

NORTH NEWTON JR./SR. HIGH SCHOOL

HOME OF THE SPARTANS

1641 WEST 250 NORTH, MOROCCO, IN 47963

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CEEB OR ETS CODE NUMBER: 152435

www.nn.k12.in.us

SCHOOL ADMINISTRATION

Kathryn Heintz - Principal

Tony Brooks - Assistant Principal

Sam Zachery – Athletic, Attendance, & Activities Director

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GUIDANCE DEPARTMENT

Alexis Fitzsimons – Director of Student Services

Shawna Slavens - Behavioral Interventionist

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VISION STATEMENT

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

MISSION STATEMENT OF NORTH NEWTON JR-SR HIGH SCHOOL

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 OF A SPARTAN

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 the 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.



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.*

DAILY BELL SCHEDULE

Student Day: 7:30AM – 2:20PM

HIGH SCHOOL – B LUNCH		HIGH SCHOOL – C LUNCH	
7:30 – 8:15	1 st Hour	7:30 – 8:15	1 st Hour
8:20 – 9:05	2 nd Hour	8:20 – 9:05	2 nd Hour
9:10 – 9:55	3 rd Hour	9:10 – 9:55	3 rd Hour
10:00 – 10:45	4 th Hour	10:00 – 10:45	4 th Hour
10:50 – 11:15	Spartan Time	10:50 – 11:15	Spartan Time
11:15 – 11:45	B Lunch	11:20 – 12:05	5 th Hour
11:50 – 12:35	5 th Hour	12:05 – 12:35	C Lunch
12:40 – 1:25	6 th Hour	12:40 – 1:25	6 th Hour
1:30 – 2:20	7 th Hour	1:30 – 2:20	7 th Hour

JUNIOR HIGH					
Blue Day Mondays & Wednesdays	Time	Orange Day Tuesdays & Thursdays	Time	Traditional Day Friday	Time
1 st Hour	7:30 – 8:15	1 st Hour	7:30 – 8:15	1st Hour	7:15 – 8:15
Block 1	8:20 – 9:45	Block 4	8:20 – 9:45	Block 1	8:20 – 9:05
Block 2	9:50 – 10:45	Block 5	9:50 – 10:45	Block 3	9:10 – 9:55
Lunch	10:45 – 11:15	Lunch	10:45 – 11:15	Block 4	10:00 – 10:45
Spartan Time	11:20 – 11:55	Block 5	11:20 – 11:55	Lunch	10:45 – 11:15
				Spartan Time	11:20 – 11:45
Block 3	12:00 – 1:25	Block 6	12:00 – 1:25	Block 5	11:50 – 12:35
7 th Hour	1:30 – 2:20	7 th Hour	1:30 – 2:20	Block 6	12:40 – 1:25
				7 th Hour	1:30 – 2:20

2 HOUR DELAY SCHEDULE

HIGH SCHOOL – B LUNCH		HIGH SCHOOL – C LUNCH	
9:30 – 10:05	1 st Hour	9:30 – 10:05	1 st Hour
10:10 – 10:45	2 nd Hour	10:10 – 10:45	2 nd Hour
10:50 – 11:25	3 rd Hour	10:50 – 11:25	3 rd Hour
11:30 – 12:00	4 th Hour	11:30 – 12:00	4 th Hour
12:00- 12:30	B Lunch	12:05 – 12:35	5 th Hour
12:35 – 1:05	5 th Hour	12:35 – 1:05	C Lunch
1:10 – 1:40	6 th Hour	1:10 – 1:40	6 th Hour
1:45 – 2:20	7 th Hour	1:45 – 2:20	7 th Hour

JUNIOR HIGH					
Blue Day	Time	Orange Day	Time	Traditional Day	Time
1 st Hour	9:30 – 10:05	1 st Hour	9:30 – 10:05	1st Hour	9:30 -10:05
Block 1	10:10 – 11:05	Block 4	10:10 – 11:05	Block 1	10:10 – 10:45
Lunch	11:05 – 11:35	Lunch	11:05 – 11:35	Block 3	10:50 – 11:25
Block 2	11:40 – 12:35	Block 5	11:40 – 12:35	Lunch	11:25 – 11:55
Block 3	12:40 – 1:40	Block 6	12:40 – 1:40	Block 4	12:00 – 12:30
7 th Hour	1:45 – 2:20	7 th Hour	1:45 – 2:20	Block 5	12:35 – 1:05
				Block 6	1:10 – 1:40
				7 th Hour	1:45 – 2:20

I. ORGANIZATIONAL INFORMATION

SCHOOL DELAYS AND CLOSINGS

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 (NNSC) website, NNSC notification/alert system Messenger, and the school's Facebook account 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. There will not be an early release day if there is a 2-hr delay.

BUILDING HOURS

The building will be open in the morning by 7:15AM and close by 2:45PM. Students in the building after 2:35PM must be supervised by a coach, club sponsor, etc. Custodians are not to assume this responsibility.

CLOSED CAMPUS

North Newton Jr-Sr High School is a closed campus. This means that upon the arrival of a student on campus students are not permitted to leave the school grounds without permission of the administration. This also applies to not allowing food to be delivered to the building. 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 notices of the appointment date, time, and location.
2. The student is required to sign-out at the Student Services.

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. As required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Superintendent of the North Newton School Corporation or to the Office of Civil Rights, U.S. Department.

