

NORTH NEWTON JR./SR. HIGH SCHOOL

1641 W 250 N, Morocco, IN 47963-8234
Phone: (219) 285-2252 Fax: (219) 285-2881
CEEB or ETS Code Number: 152435
www.nn.k12.in.us

Building Hours: Students will not be permitted in the building before 7:15 AM or after 2:35 PM unless under the supervision of a staff member. Students who are in the building and not under the supervision of a staff member may be subject to disciplinary action.

SCHOOL ADMINISTRATION

Rod Coffing, Principal
Kathyn Heintz, Asst. Principal
Sam Zachery, Athletic Director/Dean of Students

rcoffing@nn.k12.in.us
kheintz@nn.k12.in.us
szachery@nn.k12.in.us

GUIDANCE DEPARTMENT

Sally Siela, Director of Guidance
Kristen Salan, Guidance Counselor
Amy Gibson, Asst. to the Director of Guidance

ssiela@nn.k12.in.us
ksalan@nn.k12.in.us
agibson@nn.k12.in.us

NORTH NEWTON SCHOOL SONG

HAIL TO THE VICTORS VALIANT HAIL
TO THE CONQUERING HEROES HAIL,
HAIL, TO NORTH NEWTON
THE LEADERS AND THE BEST.
HAIL TO THE VICTORS VALIANT
HAIL TO THE CONQUERING HEROES
HAIL, HAIL, TO NORTH NEWTON THE
CHAMPIONS OF THE NORTH

School Colors
School Nickname

Orange, Blue, and White
Spartans

CONFERENCE WITH TEACHERS OR ADMINISTRATORS

Parents are encouraged to visit the school to speak to administrators or teachers to discuss classroom matters, programs, etc. Parents are urged to call the school at (219) 285-2252 x6001 for an appointment to see a particular staff member. Teachers will not be called from class to see a student's parent or guardian, but may schedule appointments during their preparation period if they are free.

VISION STATEMENT

North Newton Graduates will be productive and responsible citizens capable of solving problems and communicating effectively.

MISSION STATEMENT

The North Newton Community will instill in all students the values of character, scholarship and service as well as the desire to evolve into life-long learners in an ever-changing society. This will be accomplished by challenging all students to gain knowledge and develop communication and problem-solving skills.

BELIEF STATEMENTS

The North Newton Jr./Sr. High School Belief Statements are:

1. We believe the North Newton Community is composed of students, parents, staff, and others who should interact to provide appropriate opportunities for learning.
2. We believe education is achieved by linking all disciplines.
3. We believe that learning is best achieved in a safe, disciplined environment.
4. We believe all students need to be technologically literate in an ever-changing society.

5. We believe communication includes reading, writing and oral skills.
6. We believe that all students can learn when provided appropriate opportunities.
7. We believe students need to understand that they are ultimately responsible for their achievements.

GOAL

All students will improve their reading comprehension skills throughout the curriculum.

INTRODUCTION

North Newton Jr./Sr. High School is committed to developing the educational and moral character of all students regardless of race, religion, gender, sexual orientation or any other factor which may differentiate one person from another. Our school is a safe haven for all students and staff and will be a place where all are accepted for who they are.

We believe strongly that there are no “bad kids.” From time to time, we do encounter some students who make poor choices and we strive to provide an orderly, safe and disciplined environment for all students. This task is not one that can be undertaken by parents or teachers alone. We must work together as a community to hold students accountable for their own actions and learning, while staff and parents model appropriate conduct and commitment to the education of our children.

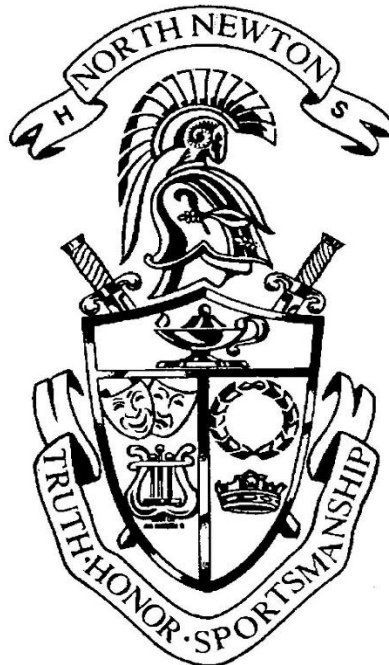
For these reasons, rules are necessary to allow every student the opportunity for an uninterrupted education. Indiana Code for school law is followed throughout this handbook.

Students are expected to exhibit proper behavior before, during, and after school hours at school or in any other school district location as defined below: “School district location” means in any school building or on any school premises including the parking lot, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school-approved activity, event, or function, a field trip or athletic event, band event, etc., where the students are under the jurisdiction of the North Newton School Corporation.

In addition to the grounds listed above, 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 if the student’s removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

It is every student’s responsibility to read and become familiar with the following handbook material. Be certain to keep it in a safe place so that you might refer to it when necessary. Please feel free to direct questions to the appropriate school officials.

Sincerely,
North Newton Administration



SPARTAN CORE VALUES

North Newton Jr./Sr. High School and its staff firmly believe that in addition to providing for the educational needs of our students, we have a greater responsibility to also foster and nurture the social-emotional development of our students with an emphasis on building character and teaching appropriate conduct.

As a community, we must instruct and then expect our students to demonstrate core values in their everyday decision-making and to recognize such displays appropriately. Our Positive Behavior Interventions and Supports (PBIS) team identified nine core values all Spartans should exhibit:

- Kindness
- Courage
- Generosity
- Compassion
- Forgiveness
- Respect
- Gratitude
- Resiliency
- Determination

Throughout the year, our students and staff will work together to define, recognize and celebrate these values. If you see remarkable acts that reflect these values in our students or staff, please be certain to make the administrative team aware.

Frequently, we speak up when we see what is wrong or unjust, but we let everyday greatness, kindness, courage and so forth go unnoticed. We sometimes take for granted the large majority of our students, staff, and community who work hard to represent the Spartan name with honor and integrity. We wish to not only instill these values where they may be lacking, but also to celebrate them as they are far more prevalent than the negative behaviors we tend to give our attention.

Thank you for your help and support in teaching these values and celebrating the greatness of our community.

Sincerely,

North Newton Administration



NORTH NEWTON JR./SR. HIGH SCHOOL

SPECIFIC RULES OF BEHAVIOR

2022-23

Students are expected to follow the rules of behavior as adopted by the Board of School Trustees and as stated in this handbook. Failure to follow these rules may result in any or all of the following: parental conference, detention, lunch detention, Friday School, ACS, OSS, expulsion and prosecution by civil authorities.

1. **BULLYING:** "Bullying" (per IC 20-33-8-2) 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, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that: (1) places the targeted student in reasonable fear of harm to the targeted student's person or property; (2) has a substantially detrimental effect on the targeted student's physical or mental health; (3) has the effect of substantially interfering with the targeted student's academic performance; or (4) 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.

Categories of Bullying for IDOE Reporting Requirements:

- **Physical** - Involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- **Verbal** - Involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- **Social/Relational** - Involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
- **Electronic or Written Communication** - Involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in school or outside of school) and at any time – both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?

Bullying **is not:**

- Mutual name-calling or conflicts
- General disagreements or "drama" between an equal number of individuals who have a mutual dislike of each other
- A passing or isolated occurrence
- Actions or words that unintentionally cause harm or hurt feelings
- An excuse for a student's inappropriate conduct

2. **CULT, OCCULT, AND GANG ACTIVITY:** Cult, occult and gang activities will not be tolerated at North Newton Jr./Sr. High School or at school sponsored activities. This includes any actual affiliation or claimed affiliation with any group involved in or known for unlawful or immoral activity.
3. **DAMAGE/VANDALISM TO PROPERTY:** Damaging, attempting to damage or the misuse of school property or possessions of any individual at North Newton Jr./Sr. High School may result in suspension and/or expulsion and may result in restitution for damages. Setting fire or attempting to set fire to any private property, objects or person on school property may result in suspension and/or request for expulsion. In addition, the student may face prosecution by civil authorities. Any littering on school property is prohibited.
4. **DISPLAY OF PHYSICAL AFFECTION:** Students are expected to act in a dignified manner. Intimate romantic gestures (kissing, excessive or extended hugging or any other physical display of affection that is deemed inappropriate) are unacceptable and may

result in a minimum consequence of a lunch detention. Engaging in sexual behavior on school property or at any function related to North Newton Jr./Sr. High School may result in suspension or expulsion.

5. **DISRESPECT TOWARD STAFF MEMBERS:** All students are to show respect to teachers, administrators and classified staff members (substitute teachers, aides, bus drivers, secretaries, custodians, cafeteria personnel, etc.) at all times. Profanity, threatening remarks, false accusations, posturing and obscene or offensive language or gestures by students directed toward a staff member are not allowed and may result in suspension and possible request for expulsion. Physically assaulting a staff member will result in suspension, request for expulsion and request for prosecution by civil authorities.
6. **DISRUPTIVE BEHAVIOR:** Acting in any manner so as to interfere with any teacher's ability to conduct the educational function under his/her supervision is not permitted. This includes areas such as, but not limited to, the hallway, cafeteria, or library. Disruptive behaviors include making noises, talking, possessing items that are a distraction to learning, misusing educational technology or any behavior or item that causes an interruption to the learning process.
7. **DISSEMINATING INFORMATION:** Disseminating, posting or in any other way communicating information unrelated to school activities is prohibited. This includes distribution of print, electronic, video or multimedia information. Official student publications, to include print or electronic form should include viewpoints representative of the entire student body. Students shall not publish and distribute libelous or obscene material. The normal rules for responsible journalism shall apply when literature is distributed on school property. Student publications may be banned if they are likely to cause a disruption of the school's education environment. All materials distributed or posted on school property are subject to review by the Principal or his/her designee.
- NOTE: Recording, viewing, or disseminating videos, images, or any content of unlawful activities that are prohibited in this handbook is strictly forbidden. Recording, attempting to record, or expressing an intention to record and / or distribute content containing fights or other activities prohibited in this handbook will result in suspension. Use of any camera or recording device must be done with the express permission of those being photographed or recorded and in compliance with all school regulations. Administration reserves the right to confiscate and search any item or device used or suspected to be used in such activity.**
8. **DRESS CODE: During School Hours** - Student dress shall reflect safety and modesty. The mottos, "Neat, Clean, and Appropriate" and "Dress for Success" should be followed. School attire shall not detract from a school environment which needs to foster common decency and good taste. This promotes an atmosphere of learning and mutual respect between students and staff. With that philosophy in mind, the following rules will be enforced:

General:

- Students, in general, should be covered from a conservative neckline to the mid-thigh in an outfit that has traditional sleeves.
- Any attire or appearance deemed to be a distraction or interference with the educational process or school function is not allowed.
- Items such as **chains, bandanas, handkerchiefs**, etc. shall not be worn or hanging from pockets, belts, wallets, etc. on school grounds.
- **Hats/caps/hoods or other head dressings** are not to be worn inside the school during the academic school day.
- **Sunglasses** may not be worn inside the building. Sunglasses must be kept out of sight during school hours.
- Students shall not engage in speech or conduct, including wearing clothing, jewelry, displaying tattoos, or hair style, which is profane, illegal, lewd, discriminating, rude, inflammatory, threatening, disrespectful, or sexually suggestive in either language or image. This includes images of exposed body parts, symbols advocating or representing drug use (mushrooms, marijuana leaves, etc.) or any implied or explicit language offensive to school purposes. Slogans and symbols on clothing may not be derogatory or defaming in nature.
- **No earbuds or airpods.**
- **No blankets** in the classroom or hallway.
- Drinking containers should be clear, with clear liquids only.

Shirts & Tops:

- Transparent / translucent/sheer or other such clothing that reveals undergarments should not be worn.
- All shirts shall have a sleeve unless worn over a shirt with a sleeve. This also is expected for PE dress (no cut-offs, sleeveless, etc.).
- Shirts which show your navel, excessive cleavage, or back are not permitted.
- Crop tops are not permitted.

Pants/Shorts/Capris

- Pants should be worn appropriately on the hips. No undergarments should be showing at any time.
- Holes in jeans, capris, etc. must NOT be shorter than your fingertips/mid thigh.
- Shorts, skirts, dresses, must NOT be shorter than your fingertips/mid thigh.

- **No pajamas or slippers shall be worn to school, with the exception of spirit days.**

Shoes

- Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers are examples of unacceptable footwear.

Book Bags/Carrying Bags

- Students are permitted to bring all types of bags to school. With an emphasis placed on the safety for students, all bags (including purses) are to be kept in lockers during the academic day. The last period of the day is according to teacher discretion.

Any student not complying with these policies will be referred to the administration and the appropriate consequences will be determined.

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- 9. DRUGS AND ALCOHOL:** North Newton High School does not tolerate the use, possession, selling or transmitting of illegal drugs, look-a-like items or any substance which is represented to be or looks like marijuana, narcotics, controlled substances, non-alcoholic beer, alcoholic beverage or intoxicant of any kind, as well as drug apparatus or paraphernalia or vessel used to carry said substance. This includes, but is not limited to, items representing drugs and alcohol, including hemp-flavored lollipops and Hookah sticks, electronic cigarettes and vapes. Students who appear to be under the influence of alcohol/drugs may be tested with a breathalyzer and/or urinalysis at school or any school activity by an administrator or designee.

Using, possessing, transmitting or being under the influence of any the items listed above by any student while on school property or at any function connected with North Newton Jr./Sr. High School will result in suspension, possible request for expulsion and notification of civil authorities. Selling any of the items listed above will result in expulsion for a minimum of one calendar year and notification of civil authorities.

*IC 7.1-5-7-7 illegal Possession Sec. 7(a) it is a Class C Misdemeanor for a minor to knowingly:

- (1) Possess an alcoholic beverage;
- (2) Consume it; or
- (3) Transport it on a public highway when not accompanied by at least one of his/her parents or guardians.

Prescription/over the counter medications will be dealt with similarly, unless specific procedures are followed as listed under the section labeled Medication at school.

STATE DRUG VIOLATION REPORTING ACT (HEA-1872)

To help combat drug abuse problems in and around schools, the 1987 Indiana General Assembly passed a law requiring school administrators to report drug violations to law enforcement officials. School administrators must report in writing all drug abuse violations of which they have knowledge or for which they have received a report. The drug violation may occur on school property or within 1000 feet of school property.

The report must contain the following:

- (1) A general description of the violation;
- (2) The name or general description of each violator;
- (3) The date and place of the violation;
- (4) The name or general description of witness (es);
- (5) A general description and location of any property that was involved in the violation.

Drug violations include dealing in, possessing, or manufacturing narcotic drugs, controlled substances, marijuana, hashish, counterfeit controlled substances, or drug paraphernalia. Persons who report alleged violations or participate in judicial proceedings related to a report are not liable for civil damages or penalties. The person's supervisor or employer is also exempt from liability.

- 10. ELECTRONIC POLICY:** Academic use of electronic devices (including but not limited to, Apple Watches, Smart Watches, earbuds) during the academic school day is at the discretion of the classroom teacher. Personal use of electronic devices is authorized during passing periods, lunch, before and after the academic school day. Students may use cell phones during class with teacher discretion. Charging personal devices should not be done during the school day. By bringing these devices on school grounds, students give the school administration consent to access voicemails, text messages, call logs, picture galleries, hard drives, memory cards, etc., to determine ownership (if lost/stolen) or when there is reason to believe they contain evidence of a school-rule or law violation.

