

# North Putnam High School

## 2019-2020

### **Student Handbook**

#### MISSION STATEMENT OF NORTH PUTNAM HIGH SCHOOL

Our mission is to provide relevant and rigorous student centered instruction in a safe environment while developing and maintaining positive relationships with all members of our community. Using varied instructional strategies, we expect all students to become responsible learners who are held accountable for their academic, social, and emotional progress.

Jason A. Chew, Principal  
Brandon Wagler, Assistant Principal  
Lauren Alspaugh, Director of Guidance  
Amy Certain, Guidance Counselor  
Roger Busch, Athletic Director

Welcome:

Dear Cougar Students and Parents:

Welcome to the 51st year of educational opportunities at North Putnam High School. We are pleased that you are a part of this tradition.

Many opportunities for educational and personal growth, through academic and extracurricular experiences, are awaiting you. The choices that you make during your high school career may affect how attainable your future career aspirations will be. Place challenging and worthy expectations upon yourself. Be responsible for striving to meet these expectations.

The staff looks forward to providing a positive learning environment to enhance your chances for a successful school experience. We have a wide range of academic, athletic, and social offerings. We encourage you to identify a role in the school that will enable you to enjoy what you are doing and to develop ways to contribute to others. We are committed to making our educational setting among the best available; one which has an atmosphere of caring and learning.

Let's continue to strive to make North Putnam a friendly place for all types of students, an enthusiastic environment for academic and extracurricular competitions, and a place for individual growth. By working together and maintaining good communication, we can help make our school the best it can be.

For more information regarding the school and the staff directory, please access the school's website at <http://www.nputnam.k12.in.us/nphs-home>.

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## **Corporation Wide Information**

NORTH PUTNAM COMMUNITY SCHOOL CORPORATION  
ADMINISTRATION OFFICE  
P.O. BOX 169  
BAINBRIDGE, INDIANA 46105  
PHONE 765-522-6218

### **TELEPHONE DIRECTORY**

North Putnam High School	765-522-6282
Administrative Office	765-522-6218
Bainbridge Elementary	765-522-6233
Roachdale Elementary	765-522-1732
North Putnam Middle School	765-522-2900
High School Athletic Department	765-522-6282
Food Service	765-522-2900
Technology Department	765-522-6282
Maintenance, Grounds	765-522-0608
Maintenance, Buildings	765-522-3009
Transportation	765-522-6220
Old National Trail Special Services	765-653-2781

### **NORTH PUTNAM COMMUNITY SCHOOL CORPORATION NON-DISCRIMINATION POLICY STATEMENT**

(Reference: Board Policy 10100)

The North Putnam Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity, educational program, or student activity. No person is excluded from participating in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis in any employment practice, educational program, or student activity.

If you believe that the North Putnam Community School Corporation or any of the corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and/or (3) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, you may present a complaint, which shall be referred to as a grievance, to one of the civil Rights compliance coordinators listed below:

Title IX Coordinator  
Superintendent  
300 North Washington Street  
Bainbridge, Indiana 46105  
765-522-6218

Civil Rights Compliance Officer  
Superintendent  
300 North Washington Street  
Bainbridge, Indiana 46105  
765-522-6218

Section 504 Coordinator  
Superintendent/Designee  
300 North Washington Street  
Bainbridge, Indiana 46105  
765-522-6218

Building Level Violations - Building Principal  
Corporation Level Violations - Superintendent

#### NORTH PUTNAM COMMUNITY SCHOOL CORPORATION

Central Office 300 North Washington Street PO Box 169 Bainbridge, IN 46105	North Putnam High School 8869 N. CR 250 E Roachdale, IN 46172
North Putnam Middle School 8905 N. CR 250 E. Roachdale, IN 46172	Bainbridge Elementary 412 S. Washington Street Bainbridge, IN 46105
Roachdale Elementary 305 S. Indiana Street Roachdale, IN 46172	School Transportation 125 W Seminary Street Bainbridge, IN 46105

#### **Family EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

The North Putnam Community School Corporation maintains records on all students who have attended and are presently attending schools of the Corporation, said records are directly related to the students. FERPA has established parental and student rights with respect to "education records." The statutory definition of this term is as follows:

- (i) Contains information directly related to a student; and
- (ii) Are maintained by an educational agency or institution or by a person acting for such agency or institution.

Records, which are not to be considered "education records", include:

- (1) Records in the sole possession of the maker of the record accessed and revealed only to a substitute and not shared with others;
- (2) Records of a law enforcement unit that was created by that law enforcement unit specifically for law enforcement purposes;
- (3) Records made and maintained in the normal course of business which relate exclusively to a person who is employed by an educational agency in that person's capacity as an employee and are not available for use for any other purpose; and
- (4) Records of a person who is eighteen (18) years of age or older which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional capacity which are made, maintained, or used only in connection with the provision of treatment to the student.
- (5) Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Schools are required by FERPA to:

- (1) provide a parent with an opportunity to inspect and review his/her child's education records within 45 days of the receipt of a request
- (2) provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school
- (3) redact the names and other personally identifiable information about other students that may be included in the child's education records.
- (4) Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- (5) Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, which may include distance learning or correspondence classes. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school. Schools may also disclose information in connection with an emergency if necessary to protect the health or safety of a student.

North Putnam Community School Corporation has designated the following information as directory information:

- |  |  |
|--|--|
| • Student’s name   | • Photograph   |
| • Student ID number or user ID for accessing the district’s electronic systems | • The most recent educational agency or institution attended |
| • Enrollment status  | • Grade level  |
| • Participation in officially recognized activities and sports                 | • Degrees, honors, and awards received                       |
| • Address  | • Date and place of birth                                    |
| • Telephone listing  | • Major field of study                                       |
| • E-mail address   | • Dates of attendance  |
|  | • Weight and height of members of athletic teams             |

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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, 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 has contracted to perform a special task (such as an 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/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Personally identifiable information includes biometric records such as fingerprints, retinal scans, and handwriting.

Policies of the Corporation for reviewing and expunging these records:

- A. The Act concerns the student record of both elementary and secondary schools.
- B. The parents' rights under the Act extend until the student is 18 years of age or is enrolled in a post high school institution; thereafter, only the student himself may exercise the rights.
- C. Parents, students, and legal guardians have a right to examine the student records at reasonable times during the school years.
- D. A record is kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination.
- E. Certain persons may examine student records without a parent's consent; these include school officials, including teachers who have "legitimate educational interest", officials of other schools or school systems where a transfer is made, and certain representatives of the state and federal government.

Superintendent of Schools    Administrative Assistants  
Principals                            Assistant Principals  
Director of Food Services    Director of Transportation  
Athletic Directors                Student Teachers  
All Certified Teachers        School Counselors  
School Psychologists        Social Workers  
Student Assistance Coordinator    Occupational/Physical Therapists  
Data Managers                    Nurses

***Any employee of the Corporation not named on this list must receive permission from the Superintendent prior to accessing any information.***

- F. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reason for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested; the parents may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
- G. A copy may be furnished pursuant to a court order of subpoena but only if the parents are given advance notice.
- H. Schools in the North Putnam Community School Corporation will forward education

records including suspension and expulsion disciplinary records to other schools (private or public) in which any elementary or secondary student seeks or intends to enroll on a full or part-time basis.

- I. If educational records are provided for use as part of a study, the board will enter an agreement with the research that describes how records will be handled and returned/destroyed within the defined scope of the study.

The Procedure established for reviewing the school records:

- A. Requests to review school records shall be made by a written request to the principal of the appropriate school. Printed request forms are available at the school, but written requests may be made other than on the provided form.
- B. The written request must be completed prior to the review of the school record. (This form becomes a part of the student's record thereafter.)
- C. The principal shall have the records available for review and inspection within ten (10) days after the request has been made and, in any event, no later than forty-five (45) days.
- D. The principal shall make provision for assistance in the interpretation of the records.

Cost for student record review:

- A. There shall be no fee or costs for reviewing the student records at the school.
- B. Copies of the student record shall be furnished to the parent or eligible student upon request, and said copies shall be reproduced at cost to the parent or eligible student.

Release of records to other school districts:

Schools in North Putnam Community School Corporation disclose education records without consent to officials of another school district in which a student seeks, or intends to enroll. This includes those students' disciplinary records that concern student misconduct relating to the health or safety of the student, other students at the school and members of the school community. The discipline records apply only to those that resulted in suspension or expulsion or for the violation of a misconduct rule that relates to a safety or health concern of the school.

Release of education records to law enforcement agencies:

USA Patriot Act permits school to disclose without consent or knowledge of the parent or student "personally identifiable information from the student's educational records to the Attorney General of the United States or his/her designee in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332(g)(5)(B) and 2331 of the title 18, U.S. Code.

Federal Grand Jury Subpoena: Schools may disclose educational records to the designee in a Federal grand jury subpoena without parental or student notification or recordation if so ordered by the court.

Law Enforcement Subpoena: The same rules apply as to Federal Grand Jury Subpoenas except that in the case of an agency subpoena, schools have the option of requesting a copy of the good cause determination.

All other Subpoenas: For all other subpoenas, including federal grand jury or law enforcement subpoenas in which the court does not specifically order non disclosure, prior to disclosing personally identifiable information from a student's education record, schools must make a "reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action."

Release of Directory Information to Military Recruiters:

Schools are required to provide students' names, addresses, and telephone listings to military recruiters when requested. This requirement is subject to parental "opt out" rights.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

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

Parents or students who believe their rights under PPRA may have been violated may

file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, DC  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

### **STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM (Ref: Board Policy 6569)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

North Putnam Community School Corporation has developed and adopted policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

## **EQUAL EDUCATION OPPORTUNITY**

(Ref: School Policy 10100)

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Superintendent

765-522-6218

The complaint procedure is described in Board Policy 10100.

The complaint will be investigated and a response, in writing, will be given to the concerned person within five **(5)** working days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

### **Special Education**

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A

student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school counselor or assistant principal.

### **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the North Putnam Community School Corporation Central Office at 765-522-6218.

### **Americans with Disabilities Act – Section 504**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact the school counselor or assistant principal.

### **School Day**

Student attendance hours are 8:15 a.m. to 3:17 p.m with the exception of early release Wednesdays which are 8:15 a.m. to 2:47 p.m.. Students will be marked absent for class periods that are missed. Students who are 10 or more minutes late to a class will be marked absent. Students that have any absences or tardy marks are not eligible for perfect attendance awards.

### **Students Rights and Responsibilities**

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

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

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school's guidance counselor.

## **HEALTH SERVICES**

### **School Clinic**

A school nurse or instructional health aide is staffed in the clinic in every school building. The school nurse or health aide will treat all injured or ill students according to guidelines from the Indiana State Department of Health. If a student should become ill during the day, he/she should notify the teacher. If the teacher agrees that the student is too ill to be in class, he/she will be sent with a pass from that teacher to the clinic. Students must go to the clinic to be evaluated by the nurse or health aide. Students who are admitted to the clinic by the nurse/health aide will be allowed up to 20 minutes to rest before returning to class unless they are going home.

The nurse may exclude from school a student who has a communicable disease that is transmissible through normal school contacts and poses a substantial threat to the health and safety of the school community. The general guidelines for sending ill students home are: temperature above 100 degrees, vomiting, diarrhea, and/or serious injury or extreme pain. A student must be fever-free without the use of fever-reducing medication for 24 hours in order to return to school. A student must also be free of vomiting and diarrhea for 24 hours in order to return to school. Parents will be contacted whenever the student's injury or illness is such that continued attendance at school is not possible. All students leaving school during the day due to illness must do so through the school clinic. Students may not contact parents and asked to be picked up without the nurse's permission. If the student does contact his or her parent and asks to be picked up without the nurse's approval, the absence would be unexcused. If a parent cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request that they pick up the child.

### **Health and Safety**

Parents are encouraged to keep the school informed of the status of the student's health by communicating with the school nurse. It is crucial that any student allergies to medications and various foods be communicated by the parent to the school nurse. Food allergies require a doctor's statement for special dietary needs through the cafeteria service.

### **Immunizations and Requirements (IC 20-8.1-7-9.5)**

Whenever a student enrolls in North Putnam Community School Corporation, the parent(s)/guardian(s) shall provide a written record of the student's immunization. The complete health/immunization record will be given to the school nurse upon enrollment. According to Indiana Code (IC) 20-34- 4-5 this must be done within twenty (20) days of enrollment. Students who fail to comply with this requirement can face removal from school until immunizations are received.

Each student should have the immunizations required by law or have an authorized waiver. State law (I.C. 20-8.1-7-9.5) requires that every child residing in the state shall be immunized against diphtheria, whooping cough, tetanus, measles, mumps, rubella,

poliomyelitis, Hepatitis B, Meningitis and chicken pox. If a child has had the chickenpox disease, we must have the month and year they had the illness per physician documentation. All high school age students must also have a Tdap vaccination. All high school seniors must have vaccinations for Hepatitis A. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school's nurse. Each student shall provide documentation of immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

### **Injury and Illness (Ref Board Policy 6652)**

All injuries must be reported to a teacher, the nurse, or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents/guardian.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse or health aide will determine whether or not the student should remain in school or go home.

Parents will be notified of all significant head injuries and other serious injuries that occur in the school building, on the school grounds, at practice sessions, or any other events sponsored by the school. These incidents must be reported immediately to the person in charge followed by communication to the principal's office and school nurse. An accident report will be completed within 24 hours on any student that has an injury where it is recommended by school staff that they be evaluated by a physician, ER department or have a significant head injury or other serious injury. A copy of all accident reports will be kept on file in the school clinic and a copy will be sent to the Superintendent's office.

### **Medication Policy**

Indiana State Law (I.C. 20-34-3-18) mandates that neither prescription medications nor over-the-counter medications (such as Tylenol and cough drops) may be dispensed by school personnel unless written permission has been granted by the student's parent/guardian or a physician. This means that students may not carry any medication on their person during the school day unless the student has an acute medical condition. A student with a chronic disease or medical condition may possess and self-administer medication for the medical condition if the school has written permission from the parent/guardian AND physician. Otherwise, all medication must be brought to the clinic and will be dispensed from there by designated school personnel. Students may not transport medication to or from school. Parents must bring the medication to school and must pick-up the medication from school. All medications brought to school must be turned in to the school clinic. If a prescription medication is to be given daily or 2-3 times a day per doctor's order, the medication should be given at home. Authorized school personnel may administer medication when the following directions are

observed:

1. All medications shall be brought to the school office or clinic by the student's parent/guardian and be kept in the original container bearing the student's name.
2. Written permission is given by the student's parent/guardian AND physician for prescription medications. The pharmacy label shall serve as the written consent of the physician. Written permission from the parent/guardian shall include the student's name, name of the medication, dosage and time to be administered.
3. Written permission is given from the student's parent/guardian for over-the-counter medications including the student's name, name of medication, dosage and time to be administered.
4. Herbal remedies and supplements will not be dispensed by any school personnel because these items have not been approved by the FDA.

