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# **North Posey High School**

## **Student Handbook**

### **2024 -2025**

#### **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 that you have a rewarding and successful year!

#### **BOARD OF EDUCATION**

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#### **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, WHITE, AND BLACK**

## Bell Schedules

Period	Regular Schedule		Period	2 Hour Delay (Also used for Honors Program)
0	7:30-8:25		0	9:30-9:55
Homeroom	8:00-8:25		No Homeroom	No Homeroom
1st	8:30-9:17		1st	10:00-10:30
2nd	9:22-10:09		2nd	10:35-11:01
3rd	10:14-11:01		1st Lunch	11:01-11:31
1st Lunch	11:01-11:31		4A	11:06-11:53
4A	11:06-11:53		4B	11:36- 12:23
4B	11:36-12:23		2nd Lunch	11:53-12:23
2nd Lunch	11:53-12:23		3rd	12:28-1:02
5th	12:28-1:15		5th	1:07-1:41
6th	1:20-2:07		6th	1:46-2:20
7th	2:12-3:00		7th	2:25-3:00

## **Bell Schedules**

<b>Period</b>	<b>Assembly (Short)</b>		<b>Period</b>	<b>Assembly (Extended)</b>
0	7:30-8:25		0	7:30-8:25
Homeroom	8:00-8:25		Homeroom	8:00-8:25
1st	8:30-9:17		1st	8:30-9:17
2nd	9:22-10:09		2nd	9:22-10:09
3rd	10:14-11:01		3rd	10:14-11:01
1st Lunch	11:01-11:31		1st Lunch	11:01-11:31
4A	11:06-11:53		4A	11:06-11:53
4B	11:36-12:23		4B	11:36-12:23
2nd Lunch	11:53-12:23		2nd Lunch	11:53-12:23
5th	12:28-1:07		5th	12:28-1:00
6th	1:12-1:51		6th	1:05-1:38
7th	1:56-2:35		7th	1:43-2:15
Assembly	2:35-3:00		Assembly	2:15-3:00

## Bell Schedules

Period	Club Day
0	7:30-8:15
Homeroom	8:00-8:15
1st	8:20-9:00
2nd	9:05-9:45
3rd	9:50-10:30
<b>AM Club</b>	10:35-11:01
1st Lunch	11:01-11:31
4A	11:06-11:53
4B	11:36-12:23
2nd Lunch	11:53-12:23
<b>PM Club</b>	12:28-12:54
5th	12:59-1:36
6th	1:41-2:18
7th	2:23-3:00

# INTRODUCTION

**Welcome to North Posey High School**, the “Home of the Vikings,” where spirit, pride, and tradition are the bywords of a school in which the entire community takes pride. Your success and the success of our academic and extra-curricular programs depend upon your active participation.

This student handbook has been prepared to acquaint you with your school. Please read over the rules and policies. Share them with your parents, too! Each has been given careful thought and the faculty, staff, and students feel these rules and policies are essential for the welfare of all concerned.

## PHILOSOPHY

An educated citizenry is essential to a democratic society. To ensure that North Posey High School students can assume their roles in that society, our school is committed to meeting our students' educational, emotional, and psychological needs.

The school's primary function is to address the educational needs of its students; the school and community together must encourage scholastic achievement, promote responsible behavior, foster self-respect and respect for others, and champion the concepts and values of our pluralistic society. Likewise, the students themselves must accept responsibility for their own development, and with appropriate encouragement, exert the effort necessary for success.

## MISSION STATEMENT

We, the staff of North Posey High School, accept the responsibility of providing to our students the educational background and basic skills necessary to achieve their potential. Our intent is to foster in each student positive emotional development, effective social interaction, and responsible citizenship, as well as a desire to learn and to succeed. We encourage the participation of students, parents, and school personnel in a cooperative effort to provide a productive learning environment.

## 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 to 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 in order 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 ensure 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.

## **NON-DISCRIMINATION**

The Board of Education for the M.S.D. of North Posey County shall not discriminate on the basis of race, color, gender, religion, ancestry, veteran status, national origin, limited English proficiency or disability in any programs and/or activities of North Posey High School, Poseyville, Indiana, including, but not necessarily limited to, employment practices and participation in educational offerings as required by the Indiana Civil Rights Law (I.C. 22-9-1) Title IV and Title VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

## **VISITORS**

North Posey 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, present their driver's license, and sign in. Approved adults may be issued a visitor's pass to enter specific areas of the building.**

# GENERAL INFORMATION

## HEALTH AND SAFETY

### HIGH SCHOOL HEALTH SERVICES

The state of Indiana requires proof of current immunizations upon entry into the school. No student shall be permitted to attend school beyond the first day of school without providing proof of immunizations. It is the parent's responsibility to keep all immunizations current. The state of Indiana mandates vision and hearing screenings. Hearing is screened in 10th grade. Vision and hearing screenings will be completed upon request of a parent or teacher.

Medications should be given at home whenever possible. All student medication must be turned into 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.

Any medication sent to school that is not in the original container will NOT be administered to the student. If a medication is to be terminated, a written and dated consent for withdrawal by the parents is required. The physician order or parental permission is valid for one school year. For students in grades 9-12, medication can be sent home only with written permission from the parent/guardian. This is required by Indiana State Law. Students may transport medications from home to school. All medication not picked up by the parent will be destroyed at the end of the prescribed time or on the last day of school.

### EMERGENCY CONSENT-HEALTH INFORMATION-MEDICATION AUTHORIZATION FORM-

Must be completed in Harmony by parent/guardian at the beginning of each school year or at the time of registration.

In order for a student to carry his/her inhaler, a physician statement and parent signature needs to be on file in the nurse's office. This is required by Indiana State Law.

If the student is being treated for pink eye or strep throat, the student must be on antibiotics for 24 hours prior to returning to school. Please notify the school nurse if the student has been diagnosed with any contagious disease. A student must be fever free, no vomiting or diarrhea for 24 hours before returning to school. All students need a working telephone number in case of an emergency, illness or injury.

Aid is available, when needed, in the health center. Students should feel free to consult with the nurse concerning any health problem. If the nurse is not in the health center, an ill student should go directly to the high school office for available help. In case of illness, injury, or emergency, a student should notify the nearest teacher immediately. Before reporting to the health center a student should report to class and obtain a pass. A student shall not be admitted to the nurse's office without a pass, except in an emergency, at lunch, or before/after school. The pass indicates that the student has reported to class and is absent from the classroom with the teacher's permission. **Students should not remain in a restroom or other area while ill.** The nurse will write arrival and departure times on the pass and sign it. The student should return the pass to the teacher. 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 period. **Students may not leave the school for illness without first reporting to the nurse, attendance officer, counselor, or assistant principal and signing out in the office.**

## IMMUNIZATIONS

Indiana State Law requires immunizations. No child will be permitted to attend school without furnishing written proof of immunizations. An immunization waiver for medical or religious exemption requires written documentation.

## COMMUNICABLE DISEASES

The local health officer may exclude from school a student who has a dangerous communicable disease that (1) is transmissible through normal school contacts; and (2) poses a substantial threat to the health and safety of the school community. A person who objects to the determination made by the local health officer may appeal to the superintendent, who is the ultimate authority. If the local health officer subsequently determines that a student who has been excluded from school does not have a dangerous communicable disease, the local health officer shall issue a certificate of health to admit or readmit the student to school. If a child is ill, has a communicable disease, or is infested with parasites, the school principal may send the child home with a note to the child's parent or guardian. The note must describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted. A child who is sent home may be readmitted to the school (1) when it is apparent to school officials that the child is no longer ill, no longer has a communicable disease, or is no longer infested with parasites; (2) upon certification of a physician that the child is no longer ill, no longer has a communicable disease, or is no longer infested with parasites; (3) upon certification of a physician that the child has a communicable disease but the disease is not transmissible through normal school contacts; or (4) upon certification by a Christian Science practitioner, who is listed in the Christian Science Journal, that based on the practitioner's observation the child apparently is no longer ill, no longer has a communicable disease, or no longer is infested with parasites. If school personnel disagree with the certifying physician that the child should be readmitted to school, the local health officer shall determine whether the child should be readmitted to school.

## 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.

## PHYSICAL EDUCATION AND STRENGTH AND CONDITIONING

Students have required dress for gym classes (red, black, gray, or white shorts and a red, black, gray, or white North Posey T-shirt). The school strongly recommends that students write their names on each article of clothing. Students must wear athletic footwear with laces to participate in course activities. **Students need to inform the office about any serious health problem that may affect their participation in physical education.** A student must have a **doctor's written statement** to be excused from participation in physical education for more than two days. Students are responsible for all valuables and are expected to lock up valuables when in class.

## DISASTER DRILLS

Fire and emergency 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 student to be familiar with the evacuation route or storm drill procedure in each classroom. Students should move quietly and follow the directions of the teacher.

