NorthWood High School Mission Statement

NorthWood High School prepares students for the greater community in a safe environment which promotes high expectations through innovative learning.

WESTON LAMBERT
Principal

CHRIS BERG
Vice-Principal

AJ RISEDORPH
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:

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: www.wanee.org by clicking on "District" and finding the specific policy or
administrative guidelines in the Table of Contents for that section.

All forms referenced in this handbook can be found on the school website or upon request.

Vision Statement

NorthWood High School aspires to be an exemplary school in all areas. We aim to develop leaders who commit to improving the school, facilitate participation in the decision-making process, and foster positive relationships between community, parents, staff, and students. Further, our school strives to develop students who maximize their full potential through a commitment to academic achievement, character development, and critical thinking. NorthWood High school ensures and maintains a diverse, evolving selection of required and elective courses that foster intellectual options while utilizing ever- evolving curriculum maps and common assessments to produce lifelong learners and productive citizens. As an exemplary school, we recognize that parents, guardians, and the community play an active role in the education of our children through support of both academic and cocurricular organizations. We strive to recruit, grow, and retain staff that works collaboratively and respectfully with all stakeholders to promote high expectations for themselves and their students, to recognize the values of the community, and to foster community service. NorthWood High School aspires to cultivate a safe, positive, collaborative environment in which all students, faculty, and community members feel valued and respected.

Core Values

I. Integrity
II. Innovative Learning
III. Flexibility
IV. Community Oriented
V. Compassionate
VI. Encouraging

WELCOME LETTER FROM THE PRINCIPAL

Dear Student,

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 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.

Weston Lambert
Principal

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 SCHEDULES

	Daily Schedule (M-T-Th-F)	Wednesday – PLC
Period 1	8:00 – 9:10 (70 min)	8:00 – 8:54 (54 min)
Period 2	9:15 – 10:25 (70 min)	8:59 – 9:53 (54 min)
Homeroom	* * * * * * * * * * *	9:58 – 10:42 (44 min)
Period 3	10:30 – 12:15	10:47 – 12:17
1st Lunch	Lunch 10:30 – 11:05 (35 min) Class 11:05 – 12:15 (70 min)	Lunch 10:47 – 11:17 (30 min) Class 11:17 – 12:17 (60 min)
2nd Lunch	Class 10:30 – 11:05 (35 min) Lunch 11:05 – 11:40 (35 min) Class 11:40 – 12:15 (35 min)	Class 10:47 – 11:17 (30 min) Lunch 11:17 – 11:47 (30 min) Class 11:47 – 12:17 (30 min)
3rd Lunch	Class 10:30 – 11:40 (70 min) Lunch 11:40 – 12:15 (35 min)	Class 10:47 – 11:47 (60 min) Lunch 11:47 – 12:17 (30 min)
Period 4	12:20 – 1:30 (70 min)	12:22 – 1:16 (54 min)
Period 5	1:35 – 2:45 (70 min)	1:21 – 2:15 (54 min)

2-HOUR DELAY SCHEDULES

	2-Hour Delay (M-T-Th-F)	PLC 2-Hour Delay (Wed)
Period 1	10:00 – 10:45 (45 min)	10:00 – 10:38 (38 min)
Period 2	10:50 – 11:35 (45 min)	10:43 – 11:21 (38 min)
Homeroom	**********	**********
Period 3	11:35 – 1:05	11:21 – 12:51
1st Lunch	Lunch 11:35 – 12:05 (30 min) Class 12:05 – 1:05 (60 min)	Lunch 11:21 – 11:51 (30 min) Class 11:51 – 12:51 (60 min)
2nd Lunch	Class 11:40 – 12:05 (25 min) Lunch 12:05 – 12:35 (30 min) Class 12:35 – 1:05 (30 min)	Class 11:26 – 11:51 (25 min) Lunch 11:51 – 12:21 (30 min) Class 12:21 – 12:51 (30 min)
3rd Lunch	Class 11:40 – 12:35 (55 min) Lunch 12:35 – 1:05 (30 min)	Class 11:26 – 12:21 (55 min) Lunch 12:21 – 12:51 (30 min)
Period 4	1:10 – 1:55 (45 min)	12:56 – 1:33 (37 min)
Period 5	2:00 – 2:45 (45 min)	1:38 – 2:15 (37 min)

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 2:45 p.m**. The school **office is open from 7:15 a.m. until 3:45** p.m. Classes are seventy minutes in length with five 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 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.

