progress Monitoring**

To implement the RtI process the student's current levels of performance are determined using screening tests (Benchmark Data) and goals are identified for learning that will take place over time. The student's academic and/or behavioral progress is then monitored on a regular basis (weekly, bi-weekly, or monthly). Progress toward meeting the student's goals is measured by comparing expected and actual rates of learning. Based on these measurements, interventions are adjusted as needed.

**Intervention**

Using the results of the screening measures, a scientifically proven intervention is initiated to address the student's needs. Following well-developed guidelines, decisions are made concerning a student's academic and/or behavioral progress or lack of progress. Frequent progress monitoring helps determine the length and type of intervention the struggling student receives. This process insures that the intervention is accurately and consistently administered.

**Special Education Referral**

At any point in an RtI process a parent may request a formal evaluation to determine eligibility for special education. A multi-disciplinary team of qualified professionals would conduct the evaluation with input from the student's parent. The multi-disciplinary team can include a building administrator, school counselor, general and special education teachers, school psychologist, speech/language pathologist or other specialists. As stated earlier, the RtI process is an integral part of any formal evaluation procedure. For those students who have been through the RtI process, there is a 20 school day timeline for evaluation and conference to determine special educational eligibility. For those students who have not completed the RtI process, there is a 50 school day timeline for evaluation and conference to determine special education eligibility.



## *Emergency Procedures*

New Palestine High School has a school safety plan that prepares for incidents, and mitigates against their occurrence, directs how the school will react to an incident, and provides a means of recovering from the incident. Such plans shall also address preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism.

New Palestine High School, as with every other CSCSHC school, has a certified School Safety Officer that regularly inspects facilities, schedules, implements, and records all readiness exercises, and coordinates resources.

State law mandates a fire evacuation readiness exercise each month, and a tornado readiness exercise twice a semester. In addition to these mandated exercises, New Palestine High School also participates in readiness exercises that train staff and students in lockdowns and emergency responses.

During all emergency responses and exercises, students are expected to remain orderly, and quiet, and to follow all directions for the staff. Any student that interferes with the safe function of the school, or the successful implementation of a readiness exercise, may face disciplinary action. Any student that falsely reports an emergency (bomb threat, pulled fire alarm, etc.) may be suspended or expelled. In addition, school personnel will regularly meet with local, county, state, and federal first responders to plan out emergency responses. Student volunteers, with parental permission, may be used in realistic emergency simulations.

New Palestine High School's emergency operations plans are reviewed and, if necessary, updated annually.

## *Types of Emergency Exercises*

### **FIRE EVACUATION EXERCISES**

All schools in Indiana are required to have monthly fire drills. Posted in each classroom, is a diagram showing the nearest exit and route from the room to a safe location outside the building.

When the alarm sounds, all persons are to leave the building as prescribed by the drill regulations, which follows:

1. Students leave all books and materials on desks.
2. Form lines and proceed quietly from the room in single file, following directions posted in the room and explained by the teacher.
3. There will be no talking, laughing, or disorder of any kind.
4. Follow the assigned route quietly, with quick steps, but no running.
5. In the event your assigned route is blocked, students, under verbal directions of the teacher, should proceed to the next closest exit. Quiet is necessary in this eventuality.
6. All lounges, rest rooms, locker rooms, and offices must be cleared.
7. All groups should move at least thirty yards from the building. In case a fire is in progress, the instructor will move the group at least two hundred yards.
8. When the "all clear" bell sounds, classes will quietly re-enter the building in reverse order.

*A building the size of New Palestine High School can be cleared in less than three minutes.*

### **TORNADO DEEP SHELTER EXERCISE**

All schools in Indiana are required to have two tornado drills per semester. Posted in each classroom is a diagram showing the nearest safe area and the route from the room to a safe location, if need be.

In the event of a tornado, students and faculty will proceed to their designated safe areas. There they will assume the safety position of sitting with their back to a wall, knees pulled up to their chests, and their hands over the back of their necks. Students will remain so until directed otherwise.

## **PREVENTATIVE LOCKDOWN**

Preventative lockdowns are used to prevent outside influences from intruding upon the educational environment. They may also be used to increase security and accountability during severe weather alerts, or when it becomes necessary to restrict student movement. However, classes may still go on during this lockdown.

## **BOMB THREAT LOCKDOWN - POSSIBLE EVACUATION**

This lockdown allows school staff to secure their students and their classrooms in the event of a bomb threat. Depending upon the situation, this may be followed by an evacuation.