# IN AN EMERGENCY TAKE ACTION



### HOLD! In your room or area. Clear the halls.

#### OCCUPANTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

#### STAFF

Close and lock door  
Account for occupants and staff  
Do business as usual



### SECURE! Get inside. Lock outside doors.

#### OCCUPANTS

Return inside  
Do business as usual

#### STAFF

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for occupants and staff  
Do business as usual



### LOCKDOWN! Locks, lights, out of sight.

#### OCCUPANTS

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

#### STAFF

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for occupants and staff  
Prepare to evade or defend



### EVACUATE! (A location may be specified)

#### OCCUPANTS

Evacuate to specified location  
Bring your phone  
Instructions may be provided about retaining or leaving belongings

#### STAFF

Lead evacuation to specified location  
Account for occupants and staff  
Notify if missing, extra or injured people



### SHELTER! Hazard and safety strategy.

#### OCCUPANTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### STAFF

Lead safety strategy  
Account for occupants and staff  
Notify if missing, extra or injured people

# STUDENT SERVICES AND SCHOOL BUILDING

## STUDENT CITIZENSHIP RATING

The citizenship rating is a prerequisite for participation in those school activities that exist under state or national charters which require citizenship ratings for election or selection to positions such as those of class officers, student council officers, homecoming court, field trips, prom, snowball, college visitation days, school selected representatives for community recognition, and other school activities as designated by school principal/designee. The student must possess the rating to qualify for selected honorary positions. To serve in the above elected positions, the student must possess the rating the entire semester of election, for the semester prior to election, and while serving in the position. **Reasons for losing citizenship rating:**

1. Suspension or expulsion from school
2. Excessive referrals (5 or more in a semester)
3. Excessive absences (6 or more unexcused absences in a semester.  
\*See pages 23-29 for attendance type details
4. Two or more failures of a class in any given grading period and/or semester
5. Citizenship rating may be revoked or restored by the principal or designee for justifiable reason.

## SCHOOL CLOSING

In the event of severe weather conditions causing school to be closed, students will be notified through our School Reach phone system. 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.**

## LOCKS, LOCKERS, AND BOOK BAGS

All lockers made available for student use on the school premises, including lockers located in the hallways, in physical education, and in athletic dressing rooms, and industrial education classrooms, are the property of the school corporation. These lockers are made available to students to store school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state and federal law or school rules.

*The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents, with or without the knowledge or permission of the student, to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions (open drink containers or food), attempt to locate lost or stolen materials and prevent use of lockers to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or tobacco products. **Lockers must always be locked when not in use.** Students should not give their combination to anyone else, nor should they leave money or valuables in their lockers. Students are responsible for all contents in their assigned locker.*

The school corporation understands that it is convenient for the student to carry books to and from school in a book bag. However, book bags and purses are not to be carried to classes during the school day and are to be stored in the student's locker. Students may use lockers before the bell begins and ends the lunch periods, but not during the lunch periods.

## **SCHOOL BREAKFAST, LUNCHES, CAFETERIA, AND FOYER**

Breakfast will be served from 7:40am to 7:55am each morning. Cafeteria pricing will be determined and communicated prior to the start of the new school year. A la Carte is offered and each item is priced individually. **There is absolutely no charging of lunches or a la carte items.** Two lunch lines are available to students. 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 through the parent portal of Harmony and in the office. Students who run a negative lunch balance exceeding -\$7.00 must make a deposit to their lunch account. Students may choose to eat in the cafeteria or foyer area and will need to dispose of the items properly before leaving. 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 should limit books in the cafeteria to those needed for lunch time study.

Students may choose to congregate in the school foyer; however, open drink containers are confined to the foyer and the cafeteria. If students do not clean up after themselves, the administration reserves the right to revoke these privileges.

## **SCHOOL PICTURES**

Each year Straub Photography takes yearbook pictures of students in grades 9-11. It is important that all students have their pictures taken if they are to appear in the yearbook (*Valhalla*). The purchase of this picture and/or additional pictures through one of the picture plans is optional. All seniors should have a picture taken with the school's designated photographer (Straub Photography). This is the picture that will appear in the yearbook.

## **TRANSPORTATION**

According to state and national statistics, school buses are by far the safest form of transportation on our roads. School bus safety requires teamwork, and we will always rely on parents for support in promoting bus safety. Our drivers have the responsibility to make safe transportation their first priority. Occasionally, a student's misbehavior will distract the bus driver. The bus driver must act promptly to stop such behavior in order to protect the safety of all students being transported. If misbehavior persists, the driver may deny the offending student transportation for the day, and the principal/assistant principal may deny additional days depending on the severity of the problem. In some cases, the school may permanently deny bus transportation services. No rules or guidelines can cover all incidents that will arise. However, the following guidelines are necessary for the safety of all students who ride buses in the M.S.D. of North Posey County. Any violation of these guidelines may result in the immediate loss of bus-riding privileges:

1. All riders shall remain seated while the bus is in motion.
2. All riders will keep their hands, head, legs, feet and possessions within the bus.
3. Scuffling, horseplay, eating, and drinking are forbidden.
4. Bus riders will not litter the bus with debris.
5. The rider shall pay for any damage he causes to the bus or the property of others.
6. Riders will cooperate with the bus driver at all times.
7. Student possessions and all other objects must be kept out of the aisles. Safety requires clear aisles.
8. Riders will apply all school rules regulating student behavior to the bus.
9. Students are monitored with audio and visual equipment on every bus to promote safety consciousness.

10. School officials will determine which acts endanger the safety of others and what discipline will be issued.

Students will not be discharged from the bus except at the school in which they are enrolled, at designated exchange points, or at their homes. **Requests for exceptions must be in writing from the parents to the bus driver and building principal.** If the bus is full, guest passes may be denied. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to pupils who refuse to cooperate and conduct themselves in compliance with school rules.

## STUDENT DRIVING

Students who wish to drive to school must park in the student parking areas north, south, and east of the auxiliary gym. Students should park and lock their vehicles and then go immediately into the school. Students may not leave school grounds once they arrive on school property. Drivers must possess a valid Indiana Driver's License. Students driving to, from school, or on school grounds in a reckless manner shall lose the privilege of driving to school. Only properly licensed roadway vehicles are to be driven to school. Students may not drive behind the Jr. High at any time.

## SENIOR RESERVED PARKING (OPTIONAL)

- NPHS Senior student drivers have the opportunity to paint/personalize a parking space on campus. The parking spots are limited to sixty (60) spots and are on a first come, first serve basis. Students may select their parking spot within the designated area at the time of payment. The paint/personalized parking spaces cost \$30 and is a fundraiser for senior class activities. A senior parking design request form must be submitted and approved by administration. Each student is responsible for his/her paint supplies. Informational packets may be picked up in the front office.

## EVANSVILLE CAREER AND TECHNICAL CENTER

The following situations will affect students who are attending the career and technical center in Evansville:

1. If NP does not have school but the EVSC does, students should report to their career and tech class at the normal time.
2. If the EVSC does not have class but NP does, students should report to classes at NP as scheduled. Therefore, a student who is going to the career and tech center in the morning will only have to attend their normal classes in the afternoon at NP. A student who is attending classes at the career and tech center in the afternoon should report to NP by 8:00am or normal time.
3. If NP is on a shortened schedule, morning career and tech students should attend their classes at the career and tech center. These absences at NP will not count against them. Afternoon career and tech students should report to NP at the regular time and can leave at their normal time or when they have completed their classes. Students on shortened schedules will leave at scheduled time on a 2-hr delay.
4. If you are unable to attend your classes at the Career and Tech Center please call them at 435-8438. Other information regarding the Southern Indiana Career and Technical Center may be found at [www.sictc.com](http://www.sictc.com)
5. Students should attend their career and tech classes in the event of a two-hour delay for weather, professional development, etc. If this isn't possible, please inform the guidance department.

# INSTRUCTIONAL INFORMATION AND SERVICES

## MEDIA CENTER

The media center of our school contains computers, books, pictures, maps, and materials relating to subject-area studies and leisure reading. Additionally, the media center offers printing, copying, and laminating services. The media center staff strives to provide adequate materials and equipment to assist faculty in instruction and students in fulfilling assignments and in pursuing individual interests. The media center is primarily a research area where classes and individuals, whether or not involved in research, must maintain a quiet atmosphere. The following general regulations are to be followed: (1) Admittance to the media center is by pass only, except when a class and instructor come together. Students must sign in and out. Class groups must be accompanied by a teacher who will remain with this group; (2) Students visiting the media center shall not interrupt other students or classes also using the center at the same time; (3) Materials may be checked out at the desk and renewed for a specific period of time; (4) Students who do not respect media center regulations will be asked to leave. Repetition of an offense will result in the total loss of media center privileges; (5) Students and faculty members are responsible for material borrowed. Fees will be charged for lost or damaged material. Final exam exemption status may be denied until fees are paid.

## HOMEROOM

The homeroom period will take place the first 25 minutes of the school day for students who do not have a zero period class. Students will meet with their homeroom teachers. There will be a passing period after the homeroom period from 8:25 - 8:30 for students to transfer from homeroom to first period. Homeroom will be used primarily for students to complete school work. Additionally the time will be used for a variety of activities involving, but not limited to, student meetings, administrative meetings with students, student organizational meetings, call-out meetings, test administration prep, etc. Students who remain in class have two activity options during this time (1) Read or (2) Work on school work. Students may bring library books, independent reading material, and other appropriate reading material. Sleeping during homeroom is considered insubordination and a referral will be issued.

## ZERO PERIOD

Students enrolled in a zero period class will attend class from 7:30am to 8:25am. Students will use a passing period between 8:25am and 8:30am to transition to their 1st period classes.

## TEXTBOOKS

MSD of North Posey County provides curricular materials free of charge. Nonconsumable curricular materials are considered to be borrowed by the student each year. Students may be assessed a reasonable fee for lost or damaged items. Students choosing to participate in dual enrollment course offerings may be charged a course enrollment fee by the partnering University. Scholarships for these fees may be available by request.

