

**NORTHWOOD HIGH SCHOOL  
2018 - 2019**

**NorthWood High School  
Mission Statement**

**“We believe all students can learn”**

**DAVID MAUGEL**

Principal

**JAY OLSON**

Vice-Principal

**NORM SELLERS**

Athletic Director

2101 North Main Street

Nappanee, Indiana 46550

Telephone: 773-4127 or 862-4274

Fax: 773-4099

**THIS SCHOOL AGENDA BELONGS TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Grade \_\_\_\_\_

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Note:	<p>This Student/Parent Handbook is based in significant part of policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific document, contact your school office or access the document on the Corporation’s website: <a href="http://www.wanec.org">www.wanec.org</a> by clicking on “District” and finding the specific policy or administrative guideline in the Table of Contents for that section.</p>
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All forms referenced in this handbook can be found on the school website or upon request.

## NorthWood High School Vision Statement

If NorthWood High School is to be an exemplary school, it must have a clear sense of the goals that it is trying to accomplish, the characteristics of the school it seeks to become, and the contributions that the various stakeholders in the school must make in order to transform ideals into reality. The following vision statement is intended to provide the standards that NorthWood High School should strive to achieve and maintain.

### Leadership

Exemplary schools require effective leaders --- leaders who are able to build a *shared* vision that serves as a bridge between the schools's present and the future that it desires. In such a school, the leaders:

- A. Promote, pursue, and protect the school's vision with persistence, tenacity, and courageous patience on a daily basis with all staff members (faculty/support/coaching).
- B. Establish and communicate priorities that provide a sense of direction for the school.
- C. Commit to continuous improvement and provide the ongoing professional development essential to an improving school.
- D. Address the external mandates from federal, state, and local governments.
- E. Facilitate staff participation in the decision-making process and communication.
- F. Facilitate positive relationships between community members, parents, staff, and students.

### Staff

An exemplary school operates on the premise that a school is only as good as the personnel that it employs. Therefore, it is committed to recruiting and retaining outstanding, enthusiastic, caring and knowledgeable educators who can advance the school's vision. In such a school, the staff:

- A. Demonstrate their support through an active commitment to the school's vision and values.
- B. Maintain high expectations for student success and work individually and collaboratively to create conditions that promote student success.
- C. Model the importance of lifelong learning through their commitment to ongoing professional development.
- D. Collaborate with one another on a regular basis on curriculum, instruction, assessment, school improvement initiatives, and individual student assistance.
- E. Demonstrate an awareness of community values and a commitment to community service.

### Student

An exemplary school determines success of a student based on the conduct, character, and achievement of its students. In such a school, the students:

- A. Accept increasing responsibility for their learning, decisions, and actions through honorable and ethical behavior.
- B. Develop the skills and discipline to become more self-directed, life-long learners as they make the transition from freshmen through senior year and beyond.
- C. Set challenging goals and develop critical thinking skills to maximize their full potential.
- D. Actively engage and take pride in giving their best effort to academic and co-curricular activities.

- E. Conduct themselves in a way that contributes to a safe, orderly, positive school atmosphere that ensures the rights and respects the diversity of other students, staff, and visitors.
- F. Contribute positively to the school and community.

### **Curriculum & Instruction**

An exemplary school upholding the “Tradition of Excellence” offers all students a balanced and varied curriculum. This curriculum builds from a core of required courses to include a variety of elective courses, which allows every student the opportunity to receive both a standard and a specialized set of knowledge and skills. This combination stimulates students’ intellectual interests, requires students to actively participate in their learning, and enables them to contribute positively to their society. The school articulates curricular expectations to all stakeholders and regularly monitors each student’s progress. At such a school, the curriculum and instruction:

- A. Reflect specific, clearly stated, challenging goals for each grade level and course in accordance with state standards.
- B. Align horizontally and vertically. The scope and sequence of the curriculum are aligned to provide an understanding of the relationship of each course to the rest of the curriculum.
- C. Recognize and provide for various learning styles through differentiated instruction and Response to Intervention (RtI).
- D. Encourage active engagement and broaden student perspectives, promoting an understanding of and an appreciation for global diversity.
- E. Reflect dedication to continuous curricular improvement.
- F. Focus on significant and specific goals, so that students develop the critical thinking skills necessary to be effective lifelong learners and productive citizens in a changing society.

### **Community & Parent Partnership**

An exemplary school maintains effective communication with parents, is an integral aspect of the community, and is consistently supported by the community. In such a school:

- A. The community and parents help develop and demonstrate support of the vision and values of the school.
- B. Parents/guardians play an active role in the education of their children, monitor academic performance, work with teachers to emphasize the importance of education, and model a commitment to lifelong learning.
- C. The community provides various resources—personnel, facilities, materials, equipment, and time—that enable the school to offer exemplary programs.
- D. The community participates in the life of the school by attending programs, volunteering services, and assisting in the processes that have been designed to enhance the various aspects of the school.
- E. The community has scheduled access to the school’s resources and facilities when appropriate.
- F. Business partnerships establish and reinforce the relevance of academic and co-curricular programs while providing a direct link between the school and the workplace.
- G. The school establishes effective linkages with institutions of higher education.

## **School Climate**

An exemplary school maintains an environment that cultivates a positive sense of community among students, faculty, and staff. Through effective instruction, quality leadership, and motivated students, our school will foster learning and achievement, and character development. In such a school:

- A. A professional learning community is created through recurrent collaboration among faculty and staff, and through the shared vision, mission, and values of all stakeholders.
- B. Stakeholders preserve a safe and positive environment where students feel valued and accepted.
- C. All staff model and uphold rules and procedures.
- D. High expectations for instruction, student learning, and conduct exist among all students and staff. Honesty and integrity are essential to student learning.
- E. Effective communication exists among leadership, staff, parents, community, and students where differences are respected.
- F. Academic and extra-curricular achievements are recognized and celebrated.
- G. Mutual respect and support exists among staff, administration, and the Wa-Nee School Board.

