

**Northeastern High School
Student Handbook
2022-2023**



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Title	Page
Academic Honors Diploma	14
Academic Information	12
Adult students	38
After School Detention	51
Alternative School/Northeastern Learning Lab	22/52
Announcements	32
Attendance Limits/Excessive Absences	5
Attendance policy	3
Attendance Reporting Procedures	6
Authority of adult employees	2
Behavior contract	51
Book Rental	31
Bullying	48
Cadets	23
Cafeteria Expectations	33
Certified Absence	4
Cheating & Plagiarism	35
Class rank	21
Class Suspension	50
College visits	22
Commencement participation	20/61
Confiscated items	31
CORE 40	13
Dances	34
Determination of Legal Settlement	2
Directory Information	24
Dress guidelines	27
Driver's license restrictions	37
Driving regulations	36
Drug Test Policy	62
Dual Credit	21
Due Process Indiana Code	56
Due Process Rights	39
Earning Credits	19
End of Course Assessments (ECA's)/ISTEP+	18
Enforcement of standards	38/49
Enrollment-Class Schedules	10
Excused Absence	3
Exempt Absence by Statute	4
Expulsion	53
Expulsion & Suspension Information	39
Extra-curricular participation	6
FERPA	23

Financial obligations	25
Foreign Exchange Students	12
Fundraisers	34
General High School Diploma	13
Grade amendment	17
Grade Point Average (GPA)	12
Grading scale	13
Graduation Pathways	16
Graduation requirements	13
Guidance and counseling	10
Habitual offenders	47
Harassment	47
Homework policy	26
In-school suspension	52
Independent Course Study	22
Indoor Air Quality Coordinator	2
iPads	30
Late to Class (Late)	5
Late to School (Tardy)	5
Late Work	26
Law enforcement	37
Library/Media Center	28
Lockers	31
Lost and found	32
Lunch Detention	50
Make-up Work	7
Midterm graduation	17
Mission	1
Mobile Phones/Electronic Devices	29
National Honor Society	35
Non-discriminatory policy	1
Nursing care	8
Online Credit Policy	22
Out of school suspension	53
Parent participation	39
Personal property	29
Pesticide applications	2
Pre-arranged absences	6
Progressive Discipline Plan (Behavior Consequence)	53
Progressive discipline	38
Proof of residency	2
Removal from course	41
Reporting of Harassment	48
Restraint Policy	47
Restricted areas	31

Restrictions Due to Suspension or Expulsion	55
Richmond Area Career Center	17
Safe Schools Reporting	49
Saturday School	52
School bus rules	33
School delay/closing	29
School Flex Instructional Program	11
School grounds	36
School Interventions of Attendance	8
School Resource Officer	37
Self-administered medication	9
Senior reward trip	32
Sign in/sign out	7
Social probation	53
Standards of Behavior	40
Student classification	21
Student disciplinary records	25
Student Discipline Code	38
Student educational records	23
Student Resource Time (SRT)	32
Technical honors diploma	14
Telephones	32
Transcript requests	25
Trips	32
Unexcused absence	5
Vision	1
Visitors	28
Weapons Language/Use of Metal Detector	46/72
Weighted grade policy	13
Withdrawal from school	23

NORTHEASTERN HIGH SCHOOL

Since 1967

School Colors – Forest Green, Gold and White
School Nickname – Knights

School Song – adapted by Rex Jenkins
Go you, Northeastern, go right down the floor
With the green and gold a flying
We will cheer you all the more, Knights! Rah! Rah!
Go you, Northeastern, fight for victory
Sing out the glory of our name,
Go, Northeastern, win this game.

WELCOME TO NORTHEASTERN HIGH SCHOOL!

We expect that the time you spend here will be meaningful and rewarding. Your progress in each subject will depend on your interest, desire, effort and ability. Success depends on you. Practicing the following will help you achieve your goals:

1. Be on time and be prepared to succeed.
2. Tell the truth; get beyond denying and lying.
3. Respect others and encourage the right to teach and the right to learn at all times.
4. Be responsible for your choices. Expect to be held accountable for them.
5. Have fun responsibly.