- Homeschool students that wish to participate in NorthWood Athletics must be enrolled and passing at least two classes at NorthWood High School.

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

- Student's 3rd absence, the teacher will contact the parent and refer the student to the office.
- Student's 5th 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

- The student is allowed to continue progress without restrictions.
- The student is allowed to continue progress but is placed on an attendance contract.
- The student is recommended for placement at alternative school.
- The student is recommended for special student status.
- 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. **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.

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. 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

- 1st Offense: Verbal Warning
- 2nd Offense: Teacher assigned consequence (15 minutes maximum if it is detention) and parent contact
- 3rd Offense: Teacher assigned consequence (15 minutes maximum if it is detention) and office referral
- 4th 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

The use of any cell phone or any electronic device at school can be detrimental to the well-being of students and academic climate of our classrooms. These devices can create a disruption to the learning environment and take valuable time away from instruction. Schools that have heavily restricted student cell phone use in school are reporting higher test scores and better student well-being.

A student may bring but is prohibited from possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, gaming devices, and/or smartwatches or any similar device that is connected to a cell telephone, a cell tower, or the Internet during the school day. A student may use such a device if a teacher requires use of a school-supplied device or a school-sanctioned device for instructional purposes only.

During the school day the wireless devices must be stored away in lockers, powered off, and inaccessible to students.

This policy is not violated in the following circumstances:

a) when the student has been given permission from a teacher to use a school-sanctioned or school-provided wireless device for educational purposes during the school day;
b) the student is authorized to use the wireless device at an appropriate time during an emergency;
c) the student may use the wireless device in a non-instructional setting **with permission from school personnel** for brief communications to parents/guardians (ex. To communicate with parents/guardians of an extra-curricular cancellation).
d) the student's use of the wireless device is to manage the student's medical condition as documented by and pursuant to an order of a licensed health care provider;
e) the use by the student of the wireless device is part of the student's Individual Education Plan (IEP) or 504 Plan;
f) the use of the wireless device by the student is necessary for language translation when no school-managed device is available;
g) the student uses an unobtrusive audio recording device for notetaking or personal learning assistance as long as the devise captures only spoken word audio, does not capture, store, or transmit images or video, is visible to the teacher when in use, is provided for inspection by school officials, and is used in a manner consistent with recording audio provisions of state and federal laws. A recording made by such a device will not be used for a disciplinary, evaluative, or supervisory purpose against a student or employee.

A student may be disciplined including suspended or expelled for using a wireless electronic device in a manner for violating this policy and may have the device confiscated by school administration. The device will be returned to the parent.

Cell phones and electronic devices brought to school are at the student's own risk. The Corporation is not responsible for the loss, theft, damage, or vandalism to student cell phones or WCDs, as well as other student property.

Violation / Consequence Policy for Cell Phones

- 1st Offense: Phone confiscated; warning. Phone returned to student at the end of the day.
    - Teacher to call home and speak with parent
- 2nd Offense: Phone confiscated, reissue to parent only
    - Office will call home and speak with parent
- 3rd Offense: Phone confiscated, reissue to parent only, assigned to Wednesday School
    - Office will call home and speak with parent
    - Student placed on an intervention plan that requires them to turn in their phone at the beginning of each day and pick it up at the end of each day for a designated period of time up to the end of the trimester.
- 4th Offense: Phone confiscated, reissue to parent only, suspension
    - Office will call home and speak with parent
    - Student placed on an intervention plan that requires them to turn in their phone at the beginning of each day and pick it up at the end of each day for a designated period of time up to the end of the school year.