All medicine must be in its original container. There will be no exceptions to this policy. Students may not have medication in their pockets, lunch boxes, lockers, etc.

Students who possess or use prescription medications at school independently from the school nurse will be subject to disciplinary action and possible expulsion from school.

At the end of the school year, medications will be disposed of the following day after the last day of student attendance.

### **Hearing and Vision Screening**

The State of Indiana mandates screening in the areas of hearing and vision. If a student does not pass a screening, according to state guidelines, the examiner is required to refer the child for further testing.

Students receive hearing, vision, and speech and language development screening tests at appropriate intervals during their school years. The results of all tests are available to parents. In order to identify students with hearing losses, hearing tests will be given to all students in the 1st, 4th, 7th, and 10th grades, all students in special education, all students transferred from other school districts, and all students suspected of having hearing losses. If you do not want your child's hearing screened, you must return a written note to your child's school office immediately, stating your refusal. Please address the note to the "Speech and Language Pathologist". Vision screenings will be done on all students in Kindergarten, 1st, 3rd, and 8th grades. Referrals will be sent by the school nurse on those students who fail the screenings.

### **LICE (Pediculosis) Ref. I.C. 20-34-3-9**

Any student having lice/eggs shall be sent home from school. The parent will be provided a copy of procedures to follow for treatment. School personnel will explain these procedures to the parent when they arrive at the school to take their child (children) home. Upon returning to school, the student will be readmitted to the classroom after their hair is checked by school personnel and the parent must provide proof of treatment in the form of a label from lice shampoo and/or a note from a doctor stating the type of treatment used.

Parents have the responsibility, under state law, to have their children in school when possible. Failure to send the child to school following a reasonable amount of time (approximately five school days) may result in the filing of educational/medical neglect charges with the county welfare department.

## **NPHS - General Procedures**

### **School Mascot and Colors**

Our mascot is the Cougars, and our school colors are Tennessee Burnt Orange and Navy Blue.

### **SCHOOL SONG**

The school song is to the tune of Minnesota Rouser from the University of Minnesota.

Hail North Putnam, Hats off to thee  
To the Cougars, True we shall ever be  
Firm and Strong, United are we  
Rah, Rah, Rah, North Putnam High  
Sing your praises to the sky  
Rah for North Putnam High!

### **SCHOOL PUBLICATIONS**

The NPHS newspaper is the *Cougar Express*, and the NPHS yearbook is the *Cougar Showcase*.

### **Enrolling in the School (Ref: Board Policy 6120)**

A student may enroll if living with parent(s) or legal guardian, and if he/she is residing in the North Putnam Community School Corporation. **All legal documents (i.e. adoption, legal guardianship, and custody) must be presented to the school office before a student can be enrolled. When enrolling parents will need to bring:**

- a birth certificate,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

### **Transferring from School**

If a parent is transferring a student to another school including home school, contact your local office. Telephone numbers are found under the directory information at the front of this handbook.

1. A transfer form must be signed by teachers, media specialist, treasurer, assistant principal & food service director to clear all accounts at North Putnam High School. Information or answers to related questions regarding the Home School Enrollment Process please contact Audra Hacker, Home School Liaison Indiana Department of Education, 317-232-9111.

### **Withdrawing From School**

1. Students under the age of 18 will not be permitted to withdraw from school without administrative **and** parental approval. In a case where withdrawal is granted, the student will be required to have an exit interview with the principal. The student must also complete all appropriate forms.
2. If students have a ring order, picture, yearbook, fundraiser products, or other articles ordered, they should check with the teacher involved to make necessary arrangements.

### **Schedule Changes**

1. The selection of an individual schedule is a serious responsibility and should be treated as such. Counselors will meet individually with each student to plan the best possible program of study for the coming school year.
2. Any student wishing to make a schedule change for the coming year should contact their counselor before the end of the current school year or during the summer. A counselor is available the first week after school is out for the summer and one week prior to the start of school in August to discuss schedule changes.
3. All changes in schedules should be done at the end or the beginning of the school year; but must be completed within the first week of the semester. Schedule changes will not be made after this time except for students that are academically improving their schedule or academically misplaced. Admission to classes after the first week is by administrative permission.

### **Address Changes Within the School Corporation**

To ensure proper lines of communication we require that any enrolled student who changes addresses within the School Corporation provide documentation of their new address. If your address within the school corporation changes, please visit the guidance office to obtain the proper documentation forms.

### **Student Fundraising (Ref: Board Policy 9500)**

All fund-raising activities shall be approved by the principal and Board of School Trustees. Students are not permitted to sell items for personal gain or for organizations that are not part of the school.

### **Messages for Students**

It is important to keep school telephones lines open for school business and emergency

calls. Only emergency messages will be delivered to students.

### **School Telephones**

School phones are for school business only. Since public telephones are no longer available, students may request to use the office phone for non-emergency. Students will not be called from classes or lunch for a phone call unless it is an emergency.

### **Emergency Closings and Delays**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. School closing, delayed starting time, or early dismissal will be announced over the following radio and television stations: Radio –TV Channels -- 6, 8, 10, 13 and 59. Additionally, the North Putnam website will list delays and closings. ([www.nputnam.k12.in.us](http://www.nputnam.k12.in.us)). The automated phone alert system will notify parents/guardians of a cancellation or delay. If weather closes school, then all extracurricular activities including athletic practices and games are canceled.

### **School Emergency Drills**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires, and students will be informed of the difference.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other man made occurrences.

### **Closed Campus**

North Putnam operates as a closed campus; therefore, students are to remain in the school building or in designated areas during school hours. Students are not allowed in parking lot areas during school hours. Permission from administration must be obtained before a student may leave the school grounds during the school day.

### **Arriving To/Leaving From School**

1. North Putnam High School is a closed campus. Students must not leave the school grounds during school hours unless they follow proper procedures. To leave school, a student must have prior permission from an administrator or their designee. Also, the parent or guardian must be aware the student is going to leave school before the student can be released. After administrative permission is received, a student must

sign out in the office. A student who becomes ill while at school is to report to the Student Services office to see the nurse, a counselor, or an administrator. Students are not to make arrangements to leave school without administrative permission.

2. Upon returning to school from an absence or an appointment, the student is required to provide a note and to sign in on the register in the Student Services Office before going to class.
3. Students arriving to school after first period has begun are also required to sign in at the Student Services Office before going to class.
4. This policy also covers students in the Area 30 Career Center programs. Absence at other schools by North Putnam students will be monitored through the Student Services office. Students who miss the Area 30 bus must report to the high school office. Students who fail to report to the office will be considered truant.

### **Visitors & Visitor Tags**

Students may not bring visitors to school during school hours. Room congestion, interference with the teacher and student's programs, and different school calendars make this rule necessary. However, interested parents are always welcome. Parents should coordinate visits with the student's teacher(s). All visitors are expected to check in at the office to obtain a visitor's tag. All visitors will be screened using the "Safe Visitor" program provided by the corporation. Please do not be offended if you are stopped if you do not have a visible visitor's tag displayed, as our students' safety and security are of the utmost concern for all of us.

### **Parent Volunteers**

For the safety of our students, all volunteers in our schools will be required to have a Criminal History check completed prior to working with our students. The Criminal History Check will be conducted online through a chosen vendor and will be at the cost of the volunteer. Each school makes use of parent volunteers in ways that are most suitable for the particular building. Volunteers who are working in the school may not bring other children.

### **Aid for Qualified Families**

Indiana Code, Section 20-33-5-3 provides that parents of a child or children who do not have means to furnish their child with textbooks may apply for financial assistance. Additional information and applications for aid will be available in the school office. Please note that consumable supply fees are not included in state assistance.

### **Guidance Services**

1. Guidance services which may be provided through individual meetings or group counseling are organized services and activities of North Putnam, which help you:
  - a. Evaluate your abilities, achievements, aptitudes, interests, needs and values.
  - b. Become familiar with courses available to you.

- c. Make decisions about your high school program of studies.
  - d. Plan for your future: whether work or further education.
  - e. Make the best adjustment to school situations, other pupils, and teachers.
  - f. Think through your personal problems.
  - g. Utilize the guidance services as an academic and personal resource.
2. Scholarship and loan information is also available in the guidance area. Many post-high school scholarships and loans are available. Some are based upon a student's academic record and test scores, some upon need, and some upon a combination of record and need. In addition to college and university scholarships and loans, hundreds are offered by states, the federal government, private individuals, private companies, and foundations. While students and parents are responsible for initiating applications for scholarships and loans, a list of these may be noted in the reference material in the guidance office.
3. College application and financial aid information to most post-high school institutions is available online at [www.collegeboard.com](http://www.collegeboard.com).

### **Student Entry to Student Services**

Students are to enter the school clinic and areas from the east hallway. Students are to use the west hallway to enter the guidance office. The hall between the main office and student services is reserved for interoffice traffic.

### **Work Permit Issuance**

- A. Every employer must secure an employment certificate before any gainfully employed minor 14, 15, 16, or 17 years of age is permitted to work. This includes minors who are 16 or 17 years of age and no longer enrolled in school. (Exception: minors under the age of 18 and graduated from high school do not require certificates.)
1. An employment certificate may be denied a minor whose *school attendance is not in good standing or whose academic performance does not meet the school corporation's standard*. A student is eligible for a work permit if he or she has achieved the following conditions:
    - a. Less than five (5) days unexcused absences from any class during a semester.
    - b. Not failing any course in the previous grading period.
    - c. Exceptions are subject to administrative approval.
  2. Once issued, the issuing school may revoke an employment certificate, if there ***is a significant decrease in the minor's grade point average or school attendance***.
- B. Obtaining Employment Certificates: the assistant principal is the issuing officer appointed to handle all aspects of employment certificates. The minor must follow this procedure:
1. Obtain an Intention to Employ form from the school office.

2. The employer completes the Intention to Employ form.
3. The minor presents the form to his/her parents or guardian for a signature.
4. The minor presents the completed, signed, Intention to Employ card to the school office.
5. The employment certificate is completed by the secretary and given to the minor.
6. The minor presents the employment certificate to the employer.

### **Worker Permit Revocation**

Indiana Code 20-33-8

1. The issuing officer may revoke an employment certificate issued under this chapter if the issuing officer determines that there has been a significant decrease in the student's grade point average since the issuance of the permit.
2. A student whose employment certificate is revoked under subsection (a) is entitled to a periodic review of the student's grade record to determine whether revocation should continue. A periodic review may not be conducted less than one (1) time each school year.
3. If upon review the issuing officer determines that the student's grade point average has improved substantially, the issuing officer may reissue an employment certificate to the student.
4. A student may appeal the revocation of an employment certificate under subsection (a) or the refusal to reissue an employment certificate under subsection (c) to the school principal.

### **Denial of Work Permit**

Indiana Code 20-33-8

1. An issuing officer may deny a certificate to a child whose attendance is not in good standing; or whose academic performance does not meet the school corporation's standard.
2. Within five (5) days, the issuing officer shall send a copy of the employment certificate to the department of labor. The issuing officer shall keep a record in his office of each employment certificate issued.
3. A student may appeal the denial of a certificate under subsection (a) to the school principal.

## **CAFETERIA/FOOD SERVICES**

### **Cafeteria/Food Service**

All students eat in the cafeteria whether they purchase a lunch from school or bring lunch from home. The menu is published in the school's newsletter and in the local paper. This allows the parent and student to choose the days the student wishes to purchase lunch. Breakfast is served in the cafeteria from 7:45 a.m. to 8:00 a.m., and is available for any student. Students are to display appropriate courtesy and manners while in the cafeteria. This includes entering and leaving the cafeteria, and eating in a quiet, orderly manner, keeping the area clean, etc.

### **2019 - 2020 Student Prices**

Breakfast: \$1.80

Lunch: \$3.05

### **Breakfast and Lunch Payment**

Breakfast and lunch payment are collected by cafeteria personnel. Parents sending checks to school for lunch payment are encouraged to write their child's first and last name on the memo line of the check to assist the school in entering the money into the student's account. Checks for lunches should only be made out for the cost of lunches, and may not include money for payment of other items related to the school. Parents should send payment in an envelope with the student's name, child's cafeteria identification number, his/her teacher's name, and what is being purchased (e.g., number of lunches and number of extra milk). When possible, parents are encouraged to pay for lunches on a weekly, monthly, or yearly basis. Students who forget to bring their lunch money will be allowed to charge their lunches for two days before notification is sent home. Lunch prices will be announced by the newspaper and school newsletter at the start of the school year. Milk and dessert are included in the price of a purchased lunch. Extra milk and sandwiches are available at additional costs.

### **Free and Reduced Lunch Program**

Applications for the free and reduced lunch program are available through the school's office. This program provides for free lunches, or lunches at a reduced price, for those families qualifying based upon income. Families participating are required to report any changes in income to the school's office when they occur. All information is treated confidentially. Students who receive these benefits are identified only to the teacher, office personnel and cafeteria cashier. Should a family experience a drop in income during the school year, qualifying them for the free and reduced lunch program, they may complete and application. This may be done at any time during the school year. Participation begins with the approval of a completed application.

### **Special Dietary Needs**

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. A Physician, licensed to practice in the State of Indiana, must sign the statement. The medical statement must include an identification of the

medical or other special dietary condition which restricts the child's diet, the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted. Diet orders should be renewed every year to reflect the current dietary needs of the child.

### **Vending Machines**

Vending machines are available for the convenience of the student body. Each student must observe the following regulations for their use:

1. Federal law prohibits the use of vending machines while lunch is being served.
2. Food and drink are not allowed in the classroom, unless specific permission is given by administration.
3. Dispose of all litter in waste containers.
4. Don't mistreat vending machines.
5. Please report machine malfunctions to the office.
6. Students may access vending machines before/after school only.

### **Food and Beverage Policy**

There is to be no drinks other than water/flavored water in the classrooms, the academic hallways, or the student locker areas. Drinks purchased and brought from outside the school building are not permitted. High Energy caffeine drinks are not permitted in the building. Teachers reserve the right to permit or refuse water bottles in the classroom.

### **Cafeteria Procedures**

1. The school cafeteria is maintained as a vital part of the health program of North Putnam High School. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.
2. The lunchroom management and your fellow students will appreciate your cooperation in:
  - a. Depositing all lunch litter in wastebaskets
  - b. Returning all trays and utensils to the dishwashing area.
  - c. Leaving the table and floor around your place in a clean condition for others. No food may be taken from the cafeteria.
  - d. Throwing food, paper, or other items in the cafeteria is forbidden.
  - e. Tables should not be moved and all chairs should be placed back under the tables.
  - f. Food deliveries to school by vendors are not permitted during the school day.
  - g. Moving ahead of other students in the lunch line is unacceptable behavior.
  - h. No loans (or charges) for breakfast or lunch will be allowed.
3. Students are not permitted to leave the school campus during their lunch periods. They may remain in the cafeteria; designated areas outdoors, visit the guidance office by appointment, or go to the media center provided they have a pass from a

teacher. Students are not to be in any other areas of the building during their lunch period.