This handbook will provide important information regarding some of your privileges and responsibilities. This by no means is to be interpreted as being a complete list of services, rules, and regulations of the school. It should help you to know your school better. Please remember that Northeastern High School can only be as good as you make it. **HAVE A GREAT YEAR!**

NWS VISION

A nurturing family, where each Knight belongs, grows, and contributes.

NWS MISSION

We create a safe, inclusive environment that empowers every learner to meet personal goals through engagement in quality instruction and authentic opportunities to positively impact their lives and the community.

NON-DISCRIMINATION POLICY

It is the stated policy of the Northeastern Wayne School Corporation not to discriminate on the basis of race, national origin, sex or disability.

This non-discrimination policy applies to students' access to courses and programs, to physical education and athletics, to counseling and guidance, to vocational education programs, to financial assistance, to extra-curricular activities, and to other matters related to students. This policy further applies to all employees and patrons of the school corporation.

A Compliance Officer has been appointed for the Northeastern Wayne School Corporation. It is the Compliance Officer's responsibility to see that both the "letter" and the intent of this non-discrimination policy are followed.

Inquiries, information, or formal complaints should be addressed to the Compliance Officer, Northeastern Wayne School Corporation, Administration Office, 7299 N US 27, Fountain City, Indiana. Telephone: 765-847-2821

PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal. You will be given a form to complete and return to the building principal if you wish to be notified of pesticide applications that may occur during school hours or school activities. You will then be notified at least 48 hours prior to any application of pesticide that is scheduled during school hours or activities. Every effort will be made to apply pesticides when students, staff members, or any other individuals are not present in the area that is to be sprayed.

INDOOR AIR QUALITY COORDINATOR

Questions and concerns regarding indoor air quality should be directed toward Transportation Director Steve Burge.

AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of Northeastern High School have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any student is corrected by an adult employee, whether the employee is faculty, substitute teacher, clerical, cafeteria, custodial, or bus driver, the student is expected to accept such correction. The rights and responsibilities set forth herein no way limit the legal authority of school officials to deal with disruptive students. In addition, the rules contained within this document are not to be considered exhaustive. Rules and regulations may be added from time to time at the discretion of the school administration in order to provide a safe and secure environment for all students and staff.

Therapy Dog

Currently, Northeastern High School does not have a certified therapy dog. In the future, if Northeastern High School obtains another certified therapy dog, it will be trained to provide affection, comfort, and love to students and staff. The Therapy dog will complete obedience training and will meet every veterinary health and inoculation requirement set forth in the state law and local regulation or ordinance, including but not limited to current rabies vaccinations. The location of the therapy dog would be communicated and would be under the supervision of trainer therapy dog handler. With teacher permission, the therapy dog could be present in classrooms during the instructional day. Any student or staff member allergic to dogs and/or who prefers the therapy dog not be present in his/her classroom should notify the principal at the beginning of the school year or at the time of acquisition of a therapy dog.

PROOF OF RESIDENCY

Proof of residency is required for all new students or for any student(s) that school personnel request verification. You must have **all** documentation with you at the time of registration. This includes the student's birth certificate, immunization record, and social security card. If not, your appointment will have to be rescheduled. To prove Northeastern residency, you must provide **two (2)** of the following items:

One (1) of the items MUST be either of the following:

- Settlement Statement or HUD Statement (Received at Closing)
- Lease/Rental Agreement for Home

Plus one (1) of the following:

- Copy of Filed Internal Revenue Service Form

- Change of Addresses Form from the United States Postal Service
- Voter Registration
- Indiana Driver's License
- Current Utilities Bill

DETERMINATION OF LEGAL SETTLEMENT

Criterion #1: If the student lives with parents and is under eighteen (18) years of age or over eighteen (18) years of age but not emancipated, the legal settlement is the School Corporation where the student's parents reside as defined in IC 20-26-11-2.

Criterion #2: If the student lives separately from parents and is over eighteen (18) or under eighteen (18) and emancipated, then legal settlement is the student's address.

Criterion #3: If the student lives with a divorced or separated parent, the legal settlement is the address of the parent having physical custody unless the custodial parent makes an election at least fourteen (14) days before the first student day of the school year for the student to have legal settlement in the school corporation where the noncustodial parent resides. (See I.C. 20-26-11-2(3) and 20-26-11-2.5)

Criterion #4: If the student lives with a person because the parents are residing outside of the United States due to educational or business pursuits and maintain no permanent home in the United States and have officially placed the student in the home of the person, the legal settlement is the address of the person with whom the student lives.