- 11.FALSE FIRE ALARMS/911 CALLS:** According to state law, the fire alarms at North Newton Jr./Sr. High School are to be used only in case of a fire. Misuses of fire alarms or non-emergency calls to 911 are punishable by suspension and may result in a request for expulsion. Civil authorities will be notified.
- 12.FIGHTING:** Proper conduct is expected of all students at all times; in the hallways, classrooms and all areas of school property and during all school-related activities. North Newton Jr./Sr. High School **DOES NOT ALLOW ANY FIGHTING**. A student who takes any physical action toward another individual is considered a participant in a fight. This includes inciting, pushing, shoving, horseplay, purposefully slamming or running into other individuals. Any student who participates in a physical altercation is subject to suspension and/or expulsion. A student who physically assaults another individual while engaged in educational or school-sponsored activities connected with North Newton Jr./Sr. High School is subject to disciplinary action and notification of civil authorities.
- 13.FIREARMS AND DEADLY WEAPONS:** Any student who brings a firearm, as defined in I.C. 35-47-1-5, or a destructive device, as defined in I.C. 35-47.5-2-4 to school or onto school property or at a school-related activity or is in possession of a firearm shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident. If the student brings a deadly weapon as defined in I.C. 35-31.5-2-86 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, (s/he) shall be expelled for a period of not more than one (1) calendar year unless the Superintendent reduces the punishment for reason justified by the particular circumstances of the incident. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity. The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property.
- 14.FOOD OUTSIDE OF CAFETERIA:** It is the responsibility of students at North Newton Jr./Sr. High School to consume ALL food and beverages (includes Milk) in the cafeteria or other designated eating areas – unless student has teacher permission to eat a light snack in the classroom, whereby students must thoroughly clean up after themselves. In addition, students may not remove any food or beverage from these areas. Students arriving at school with an open beverage or food must consume it before entering the building.
- 15.FORGERY/ILLEGAL POSSESSION OF OFFICIAL SCHOOL DOCUMENTS:** Possession of North Newton Jr./Sr. High School official documents such as Interim Report, Off-Campus Permits, Office Request Passes, Student Passes, etc. may result in suspension and/or expulsion.
- 16.GAMBLING:** Any form of gambling is strictly prohibited at North Newton Jr./Sr. High School.
- 17.HARASSMENT/INTIMIDATION:** Any behaviors, including but not limited to threats, use of force, coercion, extortion, verbal altercations, racial/ethnic slurs, invoking fear, extortion, inside or outside of school (which includes on social media sites), passive resistance, initiation activities, urging other students to participate in these behaviors, or any other comparable conduct causing an interference with school purposes at North Newton Jr. /Sr. High School is strictly prohibited. Threatening any student for the purpose of, or with intent of, obtaining money or anything of value from the student is considered intimidation and is prohibited. Profanities, threatening remarks, posturing and obscene language or gestures are not allowed. Sexual harassment is prohibited. A student who is involved with any form of harassment of a staff member in or out of school is in direct violation of school behavior policies and such action will result in suspension and/or expulsion. A student who is a victim of harassment or related activities is expected to report such actions to the appropriate administrator. Any student who makes a false charge of sexual harassment against another student or school employee in a deliberate attempt to demean, abuse or embarrass that individual shall also be subject to suspension and/or expulsion.
- 18.HORSEPLAY:** Intentionally or accidentally causing or attempting to cause physical harm or intentionally behaving in such a way as could reasonably cause injury to any person. This includes inciting or engaging in, pushing, shoving, spitting, purposefully slamming or running into other individuals. Consequences may range from detention to expulsion and will be commensurate with the severity of the action.
- 19.ILLEGAL AND PROHIBITED OBJECTS:** North Newton Jr./Sr. High Schools forbids the possession and/or use of any items that are considered illegal or any item that could interfere with the educational process. Possession and/or use of any item that could be considered an explosive (gun/flash powder, caps, ammunition, smoke bomb, firecracker, stink bomb or spray, bottle rocket or any type of fireworks-legal or illegal), weapons or items that can be reasonably used as a weapon (knives or blades of any sort, guns, air guns), noxious sprays or vials, Mace, Pepper Spray, brass knuckles or look alike items that may be used to threaten or intimidate others, laser type devices, stun guns, tasers or taser look-alikes, or any object similar to a taser, or any object that can reasonably be considered a weapon will result in suspension and/or expulsion and notification of civil authorities.

- 20.INSUBORDINATION:** Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators and non-certified staff members (substitute teachers, teacher's aides, bus drivers, secretaries, custodians, cafeteria personnel, etc.). Refusal to follow the instructions or directions of any staff member constitutes insubordination. Examples of insubordination include refusing to identify yourself, giving a false name, refusing to report to the office, refusal to complete assignments, etc. Repeated violation of any rule constitutes insubordination. Consequences of insubordination may result in disciplinary action ranging from detention to expulsion. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later time
- 21.LOITERING:** Students may not remain in the building or on North Newton Jr./Sr. High School property before or after school unless under proper supervision or involved in an extracurricular or academic activity. Students are expected to go directly to and from school. Students arriving at school are expected to enter the building immediately upon arrival. Students who stop and gather will be considered loitering, and disciplinary actions will be taken.
- 22.MONETARY OBLIGATIONS:** All monetary obligations (including iPad/Chromebook fines) should be cleared prior to extracurricular participation, purchasing tickets for and/or participation in Prom and other major events. This includes all class, library, club and athletic obligations.
- 23.NO FLY LIST:** Any Student who abuses the pass policy will be placed on a "No Fly List" for the remainder of the semester.
- 24.PATRIOTIC OBSERVANCE:** Patriotic and respectful behavior is expected of all North Newton Jr./Sr. High School students during the school day and while attending any civic or school activities.
- 25.PROFANITY/OBSCENE BEHAVIOR:** Profanity and/or obscene language or gestures by any North Newton Jr./Sr. High School student will not be tolerated and will result in a disciplinary action. A student shall not use language which is deemed abusive or disrespectful by school personnel. Profanity (non-religious use of religious terms) or obscene (indecent or lewd) language or use of such gestures will not be tolerated. Obscene drawings and/or pictures are also not allowed. Profanity or obscenities of any kind directed at a North Newton Jr./Sr. High School staff member will result in a minimum of suspension and possible expulsion.
- 26.RELUCTANT LEARNERS:** Students who have been expelled, have previously withdrawn from school or who are not showing progress toward graduation may be placed on a probationary contract.
- 27.REVOCATION OF INDIANA DRIVING LICENSES:** IC 9-24-1: as amended by HEA 12279-1995, is amended to read as follows (effective July 1, 1995): Sec 1(a) 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:
1. Is a habitual truant under IC 20-8.1-3-17.2;
 2. Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-89 or IC 20-8.1-5.1-9;
 3. Is under an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9 or IC 20-8.1-5.1-10; or
 4. Has withdrawn from school, for a reason other than financial hardship and withdrawal was reported under IC 20-8.1-3-24:
 - a. Before graduating; or
 - b. At least five (5) days before holding an exit interview under IC 20-8.1-3-17(b)(2), 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; or
 - (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.
- 28.SECURITY THREAT:** Any bomb, gun, harmful threat or threatening actions by a student verbally, physically or electronically will not be tolerated and may result in suspension and/or request for expulsion.
- 29."SEXTING":** It is our policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school sponsored events or on school buses or other vehicles provided by the school. This policy strictly prohibits sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, social media, or any electronic communication device. A student who violates this policy is subject to suspension or expulsion. It is also a violation of Indiana criminal statutes to possess, create, photograph, exhibit, or disseminate certain categories of material of a sexual nature that meet the definitions of child exploitation or child pornography.

School personnel are required to report to law enforcement or child protective services whenever there is a reason to believe that any student or other person is involved with child exploitation or child pornography. A person who is convicted of child exploitation or adjudicated a juvenile delinquent for violating the child exploitation statute is required to register with the State of Indiana as a sex offender.

Students and parents need to be aware of the consequences (some of them life-altering)-of having sexual material at school, including on your cell phone or other electronic communication device.

30.SOCIAL NETWORKING: Students that make derogatory comments, posts, pictures, etc. toward North Newton School Corporation and its Schools, administration, teachers, or any school personnel at any time on social media websites such as Facebook, Twitter, Snapchat, etc. are subject to disciplinary action. This policy applies 24 hours a day and is not limited to the school day or property.

31.SLEEPING: Sleeping, placing one's head on the desk, or any behavior which gives the appearance of sleeping is prohibited throughout the school day at North Newton Jr./Sr. High School and may result in implementation of the school discipline plan.

32.TARDINESS: The expectation at North Newton Jr/Sr High School is that all students are to be in their assigned classroom and ready to learn by 7:30 am, and at the start of each class thereafter. Students not in their assigned classroom at the start of class are considered to be tardy. Tardiness of five (5) minutes or more may be considered truancy. Students arriving after the start of 1st period are to sign in at Student Services. Students arriving 15 minutes or later to school will also report to the Dean of Students.

33.THEFT OF PROPERTY: Theft or attempted theft of school property or of possessions of another individual at North Newton Jr./Sr. High School may result in suspension, possible expulsion and remuneration for losses. In addition, the student may face prosecution by civil authorities. All theft should be reported to North Newton Jr./Sr. High School administration as soon as possible.

34.TOBACCO/NICOTINE PRODUCTS: The North Newton Jr./Sr. High School administration discourages use of tobacco by any student. Any use or possession of tobacco of any form, vapes, Juuls, smoking or vaping paraphernalia is prohibited at all times, at all school functions and in all areas of the school property. Matches/Lighters are not permitted at any school-sponsored activity. This also applies to look-a-like tobacco or vaping products.

(1)1st Offense – 3 days out-of-school suspension

(2)2nd Offense – 5 days out-of-school suspension

(3)3rd Offense – 10 days out-of-school suspension and recommendation for expulsion

*IC 35-46-1-10.5 purchase, acceptance or possession of tobacco; defenses Sec. 10.5. (a) person less than 18 years of age who:

(1) Purchases tobacco;

(2) Accepts tobacco for personal use; or

(3) Possesses tobacco on his person; commits a Class C infraction.

35.TRESPASSING: PL337 (sec38): Any employee may order a person who causes a disturbance or who interferes with the educational process to leave the premises and authorize law enforcement officers to remove persons who do not comply with such a request. A student who is currently suspended out of school, expelled or withdrawn will be considered guilty of trespassing if on school property during school hours or at school activities.

36.TRUANCY: It is the responsibility of each student at North Newton Jr./Sr. High School to attend school every day that he/she is physically able to do so. All students are expected to be in an assigned area or assigned activity from the time they arrive on school property until they leave school property. North Newton Jr./Sr. High School has a closed-campus policy in effect for all students. After arriving at school, no student is permitted to leave the school grounds any time during the day, including lunch period, unless the attendance office has received prior parental notification and an off-campus pass has been issued. The parking lot is considered off limits at all times, except before and after school for those students who have permission to drive. Students must be escorted to their cars during school hours. A student who is not in attendance at school when he/she is physically able or who is not in his/her assigned area or activity while in school is considered truant. Any student who leaves class without permission is considered truant. Truancy is punishable by suspension and/or expulsion. North Newton Jr./Sr. High School defines a student who has accumulated four (4) truancies within a school year as a "habitual truant". With the accumulation for four (4) truancies in a school year, the Bureau of Motor Vehicles may be notified. North Newton administration will contact probation when appropriate.

37.UNAUTHORIZED AREA: After arriving to school, no student is permitted outside the school building without permission. Authorized areas during the lunch period include cafeteria and cafeteria foyer restrooms. Students should never be in certain areas of the building without adult permission and/or supervision. This includes the gyms, pool, library, computer labs or any area of the building a student does not have permission and just cause to be in. Students should **never** be in mechanical rooms, janitorial closets or other discrete areas of the building without explicit purpose and permission.

38.UNLAWFUL ACTIVITY: After 20-8.1-5.1-9. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays or other school breaks and the summer period when a student may not be attending classes or other school functions.

NORTH NEWTON JR/SR HIGH SCHOOL INFRACTIONS AND CONSEQUENCES

Some Infractions and consequences may not be listed. This is just a sampling of the list of disciplinary items. Administration reserves the right to adjust the consequences because of further investigation of the infraction. If the situation deems it necessary, the consequences for one's actions may be stronger.

DEFINITIONS AND PROCEDURES

DETENTION

2:20 - 3:45 (MONDAY-THURSDAY)

Students may be detained before, after or in school for disciplinary action or other reasons, under direct supervision of Administration or Designee, provided satisfactory arrangements have been made for transportation and supervision from school to home. Detention will be from 2:20-3:45 pm on designated days. Lunch detentions can be assigned as well. For a lunch detention, the student will report to the cafeteria, retrieve their lunch, and then report to the ACS room for the remainder of their scheduled lunch.

It is the responsibility of the student to notify their parent as to the reason for such detention, the place, the date, and time of said detention. If a conflict does occur after the assignment of the detention, the student and/or parent must contact the main office to reschedule the assigned detention. Missing a detention will result in a Friday School.

FRIDAY SCHOOL - 2:20-4:45PM ON ANY ASSIGNED DAY (NOT JUST FRIDAY NIGHTS)

Friday School is an alternative for disciplinary action or other reasons. Friday School is held at North Newton Jr./Sr. High School from 2:20-4:45 pm on the assigned Friday nights. These sessions are a strictly controlled study environment. Failure of the assigned student to provide adequate study materials for the duration of the session, or failure to behave properly during the session shall result in an out

– of – school suspension. It is very important that students learn proper behavior and accept consequences for inappropriate behavior. Missing Friday School will result in two additional Friday Schools, for a total of three.

SUSPENSION OF PRIVILEGES AND ACTIVITIES

A student may be placed on a restricted status limiting or curtailing his/her privileges during lunch, in driving a vehicle, in athletics, or other extra-curricular activities, etc.

ACS (ALTERNATIVE CLASSROOM SETTING)

A student may be assigned to the ACS for a period of up to ten (10) days. Parents may be notified as to the reason and duration of this placement. The assignment of a student to the ACS Program will be made by the Principal, Assistant Principal, or Dean of Students only. Students in ACS are also suspended from attending all school activities, both as a participant and as a spectator, during the time period of the ACS, unless special permission has been obtained from the principal.

The following factors will be considered before a student is assigned to

ACS: A. The student's attitude

B. All work for regular classes missed has been made up by the student and turned in to the ACS instructor. The ACS instructor will turn in the homework to the appropriate teacher mailboxes by the end of the day. Failure to complete work assigned in ACS will result in another day of ACS and a phone call to the parent. Any student removed from ACS for misbehavior will be subject to further disciplinary actions.

C. Teacher's recommendation

Prior to leaving the ACS Program and returning to regular classes, the ACS instructor will certify that all work for regular classes missed has been made up.

OUT-OF-SCHOOL SUSPENSION

"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. 20-33- 8-23 pending expulsion.

If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or school work due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student will receive credit, in the same manner as a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes.

Students suspended out of school are also suspended from attending all school activities, both as a participant and as a spectator, during the time period of the suspension, unless special permission has been obtained from the principal. It is the responsibility of the student and/or parent to pick up any assignments from OSS days from Student Services. All assignments are due to the appropriate teacher upon the student's return to school.

EXPULSION

"Expulsion" means a disciplinary or other action whereby a student is: separated from school attendance for a period exceeding ten (10) school days;

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

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.

If a student is recommended for expulsion, the student will be placed in Out of School suspension for 10 days pending a parent request for a hearing. They will have an opportunity for due process rights. If a student has an IEP, they will have a Manifestation Determination conference with Cooperative Services. The determination for an expulsion will be decided by the expulsion hearing officer. If a student is expelled, they will lose all credit for that semester and they will turn in all school property at the time that the student is expelled.

DRIVING LICENSE PERMIT (IC9-24-2-1; 2C9-24-2-4)

1. Students will be denied a driving license or permit, or will have their existing license or permit invalidated for 120 days after a second suspension (of three [3] or more days) from school. Students will be denied a driving license or permit, or will have their existing license or permit invalidated for 180 days after an expulsion or exclusion for misconduct.
2. Any 13 to 14 year old students who are truant for three (3) days (or partial days) in a semester, or who is truant five (5) days (or partial days) for any two consecutive semesters will be ineligible to obtain a driving license or permit until the age of eighteen (18).

BEHAVIOR DISCIPLINE REGULATIONS

The following regulations will be used to help determine the disciplinary assignments at North Newton Jr./Sr. High School. The first number, 1 means 1st offense of insubordination and 2nd number, 2 means the number of consequences.