4. Students will use the provided thumb scanners to access their account.

## **COMMUNICATION**

### **Parent/Teacher Communication**

Parent/Teacher communication is an important aspect of a student's success in school. Your child's classroom teacher will communicate with you on a regular basis regarding your child's progress. Parents are welcome and encouraged to come and talk to their child's teacher and principal. Appointments must be made to coincide with the teacher's schedules. Please make appointments through the school secretary or principal.

### **Two-Way Exchange**

Communication between the home and the school is imperative. Students, while not necessarily intentional, may perceive things at school differently than what took place. Should your child convey anything that disturbs you about what has taken place at school or in the classroom; you are strongly encouraged to contact the classroom teacher for information.

Parents are strongly urged to follow the proper lines of communications. If a problem or question develops in a classroom or on a bus, parents should contact the appropriate classroom teacher or bus driver. If the parent is not satisfied with that contact, or if the question or the problem concerns an aspect of the school, the principal should be contacted. If parents are still unsatisfied with the outcome, the Superintendent of Schools may be approached with the concern. If after contacting the Superintendent of Schools, the concern has not been addressed, parents may approach the School Board with the concern.

### **ASSISTANCE INFORMATION**

The list below indicates some of the more frequent questions or problems of students and the place or person where help may be obtained:

Athletic Eligibility	Athletic Director
Book Rental/Refunds	Treasurer
Change of Address	Student Services
Driver Registration	Assistant Principal
Free/Reduced Lunch	Treasurer
Illness	Health Aide
Locker Problems	Student Services
Lost and Found	Student Services
Personal Problems	Guidance

Schedule Problems	Guidance
Supplemental Insurance	Main Office
Transcripts	Guidance

## **MATERIALS**

### **School Equipment**

School equipment, such as books, desks, chairs, walls, restroom facilities, etc. are to be treated with care. This will help to ensure the maximum use of the items for generations to come. Students are not to deface or damage school property by writing, carving, breaking, attaching non-removable items, etc. which would cause for replacement or extensive repair of school property. Parents of students guilty of this will be held responsible.

### **Textbooks**

North Putnam High School students will be furnished with the books necessary to participate in the academic program. The textbook rental fees for the year are published prior to the start of school each year. Parents are encouraged to complete payment of textbook rental as quickly as possible. Parents in need of assistance, or an arranged payment plan, should contact the high school office. If a textbook is lost, the student will be given a copy of the lost textbook. However, the child will be charged the replacement cost of the lost book. If the textbook is found, after it has been paid for, the student/parent will be reimbursed. Should a student withdraw from North Putnam Community Schools during the school year, parents may obtain a prorated refund of textbook rental charges, determined at the time of withdrawal. Fees are non-refundable.

### **Chromebooks**

North Putnam Community School Corporation utilizes Chromebooks as part of their curricular material. Parents/Guardians will be charged a rental fee (\$100/school year) to cover the cost associated with the rental of the device, charger, and carrying case. Any damage to the device, charger, or carrying cost will result in damage fees being charged to the student's parent/guardian.

### **Damage Waiver**

Parents are strongly encouraged to purchase a damage waiver to cover the cost of potential damage to the school issued Chromebook. North Putnam utilizes a third party vendor to assist in the collection, retention, and disbursement of the Damage Waivers. Parents should enroll their student chromebook device at [www.one2onerisk.com](http://www.one2onerisk.com).

### **Media Center Books**

Students are responsible for the books that are borrowed from the media center. If a book is damaged beyond repair, the student is expected to notify the media specialist that the book is damaged. The student/parent will pay the replacement cost of the damaged book. If a book is lost (overdue for approximately six weeks), the parents will be notified by letter that the book(s) are missing. The student/parent is responsible for the replacement cost of any lost book. Once a student is notified that he/she has a lost

book and is responsible for payment, the student is not allowed to check out books. When a book is paid for or returned, the student may resume borrowing books. If a lost book is found after it has been paid for, the student/parent will be reimbursed.

### **Bus Pass Procedures**

If a student must ride home on a different bus for emergency reasons or get off the bus at a different stop, he/she shall have a pass from the school office. Students must bring a verifiable note from their parents explaining the reason for the requested pass, bus number, and destination. If a student does NOT have a note, he/she will be sent home on his/her regular bus.

## Academics Curriculum and Instruction

### **Honor Roll**

The honor roll is prepared and published at the close of each grading period. Honor roll eligibility is based on a grade average in all subjects. The following grade-point average determines honor roll status:

4.00 to 3.67 - High Honor Roll (Special Recognition of All A's)

3.66 to 3.00 - Honor Roll (All A's and B's only.)

### **Class Rank**

The rank in class is calculated on the basis of semester grades in academic subjects. Academic subjects are those subjects in which one (1) credit may be earned per semester. Points are assigned as follows:

A/A+	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	F	0.00

Class rank is figured on the cumulative grade point average for each student at the end of the fourth semester and sixth semester. The final rank in class and final GPA is calculated after the student has completed his/her final semester. The student with the highest grade point average based on 8 semesters of course work is the class valedictorian, and the student with the second highest grade point average based upon 8 semesters of course work is the class salutatorian. Individual class rank is available to the student at the Student Services office after his/her fourth semester. Students are encouraged to consult with the guidance counselors to check the computation of their class rank.

### **Grade Classification by Credits**

9th Grade Student 0 - 9 credits    10th Grade Student 10 – 20 credits

11th Grade Student 21 – 30 credits    12th Grade Student 31+credits

### **Grading System**

North Putnam High School has adopted the following grading system:

A+	100	B	82-87	C-	70-71	F	0-59
A	92-99	B-	80-81	D+	68-69	Inc	Incomplete
A-	90-91	C+	78-79	D	62-67	W/F	Withdrawal
B+	89-88	C	72-77	D-	60-61		/Fail

Grades are based on the quantity and quality of the work and the effort, citizenship, and attitude of the student. Each semester is divided into two grading periods. These two grading periods and the semester exam are combined to determine the final semester

grade. Each grading period is worth 40% of the semester grade, and the final exam is worth 20%.

### **Weighted Grade System**

Advanced Placement classes have been identified as the more challenging and difficult courses offered at NPHS. These courses will be considered weighted courses and will receive an “1” extra Quality point when figuring grades.

*Beginning with the class of 2022:*

*Identified “Honors” Courses and Identified Dual Credit Courses will receive a “.33” extra Quality Point when figuring grades.*

*The identified “Honors” Courses are:*

- *Honors English 9*
- *Honors English 10*
- *Honors Algebra II*
- *Honors Geometry*
- *Honors Precalculus*
- *Trigonometry Honors*
- *Chemistry*
- *Honors Biology*
- *Spanish III*

*Identified “Dual Credit” Courses are:*

- *Ivy U English Composition*
- *Ivy U Government*
- *Ivy U Economics*
- *Ivy U Speech*
- *Ivy U Biology*

The major reasons for implementing the weighted scale are:

1. To encourage students to take advanced or honor courses.
2. To reward students for enrolling in more difficult courses.
3. To increase the student’s preparation for college studies.
4. To provide incentive for students to improve class rank.

### **Incomplete Grades**

Incomplete grades will be given to students who have not completed their work at the end of a grading period and/or semester, if the teacher feels that circumstances justify additional time. If the schoolwork to be made up is not satisfactorily completed within two weeks of the last day of the grading period and/or semester, the incomplete grade will be changed to a letter grade of I (incomplete). The student who has not completed

the required work for a subject may be given a time extension by a teacher. A grade of Incomplete will be changed to a letter grade at the next grading period depending on the student's performance of the required work.

### **REPEATING A COURSE FOR IMPROVED GRADE**

A student may petition through his/her counselor for the opportunity to repeat any course in which the student has earned a semester grade of "D+" or less. When students have retaken the course, the new grade will replace the prior grade.

### **DROP/ADD PROCEDURES**

Changes can be made during the registration process, during the two weeks immediately before school opens in the fall, and the two weeks before the second semester begins. In the rare event that a change becomes necessary after a semester begins, or during a semester, changes to a schedule will be made only after consultation with the student's teacher, parent or guardian, counselor, and final administrator approval. The school orders supplies, texts, and equipment based on student selections; therefore, **only necessary changes will be allowed**. If a student or parent requests a change after the fourth day of school, and if the counselor and teacher disagree with the change, a student can only drop the course with a "W/F".

**Students may not change classes because they do not want a particular teacher.**

### **Physical Education**

Students who do not participate in physical education classes during the day because of a "NO DRESS" or an injury shall also not participate in athletic, marching band, or guard practices or events that evening. Students enrolled in physical education classes are expected to participate in class every day. If a student fails to dress or participate in physical education or advanced physical education, the student will not participate in athletic, marching band, or guard events that evening. If a documented injury exists which requires the student to avoid participating in physical education classes, the student shall also not participate in the athletic, marching band, or guard practice or contest that evening. Documentation must be validated by a Board Certified Doctor or Licensed Athletic Trainer to then allow the student to participate in physical education classes and athletic, marching band, or guard events.

### **Field Trips**

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Please see the section on "Visitors" regarding the policy on being a volunteer/chaperone and limited criminal history checks in the North Putnam Community School Corporation. Attendance rules apply to all field trips. While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent/guardian does not give permission for the student to attend. Students

who violate school rules may lose the privilege to go on field trips.

## **AWARDS AND RECOGNITION**

### **Academic Recognition Program**

North Putnam High School has established a program to recognize academic excellence. The policy is designed to provide students with an incentive for academic achievement through the recognition of such achievement.

1. Criteria for Receiving an Academic Achievement Award
  - a. Students must earn a minimum of six (6) credits per semester.
  - b. Students must earn a 3.67 GPA for the semester
  - c. Students must exhibit dutiful attendance habits
  - d. Students' academic and attendance records will be reviewed at the end of each semester to determine eligibility.
2. Award Eligibility Schedule
  - a. 1st Semester Silver Honor Medal
  - b. 2nd Semester Gold Honor Medal
  - c. 3rd Semester Gold Honor Medal
  - d. 4th Semester Gold Honor Medal
  - e. 5th Semester Gold Honor Medal
  - f. 6th Semester Gold Honor Medal
  - g. 7th Semester Plaque
  - h. 8th Semester Distinguished Honor Hall of Fame
3. Perfect Attendance - In order for a student to be recognized for perfect attendance, he/she must not be marked absent from any block for the entire school year. Perfect attendance will be recognized at the Awards Program.

### **Perfect Attendance**

Webster defines perfect as "being without fault or defect; responding to an ideal standard". A student who has not been absent, tardy, or left school during any class period when school is in session will qualify for the perfect attendance award. This award is presented at the awards program.

### **Participation at Commencement (Ref: Board Policy 7803)**

Students must fulfill all graduation requirements, financial obligations, and be in good standing with school officials before participating in commencement exercises.

### **Selection of Valedictorian and Salutatorian (Ref: Board Policy 7803)**

It shall be the policy of the North Putnam Community School Corporation that the senior

student(s) with the highest grade point average at the end of eight (8) semesters of course work shall be designated the class valedictorian(s). The senior student(s) with the second highest grade point average at the end of eight (8) semesters of course work shall be designated the class salutatorian(s). To be eligible for valedictorian and salutatorian designations, students must attend a state accredited high school for eight (8) semesters. Students transferring to the North Putnam Community School Corporation shall attend at least the last four (4) consecutive semesters at North Putnam High School to be eligible to be named valedictorian(s) or salutatorian(s). Students shall be on track to receive a Core 40 with Academic Honors diploma.

### **NPHS National Honor Society – Selection of Members**

1. Members are to be selected on the basis of scholarship, leadership, service, and character.
2. In the fall of either the sophomore, junior or senior year, after the completion of the first grading period and prior to November 1, students who meet the minimum academic requirement (Article VI – Section 2) will be notified of their eligibility for membership by mail by the Chapter Advisor.
3. Candidates who wish to be considered for membership must attend an informational meeting describing the privilege, honor, and responsibilities that are part of the National Honor Society, as well as the process by which one becomes a member. At that time, candidates will be instructed how and when to complete a Student Activity / Information Package that includes:
  - a. Leadership Activities – Each candidate shall demonstrate leadership by active membership in at least two organizations, one of which is affiliated with North Putnam High School, in which the candidate has lead others to a clear goal or objective.
  - b. Service Activities – Each candidate shall demonstrate service by having completed at least two (2) service projects involving a total of at least ten (10) hours of service within the past two (2) years. At least one (1) project of three (3) hours must have been done directly through North Putnam High School or as part of a club or organization at NPHS. Service is defined as a positive, non-self-serving contribution to the welfare of others. Activities for which a candidate received a grade or credit in a class, received monetary or other remuneration, or was part of a fundraising activity designed to directly benefit the candidate, among other things, are not considered service.
  - c. Personal Essay – Each candidate shall write a personal essay on a topic to be provided by the Chapter Advisor (all candidates will receive the same topic).
  - d. Character Reference – Each candidate shall submit one (1) letter of recommendation from an unrelated individual who can specifically attest to the candidate's character. North Putnam High School teachers shall not write these character references.
4. The names of candidates who have submitted completed Student Activity /

Information Packages *on time* will be included on a Faculty Evaluation Form that is to be distributed to all faculty members, coaches, and staff. Each staff member will be asked to review the candidate information in the areas of character, leadership, and service for each candidate with whom they are familiar. Each staff member will also be encouraged to include comments, which will be shared with the Faculty Council. A staff vote for membership is not permissible, but the Faculty Council strongly considers input from the staff. **The Faculty Council determines admission or denial of admission to the National Honor Society.**

5. The Chapter Advisor will check disciplinary records of all candidates, and any disciplinary referrals occurring after the freshman year will be shared with the Faculty Council.
6. A summary of the materials mentioned in items 3, 4, and 5 of this Article will then be produced (without the names of the individual candidates attached) and provided to the members of the Faculty Council.
7. Once the Faculty Council has had time to review the submitted/collected materials, they will convene (in closed session) to discuss and vote on candidates. **Candidates must receive a total of 3 of the 5 Faculty Council votes (a simple majority) to qualify for membership.**
8. The Chapter Advisor shall notify all candidates in writing of the decision made by the Faculty Council.
9. The Chapter Advisor shall retain all candidacy materials and selection records for a period not less than one calendar year and shall make them available to the Faculty Council.
10. Members are publicly inducted at the annual Induction Ceremony. A special second Induction Ceremony may be held in the spring semester for students who meet the scholarship requirement, in addition to all other requirements.

#### NPHS National Honor Society – Due Process and Dismissal Procedures

1. There shall be no such thing as ‘automatic dismissal’ from the North Putnam High School chapter of the National Honor Society.
2. Students may receive a warning for failing to maintain the standards by which they were selected for membership. The warning shall be in the form of a letter from the Chapter Advisor. A copy of the letter will also be sent to the parents of the member and the North Putnam High School Principal. (Please refer to Article VII – Section 2 of the North Putnam High School NHS Constitution for situations that do not warrant any warning prior to the initiation of dismissal proceedings).
3. Failure to maintain the required academic standing will result in the member being placed on probation for a period of one (1) grading period. If, at the end of that grading period, the deficiency has not been corrected, the Chapter Advisor may initiate dismissal proceedings.
4. As indicated in Article V – Section 5 – Subsection e of this document, any member who fails to address service deficiencies after the first warning (and subsequent penalty) will risk dismissal.

