



North Posey Junior High School 2021-2022

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NORTH POSEY JUNIOR HIGH SCHOOL

TO THE STUDENT

This handbook contains information about some of the basic services offered by the school and guidelines that students will follow to achieve the best educational experience possible. We encourage you to become a part of the total school program by being involved in many school activities. Students are required to keep this handbook so that they can refer to it when needed.

We hope you have a rewarding and successful year!

BOARD OF EDUCATION

Mr. Geoffrey A. Gentil, President
Mr. Gregory U. Schmitt, Vice President
Mrs. Amy J. Will, Secretary
Mr. Larry Kahle, Member
Mr. Vincent F. Oakley, Member

ADMINISTRATIVE STAFF

Mr. Michael Galvin, Superintendent
Mr. Steve Kavanaugh, Principal
Mrs. Amanda Reynolds, Counselor
Mr. Chris Barker, Athletic/Activities Director
Mrs. Kim Wassmer, Administrative Assistant

SCHOOL SONG

Go ye North Posey; Vikings down the line;
With our colors flying, we will cheer you all the time.

Rah! Rah! Rah!

Go ye North Posey; Fight for victory;
Spread forth the fame of our fair name!

Oh, go you Vikings, win this game!

V-I-K-I-N-G-S

Vikings, Vikings, Yes, Yes, Yes!

SCHOOL COLORS—RED, BLACK, AND WHITE

Regular Schedule	
8:00-8:18	Enrichment
8:18-9:03	1
9:07-9:52	2
9:56-10:41	3
10:45-11:30	4
11:30-12:00	Lunch
12:04-12:28	Homeroom
12:32-1:18	5
1:23-2:09	6
2:14-3:00	7
Assembly Schedule	
8:00-8:18	Enrichment
8:18-9:03	1
9:07-9:52	2
9:56-10:41	3
10:45-11:30	4
11:30-12:00	Lunch
12:04-12:50	5
12:54-1:40	6
1:44-2:31	7
2:35-3:00	Assembly
2 Hour Delay Schedule	
10:00-10:20	Enrichment
10:20-10:53	1
10:57-11:30	4
11:30-12:00	Lunch
12:04-12:34	2
12:38-1:11	3
1:15-1:48	5
1:52-2:24	6
2:28-3:00	7
Early Release Schedule	
8:00-8:32	1
8:36-9:08	2
9:12-9:44	3
9:48-10:20	4
10:24-10:55	5
10:59-11:30	6
11:30-12:00	Lunch
12:04-12:24	Homeroom
12:28-1:00	7

WELCOME

Welcome to North Posey Junior High School. The faculty and staff look forward to working with you this year to make your time in the junior high an academically challenging and rewarding experience. As a junior high student, you are expected to accept more responsibility for yourself, your behavior, and your learning, in order to prepare for the next educational level.

Your agenda book will provide you with information on many aspects of life at North Posey Junior High School. *YOU MUST CARRY IT WITH YOU AT ALL TIMES EXCEPT AT LUNCH.* It is expected that you will use this agenda to keep track of assignments and due dates. The agenda will be checked periodically by teachers. The interpretation, clarification, and addition of content, as needed, are at the discretion of the administration.

Parents and students, please sign and return the enclosed required page 33.

MISSION STATEMENT

We at North Posey Junior High School believe that "Learning Comes First." We are dedicated to providing curriculum which is individually challenging and to creating an atmosphere which is safe and caring. Parents, staff, and students assume joint responsibility for the educational process. Our overall goal is to help our students develop into educated, responsible citizens in our democratic society.

PHILOSOPHY

The spirit of North Posey Junior High School is reflected in the collective actions of its students. Consideration for others' rights and responsibilities is important for all who enter our school. Any action or activity that damages or defaces property, is injurious or embarrassing to any person, or that violates the human or civil rights of any individual is not permitted. Remember that with any and all rights there also comes responsibility.

We encourage the participation of students, parents, and school personnel in a cooperative effort to provide a productive learning environment. Student regulations follow the mission statement to ensure "Learning Comes First." The guidelines, rules, and procedures in this agenda are to create a safe, caring atmosphere for students, parents, and staff. These guidelines, rules, and procedures will also help each student accept responsibility for his/her own development as an educated, responsible citizen in a democratic society.

PROFILE OF NORTH POSEY JUNIOR HIGH SCHOOL

The school opened in the fall of 1959 as North Posey Junior-Senior High School. Because of steady enrollment growth and a desire to provide a separate school for junior high students, the MSD of North Posey built the present junior high building in 1969-70.

North Posey Junior High School is located midway between Poseyville and Wadesville, one half mile west of highway 165. North Posey Junior High School shares a forty-eight acre site with North Posey Senior High.

The North Posey Junior High curriculum conforms to state-established guidelines. Our class day consists of seven 44-46 minute instructional periods with 4-5 minutes between classes and a minimum 30-minute lunch period. Each student takes 6 state-required classes, as well as Introduction to Computer Science.

Special Services provides assistance in the areas of Learning Disabilities, Mildly Mentally Handicapped, Multiply Handicapped, and Emotionally Disabled, as well as in the areas of Occupational Therapy, Physical Therapy, Speech Therapy, and Behavior Therapy. Although most of the students in these classes are identified in elementary school, our full-time guidance counselor and teachers identify additional students each year through our Risk Team Intervention Program. Students with learning disabilities have opportunities for mainstream classes in science and social studies and inclusion classes in math and English so that all students can move toward successfully meeting academic standards. Students who fail to meet math and/or English standards as demonstrated on the ILearn tests receive additional instruction in math and English laboratory classes.

The school offers several academic awards: **High Honor Roll** for students earning a 4.0 GPA, and **Honor Roll Award** for students earning a 3.50-3.99 GPA and an **Honorable Mention Award** for students earning a 3.0-3.49 GPA. In addition, the school presents an **Educational Excellence Award** for 8th grade students with a GPA of 3.5 or higher who have earned a pass plus in math or English on the ILearn. Three special individual awards are given out each year: the **Jerry Beloit Memorial Award** for attitude, scholarship, and conduct; the **Alan Staggs Outstanding Youth Award** for high achievement in academics, leadership, and citizenship; and the **Linda Neal Reising Young Writer Award** for excellence in academic and creative writing.

GENERAL

Boundaries: The senior high and the junior high buildings house two separate schools. Students from the junior high are not to be in the senior high area at any time without permission from the office. The only exception to this policy is in the use of the cafeteria, library, and Tech Help Desk. Junior high students are expected to walk quietly to the cafeteria, eat, and return immediately to the junior high area. All junior high students are to leave the cafeteria as soon as possible to make room for senior high students. Junior high students are not to talk to senior high students in the halls, library, or cafeteria during the school day. When outside the building during lunch period, students are to remain along the west side of the building in view of the supervising teacher.