If legal settlement cannot be determined by using any of the above criteria, and the student is being supported by, cared for by, and living with another person, the student's legal settlement is the address of the person with whom the student lives, except where the parent is able to support the child but has placed him/her with the other person primarily for the purpose of attending Northeastern Wayne School Corporation.

If the facts are in dispute, the school corporation may condition acceptance of the student's legal settlement on the appointment of the person with whom the student lives as his/her legal guardian or custodian. However, if a student does **not** reside with his/her parents because they are unable to support him/her, and the student is not residing with an individual primarily to attend a particular school, the student's legal settlement is the address where the student resides, and the establishment of legal guardianship may not be required by the school. A legal guardianship or custodianship which is established solely for the student to attend school in a particular school corporation will not affect the determination of the student's legal settlement. If there is a dispute concerning residency or legal guardianship, the student will be enrolled pending resolution of the dispute. All forms pertaining to legal settlement, educational guardianship, etc. are available in the Guidance Office. (I.C. 20-26-11-2; 20-26-11-2.5).

ATTENDANCE

Philosophy

Regular attendance is essential for a student's success in school. Every absence, whether excused or not, is a day lost in the classroom that can never be retrieved. While make-up assignments may be completed, the dialogue between the teacher and the students can never be effectively duplicated. The State of Indiana places education at the top of its priorities and the Indiana Compulsory Attendance Law requires students to attend school regularly. Accordingly, it is incumbent upon NHS to use every reasonable measure to assist students in developing positive attendance habits. While the responsibility

for a student being present in school rests with the student and his/her parents, the school will assist the parents and student in this responsibility. This cooperation between the student, parents and the school is essential in providing the fundamental foundation of regular school attendance.

Attendance Classification and Definitions

Absence - An absence is declared when a student is not in class. A student who misses more than half of a scheduled class or is found to be truant for any part of the period shall be considered absent. The classroom teacher will record attendance each period. This record will serve as the official documentation of classroom attendance.

Excused Absence – All absences verified by a parent/guardian within 48 hours of the student’s return to school shall be excused. ALL excused absences including (personal illness, family vacations and pre-arranged absences) **WILL** count toward the attendance limit imposed by Northeastern High School unless circumstances meet exemption criteria detailed below:

Certified Absence – Certified absences are recorded as excused in the student’s attendance record with parent communication. However, when appropriate documentation is provided, the absence will be certified and does not count toward the attendance limit imposed by Northeastern High School.

1. Death in the Immediate Family and Funeral Attendance.
2. Suspensions.
3. Incarceration.
4. College Visits within Prescribed Limits. (See Section “College Visitation”)
5. Observance of a Bona Fide Religious Holiday.
6. Physical or Mental Incapacitation. Documentation from a physician stating the student was either physically or mentally incapable of attending is required. This classification includes professional appointments. It is not guaranteed that documentation submitted after the 48-hour deadline will be accepted.
7. Professional Appointments (Medical). Documentation from a physician stating the student was seen/treated in their office. Only the time required for travel and the actual appointment time will be exempted.

Exempt by Statute - In accordance with the Indiana Compulsory Attendance Law, a student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner (I.C. 20-33-2-(14-17.5)).

1. **Service as a Page or as an Honoree of the General Assembly**. Must be verified by a certificate of the secretary of the Senate or the chief clerk of the House of Representatives.
2. **Service on Precinct Election Board or for Political Candidates or Parties**. Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
3. **Witness in Judicial Proceeding**. Submit the subpoena or documentation to the appropriate school authority for verification.
4. **Duty with Indiana National Guard**. The governing body of a school corporation shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty.

5. **Duty with Indiana Wing of Civil Air Patrol.** The governing body of a school corporation shall authorize the absence and excuse of each secondary school student who is a member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol for not more than five (5) days in a school year if the student submits to school authorities appropriate documentation from the Indiana wing of the civil air patrol detailing the reason for the student's absence.
6. **Educationally Related Non-Classroom Activity.** The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity must meet all the following conditions: (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board. (2) Facilitates the attainment of specific educational objectives. (3) Is a part of the goals and objectives of an approved course or curriculum. (4) Represents a unique educational opportunity. (5) Cannot reasonably occur without interrupting the school day. (6) Is approved in writing by the school principal.
7. **State Fair.** 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).