DISABLED INDIVIDUALS POLICY STATEMENT

It is the policy of the North Newton School Corporation not to discriminate against an otherwise qualified disabled person, solely be reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Superintendent of North Newton School Corporation, PO Box 8, South Lincoln Street, Morocco, IN 47963, or the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

II. DISCIPLINE DEFINITIONS AND PROCEDURES

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/or prosecution by civil authorities.

Students are expected to:

- A) Act respectfully toward adults and fellow students;
- B) Be prompt to school and attentive in class;
- C) Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background;
- D) Complete assigned tasks on time and as directed; and
- E) Help maintain a school environment that is safe, friendly, and productive.

Students are subject to school rules:

1. On school grounds before or during school hours or after school hours and at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. While traveling to or from school or a school activity, function, or event.

A school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

In addition, students may be disciplined for engaging in unlawful activity on or off school grounds which may be reasonably be considered an interference with school purposes or educational functions or which necessitates their removal to restore order or protect persons or school property. This includes any such unlawful activity that takes place during weekends, holidays, and other school breaks, and the summer period when a student may not be attending classes or other school functions. In the absence of student self-discipline, there are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior when it interferes with school purposes or educational functions. Each administrator, teacher, or any other school personnel is responsible for enforcing the rules for student conduct adopted by the individual school and the Board of School Trustees. Where a conflict in policy exists, School Board regulations or State/Federal statute supersedes this handbook. These decisions will be based on the welfare of the total school community and the behavior's effect of the learning environment. While some infractions will receive the maximum allowable punishment, other disciplinary consequences may be altered, based on the discretion of the principal.

ACADEMIC DISHONESTY

Students are expected to demonstrate integrity in their learning processes. Academic dishonesty is described in the following three ways:

- **Passive:** knowing or having knowledge of a student altering, affecting, influencing, or enhancing his/her grade or other academic standing/work (cheating) by means other than through personal knowledge.
- **Active:** a student directly involved in student altering, affecting, influencing, or enhancing his/her grade or other academic standing/work (cheating) by means other than through personal knowledge. This includes using artificial intelligence.
- **Aggressive:** a student or students planning, scheming, organizing, or conspiring, and then putting into action or making available a means that could alter, affect, influence, or enhance a student's grade or other academic standing/work. This would include plagiarism. This includes using artificial intelligence.

BATTERY

When a student physically assaults another student without the other student reciprocating.

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

CELL PHONE & ELECTRONIC POLICY

The purpose of this policy is to ensure a conducive learning environment and minimize distractions during instructional time while also recognizing the educational potential of wireless communication devices.

Definitions:

1. **Instructional Time:** Refers to the time during which students are engaged in educational activities as defined in IC 20-30-2-1. North Newton Jr-Sr High School will consider instructional time to mean bell to bell learning in the classroom.
2. **Wireless Communication Device:** Any portable device capable of voice, messaging, or data communication, including but not limited to cellular phones, tablet computers, laptop computers, wireless earbuds, smart phones, and gaming devices.

Policy:

1. **Prohibition During Instructional Time:** Students are prohibited from using wireless communication devices during classroom time (in the classroom), unless permitted otherwise by this policy.
2. **Educational Use Authorization:** North Newton Jr-Sr High School will allow students to use North Newton Jr-Sr High School assigned Chromebooks for learning purposes. Teachers may allow students with advanced knowledge/permission to use wireless communication devices for educational purposes such as calculators during instructional time.
3. **Exemptions:** Students with individualized education programs (IEPs) or plans developed under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, shall not be prohibited from using wireless communication devices during instructional time if such use is included in their plans.

This policy is enacted in compliance with Section 40.7 of IC 20-26-5-40.7 of the Indiana Code, effective July 1, 2024. This policy aims to balance the need for a focused learning environment with the educational potential of wireless communication devices, ensuring that their use is regulated in a manner that maximizes their benefits while minimizing disruptions.

SEXTING & UNAUTHORIZED VIDEO RECORDINGS

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. Students possessing wireless or electronic communication devices that contain evidence of “sexual conduct” related to child exploitations [IC 35-42-4-4(b)], child pornography [IC 35-42-4-4(c)], and sexual conduct [IC 35-42-4-4(a)] will face legal consequences per the above-referenced Indiana Code. A person convicted of or adjudicated as a juvenile delinquent for violating the child exploitation statute is required to register as a sex offender per the Indiana Sex Offender Registration Statue [IC 11-8-8-7] and the Sex Offender Offense Statute [IC 35-42-4-11]. A student who violates this policy is subject to suspension and/or expulsion.

Administration reserves the right to confiscate and search any item or device used or suspected to be used in such activity.

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.

- Taking, recording, displaying, and/or distributing pictures (digital or using any media), video, or audio recordings without the consent of the student or staff member in a situation not related to school purpose or education functions.
- Creating or distributing information including information distributed via email or web sites, including social networking sites, which results in, or is likely to result in, the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, misrepresents the identity of a student, or invades the privacy of an identified or identifiable person.
- 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.

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.

SMART WATCHES, BLUETOOTH TECHNOLOGIES

If Bluetooth technologies become disruptive, students may be required to place them out of sight. Failure to comply will be considered insubordination.

COERCION

Using force, attempted force, or the threat of force to take money, or something of value from another person, engaging in blackmail, or using coercion to gain something of value or an advantage is not allowed.