## NorthWood High School Value Statements

- We will foster a positive environment as we collaborate with colleagues, both within our departments and across the curriculum to focus on and to improve student success through teaching strategies, interventions, common assessments, and curriculum development.
- We will encourage and educate all stakeholders to be accepting of others with differences
- We will promote and pursue a sense of community through volunteering and partnering with community service and leadership organizations.
- We will hold each other accountable to do our best work in an honest way.
- We will emphasize those goals that students should develop for critical thinking skills and lifelong learning through real life examples.
- We will maintain high expectations for instruction, student learning, and conduct that exhibits honesty, respect, and integrity for both students and staff.
- We will establish open, organized, and efficient means of communication that will provide all stakeholders a sense of the priorities and the expectations of NWHS.

- We will be actively involved, through leadership and participation, in academic and extra-curricular activities and celebrate school achievements.

## **WELCOME TO NORTHWOOD HIGH SCHOOL**

I take pride in welcoming you to NorthWood High School. NorthWood has a rich history filled with student successes. Students have always had high standardized test scores along with academic and athletic championships. These outstanding students have founded our **Tradition of Excellence**. You have the responsibility of carrying on this fine tradition.

You are about to begin a new and exciting year. Your success and the success of our programs depend upon your active participation. Your high school experience will be successful if you devote the time, energy and effort to make it happen. I personally expect you to have a great year, and I am looking forward to working with you. Take pride in yourself and NorthWood High School. This school year can and will be the best ever if we work together to achieve this goal.

This handbook is an attempt to assist each student in understanding and appreciating NorthWood High School. It provides information regarding the services, facilities, and procedures which will make your high school experience more meaningful.

David Mangel, Principal

### **CLASS PRESIDENTS**

, Senior Class President  
, Junior Class President  
, Sophomore Class President

## **PANTHER FIGHT SONG**

Win the game for NorthWood High School,  
fight on for our fame.

Red and black are royal colors fighting in the game.

Rah, Rah, Rah.

Firm and stout as onward we go,  
loyal Panthers always to show.

We are the greatest team,  
we're the Panthers of NorthWood High

--Fight team fight

--Win this game tonight

Pass 'em high, pass 'em low, Go Panthers Go.

**DAILY SCHEDULE (M - T - Th - F)**

8:00	-	9:11	Period 1
9:18	-	10:29	Period 2
10:36	-	12:24	Period 3
10:29	-	11:07	1 <sup>st</sup> Lunch
11:07	-	12:24	Class
10:36	-	11:11	Class
11:11	-	11:46	2 <sup>nd</sup> Lunch
11:46	-	12:24	Class
10:36	-	11:49	Class
11:49	-	12:24	3 <sup>rd</sup> Lunch
12:31	-	1:42	Period 4
1:49	-	3:00	Period 5

**WEDNESDAY**

8:00	-	8:54	Period 1
8:59	-	9:53	Period 2
9:58	-	10:43	Homeroom
10:48	-	12:22	Period 3
10:43	-	11:18	1 <sup>st</sup> Lunch
11:18	-	12:22	Class
10:48	-	11:22	Class
11:22	-	11:52	2 <sup>nd</sup> Lunch
11:52	-	12:22	Class
10:48	-	11:52	Class
11:52	-	12:27	3 <sup>rd</sup> Lunch
12:27	-	1:21	Period 4
1:26	-	2:30	Period 5
2:35	-	3:00	Athletic Study Hall

**2 HR DELAY SCHEDULE (M - T - Th - F)**

10:00	-	10:50	Period
10:55	-	11:40	Period 2
11:45	-	1:20	Period 3
11:45	-	12:15	1 <sup>st</sup> Lunch
12:15	-	1:20	Class
11:45	-	12:15	Class
12:15	-	12:50	2 <sup>nd</sup> Lunch
12:50	-	1:20	Class
11:45	-	12:50	Class
12:50	-	1:20	3 <sup>rd</sup> Lunch
1:25	-	2:10	Period 4
2:15	-	3:00	Period 5

**2 HR DELAY SCHEDULE - WEDNESDAY**

10:00	-	10:40	Period 1
10:45	-	11:25	Period 2
-----	-	-----	Homeroom
11:25	-	12:55	Period 3
11:25	-	11:55	1 <sup>st</sup> Lunch
11:55	-	12:55	Class
11:30	-	11:55	Class
11:55	-	12:25	2 <sup>nd</sup> Lunch
12:25	-	12:55	Class
11:30	-	12:25	Class
12:25	-	12:55	3 <sup>rd</sup> Lunch
1:00	-	1:40	Period 4
1:45	-	2:25	Period 5
2:30	-	3:00	Athletic Study Hall

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

## GENERAL INFORMATION

### School Hours

School is in session from 8:00 a.m. until 3:00 p.m. The school office is open from 7:15 a.m. until 3:45 p.m. Classes are seventy minutes in length with seven minutes between periods. Students are expected to be in attendance and on time for classes.

### Student Responsibilities

- to treat others as you want to be treated
- to do that which is right, and avoid that which is wrong
- to do your best always
- to always do your **BEST**

### Teacher Responsibilities

- to teach in a professional manner
- to provide a pleasant, co-operative environment
- to report the student's progress

### Parents Responsibilities

- to provide encouragement for the student's effort
- to encourage regular and punctual attendance
- to support the staff in promoting the school's programs
- to confer with the school about matters of concern

## **ANNOUNCEMENTS**

Announcements will be made each day. All announcement requests must be signed by a member of the faculty and should be submitted to the main office by 8:00 a.m. on the day of the announcement. All announcements will be posted in classrooms. Students are encouraged to read the announcements.