## CHROMEBOOK CARE & USER AGREEMENT

*North Posey County Schools Chromebooks are designed to be an educational tool and an extension of the classroom. **Parents & students must sign and return the Student Chromebook Acknowledgement form before the Chromebook can be issued to the student.** A complete copy of the Chromebook Care & User Agreement may be found on the school's website; however, several criteria are as follows:*

\*Users will understand that they are responsible for managing their own files.

\*Users will not leave their Chromebooks unattended unless it is locked in a secure place/classroom. The family is fully responsible for the cost of replacement should the Chromebook become lost or stolen. A police report must be filed for theft.

\*Users will understand that their family is financially responsible for the full cost if damage occurs due to the user's "gross negligence."

\*Users will not duplicate or distribute copyrighted materials other than a back-up copy of those items they own legally.

\*Users will keep the Chromebook secure whenever it is moved from one point to another.

\*Users will read and follow general maintenance alerts from school technology personnel.

\*Users will report any problems with their Chromebook to a teacher or administrator.

\*Users will not attempt to repair the Chromebook outside of approved MSD of North Posey County channels.

## COMPUTING RESOURCES

Student users of computing resources are expected to accept and follow certain guidelines including the school's **Acceptable User Policy** in return for the privilege of using the computers, programs, and associated equipment and information. Students are to use only programs and equipment specified by their teachers. Students should not share their individual passwords with others. Students found violating the school's **Acceptable User Policy** will be given consequences deemed appropriate by the administration. Students must have an Acceptable User Policy Form on file in the office.

## 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. It is necessary to 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. Any student who has lost his/her citizenship rating is prohibited from attending field trips unless otherwise approved by administration. Any work due on the date of the field trip must be turned in before leaving for the trip.

## ASSEMBLIES

Assemblies for educational, recreational, and entertainment purposes will be given throughout the school year. Please observe the following guidelines:

1. Enter the gym or auditorium quietly and be seated at once;
2. Become silent and attentive as soon as the person introducing the program appears;
3. Give the presenters your undivided attention;
4. Show appreciation for a good program through enthusiastic applause;
5. Refrain from whistling, yelling, or stomping feet.

## GUIDANCE SERVICES

The Guidance Department of North Posey High School strives to assist teachers, parents, and the students and anyone else who is concerned with the development of students. The Guidance Department recognizes the physical, mental, and social influences on the total development of all students, separately and as they relate to each other. The Guidance Department attempts to deal

with the teenager in his/ her most common roles in the home, school, peer group, world of work, and the adult world of which he/she will become a part. The Guidance Department is the starting point of all enrollment, scheduling, schedule changes, or withdrawals.

## **SCHEDULING**

Students are counseled each year by the Guidance Department to ensure proper selection of courses for completion of graduation requirements. Scheduling is handled by the Guidance Department and all changes and/or corrections in schedules must be approved by administration. No schedule will be changed during the semester for any reason. If a student drops a class after the first two weeks of first semester or the first five days of second semester other than for medical reasons, the student may receive a W/F (withdrawal/failure) for the class(es) dropped. The "F" will be calculated into the student's grade point average.

## **SCHEDULE CHANGES**

Students are expected to follow the class schedule they receive for the entire school year. **First semester changes must be made within the first five days of the semester. Second semester changes must be made within the first five days of the second semester.** Schedules will be changed only for the following reasons:

1. An error in scheduling
2. A failure in a required course
3. A definite need for a required course
4. Administrative decision

## **COURSE RETAKES**

Student opportunities to retake courses that have previously been taken and posted to a student's transcript in a prior year or semester in order to improve a grade in a particular course or courses will only be considered in the following circumstances:

1. Student previously failed a course and the course or credit is required for graduation
2. Student performance in a course has disqualified a student from a graduation waiver opportunity and retaking the course could restore graduation waiver eligibility, if applicable
3. Student performance in a course has disqualified a student from earning an Indiana Academic Honors diploma or Technical Honors diploma (or both), and retaking the course could restore eligibility to earn AHD, THD, or both diploma types, if applicable

## **WITHDRAWALS FROM SCHOOL**

Under Indiana law (I.C. 20-33-2-9) any student who is sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parents or guardian and the student's principal, is conducted with the appropriate school employee. A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student's illness; 3) an order of the court with jurisdiction over the student.

## **HONOR ROLL**

There are three (3) honor rolls for each grading period. The "A" honor roll is a perfect 4.00 grade point average. The high honor roll requires a grade point average ranging from 3.50 to 3.99. The regular honor roll requires a grade point average ranging from 3.00 to 3.49. All subjects are

counted on all of the honor rolls.

## TESTING

North Posey provides opportunities to apply for and/or take the following standardized tests to enable the teachers and staff to assess a student's ability, in addition to the required state testing for graduation:

- **PSAT:** The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program cosponsored by the College Board and National Merit Scholarship Corporation (NMSC). The PSAT is a standardized test that provides first hand practice for the SAT®. It also gives Juniors a chance to enter NMSC scholarship programs and gain access to college and career planning tools. The PSAT/NMSQT measures critical reading skills, math problem-solving skills, and writing skills. The most common reasons for taking the PSAT/NMSQT are to receive feedback on strengths and weaknesses on skills necessary for college study, see how performance on an admissions test might compare with that of others applying to college and help prepare for the SAT.
- **SAT & ACT:** College entrance examinations, required for admission to most major colleges and universities. Juniors and seniors at various times of the year may take these tests. **All Juniors take the SAT at North Posey High School as part of graduation requirements.** The SAT administered to Juniors will be free of charge. Scores on the SAT may be sent to up to four (4) post-secondary institutions of the student's choice free of charge. Additional opportunities to take the SAT (i.e. second/third attempt) or ACT will be at the student's discretion and expense. All students are encouraged to take the SAT and the ACT at least one time by the end of their junior year.

## GRADE POINT AVERAGE & WEIGHTED GRADE POINT AVERAGE

Beginning with the 2023 cohort, Advanced Placement (AP) courses are those high school courses based upon high-level achievement in a sequence of study. Courses are designated in the North Posey High School course description guide (each school year), and include Advanced Placement (AP) courses that require a greater use of abstract thinking skills and more rigor.

Weighted grade points are similar to grade points except that weighted grade points differentiate between regular courses and all courses designated as AP level courses. Weighted grade points are the numeric equivalent of a student's grade in credit-bearing course according to the following scale:

Letter Grade	Percentage	Grade Points	Weighted Grade Points
A	93-100%	4.0	5.0
A-	90-92%	3.7	4.7
B+	88-89%	3.3	4.3
B	83-87%	3.0	4.0
B-	80-82%	2.7	3.7
C+	78-79%	2.3	3.3
C	73-77%	2.0	3.0

<b>C-</b>	<b>70-72%</b>	<b>1.7</b>	<b>2.7</b>
<b>D+</b>	<b>68-69%</b>	<b>1.3</b>	<b>2.3</b>
<b>D</b>	<b>63-67%</b>	<b>1.0</b>	<b>2.0</b>
<b>D-</b>	<b>60-62%</b>	<b>0.7</b>	<b>1.7</b>
<b>F</b>	<b>0-59%</b>	<b>0.0</b>	<b>0.0</b>
<b>4.00 "A" Honor Roll</b>			
<b>3.50-3.99 High Honor Roll</b>			
<b>3.00-3.49 Regular Honor Roll</b>			

The following course types will be weighted:

1. Advanced Placement (AP) courses
2. International Baccalaureate (IB) high level (HL) courses (not currently offered at NPHS, but will be weighted on the transcript of a student if transferred in from another institution that meets the requirements below)

AP/IB High Level courses taken in supplementation to a student's regular school offerings through correspondence, online, or Edmentum (formerly APEX) will not be included in the weighted GPA. AP/IB High Level transfer courses taken at an accredited high school as a part of their regular curricular offerings will be included in the weighted GPA. The Valedictorian/Salutatorian will be awarded to the students ranked number one and number two based on the unweighted GPA after completing eight semesters of high school and earn the Indiana Core 40 with Academic Honors or Technical Honors Diploma; however, the weighted GPA will be reflected on the transcript for all students.

## **FAILURES, INCOMPLETES, NO CREDIT (N/C)**

A student's GPA is to be figured by all classes attempted by that student. Students cannot replace a grade by retaking a class. If a student receives an "F" in a class for the semester and then retakes the class, both grades will be used in figuring the grade point average. A student may receive an "I" for incomplete work; however, the student must replace the incomplete within a two-week period (there can be exceptions i.e. prolonged illness) or the "I" will become an "F". It is the responsibility of the student to complete all work to change an incomplete grade. All incomplete grades not properly completed shall become an automatic failure.

A student who loses credits because of poor attendance will receive a N/C (no credit) in the class he/she is passing or an F if the student is failing the course.

## **REPORT CARDS**

Report cards are posted to Harmony during the week following the end of each grading period. Extra copies are available from the office on request by the student or parent.

## **GRADUATION PATHWAY REQUIREMENT FOR GRADUATION**

Students required by the Indiana Department of Education to graduate by way of a graduation pathway must fulfill the following requirements:

1. Earn a high school diploma
2. Learn and demonstrate employability skills through a work-based, service-based, or project-based activity
3. Demonstrate post-secondary readiness competencies

The NPHS guidance department works closely with students and assists them with fulfilling these requirements. For additional information on graduation pathways please visit the following website at <https://www.in.gov/doi/students/graduation-pathways/>.