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, it may be reported to law enforcement and the student may face prosecution by civil authorities. Any littering on school property is prohibited.

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 discipline consequences. 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.

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 student 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 law enforcement.

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. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function shall result in disciplinary action up to and including suspension/expulsion. Engaging in any speech, drawings, or conduct that is lewd, vulgar, indecent, or offensive to the purposes of the North Newton School Corporation while on school grounds or at a school-affiliated event, including, but not limited to, speech, drawings, or conduct that relates to sexual acts, cults, street gangs, ethnic slurs, etc., that are disruptive to the educational atmosphere.

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.

DRESS CODE

The purpose of the dress code is to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. North Newton Administration reserves the right to use discretion in determining the type of clothing allowable in the school setting. Failure to comply with the dress code may result in the student being removed from class until compliance is met, in addition to possible disciplinary action. Any attire or appearance deemed to be a distraction or interference with the educational process or school function is not allowed.

- Any clothing, which reveals undergarments, the lack of undergarments, and/or excessive skin will be considered inappropriate. This may include:
 - Midriff, back, and lower shoulder blade areas;
 - Spaghetti strap tank tops
 - Cut off shirt
 - Tank tops straps need at least a three-finger width
 - Shirts cannot be shorter than two finger width
 - Clothes that resemble undergarments; and
 - Shorts and skirts that are not worn at the waist or fail to cover undergarments and buttocks
 - Transparent/translucent/sheer or other such clothing that reveals undergarments.
- Hats, hoods, and coverings worn on the head inside the school building during the school day are not permitted.
- Holes in jeans, capris, etc. must NOT be shorter than your fingertips/mid thigh.

- Shorts, skirts, dresses, must NOT be shorter than your fingertips/midhigh.
- Clothing, jewelry, or accessories that may be considered a safety concern or reference drugs, alcohol, tobacco, gangs, illegal substances or activities, vulgar or lewd content, racially or morally questionable content are prohibited.
- No blankets in the classroom or hallway.
- 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.
- Items such as chains, bandanas, handkerchiefs, etc. shall not be worn or hanging from pockets, belts, wallets, etc. on school grounds.
- 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.

BOOK BAGS/CARRYING BAGS

Students are permitted to bring school and athletic bags to school. With an emphasis placed on the safety of students, all bags are to be kept in lockers during the academic day. The last period of the day is according to teacher discretion.

DRUGS, TOBACCO, 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 of 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.

Selling or attempting to sell marijuana or drug paraphernalia in conjunction with restricted activity under this section or for the purpose of causing a violation under this section or any activity forbidden under IC 35-48-4.

Medications found on students, who have not followed the medication/school health services policy, will be subject to disciplinary actions by building administration. All medications should be administered and kept in the nurse's office and not on the student's person. Possession of any over-the-counter medication, supplement, or substance in a quantity greater than the recommended daily dose is prohibited. Such violation is subject to discipline in line with possession of a controlled substance.

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: cigarettes, snuff, e-cigarettes, vapor pipe, vapes, Juuls, smoking or vaping paraphernalia (lighters, matches, liquids for vaping and or smoking/vaping parts or accessories, etc) 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.

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.

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 or condone 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.

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, (she/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.

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 cannot have food and/or drinks in their locker unless provided administration permission.

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.

GAMBLING

Any form of gambling is strictly prohibited at North Newton Jr.- Sr. High School.

GANG AND CRIMINAL ACTIVITY

No student on or about school property or at any school function or activity shall: Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other item that may be viewed as evidence of membership or affiliation in any gang;

Commit any act of omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, other written communications, etc.), in furtherance of the interests of any gang or gang activity, including, but not limited to:

1. Showing affiliation in a gang;
2. Soliciting others for membership in any gang;
3. Requesting any person to pay for protection or otherwise intimidating or threatening any person;
4. Committing any other illegal act or other violation of school corporation policies; and/or
5. Inciting other students to act with physical violence upon any other person.

HABITUAL OFFENDER

A habitual offender is defined as a student who has been disciplined and either suspended (in-school or out-of-school) more than ten (10) days in a semester or fifteen (15) days in a school year OR served eight (8) Friday detentions in a school year.

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.

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 of 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.

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.

ILLEGAL / UNLAWFUL ACTIVITY

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

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.

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.

LEWD, INDECENT OR OFFENSIVE BEHAVIOR

Any behavior offensive to common propriety or decency, including, but not limited to, "mooning" indecent exposure, offensive touching, possession, distribution or display of obscene, drug related, or "hate" material or similar behavior may result in a detention, suspension or possible recommendation for expulsion.

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.

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.

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.

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.

SEE SOMETHING, SAY SOMETHING

Good citizenship entails responsibility in caring for the school community. All persons shall report the actions or plans for action of another person to an adult staff member where those actions or plans, if carried out, could result in harm to a person or persons or damage property. Failure to report is grounds for disciplinary action including up to suspension and/or expulsion.

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.

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.

TOBACCO

Students are not to use, possess, purchase or sell any tobacco or nicotine-containing products of any kind or in any form. This includes but is not limited to tobacco products, lighters, matches, electronic cigarettes, electronic cigarette pods, hookah pens or any smoking/vapor device.

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.

UNAUTHORIZED AREA

After arriving at 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.

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.