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.

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

- Shorts are allowed but must be finger-tip length. This includes spandex/biker shorts which also follow the tights/leggings rule.
- Holes in jeans or pants must be at or below finger-tip length
- Shirts must be long enough that a student's midriff is not exposed.
- Skirts must be fingertip length.
- Tights or leggings must be worn with a shirt or skirt that is fingertip length.
- Students may not have boxers, underwear, or shorts exposed.
- Hoods, hats, and bandannas are not to be worn during school.
- Shirts, tops, blouses and dresses must completely cover the shoulders.
- Apparel with objectionable language, symbols, or pictures is not allowed.
- Apparel and personal effects that refer to or promote drugs, alcohol, tobacco, or violence are not allowed.

- Coats should not be worn during the school day.
- Blankets are prohibited

Violation/Consequence Policy for Personal Appearance/Dress Code

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

PERSONAL PROPERTY / BOOK BAGS

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.

CODE OF CONDUCT / STUDENT DISCIPLINE RULES

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

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:**
   a) 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.

   b) 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) 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.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed below apply when a student is:

1. 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);
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, 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.

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:
        i. That the student has an acute or chronic disease or medical condition for which the physician had prescribed 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.

    b. 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 to students and parents.

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.
- 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.

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 devises 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
    - 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.

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.
   - A biological disease, virus, or organism that is capable of causing Serious bodily injury.

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.

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.

Vape Detectors

All NorthWood High School restrooms are equipped with a vape detection system designed to alert administration/law enforcement and differentiate between nicotine vapor, THC (marijuana) vapor, aerosols, tampering, emergency indicators, and aggressive noises. Students present in the restroom at the time of the alert may be questioned and searched based on the nature of the alert.

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.

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

* Depending on the nature and severity of the code of conduct violation, the school administration has the discretion to increase or decrease the punishment for most violations.

Major Infraction Matrix

Behavior / Code	Definition / Examples	1st Offense	2nd Offense	3rd Offense	4th Offense
Alcohol *(SC1)* **/ Drugs** *(SC2)*	Possession or consumption of alcohol, drugs, DAB pens, or paraphernalia. (I.C.35-48-4-11)	10 days OSS / Recommended expulsion/ Police notified			
Deadly Weapons *(SC3)*/**Gun** *(SC 4, 5, 6)*	Possession of weapon or firearm on school grounds.	10 Days OSS Recommended Expulsion Police Notified	********	********	********
Non-Deadly Weapons *(SC21)*	BB gun, paintball gun, Air Soft gun, etc.	1-5 days ISS/OSS and parent meeting possible recommendation for expulsion/Form 16	5-10 Days Recommendation for expulsion.		
Tobacco *(SC 7)*	Possession of tobacco or E-cigarettes (Vape pen).	2-4 Days OSS Parent Conference	5-10 Days OSS	5 Days OSS Police Notified	5 Days OSS/ Recommended expulsion
Fighting *(SC 11)*	Both parties are involved in the altercation and mutual combatants.	1-10 days OSS/ Possible recommendation for expulsion/ SRO notified	3-10 days OSS/ Possible recommendation for expulsion / SRO notified	5-10 days OSS/ Possible recommendation for expulsion / SRO notified	5 – 10 Day OSS possible expulsion
Battery *(SC 12)*	Single party aggressor against a student/staff with no retaliatory response.	5-10 days OSS/ Possible recommendation for expulsion / SRO notified	5-10 days OSS/ Possible recommendation for expulsion / SRO notified	5-10 days OSS/ Possible recommendation for expulsion / SRO notified.	Recommendation for expulsion / SRO notified
Intimidation Bullying *(SC 13)*	Includes harassment, threats, provocation against another student or staff member.	Tier I (low level threats) – conference with principal and mandatory call home. Tier II (altercation unavoidable): 1-5 day suspension. Tier III (Threats that impact safety of school): 5-10 days of OSS / possible recommendation for expulsion / SRO notified.	Tier I: 1-5 days ISS/OSS, MTSS referral Tier II: 5-10 days OSS / parent conference, MTSS referral	Tier I: 5-10 days OSS / parent conference Tier II: 5-10 days OSS, possible recommendation for expulsion.	Tier I: 5-10 days OSS / parent conference Tier II: 5-10 days OSS, possible recommendation for expulsion.
Profanity *(SC 14)*	Profanity or obscene gesture (Tier II Includes Racial Slur and profanity towards staff.)	1-5 days OSS	5-10 days OSS	5-10 days OSS	10 days OSS / recommendation for expulsion
Defiance *(SC 15)*	Disobeying or disrespecting any staff, including bus driver, failure to serve, arguing, insubordination.	Tier I (minimal disruption): conference with student and parent contact Tier II (disruption of school environment): up to two days removal from class or detention. Tier III (major disruption to environment): 1-3 days OSS	Tier I: elevates to Tier II and MTSS referral. Tier II: Possible elevation to Tier III, parent contact, MTSS referral. Tier III: 3-5 days OSS, MTSS referral.	Tier I: 1-3 days OSS, parent contact. Tier II: 1-5 days OSS, MTSS Tier III: 5-10 days, possible recommendation for expulsion/Form 16	Tier I: 1-3 days OSS, parent contact. Tier II: 1-5 days OSS, MTSS Tier III: 5-10 days, possible recommendation for expulsion/Form 16
Attendance (*SC 16)*	Attendance contract violation, leaving school, cutting class, failure to attend, truancy.	Detention and parent notification.	Detention, parent conference, MTSS referral.	Possible ISS, detention, parent conference	Possible ISS, detention, parent conference