Enrollment/Withdrawal. Students must attend school in the district in which the custodial parent resides. At the time of initial enrollment, the school shall be provided with the parents' name(s) and address(es). Documents that indicate the custodial parent may also be required. The name and address of the school the student last attended, if any, and a certified copy of the student's birth certificate or other reliable proof of the student's date of birth must also be provided to the school. Information to the school must be provided within thirty (30) days of the student's enrollment. If the information is not provided to the school within thirty (30) days, the school must notify the Clearinghouse on Missing Children to determine if the child has been reported missing.

When at all possible, a parent or guardian should notify the school of a student's withdrawal in advance. All books and school property must be returned, and all fees/fines must be reconciled at withdrawal. Teachers and staff will be contacted by the office for transfer grades and any property that the student must return.

Visitors. North Posey Junior High School is a **closed campus**. Students are not permitted to bring visitors to school with them during school hours. Infants and toddler children should remain in the administrative area; the staff member or student will come to the office area for the visit. Interested parents and school officials are always welcome. **All individuals entering the school must report to the office and sign in. Approved adults may be issued a visitor's pass to enter specific areas of the building.**

School Closing. In the event of severe weather conditions causing school to be closed, students should listen to the area radio and/or television stations and check school district social media sites. Families should also receive notification via a school reach phone call. In most cases, an announcement will be made before 6:30 a.m. ***Do not call school officials or bus drivers to ask if school will be closed.***

Title IX Compliance Statement It shall be the policy of the Board of Education for the Metropolitan School District of North Posey county that there shall be no discrimination on the basis of race, color, gender, religion, ancestry, national origin, or handicap in any programs and/or activities of North Posey Junior High School, Poseyville, Indiana, including, but not necessarily limited to, employment practices and participation in education offerings.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (**FERPA**) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are as follows:

(1) The right to inspect and review the student's education record within 45 days of the day the school corporation receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the M.S.D. of North Posey County to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school corporation decides not to amend the record as requested by the parent or eligible student, the school corporation will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school corporation as an administrator, supervisor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school corporation has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled at North Posey High School shall be entitled to inspect those instructional materials that will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum. No student shall be required without prior written consent of the student's parent or guardian to submit to a survey, analysis or evaluation in which the primary purpose is to reveal information concerning:

- (1) Political affiliations
- (2) Religious beliefs or practices
- (3) Mental and psychological problems potentially embarrassing to the student or his/her family
- (4) Sexual behavior and attitudes
- (5) Illegal, anti-social, self-incriminating and demeaning behavior
- (6) Critical appraisals of other individuals with whom the student has a close family relationship
- (7) Legally recognized privileged or confidential relationships such as those of lawyers, physicians or ministers
- (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

The school corporation, without the consent of parents or students, may release to colleges or to State or local governmental agencies as directed by State code certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student's name, address, parents' names and their home and work telephone numbers, major field of study, participation in official recognized activities and sports, heights and weights of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information, to colleges, state or local governmental agencies as directed by State Code.

Parents of a student less than 18 years of age or of a student who is at least 18 years of age objecting to disclosure of any or certain of the categories of directory information should request a form from the principal's office to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released.

Building principals shall insure that parents are informed of their right to object to the release of directory information and that they have 15 calendar days from the beginning of the school year in which to file an objection.

Sexual Harassment. It is the policy of the Metropolitan School District North Posey County to maintain a learning and working environment that is free from gender harassment. It shall be a violation of this policy for any employee of the Metropolitan School District North Posey County to harass another employee or student

through conduct or communications of a sexual nature as defined as unwelcome sexual advances, requests for gender favors, and other inappropriate verbal or physical conduct of a gender nature when made by any employee to a student, when made by an employee to another employee, or when made by any student to another student. The MSD of North Posey County has adopted a sexual harassment policy and a racial harassment policy. Copies of these policies are available for review in the principal's office during normal school hours.

All reports of sexual harassment shall be made in writing and submitted to the Superintendent's Office or the Board of Education. Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action.

HEALTH AND SAFETY

EMERGENCY CONSENT-HEALTH INFORMATION-MEDICATION AUTHORIZATION FORM- must be completed by parent/guardian at the beginning of each school year or at the time of registration. The following are REQUIRED by Indiana State Law:

1. Proof of current immunizations upon entry into school. Parents are responsible for keeping immunizations current.
2. Hearing screening
3. Vision screening

Additional vision and hearing screenings may be completed upon the request of a parent or teacher.

Health Services. Aid is available when needed in the health center. A record is kept of vision, hearing, immunizations, and the pertinent health information for each student. Parents, students, and faculty should feel free to consult the nurse concerning any health problems.

In case of illness, injury, or emergency, a student should notify the nearest teacher and the office immediately. Students are not admitted to the nurse's office without their agenda books properly signed, except in an emergency, at lunch, or before/after school. The pass indicates that the student has reported to class and is absent with the teacher's permission. It is not acceptable to remain in a restroom or unsupervised areas while ill. Students who become ill and have a fever will be sent home whenever possible. If there is no fever, a student may lie down in the nurse's office for one (1) period only. Students will be sent back to class after one (1) period.

Students may not leave school because of illness without the permission of the school nurse and the office. A parent must sign the student out in the junior high office.

Medications. Medications should be given at home whenever possible. **State law prohibits students from transporting medications from school to home. Students may transport medications from home to school.** All student medication (prescription and non-prescription) must be turned in to the school nurse along with a signed medication parent permission form. Medications prescribed for an individual student shall be kept in the original container bearing the original pharmacy label and the student's name. Over-the-counter medication shall be sent to school with the manufacturer's original label and the student's name affixed to the original package. If medication is to be terminated, a written and dated consent for withdrawal by the parent is required. Physician and/or parental permission is valid for only one school year. All medication not picked up will be destroyed at the end of the prescribed time or on the last day of school. In order for a student to carry his/her inhaler on person, a physician statement and parent signature must be on file in the nurse's office. Students in possession of **any medications** (prescription or over-the-counter) outside of this policy are subject to suspension/expulsion.

Parents should notify the school nurse if the student has been diagnosed with any contagious disease. A student must be fever free; have no experiences of vomiting or diarrhea for 24 hours; or, in the cases of pink eye or strep throat, have been on antibiotics for 24 hours prior to returning to school. **All students must have a working telephone number in case of an emergency, illness, or injury.**

AIDS Policy. Children with Acquired Immune Deficiency Syndrome may attend school in M.S.D. of North Posey County: Acquired Immune Deficiency Syndrome (AIDS) is a disease caused by the Human Immunodeficiency Virus (HIV). AIDS is transmitted from an infected person to someone else by intimate sexual contact, by sharing hypodermic needles, from a mother to her unborn child, and (very rarely) by blood transfusion. There is no evidence to support that AIDS can be transmitted by any type of “casual contact,” including all of the kinds of activities and behaviors that occur in school. Therefore, restricting the attendance of known AIDS patients or persons known to be infected with HIV is not an effective method to prevent the transmission of the virus, and may violate state and federal law.