VANDALISM AND DESTRUCTION OF PROPERTY

Causing or attempting to cause substantial damage to school or private property is not permitted. Consequences may include disciplinary action, requests for restitution, and report to legal authorities.

III. INFRACTIONS AND CONSEQUENCES

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- The Superintendent and/or designee shall develop procedures as necessary for implementation of this policy. Adopted: 1-11-16

NO FLY LIST

Any Student who abuses the pass policy, accumulates too many tardies, or has habitual misbehavior will be placed on a "No Fly List" for the remainder of the semester.

LUNCH DETENTIONS

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 designated 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.

DETENTION: MONDAY 2:20PM – 3:00PM

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 – 3:00pm on Mondays.

FRIDAY DETENTION: 2:20PM – 3:20PM

Friday School is an alternative for disciplinary action or other reasons. Friday Detention is held at North Newton Jr.-Sr. High School from 2:20 – 3:20pm on the assigned Friday. 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 further disciplinary action and a possibility for suspension.

SUSPENSION OF PRIVILEGES AND ACTIVITIES

A student may be placed on the ineligible list 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 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 North Newton Administration. 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.

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. 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.

REQUIRED PARTICIPATION BY PARENTS

Persons having care of a dependent student (parents/guardians/custodians) may be required to participate in meetings, conferences, and hearings in connections with a student's behavior. In the case of expulsion meetings, the parent/guardian/custodian may be required to attend a meeting to determine the educational future of the child (i.e. whether the child is removed from or retained in school or placed in an alternative program).

The superintendent, principal, or other administrative personnel shall be authorized, with parental consent, to require behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency approved by the school corporation; if such testing, counseling, or evaluation is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent/guardian/custodian and the school corporation may require, with parental consent, the release of the results, progress reports, and other information to appropriate school officials.

NON-COMPLIANCE OF PARENTS

Non-compliance of parents/guardians/custodians with the provisions of this policy may be considered educational neglect with the child being considered a "child in need of services" in accordance with Indiana law. Where the child's behavior has been repeatedly disruptive in the school and the parent, guardian or custodian fails to participate in a disciplinary proceeding in connection with the child's behavior, the matter will be referred to Child Protective Services.

Legal Source: I.C. 20-33-8-25

I.C. 20-33-8-26

I.C. 31-34-1-7

DRIVING LICENSE PERMIT (IC 9-24-2-1; 2 C 9-24-2-4)

1. Students will be denied a driving license or permit, or will have their existing license or permit invalidated for 120 days after 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). IC 20-8.1-3-17.2
3. 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 at least five (5) days before holding an exit interview under IC 20-8.1-3-17
 - b) 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.

BEHAVIOR DISCIPLINE REGULATIONS

The following regulations will be used as a guideline to help determine the disciplinary assignments at North Newton Jr.- Sr. High School. The students grade level and the severity of the offense will also be a guideline for discipline action. Administrator discretion will be used at all times.

VIOLATION	FIRST INFRACTION	SECOND INFRACTION	THIRD INFRACTION
Bullying	Detention / Friday Detention / Suspension / Expulsion	Suspension / Expulsion	Expulsion
Bus Insubordination	Friday Detention / Bus Suspension / Suspension / Expulsion	Bus Suspension / Suspension / Expulsion	Bus Removal / Suspension / Expulsion
Academic Dishonesty	Zero for assignment	F for 9 – week grading period	Removal from class (WF)
Computer/Technology Policy	Detention / Friday Detention / Suspension / Payment of Replacement / Limited time loss of Computer & Technology use	Friday Detention / Suspension / Payment of Replacement / Extended time loss of Computer & Technology use	Suspension / Payment of Replacement / Permanent loss of Computer & Technology use
Disruptive Behavior	Detention / Friday Detention / Suspension / Expulsion	Suspension / Expulsion	Suspension / Expulsion
Disrespect/Threats to Staff	Friday Detention / Suspension / Expulsion	Suspension / Expulsion	Suspension / Expulsion
Electronic Devices - The devices will be turned into the main office	1 st removal written warning (students may pick up) 2 nd removal lunch detention(s) (students may pick up)	3 rd removal after school detention(s)/Suspension (parents must pick up)	4 th removal ACS/OSS (parents must pick up) 5 th removal OSS (parents must pick up)
False Fire Alarm/ Bomb Threat	Expulsion / Charges Filed / Arrest		
Fighting/Abusive Behavior	Suspension / Expulsion	Suspension / Expulsion	Suspension / Expulsion
Forgery	Detention / Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion	Suspension / Expulsion
Gambling	Detention / Friday Detention / Suspension / Expulsion	Detention / Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion
Gang Activity	Detention / Friday Detention / Suspension / Expulsion	Detention / Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion
Improper Affection	Detention / Friday Detention / Suspension	Detention / Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion
Insubordination	Detention / Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion	Suspension / Expulsion
Gross Insubordination	Friday Detention / Suspension / Expulsion	Suspension / Expulsion	Suspension / Expulsion
Dress Code Violation	Detention/Suspension/Change of Clothes	Suspension/Change of Clothes	
Lying	Detention / Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion
Obscenity/Profanity	Detention / Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion	Suspension / Expulsion
Racial/Religious Slur	Suspension / Expulsion	Suspension / Expulsion	Expulsion
Non-Compliance	Detention / Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion	Suspension / Expulsion
Possession / Use of Alcohol	Expulsion / Authorities Contacted		
Possession / Use of Explosive	Expulsion / Authorities Contacted		
Possession / Use of Tobacco/Vape	Suspension / Expulsion	Suspension / Expulsion	Expulsion
Possession / Use of Weapon	Expulsion / Authorities Contacted		
Reckless Driving	Warning/Loss of Privileges	Loss of Privileges	