	Action	Lunch Detention	Detention	Friday School	ACS	OSS	Expulsion
1.	Insubordination Disruptive Behavior				1-1 2-2	3-1 4-3	5
2.	Disrespect to Staff	Consequence will depend on severity of the infraction.					
3.	Tardy Policy *8 per semester **Students arriving 10 minutes or later to school will sign in with Student Services and then to the Administration Office and may be considered truant for that period and/or subject to disciplinary action. More than 15 minutes is an absence. (Tardy is defined by not being in the room). Any driver arriving after the start of first hour: 1st Offense: Warning. 2nd Offense: Friday School or 1 week no driving 3rd Offense: 1 week no driving 4th Offense: Driving privileges suspended for one month (repeat for each subsequent violation)	1st Offense -teacher reprimand, student sign tardy sheet 2nd Offense -teacher reprimand, student sign tardy sheet, 3rd Offense -teacher reprimand, student sign tardy sheet, DOR, Warning 4th Offense -teacher reprimand, student sign tardy sheet, DOR, Two (2) lunch detentions 5th Offense -teacher reprimand, student sign tardy sheet, DOR, Two (2) After school detentions 6th Offense -teacher reprimand, student sign tardy sheet, DOR, One Friday school 7th Offense -teacher reprimand, student sign tardy sheet, DOR, Once (1) day of ACS 8th Offense -Two (2) Days of ACS 9th Offense -One (1) day of OSS 10th Offense - Three (3) days of OSS					
4.	Academic Dishonesty	1st Offense , the student will receive a zero on the assignment, the teacher is required to notify the administration via log entry so a total number of incidents can be recorded, and parents will be contacted. Parents will be contacted by administration. 2nd Offense in the same class will result in an "F" for the 9 weeks and 1 day ACS with a mandatory counseling session on the gravity of their actions. 3rd. Offense for that class results in an "F" for the semester and 3 days OSS. If a student is dishonest in differing classes, the second incident will receive the in class penalties of a "first incident" but will also result in the day of ACS and counseling. Subsequent incidents may result in expulsion.					
5.	Cafeteria Disruption	1-2	2-1	3-1	4-1	5-3	
6.	Inappropriate Behavior			1-1	2-2 3-3	4-3	5
7.	PDA (Principal's Discretion about this kind of behavior) Administrator will call home.	1-1	2-1	3-1	4-1	5-3	
8.	*Fighting and/or Abusive Behavior. Parent/Guardian contacted.					1-3 2-5	3
9.	Obscenity/Profanity (Severity)				1-2 2-3	3-1 4-3	5
10.	*Physical Attack on a staff member. Parent/Guardian contacted.						1

	Action	Lunch Detention	Detention	Friday School	ACS	OSS	Expulsion
11	Improper Attire (change clothes)	Commensurate with severity of infraction					
12.	*Use of, under influence or possessing a tobacco product (i.e. smoking, chewing, dipping, vaping, julling, dab pen of any tobacco product) or intoxicant such as CBD oil. Authorities contacted. Parent/Guardian contacted.					1-3 2-5	3
13.	*Use of, under the influence or possessing alcohol, other drugs, or drug paraphernalia including dab pens, vapes, or juuls. Authorities contacted. Parent/Guardian contacted.						1
14.	*Any student who brings on school property food or drinks containing/laced with illegal and/or harmful substances and distributes willingly said items (in food or drinks or other forms) to other students. Authorities contacted. Parent/Guardian contacted.					1-3 2-5	3
15.	*Possessing, use, or threat with a weapon [Confiscate object(s)]. Authorities contacted. Parent/Guardian contacted.						1
16.	*Possession or use of explosives [Confiscate object(s)] (i.e. firecrackers, pipe, bottle bombs, etc.). Authorities contacted. Parent/Guardian contacted.						1
17.	Cell Phones may be used during passing periods and lunch. Electronic Devices may be used during class at teacher discretion.	When a student has a phone alert, but isn't using the phone, the first offense will garner a warning. All subsequent offenses will be considered a cell phone use and progressive consequences will apply. 1st Offense- DOR , Admin will return at end of day, and 1 day ACS 2nd Offense- DOR call parents, parents pick up and 2 days ACS 3rd Offense- DOR call parents, parents pick up phone, 1 day OSS 4th Offense- DOR call parents, parents pick up phone, 3 days OSS					
18.	*Bullying / Sexual Harassment (i.e. verbal, physical or sexual) (Severity)					1-3 2-5	3
19.	*Theft				1-3	2-3	3
20.	*Vandalism to school or private property				1-2	2-3	3
21.	*Leaving the building or school grounds without permission Parent/Guardian Contacted				1-2 2-3	3-3	4
22.	Truancy/Cutting Class			1-1 2-2	2-2 3-3	4-3	5
23.	Unexcused Absence from school			1-1 2-2	3-2	4-3	5
24.	Violation of school attendance policy						1
25.	Forgery (forging notes, etc.)			1-1	2-2	3-3	4
26.	Gambling			1-2	2-2	3-3	4
27.	Selling or providing any item without school approval	Punishment will depend on the severity of the infraction					
28.	Failure to identify self or oneself			1-2	2-3	3-3	4
29.	*Setting off Fire Alarms						1

	Action	Lunch Detention	Detention	Friday School	ACS	OSS	Expulsion
30.	Lack of proper immunization	Suspension or Expulsion until requirements are met					
31.	Sleeping	1-1	2-1 a call home	3-1	4-2	5-3	
32.	Failure to Comply/Administration discretion					1-1	2
33.	Unauthorized Area				1-1 2-2	3-1	
**Any student receiving ten (10) discipline reports per year will undergo a discipline review by the administration. The outcome of this review may be, but not limited to, a discipline contract, out of school suspension, or recommendation for expulsion of student. *May include notifying proper authorities.							

NORTH NEWTON SCHOOL CORPORATION BOARD
POLICY REGARDING STUDENT CONDUCT
STUDENT CODE OF CONDUCT

It is the policy of the North Newton School Board of Trustees that age-appropriate student codes of conduct designed to improve the student learning environment will comply with state law. Each code of conduct shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established within the school corporation;
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school corporation and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by the school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.

Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the board for approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians prior to the first week of school and upon enrollment of each new student. The parents may be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in each school office and every classroom.

TEACHER REPORTING REQUIREMENT

A teacher shall have the authority, consistent with board policy, to manage his/her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. Teachers should first contact parents with issues that are occurring in their classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or designee. The principal and teacher shall thereafter follow the procedures set forth in Indiana law, specifically I.C. 20-33-8.

The Superintendent and/or designee shall develop procedures as necessary for implementation of this policy.

Adopted: 1-11-16

SCHOOL BUS AND BUS STOP BEHAVIOR

The school bus and bus stop are considered extensions of the school campus and all rules of conduct and consequences will be enforced the same as if the actions occurred directly on the school campus. The phrase "portal to portal" refers to the concept that a student's conduct and behavior is subject to the school's discipline policy from the time he / she exits the door to the residence and until he / she enters it at the end of the day.

GENERAL RULES AND DISCIPLINARY ACTION

1. When a student enters the bus they should report directly to their seat.
2. No student shall stand or move from place to place during the trip without permission of the bus driver.
3. Loud, boisterous or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold or use their hands, feet, or body in any objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver. Windows will not be allowed past the halfway mark. No objects are to be thrown out of bus windows.
6. No student shall enter or leave the bus until it has come to a complete stop and the door has been opened by the bus driver.

7. Squirt guns, water balloons, large portable radios, "jam boxes", fireworks or any objects determined to be dangerous by the bus driver, will be prohibited on the school bus.
8. No snow ball throwing will be allowed in the bus parking lot, bus stops nor will snowballs be allowed on the school buses.
9. It will be determined by individual bus drivers as to whether they will allow food, drink or gum to be consumed on their bus.
10. Students will not play music without the use of earphones, nor play music so loud that it is disturbing to those around them.
11. The bus driver has the right to assign a seat to any student.

As a result of violating the above rules, all NNSC bus drivers reserve the right to suspend a student rider from 1-3 days by contacting the parent / guardian the day the incident occurred on the bus. The administration will also be made aware of this. It will be the parent / guardian's responsibility to have transportation for the suspended students. Suspension from transportation will not constitute an excused absence from school.

TRANSPORTATION RELATED INFORMATION

ARRIVAL OF BUSES IN THE MORNING

The student should be waiting at his/her bus stop when the school bus arrives. In case of an emergency causing late arrival by the student at his/her bus stop, the school bus driver will be required to wait no longer than one (1) minute for the student. If a student is continually late arriving at his/her bus stop, the parents of the student will be contacted by the bus driver and/or the Director of Transportation. As a courtesy, we are asking those families having a school bus turn-around on their property to call the bus driver if their child/children will not be riding. This call should be made before the bus driver begins his/her bus route. Also, if there is a change in the student's bus schedule, we ask that the parent contact the bus driver. Notifying the bus driver of transportation changes will save time and fuel.

SCHOOL CLOSING OR DELAY IN START OF SCHOOL DAY

If the North Newton School Corporation Schools should be closed due to bad weather, etc., the announcement will be made on the North Newton School Corporation website, the North Newton School Corporation APP, and our notification/alert system as early in the day as possible. If the students have boarded the buses in the morning and school must be closed, the buses will return the students to their homes immediately.

ALL BUS PARKING LOTS

If you must take your child off a bus in the afternoon, we ask that you do not drive into the designated bus parking area. Please park in the teacher/ visitor parking area and walk to the bus loading area. It is dangerous to have cars moving in and out of the bus parking area while students are boarding buses.

QUESTIONS CONCERNING TRANSPORTATION

Questions concerning transportation should be directed to the Director of Transportation at (219)285-2160 x2010 or the Administration Office at (219)-285-2228 x2001.

GUIDELINES CONCERNING TRANSPORTATION

Country students will be transported from their homes to school and back to their homes. Town students will be picked up and dropped off at designated bus stop areas in town.

In the case where a parent/guardian would like the student to ride home on a different bus route and an emergency does not exist, the parent/guardian must contact the Director of Transportation at (219)285-2160 x2010. We ask that you not request that several students ride a certain bus at the same time, as this may cause overloading.

Buses will not travel on any roads other than those that are assigned as the designated route.

In closing, school bus drivers are to have control of all students conveyed between the homes of the student and the school buildings and return. The bus driver shall keep order and maintain discipline among the students while in the bus or along the route. The bus driver shall treat all the students in a civil manner, see that no student is imposed upon or mistreated while in his/her care, and shall use every care for the safety of the children under his/her care.

Through your cooperation and support, the North Newton School Corporation Schools will continue to provide one the finest and safest transportation systems in the state.

EMERGENCY SITUATION FOR BUS DROP-OFF/PICK-UP

The North Newton School Corporation Bus Drivers have been instructed that they are not to pick up and/or drop off students at locations other than the students designated stop. Parents/Guardians can request a different drop-off/pick-up location for "**EMERGENCY**

SITUATIONS ONLY”.

The building principals are the only school personnel who can authorize your student to be dropped-off and/or picked-up at a different location. Your request must be submitted to the main office by noon on the day of the request and be signed by an administrator. Forms are available in the Main Office.

OPERATION OF A MOTOR VEHICLE AND STUDENT PARKING

Driving to School

All students with valid driver's licenses and parent's permission are eligible to drive to school. An \$8.00 fee will be collected, licenses checked and registration forms submitted. Applications for registration can be obtained in the Main Office. A numbered parking space will be issued along with the corresponding parking tag for the West parking lot. All students' cars parked on school property must have a current numbered North Newton High School parking tag displayed, and the vehicle should be parked in the assigned parking space. Once a student has been cited for not registering his/her vehicle, the parking fee will be increased to \$15. Registration will take place in the following manner: first come, first served. Non-registered vehicles will be cited and disciplinary action taken. Students may park in student parking areas only. Violators will lose parking privileges. Once a vehicle is parked in the morning, it is not to be visited or moved until the end of the student's day without permission from the administration. This applies, but is not limited to, passing periods and lunch. Parking on school grounds is a privilege. Those who violate the rules and regulations are subject to detentions, suspensions and withdrawal of privileges. Parking in areas not designated for students may also result in a parking ticket (\$15) and/or towing of the vehicle.

Rules and Regulations for NNHS Students with a School Parking Permit during School Hours

1. All vehicles parked on the school grounds must be registered with the school; must display the current permit on the rear view mirror; and must be parked in the assigned parking space.
2. Student parking is strictly limited to the west parking lot. Faculty & staff parking are reserved to the North and South parking lots and thus off limits to students.
3. Students are not permitted to drive during lunch hours.
4. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
5. There is to be no loitering in the parking lot. Visitation of vehicles occurs only with permission from the administration only. The student must be escorted out to their vehicle during school hours.
6. There will be no speeding (15 mph on school grounds) or any form of reckless driving allowed on the school grounds.
7. Student vehicles may be subject to search if there is a reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband in violation of school rules might be present in a vehicle

ATTENDANCE

Parents please call 219-285-2252 and select the “Attendance” option when your child is absent from school.

THE PRIME RESPONSIBILITY FOR THE STUDENT'S ATTENDANCE IN CLASS REST WITH THE STUDENT.

NOTE: EIGHTEEN-YEAR-OLD NON-EMANCIPATED STUDENTS ENROLLED IN THIS SCHOOL MUST COMPLY WITH ALL ATTENDANCE PROCEDURES.

PARENTS ARE STILL RESPONSIBLE FOR A STUDENT'S ATTENDANCE AND EDUCATION UNTIL THE STUDENT GRADUATES, FORMALLY DISCONTINUES EDUCATION, OR BECOMES LEGALLY EMANCIPATED.

ATTENDANCE PHILOSOPHY

Accordingly, North Newton Jr./Sr. High School can perform well in academic terms but be placed in a lower achievement category due to insufficient attendance and graduation rates.

Regular attendance and punctuality are essential for success in school and are necessary habits for life. Irregular attendance is one of the main factors for poor work and failure in school. Students who attend school regularly have greater success in their academic pursuits than do students who do not attend on a regular basis.

TYPES OF ABSENCE

While school records will be more detailed, there are four basic types of absences at North Newton:

1. **Excused:** Student is absent from school for a reason that is documented in “Section 1: Excused Absence” below.
2. **Explained:** Student is absent from school or class and the parent has notified the school of a legitimate reason for the absence (e.g. illness not verified by a doctor).
3. **Unexcused:** Students absence is explained by parent or guardian but is not necessary (e.g. family vacation).

4. Truant: Student is absent from school or class without explanation from parent / guardian.

Section 1: Excused absences

Excused absences require verification from the student's parent or guardian as well as meeting additional criteria. All notes for excused absences must be turned into the attendance secretary either before the absence or within two school days of returning to school. Medical notes or other verification will not be accepted after this time period unless extraordinary circumstances exist. If the medical note is not provided within two school days, the absence will be counted as explained.

- Juniors and Seniors will be allowed two (2) college/military visitation days per year.
- Students are eligible and responsible for asking teachers for make-up work and for completing the assignments accumulated during an excused absence. All work for excused absences will be accepted by the teachers.

The following absences are excused:

1. Medical release for a specific period of time.
2. Service as a page for or as an honoree of the Indiana General Assembly
3. Student serves on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special or primary election. Prior permission is required.
4. Subpoena to appear in court. (Court note required)
5. Active duty with the Indiana National Guard for not more than ten (10) days. (A note from the recruiter is required)
6. Military examination (with prior administrative approval) (An official note from the recruiter is required)
7. School – sanctioned field trips.
8. Student sent home by the school due to an illness. (This is not a medical excuse)
9. Visits to a college campus. This is limited to Juniors and Seniors. Seniors are allowed (2) days per school year, Juniors (1) day per school year with administrative approval. Visitation days may not be taken during the last two weeks of either semester and visitation days count as parental notes.
10. Deaths and funerals of members of the student's immediate family. Immediate family is typically defined as parents and siblings of the student, but may also include a person with whom the student shares a residence and to whom he or she is related by blood or marriage. Administration reserves the right to determine whether the absence will be counted as excused or explained. Students who are absent for this reason must have a parent/guardian contact the school and bring in a note from parent/guardian explaining the absence and a funeral/service note.
11. Physician's/Medical excuse: If a student has medical orders stating the student cannot be in the building due to illness, hospitalization, or other medical need this document must be presented upon the student's return to school with the proper dates of the student's absences(s). Additionally, this document must be on the physician's letterhead or office form, and must be signed by physician or his/her office personnel and be verified by the school. Preventive care or medical appointments not deemed urgent may be classified as explained or unexcused. These would include dental, routine physicals, orthodontic, and so forth. Every effort should be made to schedule such appointments after school hours. Missing school due to documented medical illness will be categorized as excused. If an absence should become so long as to exceed (10) days due to a persistent or recurring medical condition, a meeting with the Dean of Students and Director of Guidance (or designee) will be necessary to determine the best plan to provide for a student's education.
12. Religious holidays that fall on the school calendar and have prior administrative approval.
13. Incarceration
14. Suspensions (in-school or out-of-school)
15. Administrative Excused Absence
16. An absence is acknowledgement by a parent or guardian note or call and presents a valid reason for the absence. This includes brief student illnesses (1-2 days) and any obligation that forces a student to miss school for a good reason. If absence extends beyond 2 days, a medical note is required.

Section 2: Explained Absence

An absence is defined as explained when it does not meet the requirements of section 1 above, but is acknowledged by a parent or guardian note or call and presents a valid reason for the absence. This includes brief student illnesses (1-2 days) and any obligation that forces a student to miss school for good reason.

Section 3: Unexcused Absence

An absence is deemed unexcused when a parent is aware of an absence but it is not due to illness or other criteria defined in the sections above. Family vacations or other absences not necessary are considered unexcused. There is no penalty for an absence

being labeled unexcused as compared to explained, but is used for record-keeping purposes to identify an unnecessary absence from school.

Section 4: Truant

Commonly known as “ditching” or “skipping school,” a student is absent without the knowledge of the parent or legal guardian. All absences are initially marked as truant unless a parent calls the attendance secretary on the morning of the absence. Students will NOT be punished for truancy until truancy is confirmed or two school days have passed without an explanation of the absence from the parent or until such time it is determined the student was indeed absent without permission.

HABITUAL ABSENCE

A student will also be considered habitually absent when a student reaches (8) missed days (4 or more missed periods is considered a missed day) of any kind in a semester.

Consequences of habitual absence could result in any or all of the following:

1. After 3 days explained and / or unexcused absences, a letter will be sent to the parent/guardian. The letter will be mailed to notify them of the number of absences and verify the reasons. This does NOT include medical excuses.
2. When a student reaches a combination of (5) explained / unexcused absences, the parent or guardian will be notified and a meeting may be set with the Dean of Students to review the circumstances and set an attendance contract, if necessary, (this does not include medical).
3. If the student reaches 7 absences (medical not included) in periods or days, Parent/Guardian contact will be made by the Dean of Students or the Vice Principal to notify the parent/guardian of the absences and that an attendance contract will be put into place. They will also be notified that if the attendance contract is broken the student could be held back or loss of credit could occur. There will also be a referral to the Newton County Prosecuting Attorney.