5. Members are allowed a single warning for minor infractions. If a second infraction takes place after the initial warning, notification of the initiation of dismissal proceedings will be sent to the student along with details regarding the procedure for a hearing before the Faculty Council.
6. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council. After being notified of the initiation of dismissal proceedings, it is the responsibility of the member to contact the Chapter Advisor within five (5) school days to schedule a mutually convenient meeting time. After five (5) days, the Chapter Advisor may choose to continue with dismissal proceedings without the aforementioned hearing.
7. The Faculty Council shall meet, in closed session, to discuss the details of the pending dismissal and vote on whether or not to dismiss the member.
8. The decision of the Faculty Council will be communicated in writing to the member, the parents of the member, the North Putnam High School Principal, and the National Secretary of the National Honor Society.
9. The member may appeal the Faculty Council's decision to the North Putnam High School Principal.
10. Students who are dismissed are never again eligible for membership in the National Honor Society.
11. Resignation from the North Putnam High School Chapter of the National Honor Society shall be done in writing. Verbal resignations are insufficient to terminate membership.

## **STUDENT ACADEMIC EXPECTATIONS**

Research has indicated that often the difference between the achiever and the non-achiever is not necessarily how intelligent or how able each may be, but rather how effectively each studies.

### **Promotion and Retention Policy (Ref: Board Policy 7710)**

The North Putnam Community School Corporation Board of School Trustees recognizes that the personal, social, physical, and educational growth of children will vary, and that children should be placed in the educational setting most appropriate to their needs at the various stages of their growth. The normal expectancy for each student shall be to progress one (1) grade level each year in kindergarten through grade eight (8) and to accumulate sufficient credits each year at the high school level to meet graduation requirements. It shall be the policy of the North Putnam Community School Corporation that each student be moved forward in a continuous pattern of growth and achievement that is in harmony with the child's development. A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference Committee and the student's I.E.P.

No student who has successfully completed a grade shall be retained or allowed to

repeat a grade in order to improve his/her athletic ability or lengthen his/her eligibility to participate in extracurricular athletic programs.

Advancement from one (1) grade level to the next is EARNED by the student. In grades 9-12 a student will become a sophomore upon passing his/her required English and math classes and the completion of 10 credits, a junior upon completion of 21 credits, and a senior upon completion of 31 credits. All students are additionally subject to all regulations of the State of Indiana with regard to a graduation examination.

Exceptions to the above provisions may be made only upon the recommendation of the building principal and the professional staff after a contractual agreement is reached between school personnel, the parents, and the students. Said contract must include successfully completing a summer remediation program provided by the school or a private tutoring program determined to be beneficial to the student by the principal, professional staff, and parents.

Regardless of the grades received, a student will not advance to the next grade level until he/she successfully passes the statewide test given at that grade level, or having failed the test, successfully completes a remediation program provided by the school or a private tutoring program determined to be beneficial to the student by the principal, professional staff, and parents.

Successfully completing the remediation program provided by the school corporation will be determined by the professional staff after the student demonstrates mastery of a post-test or other program-ending assessments developed by the North Putnam Community School Corporation. Students receiving school approved private tutoring and not participating in the school corporation remediation program must demonstrate mastery of the post-test mentioned above.

## **HOMEWORK**

### Definition

Homework is an out-of-class assignment that contributes to the education of the student. It is an extension of class work and is related to the objectives of the curriculum presently studied. Homework assignments are an ideal vehicle to allow parents to become aware of what their children are doing in school.

### Philosophy

In order for school and home to facilitate the child's opportunities for learning, this information reflects the cooperative nature of homework. It is meant to be flexible in its application in order to meet the diversity of individual situations in school and at home. The amount of homework should vary according to the age, cognitive style, physical needs and interest of the student.

### Homework Objectives

1. Preview, reinforce, and extend classroom learning by providing practice and application of knowledge gained.
2. Teach students responsibility and organizational skills.
3. Promote wise and orderly use of time.
4. Encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. Provide opportunities for broad enrichment activities.
6. Provide students needing more time to do work in class, a chance to do so.

#### Student's Role

Each student has the responsibility to develop good work and study habits by:

1. Clarifying with the teacher any questions pertaining to the instructions before leaving class such as purpose and due date.
2. Taking home any materials and information needed to complete the assignment.
3. Learning to budget his/her time.
4. Analyzing his/her study habits and taking advantage of available study assistance.
5. Checking completed assignments carefully, with the aid of their parents/guardian.
6. Returning all work completed to the teacher by the date requested.
7. Making up work missed during an illness or excused absence.

#### Homework Requests

The responsibility for making up missed work rests with the student. When a student is absent for one day, it is recommended that assignments and homework be obtained from the teacher. If the absence is for more than one day, homework may be obtained by telephoning the school. The general rule is that a student has one day for each day's absence to complete make-up work. However, continued absenteeism will be reviewed and definite dates established for work to be completed. A student who is attendance the day before a scheduled test/quiz shall take the test/quiz the first day that he/she returns to school. If an absence is pre-determined, the student shall discuss the absence with his/her teachers and complete the make-up work as directed by his/her teachers. A student's educational experience can best be enhanced when make-up work is completed outside the regular class period. Tests, quizzes, and other comparable assignments should be made up before school, after school, or during a recess. Make-up work for curricular reasons always has a priority over other scheduled activities.

#### Make-up Work

Please make requests for assignments in a timely manner so assignments will be available for pick up by the end of that same day. However, if the assignment is not requested during the student's absence, the length of time for the completion of the make-up assignments shall be equivalent to the number of days missed, up to a maximum of five (5) school days. The student will receive no credit on work that is not completed after five (5) school days. **The deadlines for tests and projects, which**

**were set prior to the student's absence, will not be extended.** It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school. If a student has an unexcused absence, the student will not have the opportunity to make-up missed assignments and tests.

### **EXTRA-CURRICULAR ELIGIBILITY (Ref: Board Policy 7903)**

1. A student participating in any extracurricular activity must be in attendance a minimum of four (4) periods per day on the day of that activity, game, or practice. Emergency or unusual situations will be considered on their own merit by the administration.
2. On days when school is canceled, everyone is considered present as pertaining to this regulation.
3. To participate in extra-curricular activities a student must be passing all of his/her subjects at the end of each nine (9) week grading period. Semester grades shall take precedence over the second and fourth nine (9) weeks grading periods. In addition, each student must also maintain an attendance rate of 95% for each grading period (excused absences do not count against the student.) If a student does not meet both of these standards, he/she will be ineligible for the next nine (9) week grading period.
4. Students who do not participate in physical education classes during the day because of a "NO DRESS" or an injury shall also not participate in athletic, marching band, or guard practices or events that evening. Students enrolled in physical education classes are expected to participate in class every day. If a student fails to dress or participate in physical education or advanced physical education, the student will not participate in practice or athletic, marching band, or guard events that evening.

## **INSTRUCTIONAL SUPPORT SERVICES**

### **Student Assistance and Intervention Program**

The student assistance and intervention program is an effort by North Putnam High School to care for its students. Individual behavior and academic performance are affected by factors, events, and influences outside the normal school environment. Student assistance and intervention will provide education and support to students who need help dealing with behavioral, personal, and family problems. This assistance includes systematic efforts to identify, refer, and support students with alcohol or other drug-related problems. Students struggling with separation and divorce, death and dying, suicide, rape, abuse, conflict resolution, and other issues that distract students from learning may also use the program. The volunteers will project a caring and accepting attitude toward students. All referrals are treated confidentially. Questions about the assistance and intervention program should be directed to the guidance counselors.

## **Special Education**

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). A student can access special education services only through the proper evaluation and placement procedure. Parent/Guardian involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant.

## **Staffing and Psycho-educational Testing**

A teacher may request a staffing for a student who is experiencing school difficulties. A staffing committee is formed and may consist of the school principal, assistant principal, the teacher, school psychologist, Coordinator of Special Education, special education teachers, parents/guardians, and other involved professionals. The staffing committee will make recommendations appropriate for the student's needs. The recommendations may include a general interventional plan, a screening, or psycho-educational testing which will be conducted according to IDEIA/Article 7 regulations. Students who do not qualify for services under IDEIA/Article 7 may be considered for Section 504 services under the Rehabilitation Act.

## **Learning Disabilities Program**

Students who are diagnosed by the school psychologist as having specific learning disabilities are assigned appropriate lengths of time to Learning Disabilities services as determined by a case conference committee. Students will receive instruction designed to help them acquire academic skills in accordance with their Individual Education Plan ("IEP").

## **Cognitive Disability**

Students who are identified by psycho-educational testing as children with cognitive disabilities are assigned to receive appropriate lengths of Cognitive Disabilities ("CD") services as determined by a case conference committee. Each student is included in general education for as much of the school day as their IEP specifies.

## **Emotionally Disabled**

Students who are identified by psycho-educational testing as children with emotional disabilities are assigned to receive appropriate lengths of Emotionally Disabled ("ED") services as determined by a case conference committee. Each student is included in general education for as much of the school day as the IEP specifies.

## **Moderate/Severe Disability**

Students who are identified by psycho-educational testing as children with moderate or severe cognitive delays are assigned to receive appropriate lengths of Moderate/Severe services as determined by a case conference committee. Each student is included in

general education for as much of the school day as their IEP specifies.

### **Communication**

A speech/language pathologist periodically screens students for speech and hearing. Teachers or parents/guardians may make referrals for screening at any time. Upon completion of a screening or testing, the parent/guardian will be notified of the results and recommendations, if any, will be discussed. If a parent/guardian has an objection to the state required screenings, please notify the child's school in writing.

### **English Language Learners**

Children identified as English Language Learners (ELL) and in need of placement in a language instruction educational program will be assessed for English proficiency using a Language Assessment System and scored on the level system according to Indiana's English-Language Proficiency Levels:

**Level 1** Students performing at this level of English language proficiency begin to demonstrate receptive or productive English skills. They are able to respond to some simple communication tasks.

**Level 2** Students performing at this level of English language proficiency respond with increasing ease to more varied communication tasks.

**Level 3** Students performing at this level of English language proficiency tailor the English language skills they have been taught to meet their immediate communication and learning needs. They are able to understand and be understood in many basic social situations (while exhibiting many errors of convention) and need support in academic language.

**Level 4** Students performing at this level of English language proficiency combine the elements of the English language in complex, cognitively demanding situations and are able to use English as a means for learning in other academic areas, although some minor errors of conventions are still evident.

**Level 5** Students performing at this level of English language proficiency communicate effectively with various audiences on a wide range of familiar and new topics to meet social and academic demands. Students speak, understand, write, and comprehend English without difficulty and display academic achievement comparable to native English-speaking peers. To attain the English proficiency level of their native English-speaking peers, further linguistic enhancement and refinement are necessary.

The English Language Learners (ELL) program increases a child's English proficiency using small group instruction and modifications to classroom assignments. A child may participate in this program until he/she is reclassified as Level 5 or Fluent English Proficient ("FEP") according to the State's exiting guidelines and it is determined that a language instruction educational program is no longer needed. This process may take several years. A parent/guardian has the right to remove his/her child from this program or decline his/her participation. However, if recommended, it is felt that the child's

participation in this program will most effectively increase his/her English proficiency and knowledge of the academic content.

## **RESPONSE TO INTERVENTION SERVICES (Rtl)**

The Rtl team will work in each building to problem-solve for feasible solutions for students who are struggling either behaviorally or academically. The Rtl team will use a tiered system for interventions that will ultimately determine who will be assessed for special education services.

## **Student Activities**

### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non- corporation-sponsored organization may use the name of the School or School mascot.

**The non-school-sponsored clubs and activities described in this section must have school personnel in attendance for supervision.**

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many School events held after School as possible, without interfering with their School work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

### **After-School Events**

When an athletic or social event is held at school, students will go directly to the meeting place after they have been dismissed from their last class. Students are not allowed to roam around the building. When a parent signs a permission slip for a student to take part in a school group or club which meets on a regular basis, such as school sport teams, tutoring, etc., they also give permission for that child to stay after school for scheduled events and no additional notes are necessary. However, as a

courtesy, students should notify their bus drivers they will not be riding home on those afternoons. The school will provide written notice to parents when the various groups are meeting. Students taking part in other school and non-school activities will require written permission to stay after school.

However, in order to ensure that students attending evening events as non participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students who are participants in a School activity.

### **School Dances**

Classes or student organizations may sponsor dances with the approval of the principal or assistant principal. All dances will be held in the high school cafeteria or gymnasium with the exception of the prom. Additional exceptions require the approval of the principal or assistant principal. Sponsoring groups will enforce the following regulations:

1. Organizations sponsoring dances must have at least two (2) teachers and two (2) parent (adult) chaperones and one (1) security officer in attendance during the entire dance. It is the responsibility of the faculty sponsor of the group to assume authority for making supervisory assignments.
2. Final arrangements such as money for the admission box, chaperons, security, name of DJ/band, etc., must be made at least one (1) week prior to the dance with the assistant principal.
3. The group sponsor(s) and members of the sponsoring group are responsible for set-up before the dance and clean-up following the conclusion of the dance.
4. A faculty chaperone must be present during set-up and clean-up activities.
5. All facilities should be ready for normal school use following the dance.
6. Students are not permitted to leave and later return to the dance. The rule "once-in, stay-in" will be observed.
7. Students will not be admitted to a dance after the first 30 minutes unless approval has been given by the administration.
8. Students attending the dance must present their student ID and will be identified with a mark of some kind; perhaps a stamp.
9. Coats (shoes if the dance is in the gym) must be checked-in before entering the dance.

10. Dances are open to NPHS students and approved guests. All guests must be signed up in the student services office two (2) school days prior to the dance. The administration must approve all student visitors to dances.
11. Arrangements for a safe deposit of funds collected must be made and approved prior to the dance.
12. Profit or deficit from the dance is the responsibility of the sponsoring student organization.
13. Cash should be deposited in the night depository in Roachdale or Bainbridge after the dance.
14. The DJ/band is to be paid by school check only after successful performance of the contract. The DJ/band representative must sign the extracurricular receipt.
15. The group sponsor is responsible for making sure the building is secure following the dance.
16. Dances will end no later than 11:00 p.m. The prom will end at 12:00 p.m. Requests for exceptions must be made to the administration.
17. Suggestive clothing or forms of dancing will not be tolerated at any North Putnam High School function.

## **ATTENDANCE (Ref: Board Policy 6200)**

### **School-Attendance Policy**

It is imperative that students be in attendance each School day in order not to miss a significant portion of their education. Many important opportunities for learning result from active participation in classroom and other School activities which cannot be replaced by individual study.

- The School is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their School careers.