## **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedure. Such items if brought to school, will be impounded and students subject to disciplinary action.

## **ATHLETIC ELIGIBILITY**

All students involved in athletics are required to pass 4 classes each grading period. All curricular classes at NorthWood count toward this eligibility. The eligibility date is determined on the Wednesday following the end of each grading period. Fall sport eligibility is based on the grades earned from the previous spring semester. Students are required to be in school the afternoon of an athletic contest and at school the following morning. Additional athletic rules will be covered at the mandatory athletic meeting.

## **ATTENDANCE**

Attendance is the responsibility of students, parents, teachers and administrators. A student's attendance is essential to the learning process. The make-up work that the student does will never fully compensate for the time missed from a regular class period. A student absent from class is **required** to make up all work missed. It is the responsibility of this student to see each teacher and get information on the assignments missed due to the absence. Although the teacher will give all assignments missed, it will not be possible to give each student the same amount of information and individual time that was missed by the student's absence. Students are not counted absent when participating in school approved learning trips.

### **Procedures for Excessive Absences During 6 Week Grading Periods**

- a. Student's 3<sup>rd</sup> absence, the teacher will contact the parent and refer the student to the office.
- b. Student's 5<sup>th</sup> absence, the office will notify the family of the student's absences and the student / parent must complete an excessive absence form providing info about his/her absences.

### **Attendance Review Committee**

The attendance committee will review the situation of the student and make a decision concerning the student. The student, parent, or guardian may provide any evidence (statements, doctor's notes, etc) in writing or in person that they feel is relevant. The student, parent and or guardian do not have to be present at the review, but are welcome to attend if they choose.

## Possible Outcomes

- a. The student is allowed to continue progress without restrictions.
- b. The student is allowed to continue progress, but is placed on an attendance contract.
- c. The student is recommended for placement at alternative school.
- d. The student is recommended for special student status.
- e. The student is recommended for expulsion.

## Reporting Absences

A parent or guardian **must** call the school between **7:00 a.m. and 12:00 p.m.**, (574-773-4127). They are to report the student's name, grade level, and the reason for the absence. This must be done whether the student is absent one period or the entire day. **Parents must call for each day the student is absent.** If the office has not been contacted within 24 hours of the student's absence, the absence is unexcused.

### **Seniors may not call in for themselves to report an absence.**

Students that have missed a full day of school should report directly to their first period class at 8:00 a.m. Any student that arrives at school after 8:00 a.m. must report to the main office to sign-in.

Students that leave during the school day must sign-out in the main office and sign-in if they are returning to school the same day. **In order for a student to sign-out, the parents must have called the school or sent a note with the student.**

## Definition of Absences

Exempt Absences: (IC 20-33-2-14-17) These are days not recorded as absences and do not count toward absences. These days must be arranged with the office prior to the date of absence.

- Service as a page or honoree of the Indiana General Assembly.
- Service on a precinct election board or for political candidates or parties.
- Witness in judicial proceedings.
- Duty with Indiana National Guard or Civil Air Patrol.
- Exhibiting or participating in the Indiana State Fair.

Excused Absences: Students may be excused from school for the following reasons:

- Personal illness verified by parent and or medical excuse. The principal or designee may request a doctor's statement when this applies after (10) days.
- Absences for doctor and dentist appointments verified with a doctor or dentist note.
- Family emergencies at parental request approved by the principal or designee.
- Preplanned family absences approved by the principal or designee.

- Family funerals and funeral attendance for non-family members as requested by parent.
- Student is sent home by the nurse with parent permission.

Unexcused Absences: Any absence not defined as “exempt” or “excused” above, including but not limited to:

- Absences not documented with a parent / guardian call on the day of absence, or by a call or note within two days of the student returning to school but verified not to be truant.
- Oversleeping, missing the bus, car trouble, etc.

Any absence from school that does not meet the requirement of an excused absence will be **unexcused**. An absence from class, even though the student remains in school, is unexcused unless there is office approval.

### **Definition of Truancy and Habitual Truancy**

Truancy is defined as failure to report to the school when in session without a parent/guardian's knowledge or violation of the attendance policy. Also, leaving the school building/ grounds or not reporting to assigned classes or activities without signing out will be considered truancy. Any form of truancy will result in disciplinary action. Students who are truant 10 days in a school year are “Habitual Truants”. Habitual truants may be reported to juvenile authorities or possibly lose their driver’s license.

### **Policies for Habitual Truancy**

- Excessive unexcused absences, ten (10) is considered educational neglect of a minor or truancy.
- When a student accumulates five (5) unexcused absences, the parents or guardians will be contacted by letter advising them of the absences.
- When seven (7) unexcused absences have been accumulated, a letter will be sent requesting the parent or guardian to contact the school within two days.
- When ten (10) unexcused absences have been accumulated, a letter will be sent to parents explaining that the prosecutor’s office may be contacted for violation of Indiana’s Compulsory Attendance Law (IC 20-33-2-27). Additionally, the Department of Child Services may be contacted due to educational neglect.

### **Absence vs Tardy**

A student is considered absent if he or she is 15 or more minutes late to a class. A student is tardy to class if they arrive up to 14 minutes late to a class.

### **Tardy Policy: Violation/Consequence –**

1<sup>st</sup> Offense: Verbal Warning

2<sup>nd</sup> Offense: Teacher assigned consequence (15 minutes maximum if it is detention) and parent contact

3<sup>rd</sup> Offense: Teacher assigned consequence (15 minutes maximum if it is detention) and office referral

4<sup>th</sup> Offense: Office referral for Wednesday School

### **Perfect Attendance**

Perfect attendance means that a student is at school every period, every day. If a student misses 15 minutes or more of a class then he or she will be counted absent and will not have perfect attendance.