Destruction of Property *(SC 17)*	Arson, vandalism, graffiti	Tier I (minimal damage): detention and restitution Tier II: (moderate to severe damage) 1-5 days and restitution. Tier III (potential to impact school safety) 5-10 days OSS, restitution, possible recommendation for expulsion /SRO contact	Tier I: 1-5 days ISS and restitution. Tier II: 3-10 days and restitution.	Tier I: 1-5 days ISS/OSS and restitution. Tier II: 5-10 days OSS and restitution.	Tier I: 1-5 days ISS/OSS and restitution. Tier II: 5-10 days OSS and restitution.
Theft *(SC 18)*	Taking any property from staff or students without permission.	1-5 days ISS or OSS / SRO notified, restitution	5 days OSS, restitution, SRO notified	5-10 days OSS, restitution, SRO notified, possible recommendation for expulsion	10 days OSS / recommendation for expulsion
Sexual Misconduct *(SC 19)*	Indecent exposure, engaging in sexual behavior, distributing sexually explicit pictures at school/school functions, or sexual harassment	5-10 days OSS, possible recommendation for expulsion, SRO notified	********	********	********
Technology misuse *(SC 20)*	Cell phone / electronic device violation	Tier I: Device confiscated and returned after school Tier II (major disruption): 1-5 days OSS, possible SRO referral, possible recommendation for expulsion	Tier I: Device confiscated and returned to parent after school. School device: parent contact – 1 day ISS Tier II (major disruption): 5-10 days, possible SRO referral, possible recommendation for expulsion	Tier I: Device confiscated and returned to parent	Tier I: Device confiscated and handed over to parent + 1 Day ISS School device: 1-5 Days OSS Parent Conference
IC 20-33-80.2 "Bullying" refers to 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 student 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.					
Physical Bullying		1-3 days OSS, parents of both parties notified.	3-5 days OSS, parent conference	Possible recommendation for expulsion	Possible recommendation for expulsion
Verbal Bullying		Contact parent of both parties, complete bullying documentation and cease and desist letter. 1 day of ISS	Parent conference, 1-3 days ISS	Parent conference, 1-3 days OSS	5-10 Days OSS with possible expulsion
Social/Relational Bullying		Contact parent of both parties, complete bullying documentation and cease and desist letter. 1 day of ISS	Parent conference, 1-3 days ISS	Parent conference, 1-3 days OSS	5-10 Days OSS with possible expulsion
Written Communication / Electronic Bullying		Contact parent of both parties, complete bullying documentation and cease and desist letter. 1 Day of ISS.	Parent conference, 1-3 days ISS	Parent conference, 1-3 days OSS	5-10 Days OSS with possible expulsion
Athletic Code Violation (*ATH***)**	See WCS Athletic Code of Conduct				