### **Daily Absence**

If a student is absent from school, his/her parent should telephone the school to report the absence. This call should be made before 9 a.m. of the day of absence. A note from the parent is requested so that the reason for the absence may be registered with the school on the first day following the absence. This note should contain the following information: name of the student, date of absence, reason for absence, and parent signature.

### **Partial Day Attendance**

If a student must leave the school building during the day for any reason (medical or dental appointment, etc.), arrangements are to be made before school in the Administrative Office to be excused. Notes from home and the doctor are a necessity for an excused absence. Before leaving the building, the parent/guardian must sign the student out in the School Office. When returning to school on the same day, the student should immediately go to the School Office, sign in, and be given a pass to class.

Students who are absent from school or are sent home ill are not permitted to attend extracurricular activities on the day of the absence. A student must be in school at least the last half of the school day(4 class periods) in order to participate in or attend an extracurricular activity.

### **Late Arrival**

Students are expected to be at school on time and in their classroom seats when classes begin. Tardiness disturbs the entire class. Students arriving late to school

must sign in at the attendance office. Students that have a habit of being tardy to school will be submitted to the Office of Child Protective Services.

### **Early Dismissal**

If a student needs to leave school before the regularly scheduled dismissal time, a note should be brought from home to be given to the attendance office. Parents are to report to the attendance office to pick up their child in case of any requested early dismissal. The office will then call to the student's room and have the student sent to the office. Parents/Guardians are not permitted to go directly to the classroom.

### **Exempt Absences**

Reasons for absences as provided by Indiana Code

- Serve as a page or as an honoree of the Indiana General Assembly (IC 20-33-2-14)
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15)
- In response to a subpoena to testify in court (IC 20-33-2-16)
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- The student is approved for an educationally related non-classroom activity (IC 20-33-2-17.2)
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

### **Excused Absences (Ref: Board Policy 6231)**

Students may be excused from School for one of the following reasons and will be provided an opportunity to make-up missed school work and/or tests. Once the child has been absent eight (8) days in a semester for one or more classes, a letter will be sent to the parents stating that any future absences will be unexcused unless a medical note is provided for the absence.

- personal illness but not illness in the family unless the circumstances are approved by the Principal
- death in the immediate family (at the discretion of the parent/guardian).
- absence assigned through disciplinary action, e.g. Out of School Suspension, In School Suspension
- exhibiting projects at the Indiana State Fair/4-H
- quarantine and communicable disease
- school-sponsored field trips/contests
- bona-fide religious holiday

- professional appointments that cannot be scheduled at non-school times
- statutory reasons as provided by Indiana Code 20-8.1-3-18 (Note: Absences for any of these statutory reasons are excused.)
- students with a health condition that causes repeated absence are to provide the School office with an explanation of the condition from a licensed physician.

Parents must provide an explanation for their child's absence by 9:00 a.m. on each day of the absence. When a student is absent and no verification from the parents has been received, parents will be notified by the school. Disciplinary action will be taken if the child is deemed to be truant. Students have 24 hours to have the absence verified by the parent. If no notification is received after 24 hours, then the absence(s) will be unexcused. Students who are absent from school or are sent home ill are not permitted to attend extracurricular activities on the day of the absence.

Students who are absent for more than five (5) days in a semester, regardless of the reasons, will be considered "excessively absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate the excessive absences.

Students who have absences classified as excused will have the benefit of make-up work for credit. Students will have one day for each day of absence to turn in make-up work. Work assigned before an absence occurs will be due on the assigned date or on the first day the student returns from his/her absence unless alternative arrangements are made with the teacher. Students who are considered medically to be chronically ill may be eligible for homebound services. Please contact your school's principal for more information regarding homebound services.

### **Excessive Absences**

1. An attendance letter will be sent to parents whose child has been absent five (5), seven (7), and eight (8) days in a semester for one or more classes.
2. Once the child has been absent eight (8) days in a semester for one or more classes, another letter will be sent to the parents stating that any future absences will be unexcused unless a medical note is provided for the absence.
3. This is a probationary period at which time the student and his/her parent will enter an attendance contract with the school and the student will be placed on Social Probation.

4. When excessive absences occur, a conference may be required. Participants in this conference may include a teacher, the administration, the counselor, the parents, and the student. At that time, the committee will review the student's academic status, discuss improving the student's attendance habits, and discuss the possibility of loss of credits and course failure.

### **Unexcused Absences**

All absences that do not fall into the previous excused categories will be classified as unexcused. All absences after the 8th excused absence of a semester and not verified by a medical note are unexcused. Any absence not verified within 24 hours will be considered unexcused. A student will be considered as a habitual truant once he/she accumulates more than 10 unexcused absences in a school year. **(See Habitual Truancy)**

### **Truancy**

Students absent from school without the permission and/or knowledge of their parent(s) or school officials will be recorded as truant. Students who are truant shall be subject to disciplinary action. Teachers will be notified of truancy and disciplinary action by the office.

**1st Offense** - Student will be assigned 1 day of ISS

**2nd Offense** - Student will be assigned 3 days of ISS

**3rd Offense** - Student will be considered a "habitual truant" and consequences will be assigned in accordance with this designation. **(See Habitual Truancy)**

### **Habitual Truancy**

- The term "habitual truant" is hereby defined as a student who is chronically absent from school by having unexcused absences from school for more than ten (10) days of school in one (1) school year. (IC 20-33-2-11)
- A Student will also be designated as a "habitual truant" should they commit their 3rd offense of being truant from school where he/she is absent from school without the permission and/or knowledge of their parent/guardian.

### **The following events will happen once a student is designated as a habitual truant:**

1. The student will reported to the Putnam County Prosecuting Attorney's Office and the Indiana's Child Protective Services (CPS). (IC 20-33-2-15)
2. A student less than 18 years of age shall be referred to the Indiana Bureau of Motor Vehicles for license suspension/revocation (State Form 53927). (IC 20-33-2-11)

3. The Principal/Designee will revoke any current work permit and the privilege of obtaining a work permit.
4. A student 18 years of age or older will face consequences up to and including expulsion from school.

### **Suspension from School Absences**

Absence from school due to suspension shall be considered an authorized absence.

- A suspended student will be responsible for making up School work lost due to suspension within the number of the days issued for the suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from School. Assignments may be obtained from the office beginning with the second day of a suspension. Make-up of missed tests may be scheduled when the student returns to School.
- The student will be given credit for properly-completed assignments and a grade on any made-up tests.

### **Probationary Status**

A student who accumulates more than six (6) unexcused absences or six (6) tardies in any one class will enter Probationary Status for the remainder of the semester. This is a probationary period at which time the student and his/her parent will enter an attendance contract with the school. He/she shall remain in the class.

### **Vacations/Pre-Arranged Absences**

Parents are encouraged to schedule vacation time that corresponds to the vacation days built into the school calendar. Absences due to vacation time beyond that of the school calendar are considered unexcused.

### **College Visitations**

Juniors and seniors may apply for up to two (2) days each school year for visiting colleges, universities, and trade schools. Approved visitation days will NOT be counted as absences provided the steps outlined below are followed. In special situations, such as scholarship examinations and traveling long distances, seniors may be granted additional visitation days by the administration. The following steps must be followed in preparation for the visitation:

1. Approval for visitation days is conditional upon the student's current attendance and disciplinary records.

2. The administration and/or counselor may request a parental conference prior to approval of a visitation day if it is believed there are attendance, discipline, or academic concerns.
3. College Visit Form must be turned in to the attendance office one week prior to the date of visit.

### **Tardiness**

Tardiness is disruptive to the educational process and is considered to be a serious matter. STUDENTS MUST BE IN THE CLASSROOM BY THE TIME THE TARDY TONE SOUNDS.

- Students who arrive late to school must sign in at the office and obtain a pass. Students will be counted tardy by the school's attendance data system.
- Students on late buses are not tardy.
- If a student is tardy for any part of the day, the student is not eligible for an attendance award.

Tardiness is an attendance behavior that will not be tolerated by the teachers and administration at North Putnam High School. All students are expected to arrive to class on time with required materials. It is the responsibility of the student to ensure that he/she arrives to class on time. The following ladder will be used when addressing students who are excessively tardy:

4 Tardies (one class): Teacher will issue verbal/written warning to student.

5-7 Tardies (one class): Student will be assigned a one hour detention

8-9 Tardies (one class): Student will be assigned to one day of In School Suspension (ISS) and parents may be asked to meet with an administrator.

10 tardies (one class): Parent meeting required before student may return to class. The student will be placed on probationary status and assigned 3 days of iSS.

\*Probationary Status: The student, parent, and administrator sign an agreement allowing the student to remain in class. Should the student accumulate another tardy, the student will be removed from the class with a grade of "F", no credit and assigned to the ISS room for the remainder of the term.

### **Emergency Leaves**

The school recognizes that students may need to accompany parents in a family emergency situation, which will result in the student's absence from school. Parents must call the school to report this situation. Upon receiving this information, the school may approve credit for make-up work for emergency situations such as a death or serious illness. Other special student leave requests will not be granted. Absences for

leaves other than emergencies will result in no credit for student work due to an unexcused absence.

### **Attendance Review Process**

A. If the student, parent/guardian, or school personnel feel that justifiable or extraordinary circumstances have contributed to the 10-day limit, a written request for an appeal must be filed with the assistant principal.

B. Attendance appeal forms are available in the student services office. The student in jeopardy should follow these steps to file an appeal:

1. Explain any extraordinary circumstances, which were responsible for the absences. The burden of proof rests with the student.
2. Return the completed form to the assistant principal.
3. The student and parent/guardian may be required to meet with the administration. At this meeting, reason and/or evidence for all absences and tardiness must be provided. The burden of proof will rest with the student.

C. While the administration will often choose to review a student's attendance appeal request near the end of a semester, they may review at any time if the situation warrants special consideration.

### **Snow Make-up Days**

In the event a scheduled non-attendance day is used as a snow make-up day as indicated on the Corporation school calendar, all student attendance policies will be enforced.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many School events held after School as possible, without interfering with their School work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

### **After-School Events**

When an athletic or social event is held at school, students will go directly to the meeting place after they have been dismissed from their last class. Students are not allowed to roam around the building.

Students are not permitted to remain at school while they "wait" for an evening event to start unless they are directly supervised by their coach, director, or group sponsor. Should this become an issue - a student may be disallowed from attending after school events.

When a parent signs a permission slip for a student to take part in a school group or club which meets on a regular basis, such as school sport teams, tutoring, etc., they also give permission for that child to stay after school for scheduled events and no additional notes are necessary. However, as a courtesy, students should notify their bus drivers they will not be riding home on those afternoons. Students taking part in other school and non-school activities will require written permission to stay after school.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The School will continue to provide adequate supervision for all students who are participants in a School activity.

### **School Dances**

Classes or student organizations may sponsor dances with the approval of the principal or assistant principal. All dances will be held in the high school cafeteria or gymnasium with the exception of the prom. Additional exceptions require the approval of the principal or assistant principal. Sponsoring groups will enforce the following regulations:

1. Organizations sponsoring dances must have at least two (2) teachers and two (2) parent (adult) chaperones and one (1) security officer in attendance during the entire dance. It is the responsibility of the faculty sponsor of the group to assume authority for making supervisory assignments.
2. Final arrangements such as money for the admission box, chaperons, security, name of DJ/band, etc., must be made at least one (1) week prior to the dance with the assistant principal.
3. The group sponsor(s) and members of the sponsoring group are responsible for set-up before the dance and clean-up following the conclusion of the dance.
4. A faculty chaperone must be present during set-up and clean-up activities.
5. All facilities should be ready for normal school use following the dance.
6. Students are not permitted to leave and later return to the dance. The rule "once-in, stay-in" will be observed.
7. Students will not be admitted to a dance after the first 30 minutes unless approval has been given by the administration.
8. Students attending the dance must present their student ID and will be identified with a mark of some kind; perhaps a stamp.

9. Coats (shoes if the dance is in the gym) must be checked-in before entering the dance.
10. Dances are open to NPHS students and approved guests. All guests must be signed up in the student services office two (2) school days prior to the dance. The administration must approve all student visitors to dances.
11. Arrangements for a safe deposit of funds collected must be made and approved prior to the dance.
12. Profit or deficit from the dance is the responsibility of the sponsoring student organization.
13. Cash should be deposited in the night depository in Roachdale or Bainbridge after the dance.
14. The DJ/band is to be paid by school check only after successful performance of the contract. The DJ/band representative must sign the extracurricular receipt.
15. The group sponsor is responsible for making sure the building is secure following the dance.
16. Dances will end no later than 11:00 p.m. The prom will end at 12:00 p.m. Requests for exceptions must be made to the administration.
17. Suggestive clothing or forms of dancing will not be tolerated at any North Putnam High School function.

## **STUDENT BEHAVIOR STANDARDS**

### **School Rules for Safety, Security, and Penalties**

All district rules related to safety and security are in effect at all times at the individual school level.

### **Core Beliefs**

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequence.

We dedicate ourselves to the following set of core beliefs which provides a guide for dealing with student discipline. The core beliefs guide our attempts to individualize

disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequence.

Since these core beliefs provide the basis for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

When working with students, disciplining students, or making a professional judgment for students, our goal is for them to learn that:

- Every attempt will be made to maintain the dignity and self-respect of both the students and the teachers.
- Students will be guided and expected to solve problems without creating problems for anyone else.
- Students will be given the opportunities to make decisions and live with the consequences, be it good or bad.
- Misbehavior will be handled with natural or logical consequences whenever possible.
- Students are expected to follow guidelines set forth by the school.

### **Expectations Supporting the Orderly Operation of the School and Educational Process**

Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and others.
5. Help students develop responsibility and character.

### **Care of Property**

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuable items should not be brought to School. The School may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards and policies of the school and corporation.

Lost and found items are located in the student services office. Students finding items should promptly turn them in to the student services office. Except in cases of emergency, students should check for lost and found items before school, during passing periods, or immediately after school. Students should check with the office frequently for lost items. Items not claimed after ten (10) days will be donated to a charitable community organization.

### **Sequence for Discipline Procedures**

The first line of responsibility for discipline in the school rests with the classroom teacher who is expected to motivate the student and plan classes so as to minimize behavior problems. Classroom teachers shall work closely with administrators and parents to promote desirable student conduct.

When disciplinary action appears necessary to insure desirable student conduct, the suggested sequence is:

1. Teacher – student conferences
2. Teacher – parent conferences
3. Referral to administrator
4. Administrator – teacher – parent conference
5. Auxiliary services when available

The suggested sequence is not intended to restrict necessary disciplinary action at any time to maintain student control or an orderly learning environment.