Parents and students need to understand that loss of class credit is serious and may ultimately have an effect on graduation. If a student has exceeded eight (8) absences or more, the student will be encouraged to remain in the class for the remainder of the semester continuing to be an active learner and, if passing at the end of the 9 weeks, will receive a withdrawal grade of “N/C” (no credit). If the student is failing at the end of the grading period, then the grade will be an “F”.

ATTENDANCE CONTRACTS

Common provisions of an attendance contract include:

1. All future absences be documented by a physician.
2. The school nurse may be required to verify claims of sickness / illness and send the student home
3. Parents must not take the student out of school for ANY reason that is not categorized as Excused and / or arranged in advance to whatever degree possible.
4. Student may be required to ride the bus.

Since every situation is unique, the circumstances surrounding the student’s absence will be taken into account when developing the specific provisions of an attendance contract. The Dean of Students and Principal shall both approve of the attendance contract before it is put into place. Other provisions may be necessary to meet the specific needs of a student’s situation.

PROCESS FOR OBTAINING AN ATTENDANCE WAIVER

A student and parent/guardian may request an attendance waiver meeting only if there are unusual circumstances or new information to be presented. The meeting will take place after the end of the semester.

The Attendance Waiver Committee (consisting of the principal, assistant principal, guidance counselors and support staff), student and parent/guardian set up a time and date for the attendance waiver meeting.

Procedures for the Attendance Waiver Meeting

1. The committee reviews the attendance record and notes where the violations of the attendance policy took place by the student for all those present at the meeting.
2. The student and the parent/guardian present any new evidence to verify or clarify student absences. They may also offer comments and information that was unknown before the meeting took place.
3. The committee members present may then ask questions of the student and/or parent/guardian regarding the student's attendance, absences, academic performance and behavior in class.
4. The student and/or parent/guardian may ask any questions related to the student’s attendance at the meeting.
5. When the student and/or parent/guardian are finished with asking any questions, they will be dismissed and the committee will

sit in a closed session to evaluate the student's attendance record, consider any new information presented, and decide on a case-by-case basis whether or not to issue an attendance waiver to the student. The reasoning/rationale of the committee will not be discussed with the student and/or the parent/guardian.

6. The committee will report its findings to the North Newton School Corporation Superintendent for final determination.
7. The student and parent/guardian will be notified by the North Newton School Corporation Superintendent regarding the results of the attendance waiver meeting within two (2) school days.

VACATIONS AND FINAL EXAMS

- Vacations and most pre-arranged absences are considered unexcused.
- Final exams will not be given early to a student unless extraordinary circumstances exist. The last scheduled day of school frequently changes throughout the year due to school closures. Final Exams will be given on the last scheduled day of school and each semester.
- Parents should **not** plan vacations for summer or winter break that overlap with the end of the semester / end of school year. If students are absent on the last day, teachers will enter a 0 in the gradebook and will not be required to allow the student to make up the test unless prearranged.

ATHLETIC / EXTRACURRICULAR ELIGIBILITY

STUDENTS MUST ARRIVE BY THE END OF FIRST HOUR TO BE ELIGIBLE FOR PRACTICE AND GAMES.

ACADEMIC POLICIES

ACADEMIC HONESTY

North Newton values academic integrity and expects exemplary conduct from all students. Dishonesty is not tolerated in connection with any school activity at North Newton and should never be considered an acceptable path to success. Academic dishonesty not only diminishes the quality of a student's education, it does not prepare them to be leaders and role models in our community.

Students, parents, faculty and staff all share the responsibility of developing and maintaining high academic standards. Work submitted by students should reflect their individual understanding and ability.

EXAMPLES OF ACADEMIC DISHONESTY

- Having someone else write a paper and submitting it as one's own work.
- Giving or receiving answers during an exam by use of signals, cheat sheets, or copying.
- Obtaining an unauthorized copy of a test prior to its scheduled administration.
- Using unauthorized notes during an exam.
- Doing class assignments for someone else.
- Plagiarizing compositions, class assignments, or lab reports.
- Padding items of a bibliography (including sources that were not used).
- Collaborating with other students on assignments when it is not allowed.
- Altering answers on a scored test and submitting it for a re-grade.
- Accessing and altering grade records.
- Stealing class assignments from other students and submitting them as one's own.
- Destroying or stealing the work of other students.

AVOIDING CLAIMS OF DISHONESTY

- Do not look around, particularly in the direction of other students' papers, during an exam since it may appear you are trying to copy from others.
- When taking an exam, shield your answers from other's view.
- Make sure all notes and materials are placed out of view.
- Do not share your work with other students or collaborate on an assignment when collaboration is not allowed.
- Protect your computer login and passwords so others cannot access your work illegally.

- Do not acquire or share previous papers, lab reports, or assignments from a class with the intention of copying the material; keep copies of your own papers so others cannot attempt to claim them as their own.
- Do not write on a graded exam that may be submitted for a re-grade.
- **Plagiarism** is a specific example of academic dishonesty. It can be defined as, "submitting someone else's text as one's own or attempting to blur the line between one's own ideas or words and those borrowed from another source" (Council of Writing Program Administrators, wpacouncil.org).

AVOIDING PLAGIARISM

- Do not use someone else's words without referencing the source to give credit to the author, placing exact wording in quotation marks or a block quote.
- Do not present someone's unique ideas or sequence of thoughts as one's own without crediting a source.
- Do not submit, as your own material, text written by someone else.

CONSEQUENCES FOR ACADEMIC DISHONESTY

- First offense, the student will receive a zero on the assignment, the teacher is required to notify the administration via log entry so a total number of incidents can be recorded, and parents will be contacted.
- Second offense in the same class will result in an "F" for the 9 weeks and 1 day ACS with a mandatory counseling session on the gravity of their actions.
- The third offense for that class results in an "F" for the semester and 3 days OSS.
- If a student is dishonest in differing classes, the second incident will receive the in class penalties of a "first incident" but will also result in the day of ACS and counseling.
- Subsequent incidents may result in expulsion.
- Refer to Behavior Discipline Regulations Chart.

ACADEMIC/ATHLETIC INELIGIBILITY

For any student to be declared eligible for extra-curricular activities (clubs, athletics and ANY dances) students should not have more than one "F" or "W/Fs" and must be passing a minimum of 5 credit hours. Students with non-traditional schedules will not be subject to the minimum requirement of 5 credit hours to attend dances. They should; however, maintain a passing grade in the classes in which they are enrolled. Administration will review these on a case by case basis. Guest pass approval forms from other schools will not be granted/signed by school administrators if a student is deemed ineligible. If any student has had significant absences 5-7 and/or received an attendance letter, or student is absent the day of the event, they will be ineligible to attend the event.

ACADEMIC PROBATION

Academics are a high priority at North Newton Jr./Sr. High School. Any student who has more than (1) "F or W/F's" on a report card or is not passing 5 courses will be ineligible until the next nine (9) week report card is issued. The Mid-Term grades are an indicator for whether the student needs to improve their grades to become eligible and will no longer be used in evaluating grades.

Semester grades take precedence over nine weeks grades. Eligibility will carry over from spring semester to fall semester except for 8th graders entering into 9th grade.

Choir and Band students would still be expected to perform in concerts and contests, as these are requirements for class. Other extra-curricular groups such as Drama, Science Olympiad, Dance, FFA, FCCLA, BPA, etc., would all be expected to maintain the same level of academic achievement as stated in the previous paragraph.

AP COURSES

AP Courses are available. These classes are college level and require an AP exam at the end of the course. It gives the students the chance to earn college credit.

CERTIFICATE OF COMPLETION

Pursuant to 511 IAC 7-13-3, this document may be awarded to a special education student who is not capable of earning a diploma but who completes the public school educational program prescribed in the student's IEP. Students who are pursuing a Certificate of Completion will not be included in the top 10% recognition of their class.

CLASS LOAD

Students should be enrolled in a minimum class load of six (6) subjects per semester allowing a student to take one study hall. If a student is involved in a double blocked class then the minimum is five (5) subjects. With the wide variety of course offerings, students

are encouraged to avail themselves of the opportunity to study in many areas.

All students must pass a minimum of 5 credited classes to maintain eligibility in extra-curricular activities.

COLLEGE LEVEL COURSES

North Newton students may enroll in college courses at an accredited college with the approval of the counselor and the college admissions department. Each student who intends to enroll in a college course shall notify the counselor. The student and parents are responsible for applying to the college. The parent and student must sign an agreement to these requirements. The colleges may require a social security number in order to enroll in dual credit courses. It is the responsibility of the student and parent to make certain all dual credit enrollment information is provided and paperwork completed to receive these credits. The school guidance department will assist students who need help in completing the registration.

Students taking dual credit Ivy Tech courses at North Newton will not receive weighted grades for these courses.

If a student fails the college course, the student will receive an F on the high school transcript which will be calculated in the student's grade point average. If a student fails to complete a college course by the end of North Newton's semester, the student will receive an incomplete until the grade is received. A grade point average will not be calculated and a class rank will not be determined until the grade is received. A senior with an incomplete at the end of the 8th semester will not be considered for the top 10%, valedictorian, or salutatorian. All North Newton graduation requirements must be met in order for a student to participate in the graduation ceremony.

If a student does not finish a college course and drops it due to poor academic performance or difficulty of the course, the student will receive an F on the high school transcript if the drop is after the first two weeks of a semester.

COLLEGE DAYS

Junior and Senior students who wish to get an excused absence for college visitation will complete an application with the Guidance Director. Several areas will be evaluated to determine if such excused absence will be granted. The attendance, grades, and behavior record of the student will be considered. Approval or denial will be given in writing with reason(s) for a denial being listed. Juniors will be limited to one college day for the school year, and a parent must accompany them. Seniors will be limited to two college days for the school year. College days may not be taken during the last two weeks of the semester and **not after May 1**. Colleges offer visitation days on weekends and have organized events for the high school student and their parents. Students are encouraged to visit the colleges on these weekend days. **College days will count as an excused absence, and will be included in the (5) day limit.**

COMMENCEMENT

Participation in Commencement is a privilege, not a right, and can be denied by the Principal. Students must complete all graduation requirements to march with the class and participate in the Commencement Program. Online course grades supporting graduation requirements are due the first school day in May or at the Principals discretion. A grade point average will not be calculated and a class rank will not be determined until the grade is received. A senior with an incomplete at the end of the 8th semester will not be considered for the top 10%, valedictorian, or salutatorian. All North Newton graduation requirements must be met in order for a student to participate in the graduation ceremony. Members of the graduating class are expected to participate in Commencement Exercises. Waiver of this obligation will be for extreme emergencies and requires the consent of the Principal.

GRADING AND GRADE POINT AVERAGE

Based on the rationale that more work should receive additional rewards and that additional rewards/incentives lead to increased student performance, the following guidelines are used in computing GPA. Weighted courses receive an additional .67 each semester with a grade of C- or better.

Standard GPA Points

A+ = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A = 4.00	B = 3.00	C = 2.00	D = 1.00	
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67	

Weighted GPA Points

A+ = 4.67	B+ = 4.00	C+ = 3.00
A = 4.67	B = 3.67	C = 2.67
A- = 4.34	B- = 3.34	C- = 2.34

A semester grade will be the average of the two 9 week's grades and the semester final. The 9 weeks grade for each course will be 45% of the semester average. The semester final will be 10% of the semester grade. [45%+45%+10% = semester grade and 40%+40%+20 for AP and weighted classes]. Grading scales and weights may be subject to the partnering institution's requirements in the case of dual credit classes.

GRADING SCALE

A+ = 100	B+ = 87	C+ = 77	D+ = 67	F = 59 and below
A = 94	B = 83	C = 73	D = 63	
A- = 90	B- = 80	C- = 70	D- = 60	

GRADE REPORTS

Each semester is divided into two (2) nine (9) week grading periods. Grades are distributed to students approximately one (1) week following the end of each grading period. Grade cards will be mailed at the end of the second semester.

GUIDED DIRECTION OF ELECTIVES

It is the philosophy of North Newton Jr./Sr. High School to provide students with a rigorous curriculum commensurate to the interests, abilities and long-term goals of the student. As such, students will be encouraged to take courses that will prepare them adequately for the SAT, ACT and other college entrance examinations. As the state of Indiana progresses toward instituting a minimum SAT score for honors and Core 40 diploma, it is imperative that students seek out the most challenging courses possible.

While student input is valued in the scheduling process, students seeking Honors and Core 40 diplomas must take courses reflective of the rigor expected in college. This includes available dual credit and high level opportunities.

HONORS CLASS PLACEMENT

In the interest of providing appropriate and challenging instruction to all students, North Newton offers honors classes in some subjects and grade levels.

Honors placement is determined by:

- NWEA scores (Performance in the 80th percentile or above is expected for placement in honors.
- Teacher Recommendation
- Course grades (B- or higher)
- Positive Academic Habits and Attitude

****If a student earns lower than a B- after Semester 1, then they could be removed from that class and enrolled in a class that is a better fit, which could impact their entire schedule.**

Note: These requirements apply only to classes designated "honors." AP and Dual Credit opportunities are open to all students who complete the prerequisites for enrolling in the course.

HONOR ROLL

There are two honor rolls that recognize student achievement: A "A/B" Average Honor roll for students with no grade below a B-, and a "Distinguished Honor Roll" for students with no grades below an A-. All grades are counted on computing the Honor Roll.

INCOMPLETE GRADES

A student will be given an "I" for incomplete if extended illness or some reason beyond the student's control prevents him/her from completing work on time. A student will be given no longer than one (1) day for each day absent to make up work. The MAXIMUM limit will be two weeks after which the "I" will become an "F". This guideline may be altered at the discretion of the Principal if the absenteeism is excessive or if it appears unreasonable for the student to complete all of the work missed within a reasonable amount of time.

PROCEDURE:

The teacher will communicate with the student before the end of the grading period to inform him / her of:

1. What is expected in order to meet the grading requirements.
2. The date the "I" is to be completed.

The teacher will report the final grade to the Registrar for processing.

The student has the responsibility to communicate with the teacher to determine what work is expected of him/her and the date it is due.

NATIONAL HONOR SOCIETY

The Polaris Chapter of the National Junior Honor Society and National Honor Society is an organization dedicated to recognizing junior high and high school students who exemplify leadership and character, encourage the development of scholarship, and encourage service both to the school and community. Membership is governed by the rules of the National Honor Society. To be eligible for

membership, a candidate must have been in attendance for a period equivalent to one semester and have a cumulative G.P.A. of 3.5 or better for 12th grade, G.P.A. of 3.75 or better for 11th grade, G.P.A. of 3.85 or better for 10th grade. Students who meet these minimum requirements will be asked to fill out a questionnaire, listing their qualifications in leadership and service. In addition, a teacher evaluation of a student's character, leadership and service, is requested. A five-member faculty council is appointed to evaluate the candidates. Final selection is determined by majority vote. Those students selected will be notified by mail.

STUDENT ASSISTANCE

There are programs available for students who require assistance to attend North Newton Jr./Sr. High School. The student or parent may request appropriate forms at any time of registration.

Rental textbooks and fees — Students who cannot pay the charges assessed for materials needed in class will not be deprived usage of such if the appropriate form is completed and the family qualifies.

Lunch — Students who do not have the money for lunch are encouraged to have their parent/guardian complete the appropriate form and return it to the Main Office or Cafeteria. Every effort will be made to retain the anonymity of the student.

WITHDRAW / FAIL POLICY AND SCHEDULE CHANGES

Voluntary Student Withdrawal from a Class

A student may request a change to his or her schedule by contacting his or her counselor prior to the close of the schedule change window. Changes to student schedules will be contingent upon the following:

1. There is a demonstrated need for the change:
 - A. The student has changed diploma / career pathways and requires a different elective course.
 - B. The student has struggled with prerequisites for a course and both the teacher and student do not feel continuing on is in the best interest of the student.
 - C. Medical or other factors that would prevent the student from completing the requirements of the course.
 - D. Exceptional circumstances presented to and approved by the principal.
2. An acceptable academic alternative is available.
3. The change does not cause the course to fall below minimum enrollment.

Note: All voluntary changes to a schedule are subject to review and approval by the Director of Guidance and the building principal.

Withdraw / Fail

After the first 10 days of a semester a student may be withdrawn and assigned a grade of W/F for the following reasons:

1. Student voluntarily seeks to withdraw from an elective course (not required or needed for graduation).
2. Student has a history of truancy, excessive tardiness, or other attendance issues that will prevent him / her from passing the course.
3. Student exhibits a pervasive pattern of disruptive behavior that substantially interferes with a teacher's ability to conduct class.
4. Student exhibits a pervasive pattern of non-participation in classroom activities (class work / homework / activities / tests) that will result in a failing grade whether or not the student remains in the course and there is no academic benefit for the student to remain in the course.
5. As an alternative to expulsion for offenses related to gross disrespect to staff, threats made against the teacher, or other such issues, a student may be assigned a W/F and placed into study hall.