Cheating *(CHE)*	Cheating, Plagiarism, Forgery	Classroom issued consequences; possible detention			
Dress Code Violation (*DRS*)		Warning, change of clothing	Parent Contact Opportunity to Change	Change of clothing, detention	Change of clothing, detention
Illegal Parking (*ILP***)**		Possible suspension of driving privileges			
False Reporting Bomb/Pulling Fire Alarm		10 Days OSS/ Recommend Expulsion/ Police Notified	********	********	
Misbehavior	Disrupting class or school environment Tier I: (minimal disruption): horseplay, students goofing around. Tier II: (moderate to major – class not able to continue after attempts of redirection) students arguing, repeated noises, attempting to disrupt class	Tier I– possible detention, student conference Tier II Detention, phone call home, possible ISS Tier III: Elevates to defiance.	Tier I: Detention, parent contact, possible MTSS referral. Tier II: 1-3 days of ISS, parent contact, possible MTSS	Tier I: Possible 1-2 days of ISS, parent contact, possible MTSS Tier II: (major disruption / continued disruption to environment): 1-3 days OSS	
Tardy (*TAR*)	*applies to NWHS – see Student Handbook	1-2 tardies – teacher warning / consequences	3rd tardy – written warning, teaching issued consequence	4th tardy - detention	
BUS	Bus Referral	Verbal Warning	1st Write-Up Minor: Warning Major: 3-day bus suspension	2nd Write-Up Minor: Warning Major: 5-day bus suspension	3rd Write-Up Minor: 3-day bus suspension Major: Bus dismissal

ENFORCEMENT OF STUDENT BEHAVIOR

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:
   - To protect the physical safety of all persons and prevent damage to property.
   - To maintain an environment in which the educational objectives of the School can be achieved.
   - 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:
   - The nature and extent of any potential or actual injury, property damage, or disruption.

- The student's prior disciplinary history and the relative success of any prior corrective efforts.
- The willingness and ability of the student and the student's parents to participate in any corrective action.
- The interest of other students in the school in a school environment free from behavior that violates the School's behavior standards,
- 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.

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

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.
4. Dances are for **NorthWood High School Students ONLY.** 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.

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. Student cars parked in restricted areas may 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 and their driving privilege may be revoked.

DRUG TESTING

(Board Policy 5530.01)

Students involved in extracurricular 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.

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.

Wa-Nee utilizes Skylert through Skyward Family Access to broadcast information regarding emergencies, delays, closings, and cancellations via email, text, or voice messaging.

We encourage you to keep your phone number and email up to date so that you do not miss important school information. You can update, add, or edit phone numbers and email addresses by clicking on the Skylert tab on the left-hand side of your Skyward Family Access page. **If you are having trouble receiving text messages and your cell number is up to date in Skylert, you can opt in by texting "Y" to 67587.**

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.

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.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

(Board Policy 2430 and AG 2430)

NorthWood High School provides students the opportunity to broaden their learning through curricular-related activities.

The school has many student groups that are authorized by the school. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

ENROLLING OR WITHDRAWING

Students who enroll at NWHS must provide official school transcripts of courses completed and other appropriate documentation. Students transferring from non-accredited schools, such as homeschools, will be evaluated on a per-student basis. Proof of coursework completed must be submitted. There may be a limit to the number of credits granted.
Students transferring from an accredited high school will be enrolled under the Transfer Student policy provisions.