## **CODE OF CONDUCT**

### **Problematic Actions and Choices**

The following are problematic actions and choices student may make. These actions and choices may include, but are not limited to:

Interference with School Purposes Substantial disobedience Theft of School/personal property	Disrupting detention, Extended School, or ISS
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Fighting Failure to serve a previously assigned consequence Forgery or alteration of school forms Excessive disruptive behavior Engaging in sexual behavior on school property Verbal abuse and/or disrespect (see Bullying Policy) Theft and/or possession of stolen goods Vandalism or destruction of private or school property Participation in gang related activities Violation of appearance code Displaying Public Affection Disrespecting a staff member Cafeteria misconduct Refusal or failure to comply with state attendance law(s) IC 20-8.1-3-17, 18 and/or IC 20-8.3-31, 33	Failure to comply with bus conduct rules Harassment based upon race, religion, appearance, gender, or personal preferences (includes repeat occurrences of disrespect to a peer) Violation of the Acceptable Use and/or technology vandalism Insubordination (failure to obey reasonable requests Making a statement that could result in widespread fear or panic even if its intent was a joke Violation of the Honesty Code Failing to report terroristic actions, plans, or threats of another person that could result in harm to another person(s) or property Use or possession of tobacco products, lighters, matches and smoking or drug paraphernalia Lying to a staff member Gambling Skipping class or truancy
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**Dressing and Grooming (Ref: Board Policy 6330)**

It is important for the North Putnam Community School Corporation to maintain a safe and appropriate learning environment. We know that student’s clothing and appearance can be distracting to other students and can interfere with learning. With this in mind, we are concerned about the personal appearance of our students. Current fashion trends and styles should not dictate the dress code for North Putnam Community School Corporation. With the cooperation of parents, the school will continue to encourage all students to dress in a fashion that the staff and parents judge to reflect good taste and a style appropriate for a school day. We believe that an appropriate student dress code will allow students to focus on high academic standards and will assist us in promoting school safety. This dress code provides a consistent mode of dress for students of North Putnam Community School Corporation.

We realize that questions will sometimes arise concerning a student's dress, appearance, or clothing "fads". In these cases, building administrators will determine the appropriateness of the student's appearance and will determine whether his or her appearance is disruptive to the learning environment or is inappropriate for safety reasons. Periodically students will be allowed to dress differently than the above policy indicates because of spirit days or other special occasions. Such days and style of dress will be determined by the administration.

Clothing and/or uniforms that are appropriate for athletic/drama/dance/color guard/etc performances or competitions may or may not be appropriate for students to wear during a regular school day. This will be at the discretion of the school administration.

### **Dress Code Standards (Ref: Board Policy 6330)**

1. Appearance should be clean, neat, and appropriate.
2. Caps, hats, bandanas, headbands, or sunglasses are to be removed when entering the building.
3. Students are required to wear appropriate footwear at all times.
4. Coats or jackets are to be stored in the student's locker during the school day.
5. Pants/Shorts are to be fitted and worn at the waist. Shorts/dresses/skirts should be of modest length and appropriate for school
6. Shirts and tops are to have sleeves that cover the shoulders and not expose undergarments. Shirts must be long enough to be tucked-in. Shirts and tops not tucked-in must remain below the waistline at all times. In addition, all shirts longer than mid-thigh must be tucked-in. No exposed cleavage, back, or midriff will be allowed. Shirts must fit properly, regardless of style, and must not expose anything below the armpit line.
7. The following are items that are not acceptable for students to wear at during the school day:
  - a. Sheer/see-through fabrics
  - b. Pajamas (leisure wear)
  - c. Clothing with holes, rips, or tears above the knee
  - d. Wallet or pocket chains
  - e. Any item that could cause harm to self, others or school property, promotes drugs, alcohol tobacco products or any illegal substance, depicts violence, sexual innuendos, racial/religious slurs or is gang related.
8. School officials also reserve the right to forbid certain types of jewelry that may be determined to pose a safety hazard and or may cause a disruption to the

educational process (i.e. collars and bracelets with long pointed spikes, large facial or body piercings, etc.)

9. Students who wear objectionable items will be dealt with appropriately. This may include the changing of clothes at school, having parents bring other clothing, removing the student from classes, etc. Repeat offenders will be dealt with following the school's disciplinary procedures and may include a more restrictive dress code. The dress code would include and apply to all athletic and PE uniforms that are worn during the school day.

### **Problems Related to Possessions**

The following are examples. The list is not exclusionary.

Ammunition Electronic Cigarettes Vape Machines Cigarettes and Tobacco Laser pointers	Radios/CD players/Electronic equipment (To avoid problem situations, electronic devices should not be brought to school.) BBs or pellets Non-prescribed over-the-counter medications (see OTC policy)
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### **Disciplinary Actions**

The purpose of these rules is to prevent and/or address issues of misconduct, disobedience, and disruptiveness. The school can impose a variety of consequences for failure to adhere to these expectations. Consequences may include:

- 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.
- Referral to Guidance – A referral will require the student to have a conference with his/her counselor to help find ways to correct a problem that is occurring.
- Peer Mediation—Students will resolve student to student conflicts with the assistance of a trained student peer mediator.
- Teacher-Assigned Detention – The location, time, and work to be completed will be determined by each teacher.
- 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.

- Lunch Detention – Lunch detentions are held daily throughout the lunch periods. Lunch detentions may be assigned for misconduct occurring in the classroom, hallways or cafeteria. A student assigned to lunch detention would report to the office after getting his/her lunch.

- Monetary Reimbursement – 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 Supervision (ISS)- Depending upon 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, pencils, paper, etc. Students will be counted present on school records. They will be provided with regular classroom assignments. Students may choose to purchase a sack lunch or bring their own. Students will not be permitted to attend or participate in extracurricular activities for the prescribed length of the ISS assignment.

- Out-of-school Suspension - 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. Missed assignments may be made up in accordance with the excused absence policy.

- Expulsion – Expulsion is the removal from school for more than ten (10) days or for the balance of the semester or for up to 365 days.

## **Suspension and Expulsion Procedures (IC 2-33-8)**

### **A. Suspension**

1. A principal may suspend a student from school for a period not to exceed ten (10) days.
2. In the event of a suspension, all reasonable effort will be made by the principal or his/her designee to notify the parent by telephone the day of the incident. If contact cannot be made that day, the principal or his/her designee will make contact by telephone the next day.

3. Suspensions may carry over to the next school year.

**B. Expulsion**

1. A student shall be suspended from school before the principal recommends that the student be expelled from school.
2. In the event the principal decides to recommend expulsion, he/she must by the end of the ten (10) day period of suspension file these recommendations in writing with the Superintendent of Schools and mail a copy of his/her written recommendations to the student and custodial parent by certified mail. Due Process rights and expulsion meeting procedures will be mailed to parents from the superintendent's office.

**C. Charges by a Student**

1. Where a student or his/her parent believes that the student is being improperly denied participation in any educational function of the School Corporation, or is being subjected to an illegal rule or standard as provided by statutes of the State of Indiana or applicable statute of the United States, or by the Constitution of the State of Indiana or of the United States, he/she shall, if unable to work out his/her problems with members of the administrative staff, be entitled to initiate a hearing by filing a charge with the superintendent in the same manner as a charge initiated by the principal.
  - a. The ruling of the hearing examiner and determination of the superintendent about participation in an educational function shall be denied, granted in whole, or granted subject to limitations.
  - b. The ruling of the hearing examiner and determination of the superintendent about the validity of a rule or standard or its application shall be a recommendation that it be changed.
2. Full details of the rules, regulations and due process procedure of the North Putnam Community School Corporation are available to any parent, guardian, or student in the office of each school in the Corporation, and at the North Putnam Community School Corporation Administration Offices.

**Grounds for Suspension and Expulsion**

North Putnam Community Schools adhere to the Indiana Code for Student Discipline when establishing its student discipline code. This code is IC 20-33-8. Grounds for Suspension and Expulsion can be found in the subsections of this code (IC 20-33-8-3; IC 20-33-8-7; IC 20-33-8-14; IC 20-33-8-23).

## **A. Offenses**

Offenses will be classified as expellable offenses which are in violation of federal or state law and may cause an immediate recommendation for expulsion; major offenses which are a serious violation of school rules and policies; minor offenses which are infractions of classroom or school rules.

Expellable offenses include but are not limited to the following:

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subsection: (a) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (b) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (c) setting fire to or substantially damaging any school building or property; (d) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (e) 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; and (f) continuously and intentionally making noise or acting in a manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision. This subsection 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 or assembly or other under the constitution of Indiana or the United States.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property, on school grounds or during an educational function or event off school grounds; or repeatedly damaging or stealing private property on school grounds, or during an educational function or event off school grounds; or repeatedly damaging or stealing private property on school grounds or during an educational function or event off school grounds or when such student is traveling to or from school or such educational function or event.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee: (a) on the school grounds during and immediately after school hours; (b) on the school grounds at any other time when the school is being used by a school group; or (c) off the school grounds at an educational function or event. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.
5. Intentionally doing serious bodily harm to any student: (a) on the school grounds during and immediately before or immediately after school hours; (b) on the school grounds at any other time when the school is being used by a school group; or (c) off the school grounds at an educational function or event by the school corporation, or when such student is traveling to or from the school or such educational function.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon: (a) on the school grounds during and immediately after school hours; (b) on the school grounds at any other time when the school is being used by a school group; or (c) off the school grounds at any educational function or event sponsored by the school. IC 35-41-1-8 states that items such as tasers, stun guns, knives, chemical substances, and materials or animals readily capable of causing serious bodily injury may also be considered weapons.
8. Knowingly possessing, using, transmitting or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind or any paraphernalia used in connection with the listed substances; (a) on the school grounds during and immediately before or immediately after school hours; (b) on the school grounds at any other time when the school is being used by any school group; or (c) off the school grounds at a school activity, function or event. Use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule.
9. Consuming or ingesting any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before attending school or a school function or event.
10. Engaging in the unlawful selling of narcotics or other violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.
11. Engaging in sexual behavior on school property or at a school sponsored activity.

12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes.
13. Engaging in any activity forbidden by the laws of the state of Indiana which constitutes an interference with school purposes or an educational function.
14. In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
15. Knowingly possessing, handling or transmitting any object that can reasonably be considered a firearm or a destructive device will become a mandated expulsion for a year under Section 4 of SEA 631. Indiana State Statute specifies that explosives such as firecrackers, are illegal and can be a suspension or expulsion offense. An expulsion request for one year will be made for any student in possession of a weapon, a firearm, or a destructive device on or in school property, on a school bus, or within one thousand (1,000) feet of school property. This includes play guns, BB guns, pellet guns, ammunition, grenades, rockets or any similar explosive, incendiary, or overpressure devices.

**Parents and students need to also be aware of the dangers of possessing look-alike weapons . These would be items such as wooden guns, plastic toy guns, and rubber or toy knives. These items are very innocent in the right situation, but at school or on school buses, mass anxiety and panic could result if they are displayed. Serious consequences, including expulsion, may result from the possession of anything that is intended to look like a dangerous weapon.**

16. Students are prohibited from possessing, using, transmitting, selling, or being under the influence of caffeine-based pills or other over-the-counter medications.
17. Students are prohibited from possessing, using, transmitting, or selling prescription medication or a look-a-like prescription medication when in direct violation of the medication "Hold Harmless" policy.
18. Students are prohibited from possessing, using, transmitting, selling, or representing a substance as a look-a-like drug, narcotic, or alcohol substance.
19. Engaging in the harassment of another person, which includes sexually related verbal or written statements, gestures, e-mail communication, or physical contact.

## **School Searches**

The principal has the authority to engage in a random search of students if there are reasonable grounds for suspecting that the search would produce evidence of a violation of school rules.

## **STUDENT DRUG TESTING “REASONABLE SUSPICION”**

North Putnam High School is authorized to require any student to submit to a chemical test of the student’s breath or urine if the administration has “reasonable suspicion” (as defined below) that the student is using or is under the influence of alcohol, marijuana, an illegal substance or a controlled substance without a valid prescription or order of a practitioner acting in the course of the practitioner’s professional practice while:

- A. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
- B. Off school grounds at a school activity, function or event, or
- C. Traveling to or from school or a school activity, function or event.

A student’s refusal to submit to a chemical test, requested due to “reasonable suspicion”, may result in disciplinary action up to and including 10 days of suspension and expulsion up to 365 days. If a parent or guardian refuses to allow the test to be administered to his/her child, a disciplinary action may be recommended as if the test were positive.

### **Reasonable suspicion may arise from the following:**

- A. A student’s behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, an illegal substance or a controlled substance without a valid prescription or order of a practitioner acting in the course of the practitioner’s professional practice.
- B. The student possesses alcohol, marijuana, an illegal substance or a controlled substance without a valid prescription or order of a practitioner acting in the course of the practitioner’s professional practice.
- C. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, an illegal substance or a controlled substance without a valid prescription or order of a practitioner acting in the course of the practitioner’s professional practice. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary).

Although authorized to do so, school officials may not require a drug test if the student is impaired to the point of causing a disruption in school.

Any attempt or effort by any student to alter a urine sample that has been submitted for drug testing, or that is being submitted for drug testing, will be considered a severe disruption. This includes possession of chemicals identified as agents known to invalidate such tests. The student who produces the urine sample and/or the person(s) who attempted to alter the urine sample may be subject to disciplinary action up to and including suspension or a recommendation for expulsion.

Students participating in privileges granted by the school such as parking or extra-curricular activities are subject to restriction of those privileges as outlined by the student handbook and/or the athletic handbook.

IT IS AGAINST THE RULES OF NORTH PUTNAM HIGH SCHOOL TO COME TO SCHOOL WITH alcohol, marijuana, an illegal substance or a controlled substance without a valid prescription or order of a practitioner acting in the course of the practitioner's professional practice.

If a student tested for reasonable suspicion and tests positive for any substance for which the test is designed to screen, that student may be considered to be in violation of the NPHS rules against illegal drug use. If any student tests positive, disciplinary action may be taken up to and including 10 days of suspension and expulsion up to 365 days.

### **School Jurisdiction**

The jurisdiction of the school with respect to rules of conduct shall apply:

1. When the student is present at any time on the school grounds or any property owned or operated by or for the benefit of the North Putnam Community Schools.
2. When the student is off school grounds at a school activity, function or event.
3. When the student is on the way to or from school, a school activity, function or event.
4. According to state law, this includes any unlawful activity, which takes place during school holidays, breaks, vacations, or other periods of time when a student is not attending classes or a school function.
5. The principal has the authority to search any individual student based upon the belief that the search would produce evidence of a violation of school rules.

### **Student Hazing (Ref: Board Policy 6365)**

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

### **Tobacco Free Campus (Ref: Board Policy 9720)**

All facilities of the North Putnam Community School Corporation are designated tobacco free. No tobacco product may be used day or night on any part of the property of the School Corporation. This policy also includes electronic cigarettes or nicotine delivery devices.