The State of Indiana has entrusted the responsibility for the welfare of the student to the school in absence of the parent. For this reason, the office must be informed when you arrive late or leave early. If you become ill and have to go home early, you **MUST** report to the nurse. Permission for appointments will be granted upon parental request and a form will be issued to the student to verify appointments. Failure to follow these reporting procedures will result in an unexcused absence.

### **AUTHORITY OF STAFF**

The Administrative Staff, Teachers, and Paraprofessionals of this school are vested with legal public authority. Refusal on the part of the student to respect this authority shall be considered insubordinate conduct and dealt with accordingly.

### **CARE OF BUILDING AND GROUNDS**

Your parents and all community members are legally required to pay taxes that build and maintain the Public School System. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family's money! It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors, and yourself, but you must help protect the schools by discouraging or reporting such activity by others. Remember, most trouble starts as fun! Develop pride in NorthWood High School.

### **CAREER CENTER**

Students may attend the Elkhart County Career Center located at Memorial High School. Students must apply through the Guidance Department at NWHS and enrollment is limited. Transportation will be provided but it is not mandatory that a student ride the bus. If a student elects to drive to the Career Center, the student and/or parent assumes all responsibility and liability for the operation of the vehicle and its passengers.

### **CELL PHONES and ELECTRONIC DEVICES**

In an effort to promote appropriate use of technology while keeping the integrity of the classroom instruction intact, the NorthWood cell phone policy will allow students to use their phones during designated times throughout the day.

Students are permitted to use cell phones prior to the start of class, at lunch and during passing periods. Students must refrain from communicating with students who are in class during the lunch period. Such behavior may result in disciplinary action.

Students may not use their phones during instructional time. This means cell phones must be turned off or placed on silent and put away before entering the classroom.

Teachers may permit use of cell phones for academic activities related to curriculum and will notify students when this type of use is authorized.

### **Violation / Consequence Policy for Cell Phones**

1<sup>st</sup> Offense: Phone confiscated, warning

2<sup>nd</sup> Offense: Phone confiscated, reissue to parent only

3<sup>rd</sup> Offense: Phone confiscated, reissue to parent only, assigned to Wednesday School

4<sup>th</sup> Offense: Phone confiscated, reissue to parent only, suspension

### **CHANGES OF ADDRESS**

Inform the office immediately if you have a change of address or phone number in order to help in addressing mailings and in case of emergency.

### **CHEATING**

The NorthWood High School faculty and administration are unanimously against cheating in any form. Students who have unauthorized aid on any test or exam are cheating. Students who are caught cheating will be punished by the classroom teacher and the incident will be referred to the Vice-Principal. Further punishment may result.

The stealing of tests is not considered cheating but theft. Any student who steals from a teacher or their representative will be suspended.

### **CODE OF CONDUCT**

The Board of School Trustees has adopted the following Code of Conduct.

#### **CODE OF CONDUCT / STUDENT DISCIPLINE RULES**

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

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

- 1) A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- 2) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FOR SUSPENSION OR EXPULSION:

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

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

Attention Career Center Students:

If a student is suspended or expelled from the high school, the same penalty will apply to the Career Center. If a student is suspended or expelled at the Career Center, the same penalty will apply to the high school.

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any

teacher or any other person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) 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 plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be

filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
- 
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
  15. Possessing, using, distributing, purchasing, or selling e-cigarettes, vapor pens, e-liquids or other related products.
  16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  21. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.

22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. 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 a school purpose or educational function.
24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
25. “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 taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks that could result in harm to another person.
27. Use or possession of gunpowder, ammunition, or an inflammable substance.
28. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation’s acceptable use of technology policy or rules;
  - g. violation of the school corporation’s administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
29. 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.

30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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 targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal or designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal or designee. This report may be made anonymously.

5. The principal or designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The principal or designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

### C. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled an antique firearm
  - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally

designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent *may* notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### E. Unlawful Activity

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

#### F. Legal Settlement

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

### G. Habitual Truant

A student who is chronically absent by having unexcused absences from school for ten (10) school days in one (1) school year is classified as a habitual truant.

### H. Revocation of Driver's License or Learner's Permit

State law provides that any individual under eighteen years of age may not be issued a driver's license or a learner's permit if the individual is a habitual truant, is under a second suspension from school for the school year, is under an expulsion, or is considered a dropout under IC 20-33-2-28.5. IC 9-24-2-1(a). State law also provides that a driver's license or a learner's permit may be invalidated if an individual is a habitual truant, is under a second suspension from school for the school year, is under an expulsion or is considered a dropout under IC 20-33-8-28.5. The revocation is effective until the earliest of the following: 1) the individual reaches eighteen years of age, 2) 120 days after the end of the second suspension period or the end of the semester, whichever is longer, or 3) the suspension or expulsion is reversed. IC 9-24-2-4(a).

### NO RIGHT TO APPEAL

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

I.C. 20-33-8-18; I.C. 20-33-8-19

### **Enforcement of Student Behavior Standards and Code of Conduct**

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

- d. the interest of other students in the School in a school environment free from behavior that violates the School's behavior standards;
- e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

Acceptable student behavior is:

1. determine what is right, and then do it
2. carry out the responsibilities you assume
3. be punctual and meet every obligation promptly
4. honor and respect your parents, teachers and others who are responsible for your guidance
5. be honest.

## **COMPUTER TECHNOLOGY AND NETWORKS**

### **NWHS Acceptable Use Policy For Students**

#### **Purpose**

The purpose of this agreement is to establish guidelines regarding the expectations of students for the access of school technology. This access will help students by (1) assisting in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this agreement is to ensure that all NorthWood High School technology users will comply with all Network and Internet acceptable use policies approved by the Wa-Nee Community School Corporation.