Students transferring to another school must notify the guidance department and make arrangements to return books, device and charger, 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, device and charger 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 trimester.

FINAL EXAMINATIONS

Teachers will give final examinations in all courses or an alternative summative evaluation. 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 Diploma with a minimum of 42 credits of high school work. The credits necessary for graduation shall be in the following specified subjects:

- English 8 credits (including English 9 and Communications)
- Mathematics 7 credits (including Algebra I and Personal Finance)
- STEM 7 credits (including Biology and Computer Science)
- Social Studies 5 credits (including World and US History, Government)
- Phys Ed I & Health 2 credits
- 1 credit
- Electives 12 credits

READINESS SEALS

Readiness seals are designed to be permeable, allow students to update their graduation plan and pivot if their original interest and goals change. Students are encouraged to utilize the options at NorthWood High School to focus their flexible credits into a connected pathway that aligns with their future goals. More information is available in the Counseling Office.

A student must complete the following requirements to earn a readiness seal:

1. **Employment Honors Seal**
   - Earn the Indiana Diploma 42 credits
   - Complete a CTE pathway
   - Complete 150 hours of work-based Learning
   - Demonstrate skill development in communication, collaboration, and work ethic
   - Meet the attendance goal

2. **Enrollment Honors Seal**
   - Earn the Indiana Diploma 42 credits
   - Earn 4 World Language credits in the same language
   - Earn 1 Social Studies elective credit
   - Complete 2 Math credits beyond Algebra II
   - Earn 2 Chemistry credits as part of the Science credits
   - Earn a C or higher in all courses and earn at least a 3.0 cumulative GPA
   - Earn 6 college credits

3. **Honors Plus Seal**
   - Complete requirements of Enrollment Honors Seal
   - Earn the Indiana College Core or AP Scholar with Distinction
   - Complete at least 75 hours of work-based learning
   - Demonstrate skill development in communication, collaboration, and work ethic

RETAKING A COURSE

Retaking a course means re-enrolling in a class in which the student has received credit with the intention of improving the understanding of the content for the purpose of reaching mastery. The grades and credit hours earned previously are replaced and the GPA is refigured with the new grade (if the new grade is higher than the previous grade).

Students may retake courses for credit only according to the following guidelines:

- Students may retake only those courses in which they receive a grade of B- or lower.
- Retaking a course requires the approval of the building principal.
- Degree credit for a course is given only once, but the grade assigned each time the course is taken is permanently recorded on the transcript.
- Only the highest earned letter grades and grade points are computed in the GPA

SCHEDULE CHANGES

Schedule changes must be initiated in the first three days of a new trimester. The following procedure will be followed when a schedule change is necessary:

1. The student must have a complete "schedule change" form on file in the guidance office. This form will have the following information:
    - Reason for schedule change
      These are limited to:
        - Errors
        - Missing Prerequisites
        - IEP/504/ILP Requirements
        - Missing Graduation Requirements
2. Signature of guidance counselor
3. Signature of parent and student
4. Signature of teachers of class dropped or added
5. The administration may make exceptions to the above in unusual cases.

SPECIAL STUDENT STATUS

A student may apply for special student status when they are requesting to have less than 5 periods during any one trimester. This status may be granted only after a building administrator meets with the student, parents and school counselor. Students may apply for this status for the following reasons:

- Student health problem
- Pregnancy
- Marriage
- Student/Family hardship
- Homeschool student participating in co or extracurricular activities

EARLY GRADUATION

A student may graduate at the end of junior year upon successful completion of all graduation requirements, including a readiness seal. A senior may apply for early graduation after first or second trimester upon proof of enrollment in college, enlistment in the military, or starting an apprenticeship.