### **Honesty Code**

Students are expected to turn in original work for all school assignments, whether it is homework, a project, a quiz, or a test. In the event that cheating has taken place, the teacher shall collect the compromised work, mark a zero for the assignment, log the occurrence, and notify parents. Further incidents will result in an office behavior referral as well as all of the aforementioned consequences. To remove any question as to what constitutes cheating the following is a list of actions that would be considered cheating:

- Copying other people's work, when an assignment is meant to be done individually

- Giving or accepting answers or aid from others when not permitted by the teacher
- Making up or changing results, or using results from others without their approval and the teacher's knowledge for documentation of research or study
- Copying work from others or using lab reports, papers, etc. from previous years using someone else's work and representing it as your own
- Plagiarizing or using someone's words without acknowledgement
- Submitting the same document for two different assignments
- Using hidden reference sheets or "cheat sheets"
- Using a calculator, text messages from another cell phone or PDA, or other aids when not permitted by the teacher
- Taking credit for group work when little contribution was made
- Forgery or attempted forgery

## **DISCIPLINE**

(Ref: Board Policy 6400, 6410, 6420, 6421, 6430, 6432)

It is important to remember that the School's rules apply going to and from School, at School, on School property, at School-sponsored events, and on School transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off School property if the activity interferes with School purposes or the educational function of the School. This authority applies to unlawful activity that may occur on weekends, holidays, and other School breaks including summer recess.

Nothing in this policy will prevent an administrator from assigning a more severe consequence, up to and including suspension and a recommendation of expulsion.

The school reserves the right to alter student consequences as new information is obtained.

North Putnam Schools adhere to the Indiana Code for Student Discipline when establishing its student discipline code. This code is IC 20-33-8. Grounds for Suspension and Expulsion can be found in the subsections of this code (IC 20-33-8-3; IC 20-33-8-7; IC 20-33-8-14; and IC 20-33-8-23).

## **Student Due Process**

In accordance with rights of due process, which are guaranteed to all Americans, students of North Putnam Schools will always be provided the opportunity to present their version of any disciplinary incident.

## **Corporation Rules for Safety, Security, and Penalties**

### **Fighting Policy**

All students should feel safe at school, and fighting is not an acceptable way to solve conflicts. When a fight occurs, the possibility of injury or damage to other persons or property exists. For the protection of individuals and school property, such actions will not be tolerated at school. A fight is illegal. A fight is defined as a physical confrontation that disrupts the immediate environment.

Punches do not have to be thrown in order for a fight to have occurred. Grabbing, pushing, or shoving, in an insulting or rude manner, can constitute a fight. Fights determined to have been pre-arranged by students may result in longer suspension and/or recommendation for expulsion.

Students can avoid fights by seeking an appropriate alternative, such as: walking away from the person wishing to fight and thereby refusing to engage in that activity, seeking the help of a staff member in order to avoid a fight, or requesting a peer mediation session.

The minimum consequences for fighting will be as follows:

- 1st Offense: Five (5) day out-of-school suspension and notification to Law Enforcement Officer.
- 2nd Offense: Ten (10) day out-of-school suspension, notification to Law Enforcement Officer, and the recommendation of expulsion.

### **Drugs, Controlled Substances, and Look-Alikes**

Possession of drug paraphernalia such as pipes, rolling papers, clips, etc. is unacceptable and illegal. E-cigarettes and vape machines may be included in this policy as paraphernalia at the discretion of the administration.

The minimum consequences for possession of drug paraphernalia will be as follows:

- 1st Offense - Five (5) day suspension, notification to Law Enforcement Officer, and drug screen according to reasonable suspicion policies.
- 2nd Offense - Ten (10) day out-of-school suspension, notification to Law Enforcement Officer, drug screen according to reasonable suspicion policies, and the recommendation of expulsion.

Knowingly possessing, using, transmitting, selling or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug,

amphetamine, barbiturate, marijuana, alcoholic beverage, caffeine-based pills, look-a-like prescription medications, or intoxicant of any kind is unacceptable. Knowingly possessing, using, transmitting, selling or being under the influence of any substance that can reasonably be considered, is represented to be, or looks like any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, caffeine-based pills, look-a-like prescription medications, or intoxicant of any kind is also unacceptable.

The minimum consequences for violation of this policy will be as follows:

- 1st Offense: Ten (10) day out-of-school suspension, notification to Law Enforcement Officer, and the recommendation of expulsion

\*Prescribed use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule.

### **Causing Injury to School Personnel**

Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee is unacceptable.

The minimum consequences for violation of this policy will be as follows:

- 1st Offense: Ten (10) day out-of-school suspension, notification to Law Enforcement Officer, and the recommendation of expulsion.

### **Weapons and Look-Alike Weapons**

Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon is unacceptable. Prohibition of these items, in accordance with state law, extends 1000 feet from school property.

The minimum consequence for violation of this policy will be as follows:

- 1st Offense: Ten (10) day out-of-school suspension, notification to Law Enforcement Officer, and the recommendation of expulsion.

\*This includes play guns, BB guns, pellet guns, grenades, rockets or any similar explosive, incendiary, or overpressure devices. Knowingly possessing, handling or transmitting any object that can reasonably be considered a firearm or a destructive device will become a mandated expulsion for a year under Section 4 of SEA 631. Indiana State Statutes specify that explosives such as firecrackers are illegal and can

be a suspension or expulsion offense. Parents and students need to also be aware of the dangers of possessing look-alike weapons. These would be items such as wooden guns, plastic toy guns, and rubber or toy knives.

•IV. IC 20-33-8-16 (Possession of Firearms, Deadly Weapons, or Destructive Devices)  
Sec. 16.

(a) As used in this section, “firearm” has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, “deadly weapon” has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.

(c) As used in this section, “destructive device” has the meaning set forth in IC 35-47.5-2-4.

(d) Notwithstanding section 20 of this chapter, a student who is:

(1) identified as bringing a firearm or destructive device to school or on school property; or

(2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is: (1) identified as bringing a deadly weapon to school or on school property; or (2) in possession of a deadly weapon on school property; may be expelled for not more than one calendar year.

(g) A superintendent or the superintendent’s designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

(h) Per code (IC 35-47-5-2.5) a person who recklessly, knowingly, or intentionally possesses a knife on school property, a school bus, or a special purpose bus, commits a Class B misdemeanor.

(i) Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon. Weapons include guns, BB guns, pellet guns, grenades, bullets, rockets, firecrackers, and all knives. These items are also toy guns, water pistols, toy knives, and spent ammunition casings. Useful

items such as combs, pens, letter opener, etc. that are made to look like guns, knives, or other weapons are prohibited. These items are very innocent in the right situation, but at school or on school buses, mass anxiety and panic could result if they are displayed. Any item that a student represents to be a weapon is a violation of this policy. Consequences for offenses will be based upon the age of the offender and the behavior of the offender.

### **Sexual Behavior**

Engaging in sexual behavior on school property or at a school sponsored activity is unacceptable.

The minimum consequences for violation of this policy will be as follows:

- 1st Offense: Ten (10) day out-of-school suspension, notification to Law Enforcement Officer, and the recommendation of expulsion.

Public Displays of Affection (P.D.A.) is addressed later in this handbook.

### **Anti-Harassment & Threatening Behavior Policy** (Ref: Board Policy 6360)

For these severe behaviors, the principal may use past disciplinary records to make decisions regarding disciplinary consequences. Based on the principal's thorough investigation, the principal has the final authority to determine to what extent the intent of a student was dangerous or harmful to himself or to others, or whether the victim felt unsafe. This determination will give the principal then the final authority to place the student's consequence at the usual place on the continuum of discipline; or to reduce or advance the student's consequence on the continuum of discipline.

Engaging in the harassment of another person (which includes verbal or written statements, gestures, or electronic communication), the use of sexually, racially, ethnically, or religiously insensitive language, the use of derogatory remarks about sexuality or disability, or threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student is unacceptable.

In accordance with 20-33-8-15, it is the policy of the School Board to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

The minimum consequences for violation of this policy will be as follows:

- 1st Offense: Five (5) day out of school suspension and student educational training.
- 2nd Offense: Ten (10) day out-of-school suspension, notification to Law Enforcement Officer, and the recommendation of expulsion.

### **Bullying**

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When somebody is being bullied we will report it to school staff.

For this severe behavior, the principal may use past disciplinary records to make decisions regarding disciplinary consequences. Based on the principal's thorough investigation, the principal has the final authority to determine to what extent the intent of a student was dangerous or harmful to himself or to others, or whether the victim felt unsafe. This determination will give the principal then the final authority to place the student's consequence at the usual place on the continuum of discipline; or to reduce or advance the students consequence on the continuum of discipline.

Bullying is a form of aggression and it occurs when a person who perceives a power imbalance willfully subjects another person (whoever the person may be) to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which results in the victim feeling oppressed (stress, injury, discomfort). Bullying means overt repeated acts or gestures, including: verbal or written communications transmitted, physical acts committed, any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

In accordance with I.C. 20-33-8-13.5, bullying is prohibited at any school site or school board-sponsored activity. Incidents of bullying should be reported to the administrative or guidance office in order to allow an administrator or guidance counselor to properly investigate the situation.

The prohibition on bullying encompasses hazing. Hazing is defined as any willful act or practice by a member or associate member, directed against a member or associate member, which, with or without intent, is likely to: cause bodily harm or danger, offensive punishment, or disturbing pain, compromise the person's dignity; cause embarrassment or shame in public; cause the person to be the object of malicious amusement or ridicule; cause psychological harm or substantial emotional strain; or

impair academic efforts. Bullying and hazing will follow a similar disciplinary track. (see also section on student hazing).

Students who engage in bullying behavior shall be subject to a range of punishment with progressive discipline, and parents shall be notified and involved in the educational component of the training as a part of the consequence. Consequences for bullying shall be determined by the administrator based on the discipline record of the student, and on the severity of the bullying incident. In some instances, if appropriate, a counselor may mediate between parties and/or parental involvement may be sought in order to prevent further occurrences.

**1st Offense:**

1. One (1) day suspension (in-school or out-of-school determined by the severity of the incident)
2. Educational training with parent(s) and student
  - a. Direct discussion with parents
  - b. Training for student with a counselor
    - i. Total number of sessions determined by the counselor
    - ii. Minimum of two sessions – one for training, another for follow-up
  - c. Contract signed by student and parent(s).
  - d. The designation will be labeled “bullying” in the discipline system.

**2nd Offense:**

1. Three (3) day in-school suspension or three (3) to five (5) day out-of-school suspension
2. Meeting with parents
3. Consideration of FBA/BIP completion before return to class
4. Educational training for student and parent

**3rd Offense:**

1. Five (5) to ten (10) day out-of-school suspension
2. Recommendation for expulsion (secondary)
3. Notification to Law Enforcement Officer
4. Outside educational training at parents’ expense for student

**Theft**

Stealing or attempting to steal school or individual personal property is unacceptable. Rummaging through another person’s property (i.e. locker contents, backpacks, teacher’s desk, or bags) without the owner’s permission and knowledge, or moving and hiding another person’s possessions without his/her permission and knowledge, is also unacceptable.

The minimum consequences for violation of this policy will be as follows:

- 1st Offense: Five (5) day out- of- school suspension, notification to Law Enforcement Officer, and reimbursement where appropriate.
- 2nd Offense: Ten (10) day out-of-school suspension, notification to Law Enforcement Officer, reimbursement where appropriate, and the recommendation of expulsion.

### **Illegal Activity**

Engaging in any other activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an educational function is unacceptable.

The minimum consequences for violation of this policy will be as follows:

- 1st Offense: In accordance with IC 20-33-8-15, a student may be recommended for expulsion or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or if the student's removal is necessary to restore order or protect persons on school property.

### **Tobacco Use Policy/Electronic Cigarettes**

The North Putnam Community School Corporation Board of School Trustees has validly adopted a policy that prohibits the use and possession of tobacco products in all buildings in the School Corporation and on all grounds belonging to the School Corporation. This ban is on the use or possession of all tobacco products and is in effect during school and non-school hours as well as any function sponsored by the Corporation or at a function occurring on Corporation premises even if the Corporation or a school group does not sponsor it. Electronic cigarettes or nicotine delivery devices will be considered as a tobacco product.

The minimum consequences for violation of this policy will be as follows:

- 1st Offense - Three (3) day out-of-school suspension, a meeting with the Counselor for an educational session, and law enforcement officials contacted.
- 2nd Offense – Five (5) day out-of-school suspension, a meeting to implement a rehabilitative plan, and law enforcement officials contacted.
- 3rd Offense - Ten (10) day out-of-school suspension with a recommendation for expulsion, loss of extracurricular privileges for the remainder of their NPHS career, and law enforcement officials contacted.

### North Putnam High School Discipline Guidelines

Although a student may be suspended or expelled for any of the enumerated grounds set forth above, the following guidelines for the imposition of specific disciplinary sanctions will generally apply, unless the school administration determines the rule violation or misconduct, related circumstances, or past conduct warrants a greater or lesser disciplinary sanction than specified in the guidelines table set forth below. However, in no case shall the disciplinary sanction exceed the maximum penalty allowed by IC 20-33-8.

The school administrator shall determine how conduct which may fall within more than one guideline category may be classified for disciplinary purposes. The school administration may also take into consideration the relative seriousness of the actual conduct and the number, timing, and seriousness or prior misconduct or rule violations in determining whether to follow the suggested disciplinary penalty, or to impose a lesser or greater sanction than that provided by the guidelines.

<b>Violation</b>	<b>1st Report</b>	<b>2nd Report</b>	<b>3rd Report</b>
Rude conduct, Unacceptable language to other students, Public Display of Affection. PDA	Detention	1-2 Extended Detentions	2-3 Extended Detentions
Not prepared, not bringing classroom materials (including PE)	1st/2nd - Warning,	5th - Extended Detention	7th - Withdraw F for class for that semester, placed in ISS for the remainder of that semester.
	3rd - Detention	6th - 2-3 Extended Detentions	
	4th - 2 Detentions/class		
Classroom disruption, talking, misbehavior, misuse of internet	1 -3 Detentions or 1 Extended Detention; If related to	2-3 Extended Detentions. If related to internet:	3 Extended Detentions or 2-5 days of OSS and

	internet: loss of privileges for remainder of semester.	loss of privileges for remainder of the year.	possible WD from Class W/F
Academic Dishonesty, Cheating, Plagiarism	Zero on assignment, quiz, test, project etc.	Student will be given an F for the nine weeks	Withdraw F in class
Dress Code Violation	Correct problem, counts against class time unexcused and Written Warning	Correct problem, counts against class time unexcused and Detention	Correct problem, counts against class time unexcused and 1-3 Extended Detentions
Student will not be allowed to attend class without correcting the problem behavior.			
Excessively rude or use of unacceptable language, defiance, misrepresentation or insubordinate to any school personnel	2 Extended Detentions or 2 days of ISS	3 Extended Detentions or 3-5 days of ISS	Rec. Exp.
Leaving class/grounds without permission/failure to sign in/out at attendance office	Detention or Extended Detention	2-3 Extended Detentions	3-4 Extended Detentions or 2-5 days OSS
Threats/Harassment/Bullying to students	see Olweus Bullying Policy		
Threats/Harassment/Bullying to school personnel	3-10 OSS and may Rec. Exp., contact police department	10 days OSS and Rec. Exp., contact police department	
Physical attack or assault on another student or any school personnel	10 days OSS, Rec. Exp, Police Report Filed		

Physical altercation, Fighting	5 day OSS, Police Report Filed	5-10 day OSS, Rec. Exp, Police Report Filed	
Physical Altercation, Pushing/Shoving, etc	2-3 Days of ISS or 2-3 days OSS, may call police	2-5 days OSS, may call police	5-10 days OSS, may call police, may Rec. Exp.
Writing/Turning in Fictitious notes	2 Extended Detentions	3-5 OSS	OSS, may Rec. Exp.
Theft	5 day OSS, police report filed, restitution required	10 day OSS, police report filed, restitution required, Rec. Exp.	
Possession or use of tobacco	Enrollment in TEG program, Police Notified, and 3 days OSS	Enrollment in TEG program, 5 days OSS, police notified	Remainder of OSS and Rec. Exp; police notified
Alcohol, Drug use, possession, or under the influence, or “look alike” substance, possession of drug paraphernalia	See Drugs, controlled, substances and look-alikes policy		

### **Responsible Use Policy and Student/Parent Agreement**

This Technology Responsible Use Policy is intended to promote responsible use and protect students and the school corporation from liability resulting from any misuse of the school-issued device. Technology, on or off-campus, must be used in accordance with the mission and philosophy of North Putnam Community School Corporation as well as the rules stated in the Student Handbook. These rules apply to all school computers, all school-provided electronic devices, regardless of where they are used, all uses of school servers, and Internet access and networks regardless of how they are accessed. Teachers may set additional requirements for use in their respective classes.