#### **Acceptable Uses-Electronic Information, Services & Networks**

Electronic information research skills are now fundamental to the preparation of responsible citizens and future employees. Access to the school's computer system, Internet, and related technologies enables users to explore thousands of libraries, databases, bulletin boards, and other resources from around the world. NorthWood High School expects its faculty to blend thoughtful use of the school's computer system and use of the Internet throughout the curriculum and will provide guidance and instruction to students regarding its use.

By authorizing use of the NorthWood High School computer system, the school corporation does not relinquish control over materials or files contained on the system. Users should expect only limited privacy in the contents of personal files on the school system. Routine maintenance and monitoring of the school system may lead to discovery that a user has violated this policy, another corporation policy, or the law.

### ***Unacceptable Uses and Actions***

The following uses of any NorthWood High School hardware and software including Network access, Internet resources, and school or student accounts are considered unacceptable:

	<b>Nature of Offense</b>	<b>Consequence/Level</b>
1	Accessing electronic mail accounts, chat rooms, or messenger services for the purpose of checking, sending or receiving information.	Level 1
2	Giving out personal information such as addresses, phone numbers, or e-mail addresses of any individual including one's self.	Level 1
3	Allowing anyone to use an account other than the account holder.	Level 1
4	Misrepresenting other users on the network.	Level 1
5	Interfering with the use of the Network by other users.	Level 1
6	Intentionally seeking file information, copying, obtaining copies of files, or modifying files, other data, or passwords belonging to other users.	Level 1 or 2
7	Installing, using, or copying any unauthorized software (including games) whether they are illegally obtained, properly licensed and copyrighted, or otherwise.	Level 1 or 2
8	Altering computer, monitor, or printer default settings without expressed authorization.	Level 1 or 2
9	Using school technology to access, transmit or receive, review, store, print, post, or distribute materials that use language or images that advocate violence, discrimination, harassment, profanity, or vulgar language.	Level 1, 2, or 3
10	Using school technology to access, transmit or receive, review, store, print, post, or distribute pornographic, obscene, or sexually explicit material.	Level 1, 2, or 3
11	Using school technology in any manner to communicate inflammatory, threatening, or disrespectful language referring to one's self or others.	Level 1, 2, or 3
12	Buying or selling any materials, products, or services through the school system.	Level 1 2, or 3
13	Abuse of hardware that includes tampering, or enabling another person to tamper with a keyboard, mouse, monitor, CPU, cables, printers, or any other form of technology or electronic equipment whether by disabling, disconnecting, removing components, or marking on such equipment.	Level 1, 2, or 3
14	Intentionally uploading, downloading, or creating a computer	Level 1,

	virus to cause disruption or damage to the computer system.	2, or 3
15	Attempting to bypass, disable, or compromise school network security.	Level 2 Or 3
16	Using the school technology to engage in any illegal act or violate any local, state, or federal statute or law.	Level 2 Or 3

### Consequences of Unacceptable Uses or Actions

Student users of the NorthWood High School computer network/Internet system or other technologies must be aware that their actions reflect upon the reputation of NorthWood High School. All users must share the responsibility of complying with strict ethical and legal standards of conduct.

Anyone violating standards pertaining to the unacceptable uses or actions described previously may be subject to disciplinary actions including appropriate legal action, fines, jail sentence, or any combination. The Building Principal or his/her designee will review all instances of abuse. Unacceptable uses are categorized into three levels according to their seriousness as follows:

- **Level One (1)**—First offense (one or more within this category)
  - An “F” (zero) on the current project or homework assignment
  - Removal from class
  - Wednesday School assignment
  - Loss of access privileges for up to one grading period (six weeks)
- **Level Two (2)**—Second offense or more serious first offense (one or more consequences from this category and any appropriate Level One consequences)
  - Appropriate fines for replacement or reinstatement of equipment
  - Suspension
  - Loss of access privileges for up to one trimester (twelve weeks)
- **Level Three (3)**—Third offense or extreme violation (one or more consequences from this category and any appropriate Level One and/or Level Two consequences)
  - Loss of access privileges for up to twelve months (one calendar year)
  - Expulsion
  - Legal Action
  - Criminal Prosecution

### Northwood High School Student Computer Access Rules

1. Students will login under their own name.
2. Students will not give their password away to any other students.
3. Students will logoff when they leave the computer.

4. Students will not manipulate any of the default settings on the computer (icons, backgrounds, screen savers, displays, etc)
5. Students will not vandalize, disconnect or tamper with any of the equipment.
6. Students will not try to enter files or systems that are restricted. Students will only access those programs and files approved by NWHS. These may only be accessed through the start program menu or an icon on the desktop.
7. Students will not copy, modify, or claim as their own any data files, disks, or software belonging to another student, teacher, or NWHS.
8. Students will not access pornography or other non-educational sites. If the student should come across one, they will **immediately** turn off the monitor and notify their teacher or supervisor. Such **immediate** action may serve as a defense against allegations of intentional violation of school policy.
9. Students will not purchase anything through the school's Internet access.
10. Students will not use e-mail, go into a chat room, or use messenger services.
11. Students will only reboot the computer when given permission from a teacher.
12. Students will not give out personal information such as their address, phone number, location of the school or parents' work address/phone number.
13. Students will not use the computer as a way to intimidate or harass other users and the student will report any inappropriate actions by others.
14. Students will not install hardware or software onto the school computers.
15. Students will not download any material without direct approval of a teacher.
16. Students will not intentionally waste limited resources of computer paper, ink, etc.