Skipping class	Detention/Friday Detention	Friday Detention/Suspension / Expulsion	Suspension/Expulsion
Stealing/Vandalism	Replacement / Restitution / Detention / Suspension / Expulsion / Charges Filed	Replacement/Restitution / Suspension/Expulsion / Charges Filed	Replacement/Restitution / Suspension / Expulsion / Charges Filed
Inappropriate Behavior	Detention / Friday Detention / Suspension / Expulsion	Suspension / Expulsion	Suspension / Expulsion
Tardy Policy Any driver arriving after the start of first hour student must sign in Student Services. 1 st : Warning 2 nd : Friday Detention 3 rd : 1 Week No Driving 4 th : Driving privileges suspended for one month	3 rd Tardy: Lunch Detention 4 th Tardy: (2) Lunch Detentions 5 th Tardy: After School Detention	6 th Tardy: Friday Detention 7 th Tardy: (2) Friday Detentions 8 th Tardy: (1) Day ACS & Placed on the No Fly List	9 th Tardy: (2) Days ACS 10 th Tardy: (3) Days ACS
Unexcused Absence	Detention / Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion	Suspension / Expulsion
Violation of School Attendance Policy	Expulsion		
Physical Attack on staff member	Expulsion / Charges Filed		
Unauthorized Area	Detention / Friday Detention / Suspension / Expulsion	Friday Detention / Suspension / Expulsion	Suspension / Expulsion

Any student receiving (5) discipline reports per year will undergo a discipline review by administration. The outcome of this review may be, but not limited to, a discipline contract, out of school suspension, or recommendation for expulsion.

IV. ATTENDANCE

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

ATTENDANCE PHILOSOPHY

The Board of School Trustees requires that all students enrolled in the North Newton School Corporation will attend each school day. State law requires students to be in school 180 days. A student in attendance during any part of the day, up to and including one-half (1/2) of the day, shall be counted as one-half (1/2). A student in attendance for more than one-half (1/2) of the day shall be counted as one (1). The school corporation will enforce the State of Indiana Compulsory Attendance Laws.

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 ethic 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. The primary responsibility for attending class lies with the student.

TYPES OF ABSENCE

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

- I. Excused: Student is absent from school for a reason that is documented in “Section 1: Excused Absence” below.

- II. 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).
 - III. Unexcused: Student's absence is explained by parent or guardian but is not necessary (e.g. family vacation).
 - IV. Truant: Student is absent from school or class without explanation from parent / guardian.
- 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 become legally emancipated.

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.

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 and Juniors are allowed (2) days 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. Job Shadow. This is limited to Seniors. Senior student can job shadow a job that is in their Graduation Pathway or special circumstance with administrative approval. Seniors are allowed two (2) days per school year with administrative approval.
11. 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.
12. 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 absence(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.

13. Religious holidays that fall on the school calendar and have prior administrative approval.
14. Incarceration
15. Suspensions (in-school or out-of-school)
16. Administrative Excused Absence

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. If absence extends beyond 2 days, a medical note is required.

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.

1. All undocumented doctor's appointments.

Section 4: Truant

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.

1. Truancy is when a student is absent from school or class without parents' knowledge or permission.
2. Being more than (5) minutes late or leave (10) minutes early for a class.
3. All students are expected to be in an assigned area or activity while on school property during the entire school day, or they will be considered truant.
4. Any student who leaves class without permission is considered truant.
5. Truancies are cumulative for the year.
6. Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer or the juvenile court of the department of child services."
7. Truancy applies to students who remain in the restrooms due to illness without reporting to a teacher, administrator, or nurse.
8. 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.
9. 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.

HABITUAL ABSENCE

IC 20-33-8-8 defines habitual truancy to include student absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year for **any reason**.

Consequences may include, but are not limited to, the following actions:

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. All future absences must be verified by a physician, dentist, or psychologist.
3. Students may be assigned detention, Friday school, suspension, and/or recommended for expulsion from school.
4. Students may be placed on an attendance contract.
5. Parents/guardians may be served legal notice and charges may be filed for educational neglect.
6. Students will be referred 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 ten (10) 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".

MAKE-UP WORK FOR ABSENCE

Students are expected and responsible for asking teachers for make-up work and for completing the assignments accumulated during an excused and explained absence. When a student has an **excused** absence, he/she will be given every reasonable help and consideration after his/her return to school in completing assignments given during the period of absence. When a student has an **excused** absence, the student is responsible for checking Google classroom to see what work was completed and turn in completed work upon return. Arrangements can be made when necessary between student and teacher.

1. All work for excused absences will be accepted by the teachers.
2. When a student has assignments, which were given at least four (4) days prior to the student's absence, such as, but not limited to, term papers, book reports, or special projects, the assignment shall be due on the established due date even though the student is absent on that date. It is the responsibility of the student to arrange to have the assignment turned in on the established date. Extensions of time for the completion of such assignments and waiver of penalty may be granted at the discretion of the teacher or building principal.
3. When a student is truant, no credit will be given for make-up work.
4. When a student a student is assigned ACS, he/she will be required to make up all class work for full credit and complete any other assignment(s) given by the supervisor.