All technology equipment issued by the district remains the property of North Putnam Community School Corporation at all times. Therefore, there is no assumption of

privacy. North Putnam Community School Corporation reserves the right to inspect student devices at any time during the school year. Misuse of the device may result in disciplinary action.

Above all, the technology is provided for educational purposes, and the policies governing the use of the device support its academic use.

### **Digital Citizenship**

North Putnam Community School Corporation aims to educate holistically, developing students to become lifelong learners and productive members of society. In a growing digital society, NPCSC strives to prepare every student to be a positive digital contributor and a responsible digital citizen, focusing on Internet safety, privacy and security, creative credit and copyright, cyberbullying, and online reputation.

### **Responsible Use of Technology**

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. The following statements represent the students' agreement about the responsible use of technology:

#### ***I Will:***

- Bring any school-issued device to school fully charged each day.
- Follow NPCSC and building policies, rules, and regulations.
- Be a responsible Digital Citizen.
  - Keep private information private. (Password and identity are not to be shared with anyone other than parents/guardians.)
  - Treat others with respect both online and offline.
  - Use the device for school-related purposes.
  - Credit my sources when I am using other people's information, images, or other material.
  - Respect the work of other students and not copy, alter or damage work that is not mine.
- Use cords, cables, and external ports with care.
- Keep any school-issued device protected from poor weather, secured and attended to all times, and always inside of the school-issued case.
- Use school technology and resources only for educational purposes.

#### ***I Will Not:***

- Share my password with others.
- Place food or drink on or near any device.
- Store the device at home near pets or liquids.
- Place stickers, labels or any drawings on the device or case.
- Place heavy objects on top of the device. i.e. textbook, backpack, etc.
- Trade or swap my device with any other students.
- Access or attempt to access other people's files, private communications, schoolwork, programs, or resources without their permission.

- Use inappropriate language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Take pictures and/or record audio/video without the consent of a staff member.
- Search for, possess, forward, send, read, view, or copy inappropriate pictures or information.
- Damage, change, or tamper with the hardware or network in any way.
- Use any other personal electronic devices, including cell phones, without specific approval from teachers or administrators.

### **Transporting Devices**

- Each student that is issued a device will also be issued a protective case that must be used at all times.
- Each student must transport devices with care and inside the issued carrying case.
- Do not place textbooks on the device or inside the issued carrying case.
- Do not stuff the device/case in a book bag; extreme pressure on the device can cause permanent damage to the screen and other components.
- Never open the device by pushing on the touch screen.
- Never pick up the device with the screen open.
- Never leave the device in a car or bus. (Extreme temperatures can damage the battery.)

### **Liability**

The parent/guardian/student is responsible for the cost to repair and/or replace the device, case, or USB charging cable/charger if the property is:

- not returned
- damaged
- lost
- stolen

### **Personal Safety**

- Users should recognize that communicating on the Internet brings associated risks.
- Users should carefully safeguard their personal information and that of others.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without parental and/or teacher permission.
- Students should never agree to meet someone they meet online in real life.
- If the user sees a message, comment, image, or anything else online that makes him/ her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

## **Media & Games**

- Inappropriate media may not be used as backgrounds or as a profile picture. The presence of such media will result in disciplinary action.
- School technology is not intended to be a gaming device. Students should use their devices for educational purposes only.

## **Using School-Issued Devices Outside of School**

- Wi-Fi connection at home is encouraged but not mandatory.
- All content is filtered by the NPCSC network no matter the location or time of day.
- All expectations and policies apply to school-issued devices no matter the location or time of day.

## **Privacy**

- There is no expectation of privacy. Students should have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. NPCSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may run usage reports as deemed necessary. Parents and guardians are highly recommended to continue to monitor their student's device usage at home. Working together as a team, we can ensure that all students remain safe and are using devices to leverage the best educational experience available.
- Students may be selected at random to provide the school-issued device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into school.
- NPCSC balances the educational value of online resources with any privacy concerns that they may present. On occasion, NPCSC and NPCSC staff may leverage necessary online educational resources, such as *G Suite for Education*, that collect basic information, such as a student's first and last name and school-issued email address, based on the provider's policy and practices of safeguarding such information.

## **Restrictions & Limitations**

- All devices have content filtering installed which will apply outside of school as well. (For example, if a student cannot access a social media site like Facebook at school, they will not be able to access it at home either.)
- NPCSC and Five Star Technology Solutions' personnel have the authority to run access reports for every device.

## **Damaged/Lost/Stolen Devices**

- Users must report any damaged, lost, or stolen devices to school authorities.
- Users must bring damaged devices to the school's designated area.

- The device case distributed to students is specifically designed to protect the device. Damaged devices that are not in a district-issued case may result in becoming the financial responsibility of the student/parent.
- Students may be responsible for the full cost of technology for intentional or malicious damage.

### **Chromebook Device Repair/Replacement Fee**

- Parents will pay an annual damage waiver to cover the repair/replacement of the device should an accident occur that damages the device. There also will be a deductible associated with accidental repair/replacement. Exact costs will be communicated to parents each school year.

### **Progressive Technology Consequences**

- Low-level, first time infractions will receive lesser consequences than infractions that are repetitive or more serious in nature. Each technology usage infraction will be evaluated by staff and consequences will align with the progressive discipline options located in the student handbook.

## **Transportation (Ref: Board Policy 8350)**

### **Transportation Changes and Bus Passes**

Every student eligible for bus transportation has a regular way of traveling to and from school. If a child does not have written parental permission, the child will be sent home in his/her usual way. Emergency changes for transportation may be arranged by a telephone call to the school office. No bus passes will be provided except in extreme emergencies.

### **Transportation Bus Conduct Policy**

Riding the school bus is a privilege, and misconduct while riding a school bus can result in the loss of riding privileges. Students should be at their designated bus stops five (5) minutes prior to the arrival of the bus and should wait until the bus comes to a complete stop before attempting to load the bus.

Students are expected to conduct themselves in an orderly manner and abide by school rules at bus pick-up designated by the Transportation Department.

Privilege to ride a North Putnam School Bus may be suspended for continuous misbehavior, not following the safety and conduct rules, or lack of cooperation with the driver. Please note that nothing in this policy will prevent an administrator from assigning a more severe consequence, up to and including suspension and recommendation for expulsion.

### **Bus Safety and Conduct Rules:**

1. Go immediately to assigned seat and remain in the seat for the entire bus trip.
2. Remain seated and facing forward while the bus is in motion.
3. Talk in a quiet reasonable tone of voice. Loud, boisterous, profane language or indecent conduct will not be tolerated.
4. Students will not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
5. Throwing items on the bus will not be tolerated.
6. Food, drink, candy and gum are prohibited on the bus.
7. Students are permitted to listen to music using headphones.
8. Phones and electronic games are prohibited.
9. Windows are not to be lowered below the designated mark and only with the driver's approval. Keep head, hands, and feet inside the bus at all times.
10. Keep aisle of bus clear of all items, feet, legs, book bags, instruments etc.
11. Students shall be respectful of the bus driver and follow all directions given by the driver.
12. Treat all school property with respect.
13. Observe the same conduct rules as expected in the classroom.
14. Students must be completely quiet when bus stops at all railroad crossings.
15. Students must board the bus at their school unless prior written permission has been given by the school to board the bus at another location.
16. Musical instruments are allowed on the school bus but need to be held by the student during the bus trip. Instruments will not be permitted to be stored in the back of the bus (blocking the emergency exit) or stored in the luggage compartment (safety issue).
17. Girls sit with girls and boys sit with boys.
18. Skateboards, scooters, etc. are prohibited on buses.
19. Students should be at their designated bus stop, waiting for their buses five (5) minutes before their scheduled pick up time. It is important for students to be at their stop before the bus arrives, so that they will not cause the other students to be late for school. If a student misses a bus, because she/he was late getting to her/his stop, the bus will not return to pick up the student. It will be the parent's/guardian's responsibility to provide other transportation for the child so she/he can attend school.
20. The Transportation Department Administration will designate the bus stops and pick up times for students at the beginning of the school year.
21. Smoking, lighters, matches, drug possession, fighting, weapons and/or damage to the school property are not tolerated and are prohibited.

22. All students who ride the bus to and from school or any school activity are subject to these rules. Behavior, which distracts the driver, is a hazard to the safe operation of the bus and jeopardizes the safety of all.

### **Parking & Driving Policy/Regulations**

NPCSC Policy 6810 - Properly licensed students may drive automobiles, ride motor scooters or other self-propelled vehicles to and from school. Said vehicles must be properly licensed and must be registered in the principal's office. Students may ride bicycles to and from school. All vehicles operated by students for purposes of transportation to and from school must be parked in a designated area and should remain there throughout the school day unless permission is given by the principal or designee to use the vehicle. Evidence of driving in an unsafe manner shall be cause for driving privileges to be denied.

Such vehicles are subject to search.

School authorities may use outside agencies to assist in searches.

1.All motorized vehicles (cars, trucks, motorcycles) driven to school must be registered with the assistant principal's office before the student begins driving to school. Failure to comply with this request will result in the following disciplinary steps:

- a. 1st Offense: Warning that registration form must be completed and returned the following day
- b. 2nd Offense: Loss of driving privileges until the form is completed and submitted to the assistant principal
- c. 3rd Offense: Driving privileges suspended for the remainder of the semester
- d. 4th Offense: Car towed at owners expense, contact law enforcement, and assign OSS

2.All student vehicles are to be parked in the designated areas. Students are not to park in the front or behind the school building unless permission is granted by the administration.

3.Motor vehicles and bicycles are not to be operated during the school day without permission from the administration.

4.Parking tags or stickers are required. Students must display this form of registration at all times. If not, disciplinary procedures as outlined in #1 above will be followed.

5.SCHOOL BUSES HAVE PRIORITY. STUDENTS MUST YIELD RIGHT-OF-WAY to all buses.

6.Student drivers/riders are expected to enter the building upon arrival to school.

7.The parking areas are off limits during school hours.

8.The school is not responsible for damage, theft, or vandalism of vehicles parked on school property.

9.School authorities have the right to search vehicles parked on school property.

10.Students should exhibit legal driving techniques to and from school, and especially when driving near school buses. Students are expected to use caution at all times, not exceeding ten (10) miles per hour on school grounds.

11.Student drivers shall not pass school buses on County Road 250 East at any time.

## **Supporting Information**

### **Animals**

Live animals are permitted on school property only with advance permission of the classroom teacher and building principal. For reasons of safety, animals must be caged and may not be transported on the school bus. For health reasons of individual children and teachers, some classrooms may not be able to have animal visitors.

At all extra-curricular activities only service animals will be allowed. We ask that for the safety of all attendees that all other animals not be in attendance. No live mascots will be permitted.

### **Responsible and Acceptable Usage Policy for Cell Phones and Electronic Devices**

Statement of trust: Balancing the growing use of technology in society with the responsible and acceptable usage of technology in our academic setting is the purpose of the following policy. The staff of North Putnam High School seek to empower students and in doing so, institutes the following policy:

- Cell phones and other electronic devices may be used during passing periods and during lunch in designated areas only (hallways/cafeteria).
- These items must be put away, silenced, and out of sight in all other locations and at all other times.
- Cell phone and other electronic usage in classrooms for curriculum related classwork is at the discretion of each individual teacher. Students will be made aware of their teachers' expectations regarding these electronic devices. If a student is using a cell phone or electronic device in violation of school or classroom rules, he/she will have the item confiscated and turned in to the school's assistant principal. Students will be eligible to pick the device up the following morning. If a student request to have their cell phones at an earlier time, it is required that a parent/guardian come to school to claim the confiscated device or a plan for discipline is made with the assistant principal. Failure to give the device to any staff member upon request will be considered insubordination resulting in disciplinary action.

- Inappropriate use includes but is not limited to: use in restrooms, use in hallways during class time, bypassing the nurse's office to leave school ill, cheating, cyberbullying, sexting, taking photos or videos.
- For students who have multiple violations stepped disciplinary measures will be used.

Should referrals increase based on the responsible and acceptable policy, the administration of North Putnam High School reserves the right to discontinue the above allowances at any time.

#### Important Notice to Students and Parents Regarding Cell Phone Content and Display

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8- 8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

#### **Media Center**

The library has books and magazines for study and recreational reading. It is open for use during the entire school day and a short time before school. Books are expected to

be returned on time. If a student loses a book, he/she must pay for it. If a book is damaged while checked out to a student, he/she must pay for its repair or replacement. Fines are charged for overdue material.

### **Student Council**

Each school may have a student council. Its purposes are to provide service to the school, to increase school spirit, to promote better relationships and understanding between administration, faculty, and students, to introduce new ideas for policies and activities with the school, and to discuss problems arising within the school community. Student Council members represent their classes by bringing ideas, suggestions, comments, and questions to the council and taking information, ideas, and plans back to their classmates. The Student Council represents the student body as a whole by presenting ideas, suggestions, and comments to the school faculty and administration.

### **Supervision of Students**

**Students are supervised by teachers throughout the day. Students are to exit the building by 3:30 p.m. unless they are under the direct supervision of a staff member. Students staying after school for an extracurricular activity must be under the sponsor's supervision at all times.**

### **What To Do If You Have A Complaint Or Concern**

Though the faculty and administration make every effort to avoid problems, parents and students will occasionally disagree with decisions that are made in regard to discipline or grades. In most cases, problems can be resolved when parents speak to the person who is directly responsible for decisions that have been made concerning a student. The appropriate channels for help with a concern about teacher or sponsor are as follows: 1. assistant principal; 2. principal; 3. superintendent; 4. school board.