## **EMERGENCY LOCKDOWN**

This lockdown is to be used as a last line of defense to protect the children and staff from a hostile intruder.

## **POWER FAILURE**

Since all the CSCSHC schools have several rooms without natural lighting, it is necessary to take special measures in case of electrical power failure.

All students are to remain with their teachers in their classroom locations. However, teachers in internal classrooms may wish to combine classes with teachers in external rooms.

If a failure should occur during a lunch period, students in the cafeteria are to move into the gymnasium under supervision of assigned teachers.

If a power failure should occur during a passing period, all students are to report directly to their next scheduled classes.

An announcement will be made if it is necessary to dismiss school. Upon dismissal, students are to go to their lockers in an orderly manner, leave the building immediately, and wait for their transportation. There should be no running at any time. Students should report home upon dismissal.

### ***School Closings***

In case of school closings due to severe weather, the official announcement may be seen on TV stations. Notification will also be made using the parent alert system. Students and parents should not call the school, the CSCSHC office, or individual school employees.

### **School Delays**

Many times a delay in the start of school is necessary. In case of a delay in the start of school, students are to report to their first class at the announced time.

### **Preschool Parents**

AM Preschool meets from 10:20 to 12:20 on two-hour delay days, and the PM Preschool meets from 1:15 to 3:15 p.m.

### **Early Dismissal Procedure**

Our first concern is the safety of our students. Should weather conditions warrant an early dismissal, it is imperative that students know their family emergency plan. Although we want to ensure that every student will have a place to go when dismissed early, it is not possible for the office to call every parent. We do, however, ask that you keep your child's enrollment information and emergency closing form up to date with emergency numbers and work phones. You can find out about early closure by listening to previously mentioned media sources.

Please take a few moments to sit down with your child(ren) and discuss the following questions:

**\*\*What should I do if school is called off early?**

**\*\*What do I do when there is no one at my house when I arrive home?**

## CSCSHC NEW PALESTINE HIGH SCHOOL

Please go over your emergency plan with your child so that he/she will know what to do should an early dismissal occur. (The YMCA Before/After school program will be in place each day that school is in session - even during inclement weather/early dismissal).

### *School Closing/Delay Decision Process*

The CSCSHC is aware of the impact that a school closing or delay poses on families so our goal is to make this as manageable for families as possible. While inclement weather is out of our control, how we manage delays and closures is well within our control. Our administrators do not take weather decisions lightly. Each delay or closure is made with the safety of our children being the top priority. At the beginning of each school year, families are reminded that there is always a potential for weather-related changes in the child's school day. Families are encouraged to have a plan for these situations.

The Superintendent of the school corporation is always monitoring threatening weather that could result in a delay or closure of the school. All of the Hancock County Superintendents talk to one another when making the decision to delay or close school. When weather moves into the area that could cause the school to delay or close, administrators drive the roads to see what kind of travel hazards school buses may face. It is important to remember that our school corporation has some very rural areas and while the roads may seem fine in your area, they may not be accessible in some of our more remote areas. Also, it is important to factor in trying to navigate school buses through the neighborhoods. Once the roads have been evaluated, the Superintendent talks with the other area superintendents to advise of the plans our corporation has for delaying or closing, as well as to hear what the other corporations are planning to do.

Extremely cold temperatures can also affect the decision to close or delay school and guidelines for cold temperature decisions will be posted on our website during the winter months.

Inclement weather can also cause the school to dismiss early. It is important to remember your family's inclement weather plan in the event of an early dismissal and provide that information to the school so that your child, as well as the school staff, knows the plan and what your child is to do if school closes early. This information will be gathered during the school registration process.

If you have a student driver, they are encouraged to ride the school bus during inclement weather. Our goal is to keep students as safe as possible.

When weather forces the school to delay, close or dismiss early you will be notified through various forms of communication. As long as you have updated your information in PowerSchool, you will receive a call through our alert system. Those messages are sent through phone, text and e-mail and based the choices you make for how you want to receive your message. We also report our school delays/closings on the major television stations, as well as on our website, through Facebook, and via Twitter. There are many ways to receive the message and we encourage you to monitor more than one media outlet. Anytime technology is involved, there is a possibility for error. Therefore, in an effort to ensure you receive the message, we encourage you to check the places where we post information. Fortunately we live in a time when communication can be virtually instant if you rely on more than one source.

Parents can always make their own personal decisions regarding their child's attendance when inclement weather is involved. The safety of all students is of utmost importance.