Unexcused Absence – Any unverified absence when the school receives no parent/guardian communication or any absence where the student is truant or out of area. Unexcused absences count toward the attendance limit. Examples include but are not limited to: babysitting, other appointments (hair, nails, senior pictures), oversleeping, truancy to or from school, and any absence not categorized as an excused absence.

Late to Class – (Late)

A student will be considered Late to Class when not in the instructional area when the bell rings. Individual teachers have the right to enact the rule for their individual classrooms that students must be in your seat when the bell rings. Students will be informed on the first day of school by each teacher's standard for "Late to Class" will be used in each class.

1st Offense - Warning

2nd Offense - Lunch Detention (Teacher Assigned)

3rd Offense and Higher - Office Referral for Progressive Discipline

If a student arrives later than ten (10) minutes to class, the teacher will send the student to the office.

Students who are excessively late to multiple classes may face additional consequences designed to improve prompt arrival to class.

Late to School (Tardy)

The school accepts the responsibility of helping develop good character habits in its students. Chronic tardiness is a deterrent to success in both education and work environments. Students will be considered tardy to school if they are not in their 1st period classroom when the bell rings. Students arriving to 1st period after the bell must report directly to the MAIN OFFICE and sign in indicating the time/reason and receive a "late admit" slip. Teachers will not admit students to 1st period without a "late admit" pass from the office. ANY tardy will count toward the allotted tardy limit. Additionally, ANY tardy will be considered unexcused unless a parent(s) and/or guardian(s) contacts the school the day of the tardy.

The following steps will occur for students that are tardy to school:

Per semester:

1st & 2nd Offenses - Warnings

3rd Offense - Lunch Detention (Office Assigned)

4th Offense and Higher - Office Referral for Progressive Discipline

Important Definitions

Truancy – Students who leave the school building without prior permission from the Office or who refuse to attend school in defiance of parental authority will be considered truant. Absences attributed to truancy are unexcused and count toward the attendance limit imposed by Northeastern High School.

Out of Area (Skipping) – Students who remain on school grounds, but purposely miss or skip part of or a full class or SRT assignment without permission.

Unverified Absence – Any absence not verified (or excused) by the parent within 48 hours of the student's return to school. Unverified absences are unexcused and count toward the attendance limit imposed by Northeastern High School.

Attendance Limits/Excessive Absences

A student may not be absent, excused or unexcused, more than 6 periods in any class per semester. On the 6th absence, the student will be placed on an attendance contract. Further absences may result in loss of credit in that class or classes. If a student loses credit in one-half or more of his or her classes, a recommendation for expulsion for the remainder of the semester may be made to the Superintendent. Certified or exempt absences are not included in this total.

Extra-Curricular Participation

1. Students must be present for a minimum of four (4) periods, with the remaining periods considered an excused absence to participate in that evening's practice, contest, or other related activity.
2. An athlete must be present for his/her entire first period class the day after an athletic contest.
3. Parent and/or guardian notes will NOT be allowed.
4. Students who are absent from school the last day of the week for an excused absence may participate in practices and/or contests on the following day provided their health has sufficiently improved and both the parent and the coach approve.
5. These attendance standards in no way restrict a coach from enforcing more stringent requirements for his/her team.

Pre-Arranged Absences

Students will obtain a form from the secretary at least 24 hours prior to the absence. Parents should send a written note with the specifics of the absence. Students are responsible for obtaining make-up work. Reminder: Family vacations are pre-arranged excused absences and **WILL** count toward the six-day limit.

Cancellation of school can extend the end of the school year into the first days of June. Therefore, it is recommended that vacations not be scheduled during this time period or during the week of first semester finals in December.