- Students infected with HIV shall be allowed to attend school.
- Students infected with HIV will not be restricted from school unless they have evidence of other infection or illness for which any student would be restricted (fever, diarrhea, respiratory illness etc.).
- A student infected with HIV may need to be removed from the classroom for his/her own protection when cases of measles, chickenpox, or other infectious diseases are occurring in the school corporation.
- When school officials learn of an HIV-infected student, appropriate school officials, the student (optional), the student’s parents/guardians, and the student’s physician should work together to determine who has a “need to know” of the HIV status of the student. Because of the right to privacy, state law (IC-1-9.5-7) requires that personal records and medical information must be held strictly confidential.

Man Made / Disaster Drills. Lock Out, Lock Down, Fire and Storm Drills will be held periodically throughout the school year. Students should follow the procedures that are posted in each classroom. It is the responsibility of each staff member and student to be familiar with the evacuation route, lock down, lock out or storm drill procedure in each classroom. Students should move quietly and follow the directions of the teacher.

Instructional Information and Services:

Enrichment Period. Each morning starts with an Enrichment Period from 8:00-8:18. The only days that do not have Enrichment Periods are early release days. On Tuesdays, Wednesdays, and Thursdays, students have specific tasks to complete. Tuesdays are reserved for iReady Math instructional resources. iReady is the program that we use to help students work at their own pace, on their own levels to make progress towards standards mastery. Wednesdays are reserved for work in code.org. This program provides a self-paced, engaging STEM curriculum for students. Thursdays are reserved for iReady Language Arts instructional resources. Mondays and Fridays are times for students to choose whether they would like extra time on iReady instructional resources, code.org, homework, or studying for tests. iReady instructional resource grades are taken in both math and English classes.

Field Trips. Field trips are an excellent resource to enhance classroom instruction and provide students with opportunities that are unavailable through the regular school setting. Students going on a field trip must have a signed parent/guardian permission form completed and returned to the instructor. No student will be permitted to attend the field trip without the proper form on file. The teacher or principal may prohibit students with attendance, behavior, and/or academic problems from attending a field trip. Before leaving on a field trip, students must turn in any work due on the date of the field trip.

Assemblies. Assemblies for educational, recreational, and entertainment purposes are offered throughout the school year. When attending an assembly, students should observe the following guidelines:

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly. Find your seat quickly.
3. Please give your immediate attention to the assembly.
4. Be courteous to the performers and to your neighbors.
5. Applaud appropriately in keeping with the occasion.
6. Do not leave the assembly until dismissed.
7. Students will be removed from an assembly for improper behavior and may lose the right to attend future assemblies.

Grades. Grading for classes is reported using an A, B, C, D, and F scale. The Harmony grade reporting system uses an “I” to denote incomplete work and an “E” to indicate an excused assignment. Grades for Study Hall and homeroom periods are based on effort and behavior and are reported using letter grades as well.

Grade Values:

Letter Grade		Percent Range			Point Value
A	=	0.93	to	1	4
A-	=	0.9	to	0.92	3.7
B+	=	0.88	to	0.89	3.3
B	=	0.83	to	0.87	3
B-	=	0.8	to	0.82	2.7
C+	=	0.78	to	0.79	2.3
C	=	0.73	to	0.77	2
C-	=	0.7	to	0.72	1.7
D+	=	0.68	to	0.69	1.3
D	=	0.63	to	0.67	1
D-	=	0.6	to	0.62	0.7
F	=	0	to	0.59	0

For parents without Internet access, please call the school for further information.

Honors Classes. Per Indiana Code, students are placed in honors classes “according to district/school criteria on a qualitative measure of assessment.” Students are placed in honors classes based on their standardized test scores, teacher recommendation, grades in the specific classes, prognosis (placement) test, and parent requests. If a student does not meet the eligibility requirements for his/her grade level course, the parent/student may appeal placement to the school’s administration.

Honor Roll and Honorable Mention.

Honorable Mention: 3.0-3.49 GPA

Honor Roll: 3.50-3.99 GPA

High Honor Roll: 4.0 GPA

Educational Award of Excellence: 8th grade students with a grade point average of 3.5 or above with pass plus in math, English, or science on the ILearn will receive these awards.

Co-curricular Classes

Grades in co-curricular classes, such as band and choir, may be based in part on a student's participation in required activities outside the classroom. These required activities include, but are not limited to, concert performances. The final decision on an exemption from a required activity is made by the building principal.

Homework Policy. Students are expected to complete all assigned homework. Students who do not complete homework may be given lunch detention. It is the **responsibility** of the **student** to complete all incomplete or late work. For an extended absence, each teacher may determine a reasonable time for make-up work and tests. All incompletes for a grading period or semester must be completed within two weeks from the end of the grading period. Late assignments may be turned in for 50% credit within three days of the due date or later at teacher's discretion. After three days, the assignment may receive no credit. When returning from an absence, the **student** has the responsibility to ask the teacher for the work missed. Students should check Canvas, talk with the teacher, and secure any papers that were distributed during their absence.

Physical Education. By law, all students must participate in the junior high school physical education program. Students may be excused from physical education by a doctor's statement. The doctor's statement must be current for each new school year and indicate the activities from which the student is excused. Students excused for physical education by a doctor will be given alternative assignments or placed in a study hall.

If for some reason a parent feels his/her child should not participate in physical education on a given day, a note must be written by the parent and given to the teacher. A note written by a parent is good for only *two days, if specified for two days and is only accepted twice per semester.* If for any reason a student fails to dress and not participate in physical education, he or she will be given a "0" for each day.

A student must dress for physical education in athletic clothing (i.e. shorts or sweatpants and a short sleeve t-shirt) and **lace up tennis shoes**. Student dress for physical education must consist of the following colors; red, white, black or grey. These items must be worn each day in order to receive credit.

Student Accountability Plan. An instructional objective of North Posey Jr. High School is to have all students demonstrate academic competencies at each grade level prior to moving to the next grade level by passing the statewide-standardized ILearn exam. The following guidelines have been established to help ensure that all students pass the requirements for an Indiana High School diploma. All students must pass required State exams in order to graduate. Recognizing that students must be prepared for these exams, North Posey Jr. High School students must meet the following criteria to be considered for promotion to the next grade level:

ILearn Remediation. Students are expected to pass both the Mathematics and English/Language Arts sections of the 7th & 8th grade ILearn exams. Upon receipt of the ILEARN scores, students who did not pass either the Math or English portions will be identified. These students will receive interventions in the necessary areas.