## **GRADUATION PATHWAYS WAIVER REQUIREMENTS**

North Posey High School students who complete credit requirements, complete “learn and demonstrate employment skills” (Graduation Pathways Requirement #2), but fail to complete at least 1 post-secondary competency (Graduation Pathways Requirement #3) may be eligible for a Graduation Pathways Waiver. To initially qualify, a student must attempt to satisfy at least 3 post-secondary readiness competencies along with the following requirements:

1. Maintain 95% attendance
- 2.. Maintain a 1.7 grade point average in all state required courses
3. Attempt at least three (3) post-secondary readiness competencies (Graduation Pathways requirement #3)
4. Meet all other Indiana/District graduation requirements

The North Posey High School Waiver Committee will recommend a student waiver for students who do not have a disability (as defined in IC 20-18-2-9). For those students with disabilities (as defined in IC 20-18-2-9), the student’s case conference committee will function as the Waiver Committee.

The North Posey High School Waiver Committee will be selected and function as defined in IC 20-18-2-7

***The principal reserves the authority to make the final recommendation for the waiver.***

## **SEVENTH SEMESTER GRADUATION**

Mid-year graduation must be approved prior to the beginning of the **second nine-week** grading period of the sixth semester. Applications are available in the guidance office. A student planning to graduate at mid-term must be enrolled as a full-time student during the seventh semester and be on track to earn a Core 40 Diploma. A full-time student must be in attendance for six hours of instruction per day. If graduation requirements have been met at the close of the seventh semester, the student will likely be approved for mid-year graduation. One of the following criteria must be met:

1. Student has full-time employment.
2. Student has entered into military service.
3. Student has entered into an institution of higher learning.
4. Other justifiable reasons as determined by the principal.

*Only those students successfully completing graduation requirements as prescribed by the M.S.D. of North Posey County and the State of Indiana may participate in graduation exercises held in the spring. All students going through graduation must attend the rehearsal.*

## **EARLY DISMISSAL**

**Senior students** who wish to have shortened school days during their **second semester** must meet the following requirements:

1. The student is on track to graduate.
2. The student is in no danger of losing credits for graduation.
3. The student has passed both portions of the state required graduation exams or is expected to qualify for a waiver, is expected to graduate through a graduation pathway, or post-secondary readiness.
4. The student's reason for requesting the early dismissal meets one or more of the extraordinary or emergency circumstances as outlined in a resolution by the State Board of Education:
  - a. family obligations
  - b. temporary medical condition and do not qualify for homebound
  - c. emancipated and has financial need

The NPHS administration and guidance department use the following to determine eligibility of a senior student for early dismissal:

- a. Free and Reduced Lunch status (Financial Hardship)
- b. College Enrollment
- c. Medical hardship

The student has completed documents with the guidance office; has secured the principal's recommendation and School Board's approval before the end of the first semester.

The principal reserves the right to recommend or refuse early dismissal status.

## **WORK-BASED LEARNING**

NPHS offers a number of work-based learning opportunities for senior students who have met and are on track to meet graduation requirements going into the senior year. Internships, Cooperative Education placements, and Capstone placements may be available to senior students, permitting students to attend class for a portion of the school day, and participate in a work-based learning opportunity for the balance of the school day. Senior students who are interested in Work-Based Learning opportunities at North Posey High School should contact the guidance office by the end of the Junior year.

## **EXTRA CURRICULAR PROGRAMS**

### **ATHLETICS**

Boys in grades 9 through 12 are offered baseball, basketball, cross-country, football, golf, soccer, tennis, track, and wrestling.

Girls in grades 9 through 12 are offered basketball, cross-country, golf, softball, soccer, tennis, track, volleyball, and cheerleading.

Indiana High School Athletic Association rules require that students who compete in sports (including cheerleading) must be **passing five classes** for the grading period involved. Students should check with their counselors to be sure they are meeting these requirements. The IHSAA

also requires that students participating in sports must have a **completed physical form on file** in the Activities Director's office before they are eligible to practice. Athletes are advised to carry at least six subjects each grading period. All athletes are expected to be good citizens on and off the field or playing course. Students participating in athletics will abide by the established IHSAA regulations and the North Posey High School Athletic Handbook. It is the responsibility of the athlete to know all specific athletic rules. All the rules and regulations of the school are to be strictly adhered to as well. Coaches may establish other rules they deemed necessary to maintain proper control of their team. An athlete's failure to comply with state, school, and team rules may result in the immediate dismissal from the respective team.

## CLUBS

A club schedule will be established at the beginning of the school year. Clubs will meet during school hours one time a month. Students may belong to one AM Club and one PM club. Prior to the first club meeting, students will sign up for the clubs of their choice. Students not belonging to a club will meet with their assigned teachers for a study hall. Clubs will not meet in August or May during school hours. Club sponsors set meeting times and rules. Honorary membership is available at the approval of the sponsor.

## INFORMAL DANCES

Dances are for NPHS students only. The following guidelines regulate dances:

1. Once students leave the dance, they will not be readmitted.
2. No student will be admitted after 10:00 p.m.
3. All after-game dances will end by 11:00 p.m.
4. Students will not be allowed to loiter outside the building, in the parking lot, or on school grounds. Violators of this rule will be asked to leave.

## FORMAL DANCES

Before Christmas, North Posey students (9-12) are invited to a Snowball dance where they are allowed to bring someone from another school. During the spring of each school year, the junior class plans and sponsors the Junior-Senior Prom. Only those juniors and seniors officially enrolled as students at North Posey High School and approved mid-term graduates will receive an invitation to the Prom. Prom is a school function; parents/students are expected to use good judgment when selecting appropriate attire. Students dressed inappropriately may be asked to leave by the administration.

Rules listed below also apply for Snowball/Prom.

1. Must maintain citizenship status to attend.
- 2.. The guest is registered in the office by the end of the last lunch period on the day designated for the dance. (Principal, assistant principal, or sponsor of the dance must **approve** guests.)
- 3.. A guest form is obtained from the office, completed by the guest, and returned.
- 4.. The guest presents a photo ID to the chaperone at the door for admittance to the dance.
- 5.. The NPHS student and guest attend together.
6. The NPHS student assumes **full responsibility** for the behavior of his/her guest.
7. All guests must be at least a high school student, under twenty-one, and properly registered with the dance sponsor.
8. Once students leave the dance, they will not be readmitted.

9. Students and guests will not be allowed to loiter outside the building, in the parking lot, or on school grounds. Violators of this rule will be asked to leave.

**All school rules and regulations are in effect at all school dances held at the school or sponsored by the school at another facility.**

## **STUDENT ASSISTANTS (Juniors and Seniors Only)**

Student assistants are assets to the school. It is a privilege to be selected as a student assistant. Student assistants must meet the following criteria:

1. Maintain at least a **95% attendance** record; and,
2. The student must show the supervisor his/her report card each reporting period. If a student receives two D's or one F or falls below a 2.7 GPA, the student will no longer be a student assistant. Other arrangements will be made for this student. If passing, the student may return to duty. On the second offense, the student may be removed from the position altogether.
3. Students must be willing to be held to a higher level of responsibility and confidentiality. Any disciplinary action may result in removal from the position.
4. Students must fill out a request to become an assistant before being considered.

## **NATIONAL HONOR SOCIETY**

Eligibility for membership in National Honor Society is open to juniors and seniors who have a cumulative grade point average of 3.5 or above and have completed the required application process. The student must have demonstrated service to the school and community, positive leadership, behavior, attitude, integrity, ethics, and cooperation throughout their high school career. Members are required to maintain a high level of scholarship, service and character to retain membership. Each member is required to complete five service hours per semester to maintain good standing. Loss of citizenship and cheating will affect a student's current status or enrollment eligibility in NHS.

# **ATTENDANCE INFORMATION**

## **ATTENDANCE PROCEDURES**

Regular and punctual school attendance is vital to deriving maximum benefit from the instructional program and to developing habits of responsibility, punctuality and self-discipline. Consistent daily attendance of students **is not an option**; it is a requirement under the laws of Indiana as expressed in the **Compulsory Attendance Statute (IC 20-33-2)**. Ensuring students consistently attend class on a daily basis is a responsibility which is shared, and rightly so, by students, school officials, parents/guardians, and the general community at large. Unless a student is legally emancipated, parents are considered by North Posey High School to have educational rights until graduation even if the student is eighteen (18). Therefore, the parent is responsible for attendance and will receive grade reports. Students who are in violation of school attendance regulations may be reported to the judicial system and/or expelled. A parent/guardian must also recognize that time away from school for vacations, health-care appointments or other events or occasions not directly related to the student's educational program should be kept to an absolute minimum, and when unavoidable, scheduled at times that would result in the least interference with the school day, and thus, the educational process. Attendance is recorded each period and is reported by grading period on the student's report card. Students who are too ill to attend school the last four periods of the day are also not allowed to attend or participate in any extracurricular events on the same day.

Students ill on Friday may participate in weekend activities if they are well enough to do so. Students who miss school for personal reasons must also be in attendance for at least half of the school day in order to participate in extracurricular events occurring on the same day.

Consequently, the Board of School Trustees of the M.S.D. of North Posey County has determined attendance shall be reflected in the individual student's records, and those students who are avoidably absent shall be subject to academic and disciplinary penalty.

Upon arrival to school, all students should immediately enter the building. Loitering in the parking lot is not allowed. Students may not leave school at any time during the school day without the consent of the parent/guardian and the principal/designee. Students are expected to be present in school before and after appointments whenever possible. **Any students who are leaving and/or returning during the school day must sign in and/or out in the main office.** Students of the SICTC, work based learning opportunities, or on early dismissal do not have to sign in or out in the office. However, the front door will be the only door students may enter after 8:00 a.m. Failure to comply with these expectations results in an automatic unexcused absence.