Attendance Reporting Procedures

When a student is absent from school, the following procedure must be followed:

1. It is expected that a parent or guardian calls the Office or the attendance voice mail 847-2591 before 10:00 AM of the day the absence occurs to notify the school of the absence. After 10:00

AM, absences may still be reported via the attendance voicemail. The following should be included on the voice mail message:

- The student's name and grade
 - The name of the person making the call and the relationship to the student
 - The reason for the absence
 - The date(s) of the absence(s) and periods, if not for the entire day.
 - A telephone number so the call can be verified
2. If a parent does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school. If the absence is due to a medical, dental or other professional appointment, a note of verification from the place of business is required. The note should include the date, time and length of the appointment on a professional letterhead with phone number and address.
 3. The Office must receive all phone calls and verification notes within 48 hours of the student's return to school in order for the absence to be excused. The attendance voicemail is available 24 hours a day, seven days a week. It is the responsibility of the parents to report absences to the school promptly.

ELEARNING DAYS

Northeastern High School will use eLearning days in alignment with the State of Indiana's expectations. For these days, there are planned eLearning days in the school corporation calendar and days when eLearning days are called due to inclement weather or unforeseen circumstances. For purposes of clarification, the expectations for eLearning days, based on the situation, are as follows:

- Planned eLearning Day expectations
 - Are listed on the school corporation calendar
 - Instructions and instructional expectations will be posted 3 days in advance.
 - Students will have 3 school days to complete the assigned work.
 - Teachers will not have office hours on these days. You are always encouraged to reach out to your teacher if you have questions.
 - If a student does not complete the work within the allotted time, the class period that the assignment was not completed will be marked as absent.
- Unplanned eLearning Day Expectations
 - These days are not planned and called due to inclement weather or unforeseen circumstances.
 - All teachers will have the instructions and instructional expectations posted by 9:00am.
 - Teachers will have office hours from 10:00am until 2:00pm.
 - Students will have five (5) school days from the last unplanned eLearning to submit assignments.

SIGN IN AND SIGN OUT

When a student arrives late or needs to leave school for any reason, he/she is required to sign in/out of the main school office. If it is necessary for a student to leave the building for any reason, parent verification will be made by phone and he/she must sign out in the high school office. Failure to sign out will result in a disciplinary action of truancy. Students will not be allowed to leave school grounds without the knowledge and permission of a parent or guardian and office staff/administration. This applies to all students, regardless of the fact if they are 18 years of age or older.

Procedures:

1. The parent or guardian should call the office or send a note in with the student before school. If appointment/leave time is within an hour, call the Office directly at 847-2591.
2. The Secretary will write the student a pass to leave at the specified time.
3. The student will show the pass to the teacher and report to the Office to sign-out. All students leaving the building without permission or without signing-out will be considered truant.
4. Upon returning, the student must sign-in at the office. When a student leaves for an appointment, written verification from doctors, dentists, and other professionals must be presented at that time.
5. Before a student who has become ill or injured is sent home, the school will notify parents or guardians to arrange for transportation. If parents are picking up an ill student from school, they must pick them up from the main office for safety reasons. In case of an injury which needs medical attention, an attempt will be made to consult with the parent or guardian for advice. Under no circumstances will the school allow another student to transport the ill or injured student. If a parent or legal guardian cannot be reached, the student will be taken to a doctor or the hospital. The school does not assume responsibility for payment of these bills.

Make-Up Work

It is the responsibility of the student to schedule make-up work and due dates with his/her teachers. All work assigned during an absence should be made up, regardless of the reason for the absence. The designated time limit is **two days** for each day of absence, beginning the day the student returns to school. Homework and other minor assignments missed due to truancy may not receive credit. During a suspension, students will be allowed to make-up all missed assignments, tests, projects, etc. and receive appropriate credit. Daily homework assignments are due upon return from a suspension-

A student who is absent the day of a test is expected to take the test upon returning to school. The expectation is that projects or other assignments due on a missed day will be turned in on the day of return. (Note: The same test may or may not be given for make-up.) A teacher should use appropriate professional discretion in administering this rule.

Students are encouraged to log into Canvas to access class work when absent from school. There is no need for a parent to request student work, unless there is no internet connectivity at the home and hard copies of work are needed. In this case, all parent requests for student homework must be communicated to the office secretary by 10:00 a.m., so that the work can be made ready for pick-up by the end of the school day. Direct contact with the teacher is highly recommended. If make-up work is requested and picked-up, the expectation is that work will be completed and ready to be submitted upon returning to class.