Student Accountability Plan Conference. If three of the four criteria outlined in the Student Accountability Plan (SAP) are not met, the student and his or her parent(s) or guardian(s) will meet with the Student Accountability Plan Transition Committee. This committee will consist of the principal, a teacher, and a counselor. The purpose of the conference is to give the student and the parents(s) an opportunity to present any information that is pertinent to grade placement. ***The final decision for grade assignment will be made by the principal.*** The principal will notify the student about grade assignment by the end of June. For special education students, the student's special education teacher will serve as a representative of the team. Any adaptations, modifications, waivers, or retention for that student will be discussed at that time to identify the student's educational needs for the following year. At the conference:

- a. The **student** may submit samples of work that he/she feels demonstrate competency in the Indiana Academic Standards.
- b. The **student** may discuss any extenuating circumstances that should be considered.
- c. The **student** will be required to make a statement on his/her own behalf.
- d. At the conclusion of the conference, the parents may make a statement on behalf of their child.
- e. If the student and/or parent are unable to attend the conference, they may submit a written statement to the committee.

ATTENDANCE

Compulsory Attendance Law. All students are expected to attend school regularly and to be on time for classes in order to derive maximum benefit from the instructional program. A day lost from the classroom can never be completely regained. Students who have good attendance records generally achieve higher grades, enjoy school more, and are more employable after finishing school. It is the responsibility of the students and parents to maintain regular attendance. Any student with excessive absences must provide medical documentation for each absence. Failure to provide documentation may require parents to report to the Prosecutor's Office in violation of the State's Compulsory Attendance Law. Referrals for undocumented absences and educational neglect may also be made to Family and Children's Services. When a student reaches ten (10) days of absence, the parent/guardian will be notified by letter. Should a student reach fifteen (15) days of absence, the parent/guardian will again be notified by letter and also by the Attendance Officer. The Attendance Officer may or may not make a home visit. At twenty (20) days of absence, the parent/guardian will again be notified by letter, and a home visit by the Attendance Office will be made. After twenty-five (25) days of absence from school, the parent/guardian will receive a fourth letter and Child Protective Services and/or the Prosecutor will be notified.

Reasons for Absences. The State of Indiana and North Posey Jr. High School will excuse and not count six types of absences: (1) required court appearance (2) poll worker (3) student's active military duty (4) student working as a page in the general assembly of the State (5) approved educationally related non-classroom activity (field trip) (6) student/household member participating in Indiana State Fair for educational purposes. The following reasons for absence will be accepted by North Posey Jr. High School and listed as excused and countable by State regulations: (1) documented medical condition/appointment, (2) funeral/bereavement, (3) school nurse request parent/guardian pick up, (4) weather related, and (5) other reasons not specifically listed in the statute under the exempt category.

All other illnesses, regular vacations, or other absences will be considered **UNEXCUSED AND COUNTABLE** according to State regulations. Work may be obtained from teachers but will be counted as a zero for grades at teacher's discretion. Pre-arranged **ONCE IN A LIFE-TIME PLANS** for families can be facilitated by calling the school one week prior to the date of the vacation. The student is required to contact each teacher to secure make-up work for the student. All other absences not prearranged shall be considered

unexcused absences. Makeup work is encouraged for unexcused absences but will be counted as a zero toward the grade.

Appointments/Leaving School Early Procedure

1. Parents and students should make every effort to schedule medical, dental, etc. appointments after school hours.
2. A note must be given to the office the day of an appointment.
3. A document will be issued to the student that will serve as an excuse which must be signed by the physician/dentist/court etc. and returned to the office the next day the student is in attendance.
4. The parent must come to the office to sign the student out for the appointment.
5. Students who become ill during the school day may leave school only through the nurse's office procedure. If the nurse is not available, students must see an administrator for the absence to be considered an excused absence.

Documentation. Students who have missed school for legitimate reasons **must** have a note from a parent or guardian or have their parent or guardian phone the school explaining the absence before 10:00 a.m. of the day of the absence. Failure to provide a note or phone call of explanation shall result in a student's being considered truant. If the truancy is cleared within 24 hours, no disciplinary action will be issued. **If a student misses 3 days in a row, a doctor's excuse is needed to return to school.**

Homework Assignments. If a student is absent, please check Canvas for assignments. Parents may request to pick up books on the student's second day of absence. Students who are ill or missing class for other valid reasons will have an opportunity to make up the work missed. Make-up work for an excused absence must be requested by the student upon returning to school or the grade will be marked with a zero for the day(s) missed. Following a single-day excused absence, a student will be expected to make up work or tests missed on the day following the day he/she returns to school. Arrangements for missed work because of longer absences must be made with the classroom teachers.

EXTRACURRICULAR ACTIVITIES

North Posey Junior High School offers a myriad of extracurricular activities including athletics, Spell Bowl, Academic Super Bowl, Robotics, Student Council, National Junior Honor Society, band and choral programs, Indiana State Solo and Ensemble Contests, and school dances. Boys' athletic teams include cross country, football, basketball, wrestling, and track and field. Girls' athletic teams include cross country, volleyball, basketball, and track and field.

Athletics, Intramurals, Cheerleaders, National Junior Honor Society, Academic Super Bowl, Spell Bowl, Robotics, Student Council, and High School Marching Band. There are numerous extracurricular sports and extracurricular events offered for boys and girls. Almost all of the athletic activities take place outside the school day and will require some transportation by parents. Teams are selected by the coaches based on performance during tryout periods. Cheerleaders are selected to represent the 7th and 8th grade each year. Students participating in athletics or in any extracurricular activity will abide by the IHSAA rules, PAC rules, school rules, and coaches' rules for the team. All team rules established by the coaches are to be followed by the student athletes. Student athletes failing to comply with these regulations will face disciplinary action and/or dismissal from the team.

Eligibility. To be eligible for Athletics, Cheerleading, Student Council, National Jr. Honor Society Club, Spell Bowl and Academic Super Bowl or H.S. Marching or Concert Band, one must be a good student and a good citizen. Starting with the first midterm grade check and continuing with each nine-week or midterm grade check thereafter, failure in any two subjects for a midterm grade check or nine-week period will cause a student to be ineligible, beginning the day grade reports are issued. If at the end of the next midterm/grading period the student is passing the failed subject(s) and has continued practicing, he/she may resume competition in the activity as long as other subjects are still passing and the student has no more than one failing grade. If a student has not earned a passing grade by the end of the next grade check period, he/she will remain ineligible until the next grade check.