Counselor or Administration-Initiated Withdraw / Fail

A teacher may request a student be withdrawn from his or her class and assign a grade of W/F. Such a request must be made in writing to the building principal detailing the following:

1. Why the teacher wishes to have the student withdrawn.
2. Why it is not feasible for the student to remain in the class.
3. Appropriate documentation / evidence to indicate a pattern of pervasive behavioral, attendance, or academic issues in the classroom.

If the principal agrees with the teacher recommendation, the student's parents or guardians will be notified and the student will be given a hearing at which he or she may choose to defend his or her right to remain in the class, enter into a "Last Chance" contract with the teacher, or agree to be withdrawn and assigned a grade of W/F.

A "Last Chance" contract may be drawn up if the student chooses to remain in the course against the teacher recommendation for withdrawal. The contract will identify behaviors or issues that have prevented the student from being successful, operationally define these behaviors or issues and state that any further instances will result in an automatic W/F process being implemented. This document will waive all future rights a student may have to a hearing.

Student-Initiated Withdraw / Fail

After the first 10 days of a semester, a student may request to be withdrawn from a course and assigned a grade of W/F by notifying his or her guidance counselor and requesting a W/F form. This form will need to be signed by the student, parent or guardian, teacher, counselor and building principal before the student will be withdrawn from the class.

The building principal reserves the right to refuse to permit any student to voluntarily withdraw from a class.

Withdraw / No grade Issued

After the first 10 days of the semester, a student may request to be withdrawn and receive no grade other than "W" which will not count against his or her GPA. This will be permitted only in extreme circumstances that include, but are not limited to, the following:

1. Medical conditions, trauma, or loss that result in long-term absence from courses that are experiential or laboratory based.
2. Extraordinary circumstances not otherwise accounted for in the W/F policy.
3. The well-being of the student is adversely affected by the course.

Process:

To request a W as opposed to a W/F, the student must:

1. Produce substantial evidence to support his or her need to be withdrawn.
2. Receive the approval of the principal.

Note: The withdrawal of a student without receiving a failing grade is a highly unusual situation. When a student enrolls in a course, the expectation is that he or she embraces the challenge of the course and sees it through to the end. However, no one can foresee and account for every scenario. This provision is included solely to address highly irregular or unusual circumstances.

GUIDANCE AND GRADUATION REQUIREMENTS

AP TESTING POLICY

All Students enrolled in AP classes are strongly encouraged to take the AP exam. Currently, students enrolled in the free/reduced lunch program do not have to pay. Students that must pay for the exam have several options. Pay for the exam. This will not be billed until the 1st week in April because Indiana sometimes pays for part of the test. If a student fails to pay for the class and is removed by the College, then the student will automatically be signed up for the AP exam and be responsible for the cost of the exam. Remember, an AP course only counts towards the Academic Honors Diploma if the course and test are both taken. No AP score results will be sent to college unless the student shares them. Any student that fails to take the AP Test or fails to take the class as Dual credit may be removed from the class at the discretion of the Principal.

COUNSELING SERVICES

The counselors are located in the Pat Anderson Student Services Center across from the Administrative Office. Guidance Services help students with social, educational, vocational, and personal development. The counselors maintain contact with and have information about colleges, vocational schools, industry, and military services to aid students in making career choices. Students and families can contact the counselor by phone, email or completing the Counselor Request Link, on the school website under Quick Links, on the School Counseling Web Page under Academic Resources, or in students' School Counseling Google Classroom.

CREDIT REQUIREMENTS

In addition to the state diploma requirements, North Newton students must take one semester of Careers.

CURRICULUM AND COURSE OF STUDY

North Newton Jr./Sr. High School is comprehensive in the course offerings available to students. Students can expect to have valuable experiences which will help prepare them for almost any vocation or profession which they choose. A Course Description Handbook is updated and published each school year and made available to assist students in planning their program of study.

WEIGHTED COURSES

- Anatomy and Physiology
- AP Biology
- Calculus
- English Language & Composition
- United States History
- Chemistry II
- Physics
- Pre Calculus/Trigonometry

- Spanish IV

DUAL CREDIT COURSES

Dual credit courses are offered through Purdue Northwest and Ivy Tech in the following departments: Agriculture, Calculus, English, FACS, Health Sciences, and United States History.

++THE WEIGHTS FOR GRADE DISTRIBUTIONS (ALL COURSES, ALL INSTITUTIONS) IS AS FOLLOWS: QUARTER 1 AND QUARTER 2 ARE INDEPENDENTLY WORTH 40% OF THE STUDENTS FINAL GRADE AND THE FINAL EXAM IS WORTH 20%. WITH THE EXCEPTION OF CALCULUS WHICH IS 37.5%, 37.5%, AND 25%.

DIPLOMAS CORE 40 CHARTS

CORE 40 Course and Credit Requirements

Students must complete 40 total Indiana credits, as defined in the table below, to qualify for high school graduation. Schools may have additional graduation requirements that apply to all students. Exceptions to additional graduation requirements would apply to students with Individualized Education Programs.

Subject	Credits	Course Requirements
English/Language Arts	8 credits	Includes a balance of literature, composition, and speech.
Mathematics	6 credits	Algebra I, Geometry, Algebra II (Analytical Algebra II) OR Integrated I, Integrated II, Integrated III AND Ensure students complete six credits in grades 9-12.*
Science	6 credits	2 credits: Biology 2 credits: Chemistry, Physics, or Integrated Chemistry-Physics 2 credits: Any Core 40 science course
Social Studies	6 credits	2 credits: World History/Civilization or Geography/History of the World 2 credits: U.S. History 1 credit: Economics 1 credit: U.S. Government
Directed Electives	5 credits	Career and Technical Education Fine Arts World Languages
Physical Education	2 credits	1 credit: PE I 1 credit: PE II
Health and Wellness	1 credit	Students may earn health and wellness credit from the health education area of study or alternate options.
Electives	Minimum of 6 credits	All students are strongly encouraged to complete a College and Career pathway by selecting electives in a deliberate manner.

* Students must take a math or quantitative reasoning course each year in high school, regardless of credit completion.



CORE 40 with Academic Honors Requirements

For the Core 40 with Academic Honors designation, students must complete 47 credits according to the following guidelines:

- Complete all requirements for Core 40, as outlined on the previous page;
- Earn two additional Core 40 math credits;
- Earn six to eight Core 40 world language credits, including six credits in one language or four credits each in two languages;
- Earn two Core 40 fine arts credits;
- Earn a grade of "C" or better in courses that count towards the diploma;
- Have a grade point average of "B" or better; and
- Complete one of the following:
 - A. Earn four credits in two or more courses within the following programs and take the corresponding exams:
 - Advanced Placement (AP);
 - International Baccalaureate (IB);
 - Cambridge International courses;
 - B. Earn six verifiable transcribed college credits in dual credit courses from the approved dual credit list;
 - C. Earn two of the following:
 - A minimum of three verifiable transcribed college credits from the approved dual credit list;
 - Two credits in AP courses and take the corresponding exams;
 - Two credits in IB standard level courses and take the corresponding exams;
 - Two credits in Cambridge International courses and take the corresponding exams;
 - D. Earn a composite score of 1250 or higher on the SAT and a minimum on 580 on math and 590 on the evidence-based reading and writing section;
 - E. Earn an ACT composite score of 28 or higher and complete the written section; or
 - F. Complete a work-based learning experience/program or career and technology education experience/program approved by the Indiana State Board of Education to replace the coursework above.



CORE 40 with Technical Honors Requirements

For the Core 40 with Technical Honors designation, students must complete 47 credits according to the following guidelines:

- Complete all requirements for Core 40, as outlined on the previous page;
- Earn six credits in the college and career preparation courses in a state-approved College and Career Pathway and one of the following:
 - Pathway designated industry-based certification or credential; or
 - Pathway dual credits from the approved dual credit list resulting in six transcribed college credits.
- Earn a grade of "C" or better in courses that count toward the diploma;
- Earn a grade point average of "B" or better;
- Complete one of the following:
 - A. Any one of the options (A-F) for the Core 40 with Academic Honors;
 - B. Earn the following minimum score on WorkKeys:
 - Workplace Documents: Level 8
 - Applied Math: Level 8
 - Graphic Literacy: Level 5
 - C. Earn the following minimum scores on Accuplacer:
 - Writing: 80
 - Reading: 90
 - Math: 75
 - D. Earn the following minimum scores on Compass:
 - Algebra: 68
 - Writing: 70
 - Reading: 80

EARLY GRADUATION

Mid-Year Graduates - Any student who wishes to graduate from North Newton Jr./Sr. High School after completing seven semesters must meet the following requirements: 1. Meet the 3rd Postsecondary-Ready Competencies of graduation pathways to ensure that their supporting documentation is turned into Student Services before the end of their last semester. 2. A student needs to have passed all required courses through their junior year and have at least 33 credits by the end of their junior year. 3. The IHSAA code states that a student who graduates at the end of the 7th semester **cannot** participate in a winter sport the spring semester. 4. A student must write a letter stating the reason(s) why they wish to graduate a semester early and submit their letter to the principal by the last student day of their junior year and must attend a meeting with the administration to discuss their letter and to evaluate their academic, attendance, and behavior records.

The students will be ranked through the end of their 7th semester and listed as a member of their senior graduating class. They may participate in the June graduation ceremony with their class. The North Newton School Board has to approve all early graduation requests.

++ Mid-year graduates are no longer students at North Newton Jr/Sr High School after the 1st Semester, in order to attend dances they must be asked by another student of North Newton Jr/Sr High School.

Year Early Graduates - A student who wishes to graduate after 6 semesters must meet the following requirements: 1. Meet the 3rd Postsecondary-Ready Competencies of graduation pathways and ensure that their supporting documentation is turned in to Student Services before the end of their sixth semester. 2. A student must write a letter stating the reason(s) why they wish to graduate a year early and submit their letter to the Principal by the last student day of their Sophomore year. The student must attend a meeting with the Administration to discuss their letter and to evaluate their academic, attendance and behavior records. 3. The North Newton School Board has to approve all early graduation requests.

Note: As Graduation Requirements evolve, North Newton School Corporation reserves the right to amend early graduation expectations as the state makes changes throughout the year related to Graduation Pathways.

ELEARNING

When school is cancelled due to any reason, such as inclement weather, electrically outages or pre-approved e-Learning days, students need to adhere to the following procedures. Students need to check in with their Spartan Time teacher for attendance. This should be done the day school is cancelled. Students then need to log onto their teacher's class or the Google doc form and complete their assignments. Students should complete the assignments the day they are assigned, but will be given two days to make the work up, if needed.

EXPLANATION OF CREDITS

(1) A student earning a D- or above for each period will earn one (1.0) credit for each class period per Semester.

GRADUATION REQUIREMENTS

North Newton School Corporation policy currently requires a student to successfully complete six (6), seven (7), or eight (8) semesters of instruction and meet all graduation requirements as established by the Indiana Department of Education to be eligible for high school graduation. Students who are pursuing a Certificate of Completion will not be included in the top 10% recognition of their class. The Indiana State Department of Public Instruction has indicated that students in Grades 7 - 12 are to be enrolled in classes for a minimum of 360 minutes per day

INDIANA DEPARTMENT OF EDUCATION
SUPPORTING STUDENT SUCCESS

Special Note: Graduation requirements are frequently in transition at the state level. Any changes by the State of Indiana may supersede the information in this section. Currently, the state is in the process of implementing the new Graduation Pathways requirements which may offer other options for students struggling to meet current graduation requirements. It is important to meet with the guidance department to know all the current options available to students to meet the graduation requirements.

Children with disabilities (IC20-32-4-5)

If a student with a disability (as defined in IC 20-35-1 -2) does not meet graduation requirements, the student's case conference committee (CCC) may determine that the student is eligible to graduate if the CCC finds the following:

- The student's teacher of record, in consultation with a teacher of the student in each subject area in which the student has not achieved a passing score, makes a recommendation to the CCC. The recommendation must:
 - o be agreed upon by the principal of the student's school; and supported by documentation that the student has attained the academic standard in the subject area based on:
 - tests other than the graduation examination; or
 - classroom work.
- The student meets all of the following requirements:
 - o Retakes the graduation examination in each subject area in which the student did not achieve a passing score as often as required by the student's individualized education program (IEP).
 - o Completes remediation opportunities provided to the student by the student's school to the extent required by the student's IEP.
 - o Maintains a school attendance rate of 95% or better over the course of the high school experience to the extent required by the student's IEP (excused absences are not counted against a student's attendance rate).
 - o Maintains a grade point average of "C" or better in the courses required for graduation (a total of 34 credits — see attached list).
 - o Satisfies all state and local graduation requirements.



INDIANA
DEPARTMENT of
EDUCATION

INDIANA GRADUATION PATHWAYS

Overview

With Graduation Pathways, students are able to individualize their graduation requirements to align to their postsecondary goal of Enrollment, Employment, or Enlistment leading to service. No longer must all students fit into the same academic mold, but rather, they can choose the high school options that best meet their postsecondary goals and aspirations.

Beginning with the graduating class of 2023, Indiana high school students must satisfy all three of the following Graduation Requirements:

1. Earn credits necessary for a High School Diploma;
2. Learn and Demonstrate Employability Skills; AND
3. Demonstrate Postsecondary-Ready Competencies.

Postsecondary-Ready Competency Options

- Honors Diploma
- SAT
- ACT
- ASVAB
- Industry Recognized Certification
- Federally Recognized Apprenticeship
- CTE Concentrator
- AP/IB/Dual Credit/Cambridge International/CLEP
- Locally Created Pathway

To learn more visit: <https://www.in.gov/doe/students/graduation-pathways/>

Questions: DOEGradpathways@doe.in.gov



DIPLOMA DESIGNATIONS

Core 40, Academic Honors, Technical Honors, & General



EMPLOYABILITY SKILLS

Project-Based Learning, Service-Based Learning, & Work-Based Learning



POSTSECONDARY-READY COMPETENCIES

9 Options Included Above!

HOMEWORK POLICY

Homework should fulfill the following purposes or objectives:

1. To reinforce and extend classroom learning by providing practice and application of knowledge gained.
2. To teach students organizational skills and responsibilities.
3. To promote self-discipline and orderly use of time.
4. To encourage carry-over of worthwhile school activities into career and leisure interests.
5. To provide for broad enrichment opportunities.

INDIANA EDUCATIONAL TESTING 2021-2022

TEST	START DATE	END DATE
ACT	09/10/2022	
ACT	10/22/2022	
ACT	12/10/2022	
ACT	02/11/2023	
ACT	04/15/2023	
ACT	06/10/2023	
ACT	07/15/2023	
AP Exam - US History	TBD-May	At North Newton
AP Exam - Biology	TBD-May	At North Newton
AP Exam - Calculus AB	TBD-May	At North Newton
AP Exam - English Language & Comp.	TBD-May	At North Newton
I AM	04/03/2023	05/12/2023
ILEARN	04/17/2023	05/12/2023
ILEARN Biology (1)	11/28/2022	12/16/2022
ILEARN Biology (2)	02/06/2023	02/24/2023
ILEARN Biology (3)	04/17/2023	05/19/2023
ISTEP+ Grade 10 Winter Retest 1 & 2	11/07/2022	12/09/2022
ISTEP+ Grade 10 Spring Retest 1 & 2	02/06/2023	03/03/2023
PSAT	10/12/2022	At North
PSAT Alternate Date	10/25/2022	At North Newton
SAT	08/27/2022	
SAT	10/01/2022	At North Newton
SAT	11/05/2022	
SAT	12/03/2022	At North Newton
SAT for Juniors (begin date)	03/01/2023	03/03/2023
SAT	03/11/2023	At North Newton
SAT Make up for Juniors (begin date)	04/12/2023	04/19/2023
SAT	05/06/2023	
SAT	06/03/2023	
WIDA (formerly LAS Links)	01/09/2023	02/24/2023

NCAA DIVISION I & DIVISION II ELIGIBILITY GUIDELINES

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse was established by the NCAA member institutions in January 1993. The Clearinghouse ensures consistent application of NCAA eligibility requirements for all prospective student athletes at all member institutions. It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you. Application

forms are available in the Guidance Office. A quick reference sheet for NCAA Freshman eligibility standards can be accessed at www.ncaaclearinghouse.net/ncaa/NCAA/common/index.html the official NCAA web site. This web page also provides a core grade point average sliding scale. Any student interested in Division I or II athletics is strongly urged to visit this site or seek pertinent information from our guidance department.

NEW STUDENT ENROLLEES AND RE-ENROLLING STUDENTS

Enrollment procedures at North Newton Jr./Sr. High School are administered by the counseling staff. The student must be in good standing with the sending school and be able to present a birth certificate, proof of guardianship and residency.