## ATTENDANCE GUIDELINES

Please note that there is a significant difference between general attendance count and attendance count applicable to final exam exemptions.

More than five countable, non-certified absences from any class in one semester is considered excessive. When a student reaches **five (5) countable, non-certified absences**, the parent/guardian will be notified in writing. When a student reaches the level of **eight (8) countable, non-certified absences** from any class in one semester, the parent will again be notified in writing. The parent/guardian will be advised of the serious consequences that will follow when a student accumulates ten absences from school in one semester. It is recommended that the parents contact the school when absences become excessive. **Students with six or more non-certified absences in any class may not be permitted to participate in field trips, college visits, etc.** +Exceptions to these restrictions will be reviewed by the administration. **Upon the student incurring eleven (11) countable, non-certified absences from any class in one semester the student will lose credit and possibly face expulsion for excessive absences.**

**When credit loss is evaluated, three tardies may be counted as one unexcused absence for that class. The parent/guardian will be notified in writing of the loss of credit(s) in any or all classes for the semester.** A Board of Appeals has been established for any families who wish to pursue such a hearing concerning loss of credit. The principal should be contacted to begin the process.

## REPORTING ABSENCE(S)

1. A parent/guardian should call/text the school at 812-985-8238 between 7:30 and 10:00 AM describing the reason for absence. Absences can also be reported online via the school website or emailed to HSabsence@northposey.k12.in.us
2. A parent/guardian who misses the phone call time should contact the attendance secretary before the end of the school day or as soon as possible (see above for contact options). The student will be marked truant and may receive disciplinary action if parent/guardian notification is not received within 24 hours.
3. When possible the school will attempt to contact a parent/guardian when no call has been received. Notification will be made via Harmony email, call, and/text.
4. Failure to clear truancy absence within 24 hours will result in disciplinary action.

## APPOINTMENTS/LEAVING SCHOOL EARLY PROCEDURE

1. Parents and students should make every effort to schedule medical, dental, etc. appointments after school hours.
2. The office must be notified of the appointment the day of, or on a day prior to, the appointment.
3. A document will be issued to the student that will serve as a pass to come to the office to sign out.
4. An official document from the physician/dentist/court/etc. must be signed by the physician/dentist/court etc. and returned to the office on the next day of attendance. Absences where official documents are received after the next day of attendance will NOT result in absence(s) being certified.
5. A student who becomes ill may only leave school through the nurse's office procedure. For students to leave the building due to illness, they must see the nurse or administrator if the nurse is not available, for it to be considered an excused absence.
6. Students are not excused for appointments, trips, etc. during final exams.

Failure to follow the procedure may cause the absence to be counted as truancy.

## ABSENCES

School absences are classified in one of the following four categories and will be countable or exempt from the 10-day limits:

- A. Excused - School policy designated excused absences that are not listed as exempt in the State of Indiana Compulsory Attendance Law. IC 20-33-2-14 - IC 20-33-2.17.7. Reasons may include: college visitation day, other reasons determined by principal/designee.
- B. Certified -Medical/Dental/Court/Driver's license appointments, etc. may be considered certified (not countable toward the 10 day limit) if the following guidelines are followed.
  - 1.) The student will obtain a verification document that must be signed by the appropriate professional and returned to the office on the next day of attendance.
  - 2.) Students who become ill or injured and see a professional must have the visit documented that day and brought to the office the next day a student returns to school.
- C. Unexcused/Personal - parent has called or sent a note but the absence reason is not listed as exempt in the State of Indiana Compulsory Attendance Law. IC 20-33-2-14 - IC 20-33-2.17.7. Reasons not listed may include: illness, car trouble, missed bus, childcare, and oversleeping. **Make-up work will be given at the teacher's discretion.** With the exception of suspensions, all unexcused/personal absences are counted toward the 10-day limit (non-certified).
- D. Unexcused/Truancy
  - 1.) any absence without the parent's approval or knowledge
  - 2.) leaving class without the permission of the teacher
  - 3.) being tardy to class by more than 5 minutes without verifiable reason
  - 4.) aiding another student in being truant

Students who arrive **on school property** for the school day may not leave until their class day is complete unless the building principal or assistant principal grants permission. **If a student leaves without permission for any reason, he/she will be considered truant.** All trancies are counted toward the 10-day limit (non-certified).

## PRE-ARRANGED ABSENCE

- A) If a child must voluntarily be absent from school for an extended number of days, **the**

**parent/guardian must contact the principal prior to the absence.** The proper pre-arranged absence form must be properly signed and returned according to the specific procedure.

- B) Teachers may assign work and any such work is to be completed upon the student's return to school.
- C) Pre-arranged absences will count toward the student's 10-day limit (non-certified) per semester and will be unexcused based upon the absence reason not listed as exempt in the State of Indiana Compulsory Attendance Law. IC 20-33-2-14 - IC 20-33-2.17.7. Students may be required to take final exams after their return to school. Final exams will not be given prior to the scheduled final exam dates. Students who have a truancy/unexcused absence during final exams will receive a zero for the final exam.
- D) Valid reasons for pre-arranged absence include (but are not limited to):

A principal approved educational experience or family once-in-a-lifetime occasion requires 5-day advance notice to be considered excused. The principal, the parent and each teacher must sign the pre-arranged absence form. The student must return the signed form to the office.

**The student must return the signed form to the office 5 days prior to the pre-arranged absence.** Teachers may assign work and any such work is to be completed upon the student's return to school. Failure to give five school days' notice to the principal may result in absence being considered unexcused. **If notification is given with less than five days up to 24 hrs. prior the absence will be considered a personal/unexcused absence.**

**College Visits** - absence(s) for college visit(s) may be taken any day throughout the school year up until May 1st. Students may not take a college visit day beyond May 1 of the school year without administrative approval.

Seniors have three (3) college visits. Juniors have two (2) college visits.

Note: Students with poor attendance records may be denied a request to take a college visit day.

- a) The parent must notify the office of the absence in advance.
- b) Someone from the college/university admission's office must provide written proof / documentation of the visit to the student.
- c) The absence will not be coded as "college visit" until documentation is provided.

In addition, college representatives visit North Posey High School frequently throughout the school year. Seniors need to sign up for these visits via Google form provided by the Guidance Office at least two days before the visit. Seniors may be excused for visits with six representatives. Juniors will be excused to visit with at most two. A list of those students who have signed up will be distributed to the teachers on the day of the scheduled visit. If the student's name is not on the list, teachers may not allow the student to attend the visit. Loss of citizenship rating may affect college visitation days away from school and at school.

**The principal reserves the right to determine excused, unexcused and pre-arranged absences.**

#### ABSENCE COUNT

- A. Count against the **10-day** limit (NON-CERTIFIED):
  1. Illness -parent calls before 10:00 or sends a note to verify
  2. Funeral visitations other than immediate family
  3. Unexcused personal absence or truancy

4. Prearranged
  5. Driver's License (3 class period time limit only)
  6. Other excused absences not covered in B. or C. below
  7. Job Shadowing
- B. Count against final exam exemption only :
1. Medical - doctor's documentation
  2. In-school/class suspensions or Out-of-School Suspension
- C. **Do not count against the 10-day limit (CERTIFIED):**
1. Family funerals or visitations for deaths in the immediate family (mother, father, siblings, grandmother or grandfather)
  2. Funerals other than immediate family
  3. Field trips/school related
  4. College visitation - arranged, documented, and within limits
  5. Service as a Page in Indiana General Assembly
  6. Precinct election worker - arranged and documented
  7. Indiana National Guard service
  8. Court ordered
  9. Religious Holiday/Activity
  10. Principal Excused Office visit

## APPEAL PROCESS

The Board of Appeals consists of the principal, a counselor, and a faculty member. The purpose of the Board of Appeals is to preside over and conduct a formal hearing concerning any students who have lost credit(s) because of accumulated absences. It is the responsibility of the parent/guardian to file an official appeal within ten days of the postmarked date on the letter sent to them concerning the loss of the student's credits. This appeal must be filed in writing with the building principal stating the reasons for the appeal. Reasonable requests by the Board of Appeals for documentation concerning absences must be honored. Based on the results/findings, the Board of Appeals may establish a contract system for the student(s) involved. This policy was adopted by the **M.S.D. of North Posey County Board of Education on March 13, 1995.**

## LONG-TERM ABSENCES

A parent must produce documentation of a student's incapacity to attend school to the principal/designee within a reasonable time **after it is requested.** The documentation required shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state.

If after such a document is requested and is not delivered, the principal may take the following action:

- a) Suspending the student up to five days from school, or b) recommend expulsion for the student for the remainder of the semester in accordance with the Indiana Student Due Process Statute IC 20-33-8.

If medical documentation is provided for 11 or more total absences, 20 consecutive absences and/or absences excused for medical reasons is a continuous problem, students may be considered for one of the following:

1. Medical withdrawal - grades will be removed

## 2. Alternative educational program

### FINAL EXAM POLICY

All students are required to take final exams in all courses. Students will have the opportunity to EXEMPT up to two (2) final exams each semester if the following guidelines are met in the course or courses in which the exemption is requested. Students enrolled in dual-credit courses are required to take the final exam in those courses, regardless of exemption status.