NOTE: Participation in extracurricular activities is a privilege. Misbehavior at school or any school-sponsored activity can result in suspension/termination of extra-curricular privileges. Ineligibility for GRADES or MISBEHAVIOR means that a student may practice, but not dress or participate in the scheduled activity or contests. A student absent from school the last four periods of the day, including homeroom, due to personal illness is not to attend a school function, extra-curricular activity, or athletic events. Injured excused students must have a note of clearance from a physician and/or the principal. Properly documented medical appointments do not affect eligibility. Weekend participation is not affected by Friday attendance.

Physical Examinations. All students who plan to participate in athletics or cheerleading during the school year **must** have an **IHSAA Athletic Physical Form** for the current school year, dated after April 1, and signed by their doctor on file in the office **prior** to the start of practice or tryouts.

School Dances and Activities. Only students of North Posey Junior High School will be allowed to attend school-sponsored dances or activities. All school rules apply at these activities. Students who are on an out-of-school suspension/expulsion on the day of an extracurricular activity are not allowed to attend any event at the Jr./Sr. High building.

STUDENT SERVICES

Agenda Planning Books. At the beginning of each year, every student is provided with an agenda book. Students can use an electronic agenda or the agenda book passed out at the beginning of the year, but should use one of the two to write down daily assignments and tests for each subject. It is their responsibility to record their daily homework assignments and class instructions in the appropriate daily spaces. **Students are not to deface their agenda books in any way.** An agenda book that has been defaced will not be valid and will have to be replaced by the student.

Book/Technology Rental. Text book rental and technology fees should be paid by the end of the first nine-week grading period. Students are responsible for all books and materials issued to them. If an item is damaged in any way, a fine will be assessed. If a book is lost, it is the responsibility of the student to pay the replacement cost. Fees not paid will be submitted to the MSD of North Posey County Central Office for court action. All students who qualify for free or reduced books, fees, and lunch are encouraged to apply in the office at the beginning of each school year. **Damage or replacement Chromebook fees are the responsibility of the parent/guardian regardless of free/reduced lunch status.**

Bus Privileges. Bus transportation is provided to every student in the district. It is the responsibility of the student to be at the bus pickup location on time. Absences related to transportation will be considered unexcused. If a student is to ride a different bus, they must bring a note to the office. They will be issued a bus pass. Students **MAY NOT** ride a different bus without a bus pass.

Riding the school bus is a privilege. Improper conduct on the buses will result in the privilege being denied. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

All buses to games or field trips scheduled by the school are under the direction of the school, and all state and school regulations shall apply. Students are to return to school on their assigned bus. Students will ride home on the bus unless they present a parent's note to the supervising teacher or coach stating the parent's approval of an alternate transportation plan.

Cafeteria: School Breakfast, Lunches, Cafeteria, and MLC. Breakfast will be served from 7:40 to 8:00 each morning. The cost of breakfast for students is \$1.35 and \$1.85 for adults; the cost of lunch for students is \$2.35 and \$3.10 for adults. Ala Cart is offered, but prices may vary. Students are to keep food and drinks in the cafeteria and dispose of the items properly before leaving. Three lunch lines are available to students. Line 1 offers the main plate option. Line 2 offers a daily salad and grab and go options. Line 3 offers a choice of various sandwiches and pizza. **There is absolutely no charging of a la carte items.** Students must pay for their lunches after going through the serving line. Free or reduced lunches are available for families that meet the financial requirements. Applications for free and reduced lunch fees are available on line. Students bringing their lunch to school are to eat in the cafeteria. All school rules apply to the cafeteria. Students should push in their chairs and clean off the table where they have eaten, dispose of trash, and return trays to the proper area. Students may congregate in the MLC and use the snack machines during lunch; however, open drink containers are confined to the MLC and the cafeteria. If students do not clean up after themselves, the administration reserves the right to turn off the machines.

Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and

institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the **USDA Program Discrimination Complaint Form**, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

Counseling Services. School counseling services are available for every student in our school. The school counselor may assist with educational planning, test score interpretation, and provide occupational information. Career planning, study assistance, help with home, school, and/or social problems or any question that the student may have may be discussed with the school counselor. Social work services are also available.

Library. Students are encouraged to use the library for reading books and periodicals, securing reference material, and/or researching information for reports. Students may use the library during class periods or during study hall. Each student must have a pass issued and signed by a teacher to go to the library. If a student loses a library book, he/she **must** pay the replacement value of the lost book. Failure to comply with these or any other library regulations may result in disciplinary action or denial of library privileges.

Lockers. Students are provided with a hall locker and a gym locker. Lockers are to remain locked at all times. Items of value stored in lockers assigned to students are the sole responsibility of the student. The school may not be held responsible for damage, loss, or theft of personal belongings. The following are guidelines for the use of lockers:

1. Students may **not** share or exchange lockers.
2. Combinations are **not** to be pre-set or given to anyone.
3. Students may **not** attach items or deface lockers in any way. Decals, pictures, mirrors, etc. should be attached inside or outside the lockers with magnets only, not attached with tape.
4. Not following these guidelines is a violation of the student conduct code and may cause the loss of locker privileges.

The school corporation retains the right to inspect the locker and its contents, with or without the knowledge or permission of the student to ensure that the locker is being used in accordance with its intended purpose. Reasons for inspection include but are not limited to the following: to locate lost or stolen materials, to prevent the storage of prohibited or dangerous materials such as weapons, drugs, alcohol, or tobacco products, to eliminate fire hazardous materials, and to maintain sanitary conditions (no food or open drink containers may be stored in lockers).

Lost and Found. Articles found in and around the school should be turned in to the office where the owners may claim their property by identifying it.

STUDENT

REGULATIONS School

Rules and Guidelines

Following rules and regulations is necessary for the school to fulfill its purposes and to function as an educational institution. These rules and regulations are validly adopted in accordance with Indiana law. Violations of these rules and regulations are grounds for disciplinary action.