HONORS PROGRAM

Students are recognized for academic achievement in one of three programs. The Distinguished Honor Roll is earned when a student receives a 4.0 grade point average in a trimester. Students will qualify for the Principal's Honor Roll at the end of each trimester when the student's grade point average is 3.66 to 3.99. Regular Honor Roll will be those students who have a grade point average of 3.33 to 3.65. 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.

HOMESCHOOL EXTRACURRICULAR REQUIREMENTS

For homeschool students to participate in extracurricular activities, students must be enrolled in at least two courses per trimester at the high school.

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.

IMMUNIZATIONS

(Board Policy: 5320, Administrative Guideline: 5320)
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 from school or require compliance with a set deadline. This is for the safety of all students and in accordance with State law.

MEDICATION

(Board Policy: 5330, 5330.01, Administrative Guideline: 5330, 5330 A) 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 Medication Consent 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.

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.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Parents are encouraged to purchase lunches by the week or month. Individual milk may be purchased separately in the cafeteria. Lunch deposits must be made in the morning. Cashiers are available from 7:30 am to 8 am. Breakfast is also available during that time as well. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the school office. **Students are required to have their school issued ID during lunch when purchasing school lunches or a la carte items.**

Students may only charge a full meal. Milk, sides, and extra main dishes cannot be charged. Payment for extras is due at time of purchase. Cafeteria personnel will continue to issue reminders and warnings to students and parents regarding their lunch account status, but it is highly recommended that parents sign up for the Food Service low balance email reminder using Skyward Family Access. To access your Food Service account, log in to your Skyward account and click on the Food Service tab on the left-hand side. If you are facing financial problems, you may apply for assistance at any time during the school year using Skyward Family Access. For additional information, contact the school.

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.

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 south surge area 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.**

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.

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.

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 I.D.

At the beginning of the school year, all students will be provided a pictured Student I.D. Students are expected to be used during lunch in order to receive a school issued This I.D. will be required for admission at all extra-curricular activities. **Students are required to have their school issued I.D. during lunch when purchasing school lunches or a la carte items.**

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 tot 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.

SUICIDE PREVENTION INFORMATION

(Board Policy: 5350, Administrative Guideline: 5350)
Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. The school system has designated a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources. Lindsay London is the Corporation Mental Health Counselor and can be contacted at the following e-mail: llondon@wanee.org.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
5. The National Suicide Prevention Lifeline— 1.800.273.8255 (TALK) www.suicidepreventionlifeline.org
6. The Trevor Lifeline—1.866.488.7386 www.thetrevorproject.org

7. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to all any staff member if they, or a friend, are feeling suicidal or in need of help.
8. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for student in crisis.
9. For a more detailed review of the policy, please see the district full suicide prevention policy.

TEXTBOOK AND MATERIAL FEES

All textbooks and materials fees will be collected each trimester. Statements will be emailed to parents / guardians. The statement will have textbook rental prices for each course and subject are fees for each course. Payment is due upon receipt of the fees statement. Checks should be made out to NorthWood High School with the student's name printed in the memo line. Electronic payment may be made by request.

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. Eligible students who register for school bus transportation are limited to a one stop policy. For detailed information regarding school bus transportation visit http://www.wanee.org/transportation.aspx or contact the Wa-Nee Transportation Office.

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 may be provided but it is not mandatory that a student ride the bus. Some programs do not qualify for school bus transportation. 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. A bus request form must be submitted to the transportation department to determine ridership eligibility.

Seat belts: It is the student's responsibility to properly wear a seat belt when riding on buses equipped with seat belts. The school corporation bears no responsibility when a student fails to comply with seat belt regulations or the driver's directive.

VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the main office upon arrival and present identification in order to be processed by the Raptor System. A visitor badge will be handed out after the visitor has been cleared by the Raptor System. While in the building, it is mandatory for visitors to wear the visitor badge. The Principal is empowered to take action against non-students who are on campus which includes the right to call the police.

WEDNESDAY SCHOOL

The Wednesday School Program is a positive alternative within our total disciplinary program. Wednesday School is scheduled on 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.