### FINAL EXAM EXEMPTION POLICY:

**Any student may be exempt from taking semester finals in UP TO TWO (2) courses where the following applies:**

- 1.) The student has missed no more than two days from that class. Excluding absences listed below A-I.
- 2.) The student has no unexcused absences or truancy from that class
- 3.) The student has no more than two tardies to that class
- 4.) The student has no suspensions from school
- 5.) The student has at least a B- average in that class
- 6.) The student has no delinquent library books or outstanding school fees at the end of the second semester

### The following do not count towards the two absences:

- A) Serving as a page in the state legislature
- B) Working for a precinct election board and/or as a helper to a political candidate or party on Election Day
- C) Following orders to report to active duty with the National Guard
- D) Senior Privilege (college visitation, limit 3)
- E) Junior Privilege (college visitation, limit 2)
- F) School Field Trip
- G) Funeral
- H) Court ordered appearances
- I) Exceptions determined by principal/designee (ex: college visit)

### PASSES

Each student is scheduled to an assigned area for each period he/she is attending our school. All students not in their scheduled locations must have a pass. The teacher in charge of the class or another teacher or administrator who is authorized to withdraw the student from class for necessary work will fill out hall passes. Passes are issued for a specific purpose and are to be used for that purpose only. Students may not be issued a permanent or blank pass.

### TARDINESS

Any student tardy to school after the beginning of first period **must sign in at the main office and obtain a pass for admittance to class.** All tardies to school are considered unexcused unless the student is riding corporation transportation that arrives late to school or unless a parent has called to report the student late because of illness. Parents must call or send a note listing the reason for tardiness or absence. Arriving after 8:00 a.m. will result in a tardy to first period. Arriving after 8:40 a.m. will result in an absence to first period. Tardies to school will be charged against 1st period attendance. Arriving to other classes after 20 minutes will result in an absence charged to that class. A student will be considered truant for any full classes missed before a late arrival if proper documentation is not provided. NOTE: 3 tardies may be counted as one unexcused absence for the determination of final exam exemption eligibility, citizenship, or loss of credit.

Tardies will be counted per period and per semester. Students must be in the classroom by the time the bell rings. Students who are more than five minutes late for class will be considered absent and truant.

2nd tardy - Written warning in Harmony,

3rd tardy - Lunch Detention.

4th - 6th tardy - After School Detention

7th - 9th tardy - 1 day of In School Supervision

10th tardy - 1 day of Out of School Suspension

11th tardy - The student's driver's license may be invalidated. Students may be remanded to the courts as a Habitual Truant, an Alternative School placement may be considered, and the student may be withdrawn from the class with a grade of W/F

## **EXCEPTION TO COMPULSORY ATTENDANCE STATUTES**

Indiana Public Law 121-1989 provides that a student must be enrolled in school until:

- A) Age EIGHTEEN
- B) Graduation
- C) Age SIXTEEN unless withdrawn with the written consent of the parent or guardian.
- D) With the approval of the State Board of Education is excused by the superintendent as found mentally or physically unfit for school attendance. An exclusion or excuse under this regulation shall be valid only for the school year for which it was issued.

# **DISCIPLINE**

## **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.

## **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.

## **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. Apply when:
  - 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 times 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 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 types of student conduct constitute grounds for expulsion or suspension under Indiana Code but are not limited to:

### **RULE 1. DISRUPTION OF SCHOOL**

Using violence, force, noise, coercion, threats, 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 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/Theft
- 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 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."

#### **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

#### **RULE 5. SUBSTANCE ABUSE**

- A) Knowingly possessing, using, transmitting, selling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, 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 himself/herself 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 as they afford regular teachers.
- D) Failure to serve detention
- E) Failure to complete required schoolwork assigned during class time and/or school paperwork.

#### **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. 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, laptops, video games, iPods, and electronic tablets.

## **RULE 9. PERSONAL COMMUNICATION DEVICES (PCD)**

Students are permitted to use personal communication devices (cell phones, connected watches, air pods, etc.) prior to the start of the school day, after the school day, and at lunch in the foyer and cafeteria only. Students are required to keep personal communication devices in their lockers outside of approved usage times. Students caught using or possessing devices in classrooms will be subject to disciplinary consequences. The first offense will result in the device being confiscated and taken to the office, available for pickup by the student at the end of the day. The second and subsequent occurrences will result in the device(s) being confiscated and taken to the office. Parents will be contacted to pick up the device(s) on the second and subsequent violations. Continued violation of this rule can result in further student discipline, including but not limited to detention or suspension.

**Sexting and Social Media** – Sexting is defined as the displaying, receiving, or sending pictures showing male or female genitalia and cleavage. Displaying these types of pictures of people under the age of 18 would be considered child pornography. A person 18 or older 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. North Posey High School also prohibits taking pictures/video of students during school hours and posting those to social media or distributing them to other students unless the student is directed to do so by a teacher for educational purposes. Students who take photos/videos of others without their permission and/or without permission from a teacher will be disciplined accordingly.

## **RULE 10. ATTENDANCE**

- A) Excessive tardiness or truancy
- B) Leaving school, class, or a school activity without proper authorization
- C) Violation of school's attendance policy (Attendance Information)
- D) Failure to clear absence within 24 hours

## **RULE 11. 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) Headwear, long and/or heavy coats, gloves, and sunglasses
- B) **ALL SHORTS AND SKIRTS MUST BE MID-THIGH LEVEL WHEN THE STUDENT IS SEATED.**
- C) Clothing that states, implies, or displays any reference to drugs, vulgar language, alcohol, tobacco products, nudity, violence, sex, or anything else that may be considered disruptive to the educational process
- D) Any clothing (including tops, sagging or hip hugger pants) that reveals or exposes undergarments
- E) **JEANS, PANTS, AND SHORTS CANNOT HAVE ANY HOLES, SLITS, OR FRAYS UNLESS A PATCH IS PLACED BELOW OR ON TOP OF THE AREA.**
- F) See-through tops, tank tops, spaghetti string tops, muscle shirts, and bare midriff tops

***Shirts or tops should cover skin at all times. Tops should have sleeves and be tucked into pants or cover the beltline of the pants when students are sitting, standing, or***

***bending.***

- G) Chains, jewelry or other forms of ornamentation that are distracting, espouse violence, express violence, or express obscenity - **School authorities will confiscate these items.**
- H) Bare feet and unsafe footwear (house-shoes are not permitted)
- I) Piercings that may be distracting to the student learning environment
- J) Hair with any unnatural coloring (pink, blue, green, etc.)
- K) Any other apparel or ornamentation deemed inappropriate by the administration (i.e. pajamas or pajama pants). Approved dress for spirit days is an exception to the dress code.

In addition to detention, 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. Students may also wear school-issued clothing.

**RULE 12. SCHOOL RULES**

- A) Cheating, plagiarizing, or misrepresenting authorship of any school-related assignment.
- B) Forging or possessing forged documents related to school.
- C) Using abusive, vulgar, profane, or indecent language or gestures that cause a disruption.
- D) Being in a gang at school, or engaging in gang activity at school or at any school sponsored function. This includes wearing clothing, writing or posting of symbols, and using hand gestures that would denote gang affiliation.
- E) Displaying, possessing, texting, or trying to sell profane, obscene or pornographic materials.
- F) Receiving excessive referrals - repeated and continual violations of school rules when no apparent effort is being made to improve behavior.
- G) Displaying affection in public- School and school-sponsored functions are not proper places for boys and girls to demonstrate their affection for one another. Physical contact such as kissing, hugging, and embracing is not allowed on the school grounds during the regular school day or at school-sponsored functions.
- H) Violating the school's acceptable user policy for computers and the internet.
- I) Violating the school's driving or parking policies

**BUREAU OF MOTOR VEHICLES**

**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 fifteen years old,
- b) A habitual truant (three verified truancies 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;
  - 1. Has at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15)
  - 2. An expulsion from school under IC 20-33-8-14, 15,16
  - 3. 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 the 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 a 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 requests 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.

**DISCIPLINARY GUIDELINES**

**Violations of the above rules may result in corrective disciplinary action. Discipline is to teach and maintain the educational function of the school. Discipline is given 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 High School.**

**Teachers may refer students to the office with recommendations using the guidelines in category 1: Category 1. Violations:** insubordination, misconduct, language/obscenity, dress code, public displays of affection, personal communication devices, tardies, etc.:

1st offense	warning or up to 1 hour detention and/or one class suspension
2nd offense	1 hour detention or 2 hours detention and/or one class suspension
3rd offense	2 hours detention and/or one class suspension and/or out of school suspension

**Category 2. Violations:** repeat offenders, acceptable user policy, possession of electronic etc. devices, truancy, cheating/misrepresentation:

	2 hours detention or class suspension and/or out of school suspension
5 or more disciplinary referrals may result in OSS or Expulsion	

In addition to:

*Acceptable user policy:* loss of computer use and possible referral to juvenile court

*Cheating:* zero grade will be incurred with detention, removal from National Honor Society, may fail grading period with detention or may fail semester, possible expulsion

**Category 3. Violations:** fighting, intimidation/harassment, possession of explosives, possession or

use of weapon, possession, sale or use of drugs or drug paraphernalia, use or possession of alcohol or tobacco products or paraphernalia, vandalism

1 to 10 days out-of-school suspension

45-day emergency suspension or expulsion

## **ADMINISTRATIVE DISCIPLINE LADDER**

The following discipline ladder is a guide that administration may use in determining disciplinary consequences for listed infractions.