1. Students should not cheat, plagiarize, or misrepresent authorship of any school-related assignment.
2. Students should not forge or possess forged documents related to school.
3. Students should not use abusive, vulgar, profane, or indecent language or gestures.
4. Students should not be in a gang at school, or engage in gang activity at school or any school-sponsored function. This rule includes wearing clothing, writing or posting of symbols and using hand gestures that would denote gang affiliation.
5. Students should not display or try to sell profane, obscene or pornographic materials.
6. Students should not receive excessive referrals or make no apparent effort to improve behavior or to complete assignments.
7. Students should not inappropriately display affection or engage in sexual activity in public, at school, or at school-sponsored functions.
8. Students should not violate the school's acceptable user policy for computers and the internet.
9. Students should not violate policies regarding entering and leaving the building as well as, bus, driving, or other transportation policies.
10. Students should not engage in horseplay or any other touching or action that could be construed as harassment or intimidation or that could cause a disruption regardless if all parties deem it as "just playing."
11. Students should not engage in behavior which is deemed disrespectful and/or embarrassing by staff or administration to North Posey Junior High and/or the MSD of North Posey County.
12. Students should report to class with their chrome book, textbook, homework, and other materials necessary for participation in the activities of that class.
13. Students should remember that rules for acceptable behavior within the individual classroom will be carefully defined for students by the individual teacher. Students must understand that the teachers are individuals and therefore may expect different things and accept different types of behavior from their students. It is the student's responsibility to recognize such differences and comply with them.
14. Students are expected to respect themselves, other students, parents, visitors, and all school personnel.
15. Students should not engage in gambling or games of chance on school property.
16. Students should not arrive at school before the first bus at 7:45am. On occasion if an early drop off is necessary, students must remain in the entrance foyer until the first bus arrives. This should not be an everyday occurrence.

17. Students are not to stay after school unless they are directly involved in a school-sponsored activity. Students or non-students are to be out of the building as soon as school is dismissed unless properly supervised by a staff member.
18. Students are to be in their next class before the second bell rings.
19. Students should talk quietly; they should not yell or whistle at classmates.
20. Students should not run, push, pull, or horseplay and should keep the hallways clear for passage.
21. Students are not to be in the halls without a pass.
22. Students should turn off cell phones and all other electronic devices not pertaining to school from 8:00 a.m. until the end of school at 3:00 p.m. and lock these items in lockers during the school day. The school is not responsible for these items.
23. Textbooks and personal items should not be left on the floor unattended.
24. Heavy jackets, coats, or other garments intended as outside wraps are not to be worn or carried to class.
25. Packs/backpacks are to be left in the students' lockers during the school day including the last period of the day, unless otherwise approved by the office. Teachers carefully monitor the halls after the last period to assure that students have sufficient time to go to their lockers and to board the busses. Students riding with siblings must make sure that the sibling also allows sufficient time for the student to go to his locker after the last period and to walk safely to the vehicle.
26. Students may not write or mark on their skin or wear stickers attached to the skin.
27. Drink machines will be turned on at 3:30 p.m. Eating and/or drinking outside the MLC area during lunch is not allowed. No food or drinks are allowed in the foyer, gymnasiums, or classrooms. Special activities that include food and drinks under supervision of the teacher within the classroom are allowed.
28. Students are not to borrow money, textbooks, or articles from other students. If students violate this rule, the school accepts no responsibility.
29. Students will not do anything that is contrary to the philosophy and mission of North Posey Junior High or the MSD of North Posey County.

Search and Seizure.

A. As used in this section, “reasonable cause for a search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of (1) evidence of a violation of the student-conduct standards contained in the student handbook; (2) anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the student, subject to inspection, access for maintenance, and search, pursuant to this section. No student shall lock, or otherwise impede access, to any locker or storage area, except with a lock provided by, or approved by, the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed. (1) The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents when the person conducting the search, or the principal designating the person to search, has reasonable cause for a search of the locker searched.

(2) The principal, a member of the administrative staff, or a teacher, may search a desk or any other storage area on school premises other than a locker, when the person conducting the search has reasonable cause for a search.

C. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to: (1) searches of the pockets of the student; (2) any object in the possession of the student, such as a purse or briefcase, and/or; (3) a “pat down” of the exterior of the student’s clothing.

Searches of the person of a student, which require removal of clothing other than that of a coat or jacket, or shoes, shall be referred to a law enforcement officer in accordance with subsection G of this section. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student being searched, an additional person of the same sex as the student, designated by the student, and reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as possible.

D. The privilege of bringing a student-operated motor vehicle on to school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time or a request to search the motor vehicle, shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle on to school premises. The principal, or a member of the administrative staff designated in writing by the principal, may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.

E. Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be (1) seized and admitted as evidence in any suspension or expulsion proceeding, if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee, until it is presented at the hearing, (2) returned to the parent or guardian of the student from whom it was seized, (3) destroyed if it has no significant value or (4) turned over to any law enforcement officer in accordance with subsection G.

F. Anything found in the course of a search conducted in accordance with this section, which by its presence presents an immediate danger of physical harm or illness to any person, may be seized and: (1) returned to the parent or guardian of the student from whom it was seized, (2) destroyed, or (3) turned over to any law enforcement officer in accordance with subsection G.

G. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to (1) search any area of the school premises, any student, or any motor vehicle on school premises (2) identify or dispose of anything found in the course of a search conducted in accordance with this section. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

Disciplinary Guidelines

Violations of the above rules may result in corrective disciplinary action. The purpose of disciplinary action is to correct inappropriate behavior in order to help students become responsible citizens and ensure order and safety in schools. Any one or a combination of the following actions may be used not necessarily in the order in which they are listed: written warning, counseling, parent conference, detention, restriction of extra-curricular activities, suspension of privileges, suspension from class, suspension from school, suspension from the bus, community service, expulsion from school, referral to juvenile court, substance abuse programs or any other reasonable disciplinary action which is left to the *discretion of the administration of North Posey Junior High School*.

Teachers may take disciplinary action or refer students to the office with recommendations using the guidelines for Category 1 violations:

Category 1. Insubordination, misconduct, language/obscenity, dress code, inappropriate public displays of affection, tardies, not turning in assignments, failure to prepare for class, and possession of electronic devices. Detentions may be issued. Teachers may call or email home for repeated violations.

Disciplinary action for Category 2 and 3 violations are to be determined by the administration.

Category 2. Excessive referrals, acceptable user policy, truancy, cheating/misrepresentations, plagiarism: The administration may assign the student a Saturday School or suspend the student 1-3 days out of school.
Acceptable User Policy: loss of computer use and possible referral to juvenile court.

Cheating, Plagiarism: zero grade will be incurred with detention, may fail grading period with detention or may fail semester; possible expulsion

Category 3. Fighting, obvious intimidation/harassment/bullying, possession or use of explosives or weapons, sale or use of drugs or drug paraphernalia, use or possession of alcohol or tobacco products or paraphernalia, vandalism or theft, or disrespect or threats to school staff .

Tobacco possession offenses will result in a ticket being issued to the prosecutor's office for a mandatory fine and tobacco cessation program.

Detentions, 1-10 days of out-of-school suspension, expulsion, 45-day emergency suspension or expulsion

DISCIPLINARY ACTIONS

Student Due Process

The school will follow the procedures and processes as prescribed in Indiana Code enacted and amended by the Indiana General Assembly with regard to all disciplinary action.