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

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet

system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

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

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

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

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

The Superintendent or Director of Technology may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the

technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

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

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

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

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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

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

Students shall not access social media for personal use from the Corporation's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

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

P.L. 106-554 (2000), Children's Internet Protection Act

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777, 9134 (2003)

76 F.R. 56295, 56303

## **COUNSELORS**

Counselors are available to help or provide assistance to all students in our school. The Guidance Department is located in the office area. Student-Counselor involvement varies with each student depending upon individual needs which may be a school or personal problem. They are available for assistance in planning your school program, talking about a personal matter, or dealing with an emergency problem.

## **DANCES**

1. Dances after games will be over at 11:00 p.m.
2. There are NO pass-outs at dances.
3. Students must clear the building by 11:15 p.m.

Dances are for NorthWood students. Middle School students are not permitted to attend high school dances, nor guests from other schools.

## **DISTRIBUTION OF MATERIALS**

Printed materials of any kind may not be distributed or posted in the school building, on the school grounds, on the school buses, or at any school activity without prior approval of the building principal.

## **DRIVING AND PARKING**

Driving to school is a privilege, not a right. Students driving to school must complete the driver registration cards and turn this in to the Vice-Principal. A \$5 parking tag fee will be assessed to each student driver when they hand in their required driver registration sheet. Periodic checks during the school year will be conducted. Students failing to register their automobile will have their driving privileges suspended.

Violations of safe driving practices will result in the revoking of driving privileges. Students are to lock their cars and to stay out of them and the parking lot during the school day. Vehicles are not to be operated during the school day without the consent of the Principal's Office. Using the automobile for the purpose of truancy may result in the suspension of driving privileges for the year. Student drivers are to enter the student parking lot at the south or west entrance to the school. Senior students have a designated parking area south of the pool and immediately south of the reserved parking area. These areas are only for senior operated cars, not underclassmen transporting senior students. Underclass parking is south and west of the parking lot islands. A map will be displayed in the office and on the student announcement board. Student cars parked in restricted areas will be ticketed or towed at the owner's expense. Designated parking areas around the building are reserved for school personnel and visitors.

All parking spaces by the curbs are marked reserved and are for school personnel only. If students park in spaces reserved for school personnel, they will be assigned to Wednesday School.

## **DRUG TESTING**

Students involved in extra curricular activities and/or driving to school will be subject to random drug screening throughout the year. Additional areas for drug testing which are allowable by law may be added.

## **ENROLLING OR WITHDRAWING**

Students who enroll at NWHS must provide official school transcripts of courses completed, appropriate health records, birth certificates and proof of legal residence. Students transferring from home-school situations or non-accredited private schools must complete the appropriate enrollment form with the principal's approval.

Students transferring to another school must notify the guidance department and make arrangements to return books, pay fees, and transfer records before official transcripts can be sent. Other students withdrawing from school must notify the guidance department and make

arrangements to return books, pay fees, and have a conference with an administrator before they can be withdrawn.

Students who have been withdrawn for disciplinary or attendance reasons will be notified in writing and may not reenter NorthWood unless they have a conference with an administrator. Students who have been disciplined by another school and transferring to NorthWood must fulfill the terms of the host school's disciplinary action prior to enrollment.

Any student withdrawing, or withdrawn, who is not transferring to another school may not reenter NorthWood until at least the beginning of the following semester.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer at: Assistant Superintendent, Title IX Coordinator, Wa-Nee Community Schools, 1300 N Main Street Nappanee, IN 46550 The complaint procedure is described on Form 2260 F8. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

### **EXTRA-CURRICULAR ACTIVITIES**

There are many clubs available for those who wish to become involved in extra-curricular activities. The organization of these clubs will be held within the first month of school. A complete listing of all activities will be distributed from the Vice-Principal's office.

### **FINAL EXAMINATIONS**

Teachers will give final examinations in all courses. A specific examination schedule will be made available prior to final examination time.

### **FREQUENCY OF GRADES**

Grades will be issued to students every 6 weeks. The 12th, 24th and 36th week grades will be entered on the student's permanent record. Progress reports may be sent to parents anytime a student needs special attention. These reports indicate either positive academic achievement or a deficiency which needs to be corrected.

### **GRADUATION REQUIREMENTS**

The student must successfully complete the Indiana Core 40 with a minimum of 40 credits of high school work. The credits necessary for graduation shall be in the following specified subjects:

<b>English</b>	<b>8 credits</b>
• <b>Mathematics</b>	<b>6 credits</b>
○ Algebra I	2 credits
○ Geometry	2 credits
○ Algebra II	2 credits
• <b>Science</b>	<b>6 credits</b>
○ Biology	2 credits
○ Chemistry or Physics	2 credits
○ Any Core 40 Science course	2 credits
• <b>Social Studies</b>	<b>6 credits</b>
○ World History I & II	2 credits
○ US History	2 credits
○ Government	1 credit
○ Economics	1 credit
• <b>Directed Electives</b>	<b>5 credits</b>
○ World Languages	
○ Fine Arts	
○ Career and Technical Education	
• <b>Physical Education</b>	<b>2 credits</b>
○ Phys Ed I & II	2 credits
• <b>Health</b>	<b>1 credit</b>
• <b>Electives</b>	<b>6 credits</b>

## **HOMEWORK**

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

## **HONORS PROGRAM**

Students are recognized for academic achievement in one of three programs. The Distinguished Honor Roll is earned when a student receives all A's in a grading period. Students will qualify for the Principal's Honor Roll at the end of each grading period when the student's grade point average is 3.66 to 3.99 with only A's and B's. Regular Honor Roll will be those students who have a grade point average of 3.2 to 3.65 with all A's, B's, and C's. A student must be enrolled in four (4) full credit courses to qualify for any recognition. Pluses and minuses will count in the calculation of the grade point average. At the end of the grading period, the Principal's Office will post a list of these respective students.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or

require compliance with a set deadline. This is for the safety of all students and in accordance with State law.