### Disciplinary Actions

- **Conference** - A conference may be between a teacher and a student, a teacher and a parent, an administrator and a student, or an administrator and parents. The school will arrange conferences in an effort to correct behavior when deemed necessary.
- **Discussion with Administrator/Dean Conference** - A discussion with an administrator may occur to ensure that students have an understanding of expectations and school rules. This could be formal (in the office) or informal. The purpose is to make certain that there is a better understanding of expectations and the consequences that occur when those expectations are not met.
- **Written Warning** - Students will receive a referral documented in Harmony. These referrals will be taken into consideration when assigning future consequences.
- **Teacher-Assigned Detention** - Teachers may assign detention. The location and time will be determined by the administration.
- **After School Detention** - Students may be detained in school for disciplinary or other reasons, under direct supervision, for not more than one hour after the close of the school day, provided that satisfactory arrangements for transportation and supervision from school to home have been made by the parents. Before a student may be detained, the parents, and/or legal guardian, must be notified as to the reason for such detention, the place, the date, and the time of the detention. Students will not be allowed to have personal communication devices while in detention.
- **Lunch Detention** - Lunch detentions are held daily throughout the lunch periods. Lunch detentions may be assigned for misconduct. A student assigned to lunch detention would report to the office after getting his/her lunch.
- **Monetary Reimbursement/Restitution** - In some cases, damage to school or personal property may result in, but may not be limited to, required monetary reimbursement.
- **Community Service to School** - Under certain circumstances, restitution-based consequences may be more appropriate. The location, time, and work to be completed will be determined by an administrator.
- **Loss of Bus Service** - Serious Violations of bus conduct rules may result in loss of bus service for a prescribed length of time.
- **In-School Detention (ISS)** - Depending on each individual situation, students may be assigned to ISS. Students shall report to the office on time at the beginning of the school day with their books, Chromebook, pencils, paper, etc. Students will be counted as present for school attendance. Students will not be allowed to have their cell phones while in ISS.
- **Out-of-School Suspension (OSS)** - Students will not be allowed to attend school for the prescribed length of the suspension. In addition, they shall not be permitted to attend or participate in extracurricular activities throughout the duration of the suspension. Students who are assigned OSS will also forfeit their citizenship for the remainder of the year. Missed assignments may be made up in accordance with the excused absence policy.

- **Law Enforcement Contact / Citation** - At times, it is necessary for school officials to contact local law enforcement when illegal activities occur. If appropriate, law enforcement may issue a citation to a student. Parents will be contacted either by school officials or by law enforcement when these types of situations occur.
- **Expulsion** - Expulsion is the removal from school for more than ten (10) days or for the remainder of the current semester plus up to one additional semester.

<b>Violation</b>	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
<b>Absences (unexcused)</b>	See <u>Unexcused Absences</u>			
<b>Attendance/Tardy</b>	See <u>Tardies</u>			
<b>Bullying</b>	1-3 Days OSS	5 Days OSS	May Recommend expulsion & may contact law enforcement	Recommend expulsion & may contact law enforcement
<b>Bus Misconduct (Students may receive additional consequences for specific violation)</b>	Discussion with Administrator	Lunch detention, After School Detention or ISS	Loss of Bus Services 1-5 days	
<b>Personal Communication Device Violation</b>	Verbal Warning, phone turned in to the office & returned at the end of the day	After School Detention, phone placed in the front office, parent(s) contacted -- school returns device(s) to parent(s)	After School Detention, parent(s) contacted -- school returns device(s) to parent(s)	Continued violation may be considered defiance, parent(s) contacted -- school returns device(s) to parent(s)
<b>Cheating/ Plagiarism</b>	Fail assignment & written warning	Fail assignment & 1 day of ISS		
<b>Defiance</b>	1 day OSS	3 Days OSS	5 Days OSS	Recommend Expulsion
<b>Damaging or destroying school property or others personal property</b>	Restitution, up to 3 days OSS & potential law enforcement contact	Restitution, 3 days OSS, Law Enforcement contact	Restitution, 5 days OSS, Law Enforcement contact, & Recommend expulsion	

<b>Disobedience or misconduct</b>	Written warning	Discussion w/ Administrator - lunch detention or up to 1 period ISS	1-3 periods ISS	1-2 Days ISS
<b>Disrespect to Faculty or Staff</b>	1 Period ISS	1 Days ISS	Up to 3 Days ISS	Up to 3 Days OSS
<b>Disrupting a School Assembly or Safety Drill</b>	1 Day After School Detention	1 Day ISS	3 Days ISS	Up to 2 Days OSS
<b>Disrupting Class/Misconduct in School</b>	Written Warning	Discussion with Administrator - lunch detention or up to 1 Period ISS	1-3 Periods ISS	1-2 Days ISS
<b>Dress Code Violation</b>	Correct Violation & Verbal Warning	Correct violation & Written Warning	Correct violation & Up to 3 After School Detentions	See <u>Defiance</u>
<b>Driving/parking lot violation</b>	Discussion with Administrator	Written Warning	Loss of driving privileges for 1 week	Loss of driving privileges for up to 1 semester
<b>Failure to Comply with a reasonable request</b>	1 Period - 1 Day ISS	1-3 Days ISS	Up to 3 Days OSS	5 Days OSS
<b>Failure to sign-in or out</b>	Discussion with Administrator	Written Warning	3 Periods ISS or After School Detention	1 Day ISS
<b>Fighting</b>	Up to 3 Days OSS, May contact Law Enforcement	5 Days OSS, May contact Law Enforcement	Recommend Expulsion	
<b>Forgery (parent or Dr. notes or any other document)</b>	1-2 After School Detentions	2 Days ISS	2 Days OSS	
<b>Habitual Offender (Administration - 10 or more office-level</b>	Consequences up to and including			

<b>discipline referrals</b>	Recommended Expulsion			
<b>Harassment</b>	Discussion with Administration, After School Detention	Up to 3 Days ISS	Up to 3 Days OSS	5 Days OSS, Possible placement in Norseman Academy
<b>Harassment (Sexual)</b>	1-3 Days ISS or OSS	5 Days OSS May contact law enforcement Placement in Norseman Academy May recommend Expulsion	Recommend Expulsion	
<b>Horseplay</b>	Written Warning & Discussion w/ Administrator	1 Period ISS	3 Periods ISS	1 Day ISS
<b>Internet/Computer Violation</b>	Discussion with Administrator & Written Warning	Discussion with Administrator & 1 day ISS	Leveled Access	Further Disciplinary Leveled Access
<b>Lying to School personnel/ misrepresentation</b>	1-3 Days ISS	1-3 Days ISS	Administration Discretion	Administration Discretion
<b>Misconduct for substitute teacher (Can be at discretion of classroom teacher)</b>	Lunch Detention or 1 Period ISS	After School Detention	1 Day ISS	1-3 Days ISS
<b>Physical altercation not to the level of fighting</b>	3 Periods ISS	1 Day ISS	Up to 2 Days ISS	1-3 Days OSS
<b>Possession, dealing, transfer or use of alcohol</b>	3-5 Days OSS & Law enforcement contacted	5 Days OSS, Law enforcement contacted May recommend Expulsion	10 Days OSS, Recommend Expulsion & Law enforcement contacted	

<b>Possession, dealing, transfer/use of controlled substance, paraphernalia, or look-alike</b>	10 Days OSS, Recommend expulsion & Law enforcement contacted			
<b>Possession, dealing, transfer or use or failure to follow school procedures for an over-the-counter medication</b>	Up to 10 Days OSS, Recommend expulsion & Law enforcement contacted			
<b>Possession, dealing, transfer or use of tobacco/nicotine cigarettes/cigars /tobacco-related paraphernalia- cigarettes, vape devices (JUULs, etc.), e-liquids (vape juice), inhalants, etc.</b>	3 Days OSS, May contact law enforcement	5 Days OSS, Law enforcement contacted  **Citation	10 Days OSS, Law enforcement contacted & Recommend expulsion  **Citation	
<b>Possession, dealing, transferring, or use of items that interferes with the rights of others, distracts, or interferes with the educational processes of the school</b>	1-3 Days ISS or After School Detention	1-3 DaysOSS	Up to and including expulsion from school	
<b>Possession, dealing, transferring or use of weapon or firearm</b>	10 Days OSS, Recommend expulsion & Law enforcement contacted			
<b>Pornography- possession, transferred /viewed electronically</b>	3-5 Days OSS, May contact Law enforcement	5 Days OSS & Law Enforcement contacted	5 Days OSS, Law enforcement contacted & Recommend expulsion	
<b>Profanity</b>	After School Detention	3 Periods of ISS or After School Detention	1 Day ISS	3 Days ISS

<b>Profanity directed at Staff</b>	3 Days OSS, Social/Driving Probation	5 Days OSS - up to Recommended expulsion	Recommend Expulsion	
<b>Public Display of Affection (PDA)</b>	Discussion with Administrator	Written warning	1-3 periods ISS	1 Day ISS
<b>Racism - Expressed</b>	2 Days OSS	2 Days OSS, Social/Driving probation & Alternative School Placement	5 Days OSS & Recommend Expulsion	
<b>Refusal to identify yourself or false identity</b>	1 Day ISS	2 Day ISS	3 Days OSS	5 Days OSS
<b>Tampering with the property of School Personnel</b>	Up to 3 Days OSS	3 Days OSS	5 Days OSS & Alternative School Placement	5 Days OSS & Recommend Expulsion
<b>Theft</b>	Monetary Reimbursement, 3 Days ISS & Law enforcement contacted	Monetary Reimbursement, 3 Days OSS, Law enforcement contacted & May recommend expulsion	Monetary Reimbursement, 5 Days OSS, Law enforcement contacted & Recommend expulsion	
<b>Threat or Intimidation</b>	1-3 Days ISS or OSS  ** Threat Assessment Protocol Enacted - May contact Law enforcement	3 Days OSS & Possible placement in Norsemen Academy  ** Threat Assessment Protocol Enacted - May contact Law enforcement	5 Days OSS & Recommend expulsion  ** Threat Assessment Protocol Enacted - May contact Law enforcement	

<b>Truancy/Leaving school without permission/Skipping school or class</b>	Up to 1 Day ISS	2 Days ISS, Social/driving probation, Probation may be notified	3 Days OSS, Probation notified	5 Days OSS, Probation notified & recommend expulsion
<b>Violation of ISS Rules</b>	Additional referral & ISS time	Up to 3 days ISS	Up to 3 days OSS	See Defiance

**DETENTION:**

All referrals will be reported to the office and 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 for detention. **A student will serve his/her detention on the agreed upon date.** Failing to serve detention by the first due date will result in the detention's being doubled. Failure to serve detention by the second due date may result in a suspension. Transportation arrangements must be made in advance; no buses are available. Detention will be served (a) after school from 3:05 p.m. to 3:35 p.m. Monday through Thursday in assigned teacher's room or (b) before school on Wednesday and Thursday from 7:25 a.m. to 7:55 a.m. in assigned teacher's room.