Detention

Any teacher or administrator may place any student on detention for improper conduct or for violating any school policy. All detentions will become part of the student's discipline record for the current year. Students will be required to serve a minimum of 30 minutes each time they report to detention hall. A student will serve his/her detention on the assigned date. Failing to serve detention by the first due date will result in the detention being doubled. Failure to serve detention by the second due date may result in a suspension. Transportation arrangements for any detention scheduled before or after school must be made in advance and are the responsibility of the parent or guardian. No bus transportation will be available. Referrals for the same offense (3) or total referrals in excess of five may result in suspension or expulsion from school.

Out-of-Class Assignment

An area separate from normal student traffic is identified as alternative assignment area. This area is equipped with study desks for student use. Students removed from class or activity will be placed in the area for the remainder of the period or activity/and or removed from the class or activity for one or more days. Students will bring work to do while in the assignment area.

Out-of-School Suspension (O.S.S.)

The student will not attend school or any school functions (including practices) during the suspension. All previously assigned work and assignments missed on the suspension days must be made up and turned in immediately upon return to school or on the assigned due date that occurs after the suspension. The student is responsible for getting any assignments made during the suspension days. The absences will not count toward the student's attendance policy. Students who are suspended may suffer additional consequences. Extracurricular activities may be discontinued for the suspended student.

Driver's License/Permits. Indiana Public Law-1221-1989 states that the Bureau of Motor Vehicles may not issue a driver's license or beginner's permit to a student who is:

- a) Less than 15 years old,
- b) A habitual truant (three verified trancies in a school year), and/or
- c) Identified to the Bureau of Motor Vehicles. Indiana Public Law 51-1990 prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a person less than eighteen years of age who:
 - a. Has at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15
 - b. An expulsion from school under IC 20-33-8-15, 15, 16
 - c. Withdraws from school before graduating in an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the school corporation in which the student is enrolled.

The Bureau of Motor Vehicles is required to invalidate a student's license or beginner's permit for the reasons listed above when appropriate information is filed with the Bureau of Motor Vehicles by the building principal. If a person is younger than eighteen years of age and is under a suspension, expulsion, or has withdrawn from school, the department shall, upon notification by the person's principal, invalidate the person's license or permit. A student whose license or permit has been invalidated for any of the reasons listed above will be eligible for a license or permit or have the license or permit revalidated upon the earliest of one of the following events:

1. The student's eighteenth birthday

2. One hundred twenty days after the person is suspended
3. One hundred eighty days after the person is expelled
4. The suspension or expulsion is reversed after the person has had a hearing under IC 20-33-8-20.

The building principal is responsible for completing all written request for withholding or declaring invalid beginner's permit or operator's license. An appropriate written statement verifying the student's eligibility to apply for a driver's license or permit will be provided to the student by the building principal when the requirements listed above have been met.

Suspension and Expulsion

According to Indiana Code 20-33-8-14

A. The following are the grounds for expulsion or suspension, subject to the procedural requirements (up to 10 days):

1. Student misconduct
2. Substantial disobedience

B. A student may be suspended or expelled when the misconduct or disobedience occurs in one of the following situations:

1. A student is on school grounds immediately before, during, and after school hours and at any other time when the school is being used by a school group;
2. A student is off school grounds at a school activity, function, or event; or
3. A student is traveling to or from school or a school activity, function, or event.

In addition to the situations listed above, a student may be suspended or expelled for engaging in an 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. Any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions may reasonably be considered to be an interference with school purposes or an educational function.

The following State Codes apply in situations which may result in expulsion or suspension:

Search and Seizure, Procedure, and Use of Evidence

A. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of: (1) evidence of a violation of the student conduct standards contained in that student handbook; (2) anything which, because of its presence, presents a danger of physical harm or illness to any person.

B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impeded access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed. (1) The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on that school premises at the time of the search, the student may be notified prior to the search and given the option to be present at the search. (2) The

principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.

- C. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to: (1) Searches of the pockets of the student (2) Any object in the possession of the student such as purse or briefcase, and/or (3) A “pat-down” of the exterior of the student’s clothing.

Searches of the persons of a student which require removal of clothing other than coat, jacket, or shoes shall be referred to a law enforcement officer in accordance with subsection G of this section. Searches of the person of a student shall be conducted in a private room by a person of the same gender as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student being searched, an additional person of the same gender as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as possible.

- D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search the motor vehicle on school premises, subject to subsection G of this section.
- E. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be: (1) seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee until it is presented at the hearing, (2) returned to the parent or guardian of the student from whom it was seized, (3) destroyed if it has no significant value, or (4) turned over to any law enforcement officer in accordance with subsection G.

- F. Anything found in the course of a search conducted in accordance with this section, which by its presence presents an immediate danger of physical harm or illness to any person, may be seized and: (1) returned to the parent or guardian of the student from whom it was seized, (2) destroyed, or (3) turned over to any law enforcement officer in accordance with subsection G.
- G. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to: (1) search any area of the school premises, any student, or any motor vehicle on school premises; (2) identify or dispose of anything found in the course of a search conducted in accordance with this section. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

Suspension or Expulsion is a possible consequence of an infraction of the following rules:

Rule 1: Disruption of School

Disruption of school is defined as using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by Indiana Code:

- A) Occupying any school building, school grounds, or parts thereof with the intent to deprive others of its use
- B) Blocking the entrances or exits of any school building, corridor, or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room
- C) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any lawful or unlawful purpose. (Federal law requires expulsion for a period of at least one calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one year period.)
- D) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any lawful meeting or assembly on school property
- E) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision

This subdivision of Indiana Code shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech, assembly or other right under the Constitution of Indiana or the United States.

Rule 2: Theft, Damage or Destruction of School or Private Property

A) Setting fire to or substantially damaging any school building or property

B) Vandalism

C) Causing or attempting to cause damage to school property

D) Intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property

E) Vandalizing computers or computer equipment, altering computer software without expressed consent from the teacher, or entering the personal files of teachers, the administration or students

Rule 3: Assault, Fighting, Threat, Harassment

A) Intentionally causing or attempting to cause physical injury or intentionally 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 does not, however, constitute a violation of this provision

B) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything else of value from the student

C) Sexual and racial harassment - Students who harass other students through conduct or through communication of sexual or racist nature are in violation of M.S.D. of North Posey County policy. Violation of the school harassment policy will result in disciplinary action that could include suspension or expulsion. Any student who feels he/she is the victim of harassment should contact the building principal or assistant principal immediately. The principal will investigate all such reports promptly. Anyone found to be in violation of this code of conduct shall be subject to disciplinary action up to and including suspension and/or expulsion and possible criminal prosecution.