## **LOCKERS**

You will be assigned a hallway locker with a built-in combination lock at the beginning of your high school career and will be expected to use that locker. Lockers are the sole property of the school. It is your responsibility to keep the locker assigned to you **locked, clean, and in appropriate order**. Disciplinary action will be taken if lockers, locks, or locker numbers are altered or damaged.

Search of a student's locker or vehicle may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. The Board has also authorized the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law will be taken and held or turned over to the police.

Only school authorized locks are to be used on lockers in the athletic areas. Any unauthorized locks will be removed without notice and destroyed. The school administration has the authority to open and examine the contents of any locker located on school property.

The school will not assume responsibility for lost items, therefore, it is important that the lockers be kept **locked** and that combinations be kept **confidential**.

## **MEDIA CENTER**

The Media Center is open from 7:10 am - 3:30 PM., M-F. Students may borrow materials for a 4-week checkout period with a student ID. A late fine of .10 is charged for each day overdue. Students can use the computers for school-related assignments. Students are expected to use the resources (print and computer) respectfully and responsibly.

## **MEDICATION**

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

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Long Term Medication Form and Authorization Form **must** be on file before the student will be allowed to begin taking any medication during School hours.
- All medications must be left in the nurse's office.
- Medication may be brought to school by the parent or the student. All medication must be in the original container.

- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

**Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of conduct and will be disciplined in accordance with the drug-use provisions of the Code.**

### **NON-DISCRIMINATION POLICY**

Wa-Nee Community Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Inquiries regarding compliance may be directed to the Assistant Superintendent, WA-Nee Community Schools, 1300 North Main Street, Nappanee, IN 46550 or Section 504/Americans with Disabilities Act Coordinator

### **NOON HOUR CONDUCT**

Students are not permitted to leave the school grounds without the approval of an administrator, or his/her designee. The parking lot is off limits at all times during the day. Classes are in session at all times during the noon hour, so please stay out of the halls. Students are encouraged to use the surge areas to visit during their lunch period.

Students are expected to use proper etiquette in the cafeteria at all times. A proper eating atmosphere is the responsibility of all those who use the cafeteria. Immature and irresponsible behavior will not be permitted.

Failure to follow the noon hour policy will result in disciplinary action. Absolutely no food is to be taken out of the cafeteria during the lunch periods.

### **OFF-CAMPUS EVENTS**

Students at school-sponsored extra-curricular activities not at NorthWood shall be governed by school district rules and regulations and are subject to the authority of school district officials.

### **PERSONAL APPEARANCE/DRESS CODE**

"Dress and appearance in good taste" is the guideline for NorthWood High School students. Principles of good grooming and proper dress are necessary to establish an atmosphere conducive to enhancing the learning environment.

Teachers will intervene in student dress and appearance when such dress or appearance is distracting to the educational process, is indecent, may jeopardize the health and safety of the individual student or other students, or may damage school facilities.

### **Points of Emphasis for Personal Appearance and Dress Code**

1. Students may not wear shorts. This includes Bermuda shorts and cargo type shorts.
2. Shirts must be long enough that a student's midriff is not exposed.
3. Females may wear skirts, but they must be fingertip length.
4. Students may not have boxers, underwear, or shorts exposed. Shirts and pants must be long enough and worn high enough to prevent this from occurring.
5. **Students wearing pants with holes or rips above the knees must have external patches covering the holes or rips.**
6. Hoods are not to be worn during school.
7. Students are not allowed to wear hats.
8. All shirts, tops, blouses and dresses must completely cover the shoulders.
9. Clothing with printing and / or pictures may be allowed if it is in keeping with a wholesome school atmosphere.
10. Females wearing tights or leggings must wear a garment that is fingertip length.

### **Violation/Consequence Policy for Personal Appearance/Dress Code**

- 1<sup>st</sup> Offense: Warning and change of clothing
- 2<sup>nd</sup> Offense: Change of clothing and contact with a parent
- 3<sup>rd</sup> Offense: Assigned to Wednesday School
- 4<sup>th</sup> Offense: Suspension

### **PERSONAL PROPERTY**

The school cannot and will not be responsible for any personal property which is brought into the school. If such property is lost, stolen or damaged, replacement will be at the student's expense.

Book bags are allowed to be brought to and from school but they are not to be carried in-between classes. All book bags are to be stored in your hallway locker during school hours.

### **PUBLIC AFFECTION**

Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands in the halls is not considered objectionable or immoderate. All other displays of public affection are objectionable and disciplinary action will be taken against these students who ignore or refuse to cooperate with this reasonable rule.

## **PUBLICATION OF INFORMATION**

Any parent or guardian wanting his/her student's name excluded from any list of honor rolls, athletic awards, extra-curricular activities or public mailing information must notify the Principal's Office in writing by the end of September each school year.

## **SCHEDULE CHANGES**

The following procedure will be followed when a schedule change is necessary:

1. Schedules will be changed for the following reasons:
  - a. To meet graduation requirements
  - b. To correct errors
  - c. To meet extenuating circumstances approved by the administration.
2. A class dropped after 3 school days will result in a grade of WF. Classes will not be added after 3 school days
3. Any schedule change not initiated by the Guidance department will result in a fee charged to the student
4. The student must have a complete "schedule change" form on file in the guidance office. This form will have the following information:
  - a. Reason for schedule change
  - b. Signature of guidance counselor
  - c. Signature of parent and student
  - d. Signature of teachers of class dropped or added
5. The administration may make exceptions to the above in unusual cases.

## **SCHEDULING OF SCHOOL EVENTS**

The scheduling of all school events must be approved by the Vice-Principal's office and placed on the school calendar well in advance of the anticipated activity. School activities always take priority over outside activities.