EXCEPTIONS

The Principal or his/her designee shall determine exceptions to the above policies and procedures due to extensive illness, hospitalization, or other extenuating circumstances.

TARDIES

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.

LATE ARRIVAL/EARLY DEPARTURE

1. Arriving to school late may constitute a tardy or half-day absence, depending on arrival time. Late arrivals due to appointments must be documented by a doctor's certificate.
2. Departing early before the end of the school day for appointments may constitute an early dismissal or a half-day absence, depending on departure time. Documentation by a doctor's certificate will be required.
3. North Newton Jr-Sr High School is a closed campus during the school day and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. This also means, that outside fast food cannot be delivered and/or brought to students during the school day.

VACATIONS AND FINAL EXAMS

1. Vacations and most pre-arranged absences are considered unexcused.
2. 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.
3. 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, games, dances, and/or any other school function.

V. 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, dances, 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.

WORK COMP MANAGEMENT SERVICES (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

First Infraction	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.
Second Infraction	The student will miss 100% of the contests (equivalent of one full season of his/her current sport/activity season).
Third Infraction	The student will be suspended for one calendar year from the time of the suspension.
Fourth Infraction	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.

School: Students who drive to school will have their parking pass revoked; student can not attend school activities and/or dances.

VI. TRANSPORTATION

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 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.

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, NNSC notification/alert system Messenger, and the school’s Facebook account 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.

**There will not be an early release day if there is a 2-hr delay

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. A \$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

VII. TECHNOLOGY

The **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 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. Students and guardians are liable and financially responsible for any damage to a Chromebook, regardless of how the damage occurred.

Teachers may set additional requirements for use in their respective classes. The 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 Chromebooks at any time during the school year. Misuse of the Chromebook may result in disciplinary action. Above all, the Chromebook program at North Newton is an academic program, and the policies governing the use of the Chromebook support its academic use. To maintain the integrity of the Chromebook program, all students and parents/guardians must agree to the following conditions of use:

1. CHROMEBOOK CARE

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

General Care:

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

Carrying your device:

Though the protective case provided with the 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:

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

Screen Care:

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

2. USING YOUR CHROMEBOOK AT SCHOOL

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

Power Management

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

Chromebooks Left at Home:

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

Chromebook Repairs:

- A loaner Chromebook will be issued to students when they leave their Chromebook for repair.
- All repairs will be completed by North Newton Technology Department, or our approved external vendor. Third party repairs are not allowed. Students and guardians are liable and financially responsible for any damage to a Chromebook, regardless of how the damage occurred.

3. USING YOUR CHROMEBOOK AT HOME

Home-Internet Access:

- Student are allowed to set up wireless networks on the Chromebooks. This will assist them with Chromebook use while at home.
- DO NOT sync your school issued Chromebook with a home computer. Only use the Google Email Account set up by your school for your school account.

Acceptable Use Policy:

- Though allowed for home use, the Chromebook issued to the student is property of North Newton School Corporation.
- 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:

- Students will save their work through Google Drive. This can be accessed on district computers as well.
- 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 Chromebook at school. Printing may also be done on a computer through Google Drive.

5. SOFTWARE/APPS ON CHROMEBOOKS

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

6. EMAIL FOR STUDENTS

- 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.
- All 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 Chromebooks through the course of the school year.

7. GUIDELINES AND REMINDERS:

- School email accounts should be used for educational use only.
- Students should only have their school email account set up on their Chromebook.
- No personal email accounts should be set up on the Chromebook.
- 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.
- Email transmissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
- All email and contents are property of North Newton School Corporation.
- Only the authorized user of the account should access, send, and/or receive emails for the account.
- Passwords should be protected and never shared with other students.

TECHNOLOGY AND CLASSROOM BEHAVIOR RELATED VIOLATIONS

Technology Related Violation	Equivalent “Traditional” Classroom Violation
Failure to bring 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 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 Chromebook. Therefore, the student/parent/guardian is responsible for the cost to repair and/or replace, at the date of loss, the Chromebook, case, charger, etc. Students and guardians are liable and financially responsible for any damage to a Chromebook, regardless of how the damage occurred.

11. REPAIRING OR REPLACING YOUR CHROMEBOOK

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

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:
 - 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.
 - 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.
 - may also be suspended from school for a period of time, at the discretion of the appropriate administrator. And 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.

PRIVACY

District-issued devices are the property of North Newton School Corporation; therefore, the district may examine the devices and search their contents at any time for any reason. Neither students nor parent/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.

VIII. GENERAL INFORMATION

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.

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.

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 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.

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

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 or employees 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.

When to Keep a Child Home with Illness

It can be hard to know when to send children to school if they tell you that they do not feel well. Usually, the best place for them is in school, but there are some times when keeping them home to rest or call for an appointment with your health care provider is recommended.

Please keep your child home and/or contact your child's doctor for:

- Fever equal or greater than 100°
- Vomiting and/or diarrhea within the last 24 hours.
- Severe sore throat. Or after exposure to someone with Strep throat infection.
- Large amounts of mucous (liquid) from their nose, with face pain or headache.
- Severe ear pain or fluid coming from the ear.
- Severe headache.
- Rash: If student has severe itching or fever. If the rash has open and/or draining areas.
- Cough/Runny Nose: If symptoms are severe. If student is unable to cover mouth when coughing and/or unable to blow nose/wash hands.