Habitual Truancy – Students who accumulate more than ten (10) days of unexcused absences in one (1) school year may be recommended for expulsion (I.C. 20-33-2-11).

Perfect Attendance – Perfect attendance is defined as no absences to any and all classes for the entire school year. Only those absences exempt by statute are permissible.

School Interventions for Attendance

*All absent students will receive a ParentSquare notification and/or Harmony notification.

A telephone call will be made for any unverified absence. When a student has accumulated a set number of absences counted against the Northeastern High School attendance limit, the following procedures will be followed:

1. Day 4- Email/letter sent via Harmony
2. Day 5-A phone call will be made to parents/guardians
3. Day 6 - Meeting with student and administrator
4. Day 7- Attendance Contract Implemented, Parent Meeting with school administrator and SRO

Further violation may result in loss of credit and contact with DCS and prosecutor.

NURSING CARE

1. All accidents are to be reported to the teacher in charge, who then reports it to the clinic and necessary authorities. An accident/incident report must be submitted.
2. Students should report an illness to the classroom teacher, who may then in turn, send that student to the clinic.
3. If an illness warrants a student going home, that student's parent/guardian will receive a phone call from the school nurse or designee to obtain permission to send that student home. Students who contact parents directly via phone, texting, etc. without going to the clinic, will be subject to disciplinary action as described in the cell phone policy.

In the event of an illness occurring at school, students are encouraged to report to the nurse's office and the nurse will contact their parents/guardians. Unless our nurse or other medical professional verifies the illness, this absence will count towards attendance limits. Please consider the ramifications of direct parental communication for an illness. It can cause confusion and serve as a disruption to office productivity and school function.

Administration of Medication at School

Parental Consent

With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.

Non-Prescription Medication

All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

Prescription Medication

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick, to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be

kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's statement (in the case of non-prescription medicine) only by a school nurse or other employee designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Non-FDA Approved Medications or Treatments

Students may be administered non-FDA approved medications or treatments (such as CBD oil) under the following conditions:

1. Parent/Guardian will provide a prescription from a health care provider (as stated above).
2. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) must administer the prescribed dosage to the student.
3. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) must maintain possession of the medication. The medication will not be stored on school property.
4. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) will administer the prescribed non-FDA approved medication in the school health center.
5. Parents/Guardian may submit in writing a list of other adults that may come to the school to administer the dosage of the medication including parent signature. This list must be specific with names, dates, dosage, and time.

Self-Administered Medications (IC 20-33-8-13)

Students may possess and self-administer medication if the following conditions are met:

1. The student's parent or guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in (2.).
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in (1.) and (2.) above must be filed with the student's principal annually.

Release of Medication

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent or guardian; or
2. an individual who is:
 - a. at least eighteen (18) years of age; and
 - b. designated in writing by the student's parent or guardian to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school function with a student only if the student's parent or guardian provides written permission for the student to receive the medication.

Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol for the use of medication in emergency situations.

SCHOOL COUNSELING

The school counseling department can help with the following:

1. scheduling questions
2. interpreting and evaluating test scores
3. assessing student progress
4. assisting with teacher/parent communication
5. establishing parent conferences for failures, college planning, financial aid, career planning, scholarships, etc.
6. assisting in conflict resolution and mediation
7. assisting with student self-assessment of behavior and goal setting
8. providing information regarding various student assistance programs

Students that would like to make an appointment with their counselor will see the high school secretary where students will be directed how to accomplish this.

ENROLLMENT—CLASS SCHEDULES

Each year, all students choose a course of study for the following year. You, the student, are the most important factor in planning this schedule. It is important that you give serious consideration and make your selections wisely. Your schedule, along with all other students' schedules, helps determine the curriculum and staff needs. Therefore, it becomes difficult to change courses once the program is established.

During the second semester, you will bring home a list of requested classes for the coming year based on your academic needs and interests in accordance with your diploma type. Please discuss the requested classes with your parents/guardians, contact your counselor if any clarification is needed and return the course request form to your counselor. In order to plan the master schedule and to make staffing decisions, the school uses information from course requests to build the master schedule.