ONLINE COURSEWORK AND CREDIT RECOVERY PROGRAMS

North Newton Junior-Senior High School partners with Edmentum Courseware to offer online options for some classes. However, enrollment in online classes is determined on a need basis and is primarily intended for credit recovery purposes if a student has failed a class needed for graduation. There are also other special circumstances that may exist that make it necessary for a student to work online in order to stay on track for graduation. Online course grades supporting graduation requirements are due the first school day in May or at the Principals discretion. Enrollment in online courses is at the discretion of NN administration.

Prior to beginning an online course, students must:

- Each course costs approximately \$37 and is subject to change. This must be paid prior to beginning the online course.
- Complete an Online Course Agreement (OCA) that identifies the start date, end date, drop date and explains requirements and expectations for the independent study course.
- The OCA must be signed by a parent and returned to the guidance office.
- Classes not completed by the end date will be entered as a W/F and the fee will not be returned.
- Pay your balance to Cyndi Wiseman (Treasurer)
- Take your receipt to Kira Christenson to get registered on the Edmentum Site and get your sign-on information.

*****Online courses are not weighted.**

Note: Students have greater freedom to complete online courses during the summer. Administrative approval is not required for enrollment during the summer. Students may only be enrolled in (2) classes at a given time and all summer school classes must be completed by 11:59 pm on July 31st.

Other forms of distance education outside of NN's Online program may be utilized with approval of the Director of Guidance. However, North Newton is not responsible for any support for programs run by outside companies. Parents must ensure that the coursework is from an accredited institution.

PERMANENT RECORDS AND TRANSCRIPTS

Permanent records of student grades and test scores are maintained in the school office. The privacy laws give you and your parents the right to review these records. Transcripts will be forwarded to you if:

1. A transcript release is signed by the parent if the student is not 18 years of age. If the student is eighteen, the form can be signed by the student.
2. Currently enrolled students may forward as many copies of their transcript to colleges and other agencies as they need them.
3. Transfer of records between schools will be processed automatically upon request from the receiving school, as in the case of a student who transfers to another high school.

POST SECONDARY/NORTH NEWTON CREDIT ENROLLMENT RULE (ARTICLE 10)

Credit may be earned at any accredited public or private college or university located in Indiana that grants a baccalaureate or associated degree. Any student in grades 11 or 12 may enroll full-time or part-time in a college or university program to earn credits toward graduation from high school as well as credits in the college program if:

1. Progress toward graduation is not delayed
2. North Newton could not offer the course
3. The course is a course for which credit can be given. Website <http://www.transferin.net/CTL/View-Courses-By-CTL-Name.aspx>
4. The student is in good-standing with North Newton

It is counted as a weighted course if approved by the principal and counselor. Grade received by May 20 the current school year.

STUDENT RECORDS

Student records are governed and controlled with adopted policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1974" (20 U.S.C., 1232g) and the regulations of the Department of Health, Education, and Welfare.

VALEDICTORIAN - SALUTATORIAN

Students of North Newton Jr./Sr. High School will be considered for positions of Valedictorian and Salutatorian on the basis of GPA after 8 semesters of study, provided they have been enrolled in five (5) full credit courses during their eighth semester. In addition, students must have been enrolled in North Newton Jr./Sr. High School for at least two (2) full semesters. Valedictorians will be all students ranked number one (1) in their class including ties.

WITHDRAWALS

Prior to withdrawing from school, students and/or parents must notify the Student Services Office. All obligations must be met before the withdrawal is official. These include returning rental materials, and paying all fees assessed against the student.

TECHNOLOGY GUIDELINES

NORTH NEWTON SCHOOL CORPORATION ACCEPTABLE USE POLICY

TECHNOLOGY USAGE

The North Newton School Corporation recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The school corporation's technology exists for the purpose of maximizing the educational opportunities and achievement of corporation students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the school corporation are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the school corporation's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the school corporation's technology resources. Development of students' personal responsibility is itself an expected benefit of the school corporations technology program.

DEFINITIONS

For the purpose of this policy and related regulations, procedures and forms, the following terms are defined:

User – Any person who is permitted by the school corporation to utilize any portion of the school corporation's technology resources including, but not limited to, students, employees, School Board Members, and agents of the school corporation.

User Identification (ID) – Any identifier that would allow a user access to the school corporation's technology resources or to any program including, but not limited to, email and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

TECHNOLOGY ADMINISTRATION

The School Board of Trustees directs the Superintendent or designee to create rules and procedures governing technology usage in the school corporation to support the school corporation's policy, as needed.

The School Board of Trustees directs the Superintendent or designee to assign trained personnel to maintain the school corporation's technology in a manner that will protect the school corporation from liability and will protect confidential student and employee information retained or accessible through school corporation technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on school corporation technology resources in accordance with the Public School District Retention Manual published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the school corporation's technology resources to diagnose and investigate network problems or potential violations of the law or school corporation policies, regulations, and procedures.

USER IDENTIFICATION AND NETWORK SECURITY

The school corporation technology resources may be used by authorized students, employees, School Board Members, and other persons such as consultants, legal counsel and independent contractors.

Use of the school corporation's technology resources is a privilege, not a right. No student, employee or other potential user will be given an ID, password or other access to school corporation technology if he/she is considered a security risk by the Superintendent or

designee.

Users must adhere to school corporation policies, regulations, procedures, and other school corporation guidelines. All users shall immediately report any security problems or misuse of the school corporation's technology resources to an administrator or teacher.

USER AGREEMENT AND PRIVACY

Unless authorized by the Superintendent or designee, all users must have an appropriately signed Receipt of Student Handbook Agreement on file with the school corporation before they are allowed access to school corporation technology resources. All users must agree to follow the school corporation's policies, regulations, and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the school corporation's network and technology resources only on condition that the user consents in his/her sign off of the Receipt of Student Handbook Agreement to interception of or access to all communications accessed, sent, received or stored using school corporation technology.

CONTENT FILTERING AND MONITORING

The school corporation will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the school corporation's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the school corporation. Filtering/Blocking devices are not foolproof, and the school corporation cannot guarantee that users will never be able to access offensive materials using school corporation equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the school corporation is prohibited.

The Superintendent, designee, or the school corporation's technology administrator may disable the school corporation's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the school corporation's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the school corporation.

CLOSED FORUM

The school corporation's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The school corporation's webpage will provide information about the school corporation, but will not be used as an open forum. The school corporation's webpage may include the school corporation's address, telephone number, and email address where members of the public may easily communicate concerns to the administration and the School Board of Trustees.

All expressive activities involving school corporation technology resources that students, parents, and members of the public might reasonably perceive to bear the imprimatur of the school and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school corporation for legitimate pedagogical reasons.

All other expressive activities involving the school corporation's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Adopted:

Legal References: Children's Internet Protection Act, 47 U.S.C. 254(h)

Electronic Communications Privacy Act, 18 U.S.C. §§2510-2502

Family Educational Rights and Privacy Act, 20 U.S.C. §1232(g)

Federal Wiretap Act, 18 U.S.C. §§2511 et. Seq.

Stored Communications Act, 18 U.S.C. §§2701 et. Seq.

NORTH NEWTON SCHOOL CORPORATION

IPAD/CHROMEBOOK RESPONSIBLE USE POLICY

This iPad/Chromebook Responsible Use Policy is intended to promote responsible use, and to protect students and the school from liability resulting from any misuse of the school-issued iPad/Chromebook. Technology, on or off campus, must be used in accordance with the mission and philosophy of North Newton School Corporation, as well as the Acceptable Use Policy for Technology as stated in the Student Handbook.

Teachers may set additional requirements for use in their respective classes. The iPad/Chromebook remains the property of North Newton School Corporation at all times. Therefore, there is no assumption of privacy. North Newton School Corporation reserves the right to inspect student iPads/Chromebooks at any time during the school year. Misuse of the iPad/Chromebook may result in disciplinary action. Above all, the iPad/Chromebook program at North Newton is an academic program, and the policies governing the use of the iPad/Chromebook support its academic use. To maintain the integrity of the iPad/Chromebook program, all students and parents/guardians must agree to the following conditions of use:

1. IPAD/CHROMEBOOK CARE

Students are responsible for the general care of the iPad/Chromebook they have been issued by the school. iPads/Chromebooks that are broken or fail to work properly must be immediately reported to the school for an evaluation of the equipment.

General Care:

- o Keep the iPad/Chromebook in the district-issued case at all times. Failure to have it in a district issued case may result in a disciplinary action.
- o Labels, stickers, or screen protectors placed on the iPad/Chromebook by the technology department will not be removed.
- o Do not write on or place any labels or stickers on the iPad /Chromebook or district-issued case, or the device itself.
- o Do not leave the iPad /Chromebook out in extreme heat or cold.
- o Do not leave the iPad/Chromebook in a vehicle or place it on top of a vehicle.
- o Keep food, drink, pets, etc. away from the iPad at all times.

Carrying your device:

Though the protective case provided with the iPad/Chromebook has sufficient padding to protect the device from normal treatment, and provide a suitable means for carrying the device within the school, here are some things to consider:

- o Never pile things on top of the iPad/Chromebook.
- o Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad/Chromebook screen.
- o Try not to drop the iPad/Chromebook, as the screen is made of glass and could break.
- o Avoid bumping the iPad/Chromebook against any surface
- o Use iPad/Chromebook on a flat surface, away from the edge of desks and tables.
- o Do not leave the iPad/Chromebook unattended at any time including during class, extracurricular activities, lunch, locker room, etc.
- o Do not lend the iPad/Chromebook to a classmate, friend, or family member.

Screen Care:

- o Avoid touching the screen with pens/pencils. Use an appropriate stylus.
- o Clean the iPad/Chromebook screen with a soft, dry, anti-static cloth.
- o Use of harsh chemicals WILL damage the screen.
- o If absolutely necessary, use a screen cleaner designed specifically for LCD type screens.

2. USING YOUR IPAD/CHROMEBOOK AT SCHOOL

iPads/Chromebooks are intended for use at school each day. Students must be responsible to bring their iPad/Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Power Management:

- o iPads/Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their iPads/Chromebooks each evening. Only charge your iPad/Chromebook with the provided charger.
- o Users with no battery life may bring the iPad/Chromebook to the Media Center for charging. Abuse of this privilege will result in a possible consequence.
- o Students will be allowed a loaner iPad /Chromebook while their iPad is charging. If the student repeatedly (2 or more times) comes with their iPad/Chromebook uncharged, they will lose this privilege, and will not have access to a loaner iPad/Chromebook. They must then wait until theirs is fully charged.
- o Students should NOT bring their chargers from home, as this will increase the likelihood of losing equipment.

iPads/Chromebooks Left at Home:

If students leave their iPad/Chromebook at home, they are responsible for getting the course work completed as if they had their iPad/Chromebook present. If a student repeatedly (three or more times, or as determined by any staff member) leaves their iPad/Chromebook at home, they will be required to “check out” their iPad/Chromebook from the office for three (3) weeks.

iPad/Chromebook Repairs:

- o A loaner iPad will be issued to students when they leave their iPad/Chromebook for repair.
- o All repairs will be completed by North Newton Technology Department, or our approved external vendor. Third party repairs are not allowed.

3. USING YOUR IPAD/CHROMEBOOK AT HOME

Home Internet Access:

- o Students are allowed to set up wireless networks on the iPads/Chromebooks. This will assist them with iPad/Chromebook use while at home.
- o DO NOT sync your school issued iPad/Chromebook with a home computer. Only use the Apple ID set up by your school for your school account.

Acceptable Use Policy:

- o Though allowed for home use, the iPad/Chromebook issued to the student is property of North Newton School Corporation.
- o The student must adhere to the same Acceptable Use Policies set by the corporation for home usage as well.

4. SAVING YOUR WORK AND PRINTING

Saving Your Work:

- o Students will save their work through Google Drive. This can be accessed on district computers as well.
- o It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Printing:

Students will be able to print directly from their iPad at school. Printing may also be done on a computer through Google Drive.

5. SOFTWARE/APPS ON IPAD

- Originally Installed Software:
 - o The software/apps originally installed by NNSC must remain on the iPad, in usable condition, and be easily accessible at all times.
- Additional Software/Apps:
 - o From time to time the school may add software applications for use in a particular course.
- Software Upgrades:
 - o Upgrade versions of licensed software/apps are available from time to time. Students will be required to initiate these updates.

6. EMAIL FOR STUDENTS

Purpose:

- o All students will receive an individual email account. With these email accounts, students will have access to Google Apps for Education, which include productivity and management tools such as email Google Drive, Google Calendar, and much more.

- o All iPads/Chromebooks will be set up with the school email account so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during orientation, and the email account is required to remain on the iPads/Chromebooks through the course of the school year.

Guidelines and Reminders:

- o School email accounts should be used for educational use only.
- o Students should only have their school email account set up on their iPad/Chromebook.
- o No personal email accounts should be set up on the iPad/Chromebook.
- o ALL communication from students to teachers must be on their school issued email account. Personal accounts are not an acceptable means of communication with teachers.
- o Email transmissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
- o All email and contents are property of North Newton School Corporation.
- o Only the authorized user of the account should access, send, and/or receive emails for the account.
- o Passwords should be protected and never shared with other students.

7. TECHNOLOGY AND CLASSROOM BEHAVIOR RELATED VIOLATIONS

Technology Related Violation	Equivalent "Traditional" Classroom Violation
Failure to bring iPad/Chromebook to school	Coming to class unprepared
Missing case	Not having required supplies
Email, texting, web surfing during instruction	Passing notes, games, etc.
Damaging, defacing, decorating iPads/Chromebooks	Vandalism/Property damage
Using account belonging to another student or staff member	Breaking into someone else's locker/classroom
Accessing inappropriate material	Bringing inappropriate content to school in print version
Cyber-Bullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/forwarding assignment to another student to use as their own and/or copy	Cheating, copying assignment, plagiarism

8. PERSONAL SAFETY

Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact. Users should carefully safeguard their personal information and that of others. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission. Students should never agree to meet someone they meet online in real life. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

9. CYBER-BULLYING

The National Crime Prevention Council defines cyber-bullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person." Cyber-Bullying will not be tolerated and is strictly forbidden. The user should remember that digital activities are monitored and retained. Report cyber-bullying immediately to school personnel.

10. LIABILITY

The student, along with their parent/guardian, are ALWAYS liable for the iPad /Chromebook. Therefore, the student/parent/guardian is responsible for the cost to repair and/or replace, at the date of loss, the iPad/Chromebook, case, charger, etc.

11. REPAIRING OR REPLACING YOUR IPAD*/CHROMEBOOK

North Newton School Corporation offers insurance for iPads /Chromebooks at: One2Onerisk.com. Students and parents must purchase insurance by **September 14, 2020** and fees / deductibles for repair are determined by and paid to One2One Risk Solutions. North Newton does **not** collect money for iPad /Chromebook repair, nor do we make money off of the repair process

Note: iPads/Chromebooks making a claim as "Stolen" must be reported to local law enforcement and a police report must be obtained.

USE OF COMPUTER FACILITIES, EQUIPMENT AND SOFTWARE AT NORTH NEWTON SCHOOLS

DEFINITION OF COPYRIGHT

Copyright is the exclusive right that protects an author from having his or her work published, recorded, distributed, or reproduced, without the express permission of the copyright holder. Owning a specific piece of software is not the same as owning the copyright on that software.

SUMMARY OF THE FEDERAL COPYRIGHT LAW

(Public Law 96-517 Section 7 (b) For the purpose of copyright, a computer program is defined in the law as a set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result.

In brief, the copyright law says that you may:

- Make an archival or backup of a copyrighted program:
- Adapt a copyrighted program from one language to another in which it is not already commercially available:
- Add feature to a copyrighted program in order to make better use of the program:
- Adapt a copyrighted program to meet local needs.

The copyright law says that, without the expressed permission of the copyright owner, you may not:

- Make multiple copies of a copyrighted program, even for use within a single school:
 - Make replacement copies from an archival or backup copy:
 - Make copies of copyrighted programs to be sold, leased, loaned, transmitted, or given away to other users:
 - Sell a locally produced adaptation of a copyrighted program:
 - Make multiple copies of an adaptation of a copyrighted program, even for use within a single school:
 - Make any use of printed copyrighted software documentation that is not allowed by the actual copyrighted program itself.
- Duplicating copyrighted computer software is a federal offense. Criminal penalties make the violators subject to fines of up to \$10,000.00 and prison terms of up to five years.

RULES AND REGULATIONS

Each of the following provisions of this policy for the use of computer facilities, equipment, and software, belonging to the North Newton School Corporation, applies to all school employees, all students, and any member of the community at large using said facilities, equipment, or software.

1. Everyone using corporation facilities and equipment is expected to adhere to the provisions of Public Law 96-517, Section 7(b) with regard to copyrighted software.
2. No one may use unauthorized copies of any software or computer equipment belonging to the North Newton School Corporation.
3. No one may enter, use, alter or tamper with computer files or configurations to include software or screen savers belonging to another person or the school without the express permission of the owner of the files and the teacher in charge.
4. You are responsible for your own screen. When you are moving away from the screen, you must secure it from tampering by others.
5. Theft of, or willful/irresponsible damaging of any computer facilities, equipment, or software belonging to the school corporation is not permitted.
6. No unauthorized person may use equipment, software, security, passwords, or access codes belonging to the school to access or attempt to access data files, a network or data systems from either local or in remote locations.
7. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the teacher in charge at the time of the violation or to the appropriate administrator.