If your child has a fever, it is not a good idea to give them medicine like Tylenol or Advil and send them to school because as soon as the medicine wears off, the fever may return and you will be called to come and pick up your child.

*****STUDENT MUST BE FREE FROM FEVER, VOMITING and DIARRHEA FOR 24 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL*****

Strep Throat: Student must complete 24 hours of antibiotics before returning to school.

Please call the school nurse, Crystal Vanderlaan, with any concerns or questions. 219-285-2252
cvanderlaan@nn.k12.in.us

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.

IHSAA Requirement – IHSAA Ruler 12-5 allows homeschoolers to participate at the public member school serving their legal residence. The IHSAA criteria include:

- The student, in conjunction with the school, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised including passing a physical examination and participating in the required number of practices in a given sport.
- The student must have been home schooled for the previous three consecutive years.
- The student completes all state-wide examinations as authorized by the Indiana Department of Education.
- The student's family must submit grade information to the school to affirm the student is passing all courses.
- The student must be enrolled in the school for which the student is participating for a minimum of one class per day.

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.

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.

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 7:45 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.

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.

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.

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.

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.

Student Deliveries

Deliveries of personal greetings for birthdays and other special events will be allowed to the office only. Students are not allowed to order food to be delivered to the school.

Student Identification

All students at North Newton Jr./Sr. High School will be provided with a student identification card. 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.

Student Schedule Changes

Schedule changes will be made at the discretion of school administrators or counselors. Any student wishing to make a schedule change should make an appointment to see the appropriate counselor. The guidance counselor will reply to arrange an appointment within 48 hours.

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.

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.

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.

IX. ACADEMIC INFORMATION & COUNSELING SERVICES

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.

The use of electronic devices such as: cell phones, apps, artificial intelligence (AI) websites, etc. on school assignments, projects, and exams is prohibited and against the academic integrity standards of the school. Students are expected to use these tools as means of enhancing their learning and academic performance, rather as a means of cheating or circumventing the academic process.

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.

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: An “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.

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 after the first 5 days of a semester. 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 5 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 5 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 5 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

Counseling Services

The counselors are located in Student Services Center across from the Main 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 or email.

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

- PNW Biology
- Calculus
- PNW English Language & Composition
- PNW United States History
- Physics
- Pre-Calculus/Trigonometry
- Spanish III & IV

Dual Credit Courses

Dual credit courses are offered through Purdue Northwest and Ivy Tech in the following departments: Agriculture, Calculus, English, 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%.



**INDIANA
CORE40**

Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school</small>
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits <small>(College and Career Pathway courses recommended)</small>
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students (not required for students with an IEP).

CORE40 with Academic Honors *(minimum 47 credits)*

For the **Core 40 with Academic Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 2. 2 credits in AP courses and corresponding AP exams,
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.**
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors *(minimum 47 credits)*

For the **Core 40 with Technical Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. Pathway designated industry-based certification or credential, or
 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, Level 5.***
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass: Algebra 66 , Writing 70, Reading 80.



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/doi/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!

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 allowed to attend prom.

++ Mid-year graduates are no longer students at North Newton Jr/Sr High School after the 1st Semester.

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.

E-learning

When school is canceled due to any reason, such as inclement weather, electrical 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 canceled. 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 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:
- 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:

- 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).
- Completes remediation opportunities provided to the student by the student's school to the extent required by the student's IEP.
- 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).
- Maintains a grade point average of "C" or better in the courses required for graduation (a total of 34 credits — see attached list).
- Satisfies all state and local graduation requirements.

Grade	Assessment	Dates	Cohort
Seniors			2024-25
	ASVAB, Fall (if needed, small group)	Fall 2024	
Senior	ASVAB, Winter (small group)	TBD	
Senior	ASVAB, Spring (small group)	TBD	
Juniors			2025-26
Junior	PSAT/NMSQT	October 2024	
Junior	ASVAB	November 2024	
Junior	SAT School Day	March 2025	
Sophomores			2026-27
Sophomore	PSAT/NMSQT	October 2024	
Sophomore	NWEA	Fall, Winter, Spring	
Freshman			2027-28
Freshman	NWEA	Fall, Winter, Spring	
Freshman	ILEARN Biology ECA	May 2025	
8th Grade			2028-29
8th Grade	NWEA	Fall, Winter, Spring	
		Checkpoint 1: Oct-Nov 2024	
		Checkpoint 2: Jan-Feb 2025	
8th Grade	ILEARN	Summative: April-May 2025	
7th Grade			2029-30
7th Grade	NWEA	Fall, Winter, Spring	
		Checkpoint 1: Oct-Nov 2024	
		Checkpoint 2: Jan-Feb 2025	
7th Grade	ILEARN	Summative: April-May 2025	

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 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. When new students enroll, North Newton High School's grading scale and weights will be used to calculate the student's GPA. Previous schools grading scales and weights will not be considered.

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. Students are allowed to take 2 online courses per school year. These courses do not count towards summer school. 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:

- 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.
- Take your OCA to Kira Christenson to get registered on the Edmentum Site and get your sign-on information.