D) Verbal abuse, "bullying," any indecent language or gesture or acts, threats of violence to the school faculty, staff, or students are prohibited. Bullying is defined by the Act as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student." The school board of MSD of North Posey County prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying. A complete copy of the MSD of North Posey Anti-

Bullying Policy will be disseminated to all students at the beginning of each school year. The policy can also be found on the MSD of North Posey website at www.northposey.k12.in.us.

Rule 4: Weapons or Dangerous Instruments

A) Knowingly possessing, handling, or transporting a knife or any object that can reasonably be considered a weapon

B) Throwing any object in such a manner as to threaten the safety of students or school personnel

C) No student shall, possess, handle, or transmit any firearm on school property. The following devices are considered to be a firearm:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of the explosive;
2. The frame or receiver of any weapon described above;
3. Any firearm muffler or firearm silencer;
4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having 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.
5. 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;
6. 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 readily be assembled.

(The penalty for possession of a firearm or a weapon: ten (10) days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.)

Rule 5: Substance Abuse

A) Knowingly possessing, using, transmitting, selling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision. All prescription and over-the-counter medications must be located in the nurse's office

B) Engaging in unlawful selling of an illegal substance, look-alike substance, possessing drug paraphernalia, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function

C) Possessing, smoking or using any tobacco products on school grounds or at school functions

D) Drug testing option available, contact school administration.

Rule 6: Insubordination

A) Failing in a substantial number of instances 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

B) Refusing to identify him/her when asked to do so by school personnel while on school property or engaged

in a school activity.

C) Disrespect to school staff. Substitute teachers and student teachers are recognized as classroom teachers by the administration. Students are expected to afford them the same courtesy and cooperation due to regular teachers.

D) Failure to serve detention

E) Failure to complete required school work assigned during class time and/or school paper work.

F) Failure to return library books on time.

G) Failure to return fundraising items or money for fundraising items sold.

Rule 7: Violation of State/Federal Law

A) Engaging in activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function

B) 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

Rule 8: Cell Phones and Other Electronic Devices

Students shall not bring equipment or other objects to school or school activities that can be considered disruptive and/or that are not being used in the educational process without permission from school personnel. Such devices include but are not limited to lasers and video games.

Students must report to the office to make a call during school hours. Never is a cell phone permitted to be used during the school day. Students must turn off cell phones and all other electronic devices at 7:55 and store these items in their lockers during the entire school day. The first offense will result in a detention and the phone returned to the owner at the end of the school day. The second occurrence will result in detention and a call to the student's parents who will be required to pick up the phone. Continued violation of this rule can result in student suspension. First offense-detention, Second Offense-detention and a parent must pick up phone, Third Offense- double detention and parent must pick up phone, Fourth Offense- possible suspension and parents must pick up phone.

Sexting – defined as the displaying, receiving, or sending pictures showing male or female genitalia – is a risky emerging trend with profound legal ramifications. These types of pictures of people under the age of 18 are considered child pornography. Anyone in possession of or sending pictures to someone younger than 18 could be prosecuted by law, and if found guilty, may be placed on the sex offender list.

Rule 9: Attendance

- A) Excessive absence or tardiness
- B) Truancy, not attending a class or school activity, leaving without permission of the supervisor, or wasting time in restrooms or hallways instead of going directly to a destination.
- C) Violation of the school's attendance policy.
- D) Failure to clear an unexcused absence within three days.

Rule 10: Dress Code

Students should dress for "school business" in a clean, neat, and safe manner. Although the school recognizes that fads come and go and styles of dress are ever changing, certain standards of reasonable dress are expected. The following are specifically prohibited, but school staff may determine other violations at their discretion:

- A) Wearing any form of clothing which is indecent (too short, too transparent, too revealing, vulgar, etc.), or displaying/infering offensive or lewd words, sayings, and/or pictures is considered a violation.
- B) ALL SHORTS MUST BE AT THE MID- THIGH LEVEL WHEN THE STUDENT IS SEATED OR STANDING.
- C) Clothing may not display any forms or references to alcohol, tobacco products, and/or illegal substances.
- D) Pants that drag the ground
- E) Tank tops with big arm holes are not allowed. Blouses, shirts, and tops must be long enough to cover the midriff/stomach at all times. Pants/slacks must not be too low as to where the stomach/back shows and/or reveals undergarments. No shirts with thin straps or spaghetti straps allowed. No off the shoulder shirts are allowed. No racerback shirts are allowed.
- F) Hats and sunglasses are not to be worn in the school building except on designated days.
- G) The wearing or displaying of gang-related article of dress or adornment is not allowed at school or any school activity (chains, bandanas, armbands, etc.)
- H) Chains, jewelry or other forms of ornamentation that are distracting, espouse violence, express violence, or express obscenity - *School authorities will confiscate these items.*
- I) Yoga pants and leggings allowed as long as shirt or top covers to mid-thigh level.
- J) Pajamas of any kind
- K) Bare feet and unsafe foot wear
- L) Disruptive or dangerous body piercing

M) Any other apparel or ornamentation deemed inappropriate by the administration. Approved dress for spirit days is an exception to the dress code.

N) Students are not allowed to color their hair with any unnatural hair color (pink, blue, green, etc. or use natural hair color dyes to stand out in a distracting way.) Distracting haircuts are also prohibited (i.e. Mohawks, head shavings with words or signs, etc.).

In addition to receiving disciplinary action, any student not dressed properly, in the opinion of the principal or assistant principal, may be sent home or detained in the office until such time that proper clothing can be delivered to the school by that student's parent or guardian.

Suspension Procedures

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the day of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified; the notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Expulsion Appeal Procedures

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reason for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the

school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate. During a period of suspension or expulsion, a student is not allowed to attend school activities.

STUDENT HANDBOOK ACKNOWLEDGEMENT
2021-2022

My child has access to both the online handbook on the North Posey Junior High School web page and the print copy in the Agenda. He/She shall read the handbook upon accessing and/or receiving it and ask any questions he/she may have about its contents. He/She shall also ask his/her parents/guardians to read the handbook.

Date: _____ **Parent Signature:** _____

I, _____, have access to the online handbook on the North Posey Junior High School web page and the print copy in the Agenda. I shall read the handbook upon accessing and/or receiving it and ask any questions I may have about its contents. I have asked my parents/guardians to read the handbook.

Date: _____ **Student Signature:** _____

STANDARD RELEASE FORM
2021-2022

I/We release to North Posey Junior High School the unlimited right to reproduce, copy, publish, post, or otherwise use in any reasonable way for any informational or educational purposes my photograph, voice, and quote/written material.

Date: _____ **Parent Signature:** _____

Date: _____ **Student Signature:** _____