PENALTIES

1. If a student violates any provisions of the school policy, the student:
 - a. will be denied access to all corporation networked facilities, equipment, and software for the rest of the school year, or one semester whichever is longer. Therefore, when class assignments require the use of the NNSC computer

equipment and/or software, the STUDENT must make arrangements with the instructor for alternative assignments that do not allow networked computer use.

- b. will be removed from the class in which the violation occurs with a grade of "WF" if the majority of the assignments are centered around the computer.
 - c. may also be suspended from school for a period of time, at the discretion of the appropriate administrator.
 - d. will be subject to legal prosecution if the offense so warrants.
2. If a student violates any provision of this policy a second time, the student will be denied access to all corporation networked computer facilities for the remainder of his or her school career.
 3. If an employee of the corporation or a member of the community at large violates any provisions of the school policy, that person will be denied access to all computer facilities, equipment and software belonging to the corporation for an appropriate time period.

USE OF THE INTERNET

Connection to the Internet at North Newton School Corporation facilities is intended for educational research and other specific assignments made by faculty members. Any student using the Internet in a manner obviously inappropriate for school will face the same penalties assessed for other violations.

USER RESPONSIBILITIES

A student, school employee, or member of the community at large using corporation computers will:

1. Adhere to the school's computer policy without deviation or exception.
2. Refrain from bringing unauthorized software or disks into the school building.
3. Use only equipment, software, data files, and access codes assigned to him or her.
4. Refrain from bringing food, drinks, or chewing gum around the corporation computer equipment.
5. Report any equipment damage or problems using equipment or software to the teacher in charge and make no attempt to "fix" it.

INFORMATION REGARDING CELL PHONES/ PERSONAL ELECTRONIC DEVICES/SCHOOL ISSUED IPAD CONTENT AND DISPLAY

When a student has a phone alert, but isn't using the phone, the first offense will receive a warning. All subsequent offenses will be considered a cell phone use and progressive consequences will apply.

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to **possess** a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Refer to Behavior Discipline Regulations chart.

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements will be read daily. Students who have announcements regarding school matters should write them out completely on the office form for announcement, get approval from a sponsor, and turn them in to Student Services.

ASBESTOS IN SCHOOLS RULE- ANNUAL NOTIFICATION

North Newton School Corporation is making notification to parents, teachers and staff of the availability of the school corporation's asbestos management plan.

As required under the Asbestos Hazards Emergency Response Act, 763.93 g(4), this notification is to inform interested persons that the asbestos management plan is available for viewing, upon request.

Any questions regarding the North Newton School Corporation's Asbestos Management Plan should be directed to:

Superintendent of Schools
North Newton School Corporation
310 South Lincoln Street
PO Box 8
Morocco, Indiana 47963
Telephone: (219) 285-2228

BOOKSTORE

School supplies and other items may be purchased at reasonable prices daily before school in the library.

CAFETERIA

The cafeteria offers well balanced meals at reasonable prices. Students may choose from three (3) serving lines at lunch: a standard plate lunch (Type A) is offered at two (2) lines at a fixed price daily. The other line is an a-la-carte line, offering a variety of foods at differing prices.

The following are regulations for use of the cafeteria:

1. Food and beverages may not be taken from the cafeteria at any time.
2. Students will be expected to remove their trays and dishes from tables after eating and take them to the dish conveyor belt. Remove all paper, milk cartons, etc., and place in the waste containers provided.
3. The soft drink and snack machines will not be in use during lunch periods.
4. Students who bring lunches from home are to eat only in the cafeteria.
5. To prevent damage, students are not to sit on table tops.
6. Students are to wait their turn to be served in the lunch lines.

CONCUSSION POLICY:

1. All Coaches (contracted and volunteer) must complete the online concussion course prior to the start of the season. Coaches must turn in the certificate of completion to the Athletic Director upon completion of the course. Coaches only need to take this course once. It does not need to be repeated each year. After year one, only newly hired coaches will need to complete the course.
2. Each athlete (**Grades 9 – 12**) who is participating in interscholastic and/or intramural sports, and their parents will be provided with and/or have electronic access to a concussion information fact sheet. Each athlete and their parent must sign and return the "Head Concussion Acknowledgement and Signature" form prior to being allowed to participate in practice.
3. If a head injury or concussion is suspected by a coach the athlete should be removed from participation in the sport and seen for further assessment by the high school Athletic Trainer immediately. If a concussion or head injury is suspected when the Athletic Trainer is not available, the head coach must notify the athlete's parents as well as the Athletic Director or Athletic Trainer. The Athletic Director or Athletic Trainer should be notified ASAP.
4. The Athletic Director will notify the school nurse about any athlete suffering from a head injury.
5. If a concussion is suspected, the athlete involved may not participate in any practice, game, or contest until they have a note releasing them to return to participation from a licensed medical professional. The athlete needs to be cleared by either a MD or a DO. The athlete must have their doctor complete the "Head Concussion Evaluation and Release to Play Form for Licensed Health Care Providers." Copies of this form will be provided to Athletic Trainer, Coach, and school nurse. The school nurse will provide the

information to the athlete's PE teacher if applicable. The athlete will be returned to participation in sports-related activities following the instructions and recommendations listed on the form by the licensed medical professional.

6. If a student athlete is injured during Physical Education class, the teacher must contact the school nurse ASAP. It is then the nurse's responsibility to contact the Athletic Director and the Athletic Director must contact the Athletic trainer.

CONTRACTS AND OBLIGATIONS

Students may not make commitments with anyone or any organization which are binding on the school, its clubs, or organizations. A sponsor or other delegated school authority must make these arrangements and have them approved by the Principal.

CUSTODIAL SERVICES

Our building custodians take pride in keeping the building clean and well maintained for students and teachers. Please afford these persons the courtesy they deserve. Help them in their efforts to keep our building clean by disposing of all waste items in the containers provided and by refraining from writing on desks, etc.

EXCURSIONS OR FIELD TRIPS

Any student going on a trip must have the permission of the teacher accompanying the group, that of the Principal, and the written permission of a parent/guardian. Parent/guardian permission shall be secured on a trip-to-trip basis.

FINANCIAL OBLIGATIONS

To be eligible to attend Prom and / or Formal dances, a student must be clear of all financial fees related to lost or damaged iPads or other school equipment. Administration reserves the right to deny participation in all athletic, extra-curricular or academic competitions as well if fees accrued by the student are not paid or on a satisfactory repayment plan set up with the treasurer. This policy does not include book rental or other fees assessed by the school as a matter of attendance, but is limited to fees assessed as a result of damage to or loss of school property.

FIRE DRILLS AND DISASTER PLANS

Drills will be held in accordance with state and local regulations. Students are expected to leave the building quickly and in an orderly manner as explained by the teacher during fire drills. Students will be directed to specific areas of safety during disaster drills.

HARASSMENT POLICY

1. It is the policy of the North Newton School Corporation to maintain a learning and working environment that is free from harassment.
2. It shall be a violation of this policy for any employee of the North Newton School Corporation to harass another employee or student through conduct or communications of a harassing nature. It shall also be a violation of this policy for students to harass other students through conduct or communications of a harassing nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

HEALTH SERVICE

Students who need medical attention should report to the health service area to be assisted by the nurse. Students are to report to class and obtain a pass from the teacher before reporting to the nurse unless the need is an emergency. Students do not need passes before school, during lunch periods, or after school. Students will not be released from school for health reasons until a parent has been contacted and permission has been obtained for the student to leave or arrangements made to pick them up.

HOME SCHOOL POLICY

Students transferring to North Newton Jr./Sr. High School from home schools and/or private schools are subject to the same procedures required of students transferring to North Newton Jr./Sr. High School from other public and private schools. Any student transferring into North Newton Jr./Sr. High School may be required to take Course Entrance Exams to ensure proper academic placement. Students who wish to enroll in home study courses for remedial work, enrichment or introductory courses from institutions of higher learning, or courses offered over the Internet, (or like service), must have prior approval from North Newton Jr./Sr. High School if students are expecting course work to be counted toward graduation. Required courses for graduation may not be taken out of sequence. Students must also provide information that said institution is an accredited institution such as AdvancEd or another such State Agency.

IMMUNIZATIONS

Whenever a student enrolls in North Newton Jr./Sr. High School, the parents shall furnish a written statement of the student's immunization, accompanied by a physician's certificate or other documentation, and testing history, UNLESS SUCH A WRITTEN STATEMENT AND ACCOMPANYING DOCUMENTS ARE CURRENTLY ON FILE WITH THE CORPORATION. This requirement can be enforced by suspension, expulsion, or exclusion.

LEAVING SCHOOL GROUNDS AND BUILDING

North Newton Jr./Sr. High School has a CLOSED CAMPUS. Students are not permitted to leave the school grounds without permission of the administration. The only students who shall have permission to leave the school are those leaving as an extension of their educational program, students who have obtained special permission from an administrator, students who become ill at school, and students with clinical appointments. The following procedure will be in effect to govern clinical appointments:

1. The parents shall notify the school by telephone or written notice of the appointment date, time, and location.
2. The student is required to sign-out in the Pat Anderson Student Services Office.

LOCKERS

Students are assigned a hallway locker with a combination lock at the beginning of the school year. It is the student's responsibility to keep the locker locked and in good order by having waste material thrown out and storing only school materials in the locker. The hallway, athletic and physical education lockers are the property of North Newton Jr./Sr. High School and are subject to inspection by authorized school personnel. All hallway locker problems should be reported to the Student Services. **The school is not responsible for lost or stolen items.** Each student is responsible for the contents of his/her assigned locker. Students are reminded that "presetting" their locker combination makes the contents of their lockers accessible to all.

All lockers and other storage areas provided for students use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage areas except with lock provided by or approved by the Principal in which the locker or storage area is located. Unapproved locks shall be removed and destroyed. School officials shall have the right, without warrant or prior notice, to conduct a search or inspection of any locker when a school official has a reasonable suspicion that such inspection is necessary for the protection of the health and welfare of the students or to prevent disruption of the educational program of the school. School officials may also examine the contents of a locker in connection with a general administrative inspection of all lockers.

Students are discouraged from sharing lockers and placing their possessions in any locker other than their own. Students who experience difficulty with a locker and need repairs should secure an appropriate pass to the office.

LOCKER ROOMS AND P.E. LOCKERS

1. **The school is not responsible for any loss of money or personal belongings from the locker rooms. Locks are provided for physical education lockers. It is your responsibility to see that your belongings are locked up at all times.**
2. Students will be required to pay for locks lost through negligence.
3. For your own security, you should not give your combination to anyone.
4. To protect the finish on the gym floor, enter the locker room only through the cafeteria.

"LOST" AND "FOUND"

The "Lost and Found" area is located in the hallway outside of the Main Office. Students who have misplaced something should check with the clerical personnel on a regular basis. Students are encouraged to return "found" articles to the Main Office or Student Services. To a great extent, all public schools operate on the honor system.

MEDIA CENTER

The Media Center is available to students from 7:15 am until 2:00 pm. Passes are required to use the library during class time. The passes are given by classroom teachers or the librarian. The Media Center maintains a collection of fiction, non-fiction materials and audio-visual equipment. Students are encouraged to return check-out materials at the time they are due. They may be checked out for an extended period of time, if in the opinion of the librarian, it is a necessity and not hindering other students from using the materials. If materials are not returned promptly, it may be deemed that the book is lost and an assessment will be made to replace the material. Damaged materials will be replaced at cost and charged to the student. The Media Center also maintains iPads for students to borrow per the iPad Responsible Use Policy and at the discretion of the librarian.

MEDICAL TREATMENTS

Indiana State Law does not allow school personnel to dispense any medication for student use; however, students may bring their own medications to school with parent or guardian approval. These Medications shall be registered with the nurse or the secretary in the

Administrative Office. **Any North Newton student found in possession of non-registered medication will be subject to disciplinary action** under Student Handbook rule eight (8) "Drugs and Alcohol". Emergency first aid may be administered by the school nurse or other school personnel as necessary.

— *Avenues of Help*

Jasper - Newton Mental Health Clinic, Rensselaer, Indiana (219-866-4194)

Hours: 8:00 a.m. — 5:00 p.m., Monday thru Friday

Therapist on call 24 hours a day

Fees based on ability to pay (available to anyone)

Will see student (under 18) one time without parental consent

Franciscan Hospital, Rensselaer, Indiana (219-866-5141)

Newton County Sheriff's Department, Kentland, Indiana (219-474-5661)

Welfare Office, Morocco, Indiana (219-285-2206)

Our Lady of Mercy Hospital, Dyer, Indiana (219-327-6717)

Crisis Center, Rensselaer, Indiana (219-866-8825)

Charter Hospital, Lafayette, Indiana (800-544-1562 or 317-448-6999)

Juvenile Office, Kentland, Indiana (219-474-6081)

Family Physician

Clergyman

MEDICATIONS AT SCHOOL (ADMINISTRATION)

Storage of medication at school: All medication shall be brought to the Pat Anderson Student Services Office. Students are not to possess any medication at school, except as provided by state law. Cough drops may be kept in the classroom with administrative authorization.

Consent of student's parent/legal guardian: No medication, either prescription or nonprescription, shall be administered to a student without the written and dated consent of the student's parent/legal guardian. The consent of the parent/legal guardian shall be valid only for the period specified on the consent form and in no case longer than the current school year.

Nonprescription medicine: All nonprescription medicine to be administered to a student must be accompanied by a statement from the student's parent/legal guardian describing the medicine, the dosage, and the time for it to be administered to the student. Nonprescription medication shall be in its original bottle/container stating the proper dosage for the student's age and weight.

Nonprescription medicine will be administered in accordance with the parent/legal guardian statement. If the parent/legal guardian statement requests a different dosage than what is described on the original bottle/container for the student's age and or weight, then the different dosage amount will only be administered to the student with the signed and dated authorization of the student's physician. The student's parent/legal guardian must complete the North Newton School Corporation Medication Form prior to the student being allowed to take the nonprescription medicine at school.

Prescription medicine: All prescription medicine, including medicine that is injected and all blood glucose test by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent/legal guardian is required. The written and dated consent of the parent/legal guardian and the written order of the physician shall be kept on file. Prescription medication shall be administered in accordance with the physician's order. The student's parent/legal guardian and the physician must complete the North Newton School Corporation Medication Form prior to the student being allowed to take the prescription medicine at school.

MESSAGES FOR STUDENTS

Due to the large number of students that we have and a limited number of clerical personnel, the school will not accept or deliver messages to students except in case of an emergency. Telephone messages resulting in a notification of students can be very disruptive and should be handled at a time other than during the school day.

MILITARY OPT OUT FORM

According to the Education Reform Bill, all public schools are required to release directory information to military recruiters. The recruiters request a list of the current juniors and seniors, their addresses and phone numbers. If you wish to have your student removed from this military contact list, please contact Student Services and request a Military Opt out Form.

NON-DISCRIMINATION POLICY

North Newton School Corporation has adopted a policy stating that no person shall, on the grounds of race, national origin, sex, age, or handicap be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program, activity, event or job. Any person who feels that they have been discriminated against should contact Karen Fatouros, North Newton Jr./Sr. High School, 1641 West 250 North, Morocco, Indiana 47963 or phone 219-285-2252.

TITLE IX COORDINATOR (SEX)

Director Of Guidance

North Newton Jr./Sr. High School

1641 W 250 N.

Morocco, Indiana 47963

(219) 285-2556

SECTION 504 COORDINATOR (HANDICAPPED)

Superintendent of Schools

North Newton School Corporation

310 South Lincoln Street, PO Box 8

Morocco, Indiana 47963

(219) 285-2228

Any other information concerning the above policies may be obtained by contacting the corporation superintendent.

PASSES

Students must have a pass from a staff member or be accompanied by a staff member to be in the halls during class time. A pass shall be used only for the destination listed on it. Passes to go to an area should be secured in advance (before school or between class periods) from the teachers who will be receiving the student. Any student who abuses the pass policy will be placed on a "No Fly List" for the remainder of the semester.

PEST CONTROL COMPLIANCE INFORMATION

Schedule of pest control inspection and services in North Newton Jr./Sr High School are the second Thursday of each month after regular school hours. Substances used on scheduled services in the above schools are paste and gel bait insecticides, which are not subject to the provisions of the regulations. All applications of the pesticides are done in strict compliance with label instructions by duly certified applicators.

In case of an emergency, when any other pesticides are needed to be used in and around the schools, the matter will be discussed with school administration and proper action will be taken in accordance with School Corporation Regulations and School Board Policy. A copy of the School Corporation Pest Control Regulations and School Board Policy pertaining to pest control are available upon request from North Newton School Corporation Administrative Office.