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

Students enrolled in online courses during the summer must have administrative approval. Summer school class must be completed by due date provided when registering for summer school.

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 three (3) 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.

X. STUDENT ATHLETICS & ACTIVITIES

Students will be held to the same eligibility standards for athletics and student activities.

Future Farmers of America (FFA) High School & Jr-High

The primary aim of the organization is the development of Agricultural leadership, cooperation, and citizenship. A few of the specific purposes of the FFA are as follows (1) to participate in cooperative effort; (2) to participate in worthy undertakings for the improvement of agriculture and (3) to develop character to train for useful citizenship as well as foster patriotism.

National Honor Society (NHS)

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 Council High School & Jr-High

Student Council is a student-operated organization through which student opinions, interests, and desires may be conveyed to the staff of the school. Member of the student council help organize events and dances for the school.

Family, Career, Community Leaders of America (FCCLA)

FCCLA offers intra-curricular resources and opportunities for students to pursue careers that support families. FCCLA members make a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

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 1 week 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.
11. Any student with 3 or more OSS during the school year may not be eligible to attend a school dance. A conference with the school administration, guidance counselor, and student will determine eligibility.

Athletic

North Newton High School offers these sports for Boys:

• Football	• Baseball
• Basketball	• Wrestling
• Golf	• Cross Country
• Track & Field	• Swimming

North Newton High School offers these sports for Girls:

• Tennis	• Softball
• Basketball	• Cheerleading
• Golf	• Cross Country
• Track & Field	• Swimming
• Volleyball	

North Newton Junior-High offers these sports for Boys:

• Basketball	• Wrestling
• Football	• Cross Country
• Track & Field	• Swimming

North Newton Junior-High offers these sports for Girls:

• Basketball	• Volleyball
• Cheerleading	• Cross Country
• Track & Field	• Swimming

Academic/Athletic Eligibility

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 be reviewed by administration 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.

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.

Athletic/Extracurricular Eligibility

Students must arrive by the end of first hour to be eligible for practice, games, dances, and/or any other school function.

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.

Consent to Participate

All student/athletes must have parental/guardian consent to participate in athletics. This requirement is covered by completing the following documents prior to any participation in each sports contest season. The following documents are required to be completed and turned into the Athletic Director's office:

- Physical Examination completed on IHSAA Form
- Drug Testing Consent Form
- Concussion Acknowledgement/Sudden Cardiac Arrest Form

IHSAA

All student/athletes must meet the IHSAA requirements to compete in a sport. This includes but is not limited to:

- Student/athlete must not have attained the age of twenty (20) prior to or on the scheduled date of the IHSAA State Finals Tournament in a sport.
- Currently attending and passing at least 70% of the maximum courses offered at North Newton Jr-Sr High School.
- Rule C-8-1 requires that a student/athlete's conduct, in and out of school, shall be such as:
 - (1) not to reflect discredit on his or her school or the IHSAA; and
 - (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

XI. MISCELLANEOUS

Examples of student misconduct or substantial disobedience for which a student may be suspended or expelled include but are not limited to the following:

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

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
6. Causing or attempting to cause physical injury, behaving in such a way as could reasonably cause physical injury, or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken with the belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
7. Threatening or intimidating any student for any purpose including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plan if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Harassing by using extreme or inappropriate communications (verbal or written) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, sex, national origin, religion, alternative lifestyle, or physical characteristics are forbidden.
11. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
12. Using or possessing gunpowder, ammunition, or an inflammable substance.
13. Engaging in pranks or other similar activity that could result in harm to another person.
14. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where failure constitutes an interference with school purposes or an educational function.
15. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules and/or State or Federal law.
16. Falsely accusing any person of sexual harassment, of violating a school rule, or of violating State or Federal law.
17. Aiding, assisting, agreeing or conspiring with another person to violate student conduct rules and/or State or Federal law.
18. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test/quiz copies or scores.
19. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to school purpose or educational functions.
20. Possessing sexually related materials, which include images displaying uncovered breasts, genitals, or buttocks.
21. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. (In addition to student disciplinary action, phones/devices will be confiscated and images suspected to violate criminal laws could be referred to law enforcement authorities).
22. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or an

educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being discipline, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.

23. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
24. Engaging in any activity forbidden by State and Federal law that constitutes an interference with school purposes or an educational function.
25. Possessing, using, transmitting, or being under the influence of caffeine-based substance, substances containing Phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
26. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphrenia used in connection with the listed substances. Also prohibited is the consumption of any kind of the stated substances immediately before attending a school function or event.
 - a. Exception to Rule 25: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information: 15
 - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed the medication.
 - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - iii. The student has been instructed in how to self-administer the prescribed medication.
 - iv. The student is authorized to possess and self-administer the prescribed medication.
27. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
28. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of lookalike products or other related products or device associated with tobacco or nicotine use or electronic nicotine delivery systems.
29. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
30. Violating any board policy or administrative rules that are reasonably necessary to carry out school purposes or educational functions including but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence of student;

- e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use or technology policy or rules;
 - g. violation of school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device
31. Being absent or truant from school without the knowledge or consent of the parent or school or absent from school when there is an attempt to evade the School Attendance law.
32. Violation of the school's discrimination and/or harassment policies.
33. Violation of any student conduct rule established by the building principal of which students have been provided notice.

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.

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.

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