## **SCHOOL NURSE**

The School nurse is assigned to NorthWood High School on a daily basis. The Nurse will determine if a student is allowed to leave school due to illness. If the nurse is not present, the office will make the determination based on student age and parental permission.

## **SEVERE WEATHER - SCHOOL CLOSING**

### **EMERGENCY CLOSINGS AND DELAYS**

When there is a delay or closure, there will be a bright red message at the top of our websites with information regarding the delay or closure.

All parents, students, staff and community members may register with “**REGROUP**” by visiting <http://www.wanee.org/SchoolSafety.aspx> to sign up to receive email and/or text message notification when any of their selected schools delay, close, or dismiss early due to weather conditions. **All weather related delays and cancellations, as well as important school information, will be**

sent through using the “REGROUP” Mass Notification Alert System.

We encourage parents to use of the email and/or text message notifications provided by “REGROUP” for the most up to date information regarding our delay and closure information, and important school information.

*In the event that the weather conditions become hazardous during the school day and school officials deem it necessary to close the schools early, please work out a plan with your child so he/she knows what to do under these conditions.*

Any announcements will be made as early as possible. If you do not hear an announcement, then you can expect school to begin at the regular time. **PLEASE DO NOT CALL THE SCHOOL OFFICE TO VERIFY CLOSING INFORMATION.**

Please know that decisions regarding weather related delays and closing are made with our student’s safety as a priority. As a parent, you may choose to keep your child home if you feel weather conditions are such that your child’s safety is at risk. We ask that you remember to please follow the guidelines for reporting an excused absence for your child when choosing this option.

In addition the following media sources will broadcast school delays and closings:

Television: Channel 16, Channel 22

### **SPECTATOR GUIDELINES**

The purpose of the event is to enjoy student extra-curricular activities. Your presence at the event is to give support and provide spirit for our students. This should always be done by positive comments. Avoid comments or gestures which are degrading to yourself and NorthWood High School.

1. Although seats are not reserved, please respect other students and avoid pushing, piling on, or moving people out of a seat because of being an upperclassman.
2. The use of vulgar or profane language will not be allowed.
3. Students are not to be passed up or down the seating area.
4. Interfering with the visiting team or their fans in any way detracts from our position as a good host school. You are expected to stay in your seat and be a good spectator.
5. Toilet paper, tape, streamers, and airplanes have no significance in the outcome of an athletic event and will not be tolerated.
6. Everyone is expected to **Stand and Be Quiet** during the playing of the National Anthem. Many people have given their lives so that we may live in a free society. You owe them your silence and attention for their sacrifices.

If you cannot follow these few simple guidelines, please stay home. Our student support must be positive and this is what we expect from you.

## **STUDENT ACCIDENT INSURANCE**

The student accident insurance program is optional to all NorthWood students. It is the responsibility of the student to enroll in this program by the end of September. Also, the student must report all accidents to the Principal's Office within 10 days of the accident and the parents are to forward all claims to the proper authorities. This coverage is a **Secondary Policy** to any other medical insurance that the parent or guardian may have. All students who do not participate in this program **must** fill out an Insurance Waiver which will indicate the family is aware of the fact that NorthWood High School does not carry accident insurance on their student and the family will pay any and all medical costs.

## **STUDENT I.D.**

At the beginning of the school year, all students will be provided a pictured Student I.D. Students are expected to carry this identification with them at all times. This I.D. will be required for admission at all extra-curricular activities.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the right of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

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

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

## **STUDENT WELL-BEING**

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

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

## **TEXTBOOK AND MATERIAL FEES**

All textbooks and materials fees will be collected each school year. Statements will be issued to the students. The statement will have textbook rental prices for each course and subject area fees for each course. Payment is due upon receipt of the fees statement in the month of September. Checks should be made out to NorthWood High School.

## **TEXTBOOK RENTAL REFUND**

A refund will only be made if the student drops a course within the 5-day course change period allowed. This refund will only include the cost of the book rental, not consumable supplies. A course which is added within the first 5 days of a trimester will be charged the full cost of the course and will be paid when the class is added.

## **TRANSPORTATION**

**All bus riders are expected to demonstrate the same standards of conduct and citizenship as required on the school campus. In addition, all bus safety rules and policies must be demonstrated to maintain bus riding privileges for learning trips, extracurricular trips and bus routes. For detailed information regarding school bus transportation visit <http://www.wanee.org/transportation.aspx> or contact the Wa-Nee Transportation Office.**

## **VISITORS**

Due to increased enrollment and legal liabilities, NorthWood will not allow visitors within the school building during the school day. Exceptions to this rule will be parents/guardians of enrolled students and students who are contemplating future enrollment into NorthWood. While parents are encouraged to visit, they must check in with the office. Visitor badges will be required for all visitors to NorthWood High School. The visitor identification will be issued at the Principal's Office.

The Principal is empowered to take action against non-students who are on campus which includes the right to call the police and swear out warrants.

## **WEDNESDAY SCHOOL**

The Wednesday School Program is a positive alternative within our total disciplinary program. Wednesday School is scheduled on an every week basis and will be assigned for disciplinary offenses including, but not limited to truancy, excessive tardies, constant disruptions within a classroom, etc. Failure of students to attend an assigned Wednesday School session will constitute an insubordinate act and result in the student serving an in-school suspension.

## **WORK PERMITS**

Work permits are obtained from the Principal's office. Necessary items needed to obtain a work permit include the following: birth certificate, employer's Intent to Employ card and a parental signature allowing the employment.

State law allows work permits to be withdrawn for poor student attendance or low grades. The Vice-Principal and a faculty committee will review students who are working and have poor attendance or low grades. The determination for review will be if a student receives an "F" for a six weeks grade or has seven (7) absences during a six weeks. The Vice-Principal will communicate with the student and the family if a student's work permit is being revoked.