RENTAL TEXTBOOKS AND CLASSROOM MATERIALS

At the time of enrollment, students are charged textbook rental costs (Book Rental Section of Statement) and fees for consumable materials that will be used in classes for which they are enrolled (Consumables section). These costs are based upon the individual course of study chosen by the student. Students may make partial payment at the time of registration but are encouraged to have the total obligation paid by the end of the first quarter (nine weeks). Students who have schedule changes should pay the adjusted fees in full at the time of the change. Students who withdraw from school will receive a prorated amount of their book rental costs. However, many consumable materials used in classes lose all their value once they have been used for any part of the class.

RETENTION POLICY

Any student in Junior High (7th or 8th grade) who fails two or more core classes in the first semester and two or more core classes in the second semester may be retained in junior high school. Core classes are: Language Arts, Math, Social Studies, Science, and Reading.

SCHOOL DANCES

1. Only North Newton Junior High students will be able to attend Junior High dances, no guest passes allowed.
2. Junior High students will not be able to attend High School dances.
3. High School students will not be able to attend Junior High dances.
4. Only students who are in good standing in regards to attendance will be able to attend school sponsored dances. Students may not attend if they have 8 or more unexcused absences.

5. Only North Newton High School students and their guests may attend the dances. The student who brings an out-of-school guest is responsible for the conduct of that guest and must register the guest in the main office. Guests must be under the age of 21. North Newton students bringing a guest must have provided a signed permission form from the school's guest within 2 days of the dance.
6. Students are expected to arrive no later than 30 minutes after the dance starts unless prior arrangements have been made and approved by the administration. Students are expected to be picked up or leave within 15 minutes after a dance concludes.
7. Students attending dances are not permitted to leave and re-enter.
8. Dance sponsors and chaperones are ultimately responsible for maintaining discipline at the dance. If, in the opinion of the sponsor/chaperone, a student's/guest's behavior does not meet the school standards, the student/guest will be asked to leave the dance or will be denied entrance to the dance. Any such violations will be reported to the administration and possibly to the legal authorities. Parents will also be notified.
9. As with all school supported functions, students who violate rules regarding smoking, tobacco, alcohol, vaping and drug use will be subject to school rules regarding these violations. Students violating such rules will be denied entrance to the dance and possibly the legal authorities.
10. All appropriate school policies and regulations will be enforced. In addition to possible school suspension, violators of public laws are subject to the loss of privileges regarding participation and/or attendance in any or all extracurricular activities for a length of time as determined by the school administration.

STUDENT ACTIVITIES/ATHLETIC PARTICIPATION

North Newton Schools recognize the value of a comprehensive extra-curricular program and encourages student participation. All activities require the approval of an administrator and must have a teacher sponsor. Activities and functions are prohibited that are not under the direct supervision of a teacher sponsor. Students must be legally enrolled in the educational program in order to participate in

extracurricular activities. To be eligible to participate in extracurricular activities, a student is expected to be present in school the day of said activity. See Athletic Handbook for detailed explanations. In case of mitigating circumstances, the Principal may waive the attendance requirement. **Any student with more than four (4) unexcused absences or truant absences per class, per semester may lose their right to participate in extracurricular activities.** Students participating in or attending extra-curricular shall conduct themselves with pride and dignity to bring honor to themselves, their school and community. All policies, rules, regulations, or guidelines pertaining to student behavior and conduct shall be in effect for extra-curricular activities.

The rules and regulations of the Indiana High School Athletic Association shall govern all appropriate interscholastic athletic programs.

The rules and regulations adopted by the North Newton Jr./Sr. High School Athletic Council shall govern student athletic participation.

The following schedule is recommended as the closing time for all evening activities: 9:30 p.m. for all activities during the week. 11:00 p.m. for all activities on Friday and Saturday.

For special events, such as the prom, a later closing time may be approved by the Principal.

Wednesday (after the school day) and Sunday activities are discouraged and must have the approval of the Superintendent. Organizations shall make every effort to avoid evening activities during final examinations.

STUDENT DELIVERIES

Deliveries of personal greetings for birthdays and other special events will be allowed to the office only.

STUDENT IDENTIFICATION

All students at North Newton Jr./Sr. High School will be provided with a student identification card upon enrolling in school. The student must have this ID card on his/her person while attending school or any school-related activities. The ID card is used for a variety of purposes at North Newton Jr./Sr. High School, including checking out items from the Library, field trips, athletic activities, dances, and parking permits. Lost or damaged ID cards must be replaced immediately at a cost of five dollars (\$5.00) to the student. Failure to carry or surrender a student ID will result in an after-school detention or suspension.

STUDENT SCHEDULE CHANGES

Schedule changes will be made at the discretion of school administrators or counselors. Any student wishing to make a schedule should make an appointment to see the appropriate counselor.

STUDENT VISITORS

North Newton Jr./Sr. High School does not permit student visitors during school hours. Younger brothers and sisters or small children are not to be brought to school unless bringing them is related to class work and approval of teacher and principal has been obtained prior to class.

TELEPHONE USE

Office telephones are for school business. Students will be called out of class for incoming emergency calls only. Students placing long

distance calls must use calling cards or call collect. The office telephone will be made available to students when there has been a change in the regular practice or game schedule.

STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing up process our children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does not provide medical insurance when students are injured at school. This is the responsibility of the parents or legal guardians.

Available through the State of Indiana is a health insurance program called Hoosier Healthwise for Children. The eligibility depends on the number of family members and the family income. Informational pamphlets on Hoosier Healthwise are available in the school office.

PLEDGE AND CONSENT

NORTH NEWTON SCHOOL CORPORATION

As a student participant in extra-curricular and/or student driver activities in the **NORTH NEWTON SCHOOL CORPORATION** I recognize and accept the fact that my participation and driving is a privilege and an opportunity for me to make significant contribution to my school, my community, and my personal development. Representing the **NORTH NEWTON SCHOOL CORPORATION** in extracurricular activities and driving to school places many responsibilities upon me as an individual. Many people including fellow students, faculty members, sponsors, coaches, school officials, and parents are giving many hours of time and a great deal of financial support to provide fine programs for me. In consideration of this, I agree to live by and conduct myself in accordance with the following pledge:

1. I will conduct myself so as to reflect only honor upon myself, my fellow students, my school, my parents, and my community at all times, and in all places.
2. I will keep myself mentally and physically alert so that I can contribute my best efforts and benefit myself, my fellow participants, my school, and my community.
3. I will not use tobacco, alcohol, or unlawful illicit drugs while a student of **NORTH NEWTON SCHOOL CORPORATION**.
4. I will actively discourage the use of tobacco, alcohol, and drugs among youth in order to achieve a tobacco, alcohol, and drug-free school.

STUDENT PICTURE RELEASE

NORTH NEWTON SCHOOL CORPORATION

Parent or Guardian will be signing the following release statement at registration: "My student Has or Does Not Have permission to have their picture, artwork, poetry, etc. published on the school website, in the school newsletter, school yearbook and local news publications".

NORTH NEWTON JR./SR. HIGH SCHOOL

EXTRA-CURRICULAR ACTIVITIES

SUBSTANCE ABUSE POLICY

Any use and or possession of tobacco, alcohol, drugs and prescription drugs without a prescription, in season or out of season, during school or out of school is prohibited. Any athlete, club or organization member that is caught breaking the Substance Abuse Policy will be subject to the following actions:

1st offense –

- A. Athletic/Club & Organization Suspension – The student will be suspended from competition for 20% of the season or no less than two (2) contests. If less than 20% is left in one season, the remaining percent shall be served during the student's next season.
- B. Driving Privileges – Student drivers will be suspended from driving to/from school for two (2) weeks. The suspension may carry over from one school year to the next.

2nd offense –

The student's participation in any extra-curricular programs and driving privileges will be suspended for one calendar year (365 days) from the point of infraction.

3rd offense –

The student's participation in any extra-curricular programs and driving privileges will be terminated for the remainder of his/her Jr./Sr. High School career.

NORTH NEWTON JR./SR. HIGH SCHOOL EXTRA-CURRICULAR/STUDENT DRIVER RANDOM SCREENING POLICY & PROCEDURES

PURPOSE

North Newton Jr./Sr. High School believes that all students can be successful. This is especially true when obstacles that impede success are removed. The implementation of a random drug screening policy will offer students of North Newton Jr./Sr. High School a substance abuse-free environment. The purpose of this program is to create a supportive environment in which students are able to make responsible and healthy choices.

SCOPE

This program will include every student who participates in any school sanctioned extra-curricular activity, such as athletics, clubs, work programs, etc. Any student who wishes to drive to school will also be required to participate. Participation in the drug screening program is a condition of participation. Students or their parents/guardians who do not give consent will not be allowed to participate in a school sanctioned activity or drive to school until consent has been given. All students who fall into these categories will be required to submit a urine sample if they are selected during the random screening process. Failure to give consent to participate or submit a sample will be considered as a positive result. This policy and procedure will not violate the rights or liberties of any participant in accordance with local, state, and federal laws.

DRUG EDUCATION

The administration will inform the parents of students of the conditions and expectations of the screening program and will provide a consent form. The consent form must be signed and returned prior to participation.

PHILOSOPHY

The philosophy of the program is to assist students in making healthy life choices. The purpose of this program is to educate, help, and direct students away from substance and alcohol abuse; and towards a healthy and substance-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by the school under this program other than those stated therein. However, a student will be suspended from extra-curricular activities and/or driving privileges if found in violation of this policy.

TESTING PROCEDURES

The testing procedure will consist of established procedures of the company contracted to take and process the samples given by the students. A copy of these procedures will be made available to parents, guardians, or students upon request.

1. Students' names will be placed into a pool/database and assigned a number. A list of students will be randomly selected by the testing company. The list will be sent to North Newton High School. Students will be given no advance notice or early warning of testing. The administration will bring each student to submit a sample. An area for sample collection will be provided that will ensure privacy and the integrity of the sample. The sample will be collected by a representative of the testing company.
2. If the student shows signs of reasonable suspicion, the administration may call the student's parent/guardian and ask that a student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, parent/guardian may request testing of his/her student. A parent/guardian may request that their child be tested twice if they are not originally selected. This is to avoid the misuse of the process due to the cost of each test.
3. All samples will remain under the supervision of the administration of North Newton Jr./Sr. High School. The sample will be analyzed by the testing company. In addition a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. All students will remain under the administration's supervision until they have produced an adequate sample. If the student is unable to produce a sample, the student may be given up to twenty four (24) ounces of fluid. If the student is still unable to produce a sample within one hour, the student's parent/guardian will be notified that the student will not be able to participate in the activities he or she is currently involved until a sample is produced.
5. If it is proven that tampering or cheating has occurred during the collection of the sample, the student will become ineligible for all activities until results are produced by the parent/guardian at their own expense.
6. The laboratory selected must follow the standards set by the Department of Health and Human Services and must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA).

CHAIN OF CUSTODY

1. The student will be escorted to the testing site by an administrator/designee. All students will not be sent to the testing site simultaneously. Testing four to five students at a time allows the testing to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class.
2. Once at the health suite (testing area), the student must sign in and, as soon as called by the collection technician (or designee), provide a specimen.
3. The collection technician (or designee) will give each student being tested a specimen container. At that time the student will sign a verification form indicating the specimen container is untainted. The specimen container will remain in the student's possession until a seal is placed upon the specimen container by the collection technician (or designee). The student and collection technician (or designee) will sign that the specimen has been sealed. The seal may be broken or opened only by the laboratory testing the specimen.
4. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid, and will be discarded without being tested.
5. The students will enter the restroom provided by the collection technician (or designee). Students will be instructed to remove coats and wash their hands in the presence of the supervisor. The door will be closed with the student by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample.
6. The laboratory personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results to the principal (or designee).

POSITIVE TEST RESULTS AND APPEAL

In the event a student tests positive by the laboratory, that result will be sent to a Medical Review Officer. The Medical Review Officer shall be a licensed physician with knowledge of substance abuse disorders. The role of the Medical Review Officer is to review and interpret positive test results. The Medical Review Officer is a physician knowledgeable in the medical use of prescription drugs and pharmacology and toxicology of illicit drugs. It will be the Medical Review Officer's role to determine any valid medical reason for the positive test. The Medical Review Officer will contact the principal (or designee) of the results. The principal (or designee) will contact the custodial parent/guardian and the student about these results. If an acceptable reason for the positive test is not established, the test will be considered "failed," and then the principal (or designee) will be contacted regarding the results.

In the event of a failed test, the student and custodial parent/guardian will be told that a restriction from participating in any of the listed activities and/or driving to school will be imposed for thirty (30) days. The student or his/her custodial parent/guardian may appeal by requesting that the urine sample (kept by the lab for a year) be tested again by the laboratory (or another accredited laboratory) at a cost to the student or his/her custodial parent/guardian.

To be able to resume the privilege of participating in activities and/or driving to school, the student will be tested again at the expense of the student or his/her custodial parent/guardian. This testing may occur at any time. The student will also be required to receive substance abuse assessment from an outside agency at the expense of the student or custodial parent/guardian. The results of this assessment will be forwarded to the principal (or designee).

If the student fails a test a second time, the student will be restricted from activities and/or driving to school for one calendar year. This restriction begins from the time the student or custodial parent/guardian is notified. Multiple failed tests are indicative of continued substance use and will mean that the student will be referred for professional evaluation to be paid for by the custodial parent/guardian.

WCMS COLLECTION PROCEDURES

Both WCMS and its collectors ensure the integrity and security of the specimen throughout the entire collection process. Our collectors are DATIA certified and follow all DOT regulations. We rely on our collectors to perform their job professionally and provide the donor's modesty and privacy.

- Step 1: Student checks in with collector and removes coat and empties pockets.
- Step 2: Collector writes the students assigned ID number on chain of custody, and has the student sign his/her name on copy 2 of the chain of custody, student then initials both specimen labels.
- Step 3: Collector gives student a collection container to provide a specimen.
- Step 4: Collector prepares restroom for donor (stool will have dye and faucets turned off).
- Step 5: Collector explains to student, he/she will need to void about half way into specimen container, not to flush and bring specimen out to collector when finished.
- Step 6: Student enters restroom by him/herself, closes door, provides sample, hands specimen to collector. Students will not leave or have his/her sample out of their view until WCMS completes the remaining steps.

Step 7: Collector checks specimen temperature and color.

Step 8: Collector pours specimen into 2 vials (opened in front of student) then seals bottles and places specimen labels (initialed by student) on sealed bottles.

Step 9: Collector places the sealed specimen and chain of custody in the plastic bag and seals the specimen bag.

Step 10: Sealed bag with all items will be secure and transported back to WCMS, where they will be picked up and sent out to our lab.

GENERAL TRAINING AND BEHAVIOR REGULATIONS

Training and behavior regulations are rules to be followed. They are guides to help you become a better athlete and student representative of North Newton School Corporation. These regulations at North Newton School Corporation are in effect all year (summer as well as the school year/in or out of school/on or off school grounds), and we expect all our students to adhere strictly to all of these rules. Additionally, offenses and/or violations of these policies are accumulative during a student's participation in all extra-curricular activities at the high school level. You are also governed by the Substance Abuse Policy for the North Newton School Corporation.

POSSIBLE SUSPENSIONS OTHER THAN SUBSTANCE ABUSE

Personal Behavior:

1. A student may be suspended from athletics/club activities for conduct unbecoming a North Newton School Corporation student/athlete, which includes, but is not limited to, the following: use of violence, force, hazing, noise, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with the extra-curricular program. He/she may be suspended for urging other students to engage in the above conduct.
2. Damage involving personal or school property, theft, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possession of weapons, failing in a substantial number of instances to comply with directions of coaches and/or rules of the athletic/activities program and the school. All are grounds for suspension.
3. Profanity or other vulgar, obscene behavior, will not be tolerated.
4. Disrespect, rude behavior, and/or harassment will not be tolerated. We expect our students to be courteous and respectful at all times.
5. Classroom behavior should set an example for other students. Proper respectful attention should be given to teachers, fellow students, and classroom activities. Horseplay, clowning, and smart mouthing are not acceptable habits of behavior in the classrooms, halls, lunchrooms or most other places.

PROCEDURE FOR SUSPENSION

- | | |
|--------------------------|---|
| <u>First Infraction</u> | – The student will miss a minimum of 20% or no less than two (2) contests of his/her current sport/activity season and/or his/her next sport/activity season, beginning when the first violation is discovered and verified by the school officials. If less than 20% are left in one season, the remaining percent shall be served during the student's next season. |
| <u>Second Infraction</u> | – The student will miss 100% of the contests (equivalent of one full season of his/her current sport/activity season). |
| <u>Third Infraction</u> | – The student will be suspended for one calendar year from the time of the suspension. |
| <u>Fourth Infraction</u> | – The student will be declared ineligible for the remainder of his/her high school career. |

INELIGIBLE

Athletics: Students must participate in all practices, but may not participate in contests during the assigned length of suspension.

Clubs: Students may not attend meetings or participate in any club sponsored activities during the assigned length of suspension.