**DETENTION RULES ARE AS FOLLOWS:**

1. Students must be on time. If not, the student will not be able to serve and detention will be doubled.
2. Students must have something to work on. Homework, IR book, etc. If appropriate materials are not brought to detention, the student will not be allowed to serve and the detention will be doubled.
3. No talking. Students must stay quiet and work until the end of detention.
4. No sleeping. Sit upright and work for 30 minutes.
5. NO CELL PHONES or other electronic devices.

**OUT-OF-CLASS SUSPENSION (O.C.S.):**

An area separate from normal student traffic is identified as the area for this placement. This area is equipped with study carrels and chairs for student use. Students removed from class will be placed in the area for the remainder of the period and/or removed from the specific class for one or more days. Student will bring work to do while in the OCS. No work may be made up for days missed.

**OUT-OF-SCHOOL SUSPENSION (O.S.S.):**

The student will not attend school or any school functions (including practices) during the suspension. Students are responsible for making up tests, quizzes, homework, etc. The absences will not count toward the student's total of days allowable under the school's attendance policy. Students who violate this rule will suffer additional consequences. Athletes are subject to Athletic

Code of Conduct. Depending on the charters of the various student organizations (Student Council, National Honor Society, etc.), a student may lose his/her position or membership in that organization because of O.S.S. on the second out-of-school suspension a letter notifying the Board of Motor vehicles will be sent.

## **MSD NORTH POSEY COUNTY**

### **ACCEPTABLE USE POLICY**

Access to the Internet and the Corporation's Technology Services (Technology Services include, but are not limited to computers, local network services, telephone services and the Internet) enables students and staff access to a vast wealth of information that is made possible by the District's existing network and the State's Internet connection. These services are made available to all staff members who have a signed copy of this form on file with the Corporation Office and all students who have a signed parental permission form on file with the school office. Students who do NOT have a form on file with the office, are granted basic computer access for classroom purposes only and not given access to any resources outside of the Corporation, such as the Internet. Staff users must have a form on file at Central Office before computer access is granted. Access to technology services is a privilege, not a right and may be revoked at any time for abusive conduct or violation of policies that are set forth in this Acceptable Use Policy, herein referred to as the AUP. This agreement will remain in effect until the user is no longer employed or enrolled in the District. The corporation will periodically make determinations on whether specific uses of technology access are consistent with the AUP. Changes / additions to the AUP may be made as needed without notice to users but only changed as approved by the Board of Education.

The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

In exchange for use of the District's Technology Resources, I understand and agree to the following:

- I. All computers, telephone systems, electronic mail services, and voice mail systems are the District's property. Users of technology resources **should not** expect that files stored on the District's computer network will remain private. Electronic messages (E-Mail), voice mail files, data transmitted via Wi-Fi and files stored on the network may be treated as public domain information. Administrators and faculty may review files and messages to maintain system security and ensure that Acceptable Use Policies are being followed. Review of such information may be done by the District with or without the user's knowledge. Files/Messages relating to illegal activities may be reported to authorities.
- II. Users are expected to abide by the generally accepted rules of network etiquette. These may include (but are not limited to) the following:
  - Be Polite - do not use abusive language in any messages to others (including email)
  - Do not reveal any personal information, such as your personal address or phone number(s) or Those of any other staff member or students.
  - E-Mail is not guaranteed to be private. People who operate the system, as well as the Superintendents, have access to all mail. Any messages relating to or in support of illegal

activities may be reported to law enforcement. The Corporation will cooperate with any subpoena presented by law enforcement authorities.

- Messages and internet activity can be traced to you. Once a message has been sent, it cannot be recalled. Avoid sending messages when you are angry or upset.
- III. The corporation reserves all rights to any material stored in files or messages which are generally accessible to others and will take disciplinary action regarding any material to which the Corporation, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The Corporation reserves the right to filter such content as deemed necessary; however, the Corporation makes no assurance that 100% of such content is filtered. A user will not use his/her computer to obtain, view, download, or gain access to distribute or transmit filtered materials.
- IV. Abusive conduct or system misuse will not be tolerated and is cause for revocation of the user's access and / or other disciplinary measures. Abusive behavior and / or system misuse includes, but is not limited to:
- Intentionally sending or displaying offensive messages or pictures, including pornography
  - Using obscene language or harassing, insulting, or attacking other users
  - Damaging any computer, computer peripheral (mouse, keyboard, etc), or networking equipment
  - Violating copyright laws
  - Using others' password or sharing your password with another user
  - Trespassing in others' folders, work area, home directory, or files
  - Intentionally wasting limited resources such as gaming sites or social networking sites (Facebook, Snapchat, etc)
  - Purchase of any goods or services through online sources
  - Intentionally attempting to bypass network and/or computer security, including through use of open or anonymous proxies
  - Opening computer hardware or attempting to gain access to the computer hardware
  - Modifying the operating system or installing non-licensed or unauthorized software
  - Attempting to gain Administrator access on any workstation or server
  - Attempting to copy Corporation licensed software onto floppy disks, CD-ROMs, DVD-ROMs, BD-ROMs, flash memory cards, hard drives, ISO images, ghost images or any other form of removable media
  - Employing the network for commercial purposes
  - Employing peer-to-peer measures of any kind
  - Use of any personal or 'free' email services such as Hotmail, G-Mail, Yahoo Mail, etc
  - Installing unauthorized software or software which has not been approved by the District Technology Coordinator
  - Using the Internet / Network to engage in 'hacking' or other illegal/unlawful activities
- V. Technology access is intended for the exclusive use by the Corporation's registered users. The user is responsible for the use of his/her password. Any problems which arise from the use of a user's account are the responsibility of the user. Use of an account by someone, other than the registered user, is forbidden and is cause for AUP revocation. Any staff user who feels their password has been compromised or any user who wishes to change his/her password should notify the District Technology Coordinator immediately. Student users may request password changes from the building office. Student password changes will be assigned by the technology department. **Staff Users should under No circumstances share any password with anybody other than the technology department, including building principals, substitute teachers, or another teacher within the corporation. - Student users may only**

**share their password with their classroom teacher and to office personnel for verification purposes.**

- VI. The corporation does not warrant that the technology services will meet any specified requirements that the user may have or that service will be error free or uninterrupted; nor shall it be liable for any direct, indirect, incidental, or consequential damages, including lost data or time. Staff members need to have back-up plans in or contingency procedures in place for times when the Internet and or District's computers/network may not be accessible. Staff members should also take back-up measures, such as saving to removable disks or network resources (U Drive), to any local files on their hard drives they wish to protect.
- VII. The user may not transfer files to/from information services, electronic bulletin boards, message forums, etc. The user will be liable to pay any cost or fee for any services that were accessed, whether intentionally or inadvertently.
- VIII. The Corporation reserves the right to log usage of all network services as well as monitor file server space utilization. The Corporation reserves the right to remove a user or restrict space available to prevent outages or overuse by select users.
- IX. Any software that any building, department, or user wishes to obtain for use on any Corporation technology resource, either by purchase, grant, or download, must be approved by the District Technology Coordinator. Requests should be submitted by email or in writing. Users may not copy software on and District computer and may not bring in software from outside sources for use on District equipment without approval from the District Technology Coordinator.
- X. Non-Corporation or personal computers and equipment, including desktops, laptops, printers, PDAs, WAPs, etc. are NOT allowed on the network under any circumstances. Any foreign device detected on the network will be removed immediately and reported to the Superintendent and/or Board of Education.
- XI. All wireless networks established by the District are subject to the AUP. Non-Corporation devices may access the wireless network established as "Guest Access" at the approval of the Technology Department or the building principal or other administrator. Building principals will receive required access keys for handout as needed. The Technology Department cannot support non-District items on the guest network nor is the District responsible for devices that cannot connect or for any malware the guest user may download or install.

## **ALL USERS (STUDENTS)**

In consideration for the privileges of using and gaining access to the Corporation's Technology Resources, I hereby release the MSD of North Posey County, its operators, the administration, and the Board of Education from any and all claims of any nature arising from my use of, or inability to use, the resources above.

**ALL FORMS, INCLUDING THE ACCEPTABLE USER POLICY FORM, FOR STUDENTS AND PARENTS TO SIGN CAN BE FOUND ON THE MSD OF NORTH POSEY COUNTY SCHOOLS WEBSITE**

[www.northposey.k12.in.us](http://www.northposey.k12.in.us)