Student schedules will be given to the student in the spring of the previous school year. Students and parents should look over the student's academic schedule. If there is a need for a change in the schedule, students must complete a change of schedule form in the main office within the ***FIRST TWO WEEKS*** (10 school days) of the semester and discuss with her/he counselor. Schedules will not be changed after this two-week window unless granted permission by the principal; schedule changes will be made to meet the academic needs of students. After 2 weeks, no new classes will be added. A transfer to a different level class may be made, if scheduling logistics permit, with the input of the parent and teachers involved. The student's earned grade-to-date is transferred to the receiving teacher.

Students will not be allowed to change classes after the two week window unless it is critical to the student's graduation or a scheduling error has been made by the school. Any student withdrawing from a class during the semester may result in a WF for the semester.

The registration of all students who enter after the first day of registration is made through the Corporation Registrar.

Applicants and/or students who would become eighteen (18) years of age, but less than twenty (20) years of age may be denied admission if the student's attendance, behavior, or conduct at Northeastern or at prior school is deemed inappropriate.

Applicants and/or students who would become twenty (20) years of age, or older, during the school year may be denied admission. The school will determine the appropriate educational setting or educational program for those students over the age of eighteen (18), considering such factors as the student's age, attendance history, discipline records, criminal history records, and other pertinent information.

Students who seek to enroll at age eighteen (18), or above age eighteen (18), may be required to enroll in an alternative program through Northeastern High School that is other than the typical school setting and the typical school day in which they could still earn credits toward a high school diploma. This policy would also apply to students under the age of eighteen (18) who have been detained in juvenile facilities or incarcerated, or who have dropped out of school and wish to re-enroll and have earned only a few high school credits.

School Flex Instructional Program (Pursuant to IC 20-30-2-2.2)

In the event that it becomes appropriate, and upon approval by the principal, a student may participate in the School Flex Instructional Program. A school may allow an eligible student in grade 11 or 12 to complete an instructional day that consists of three (3) hours of instructional time.

Under this section an "eligible student" means a student in grade 11 or 12 who has:

- a. failed the ISTEP+ graduation exam at least twice.
- b. been determined to be chronically absent, by missing more than (10) unexcused days of school in one (1) school year.
- c. been determined to be a habitual truant, as identified under IC 20-33-2-11.
- d. been significantly behind in credits for graduation, as identified by an individual's school principal.
- e. previously undergone at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
- f. previously undergone an expulsion from school under IC 20-33-8-14, IC 20-33-8-14, or IC 20-33-8-16; or
- g. been determined by the individual's principal and the individual's parent or guardian to benefit by participating in the school flex program

An eligible student who participates in the school flex program must:

- (1) attend school for at least three (3) hours of instructional time per school day.
- (2) pursue a timely graduation.
- (3) provide evidence of college or technical career education enrollment and attendance or proof of employment and labor that is aligned with the student's career or academic sequence under rules established by the Indiana Bureau of Child Labor.
- (4) not be suspended or expelled while participating in the school flex program.
- (5) pursue course and credit requirements for a general diploma; and
- (6) maintain a ninety-five percent (95%) attendance rate.

In addition, Northeastern High School students with a FLEX schedule must still pass five (5) subjects in order to be eligible to participate in athletics (including cheerleading).

Foreign Exchange Students

The principal shall use the following guidelines in selecting and enrolling foreign exchange students:

- The sponsoring organization shall be responsible for the selection of the students.
- Selection is limited to secondary students or recent graduates between the ages of 15 and 18 who have sufficient knowledge of English to enable them to function in an English-speaking environment without the use of an interpreter.
- Requests must be received by the school by no later than June 1st.
- The sponsoring organization shall be responsible for the selection of the host family(s) and shall document, prior to enrollment, that a host family has been established.

ACADEMIC INFORMATION

1. Northeastern High School students who earn a 3.00 or above are placed on the high school honor roll.
2. The honor roll is computed at the end of each grading period and end of each semester.
3. Report cards will be issued at the end of each grading period.
4. Students who receive an INCOMPLETE (I) in a class will have two (2) weeks from the end of that nine-week grading period to turn in work to the classroom teacher. If work is not turned in, the INCOMPLETE (I) will automatically become an "F". Special circumstances will need to be discussed with your school counselor and teacher and require final approval from the principal.
5. To be eligible scholastically for interscholastic athletics, students must have received passing grades at the end of their last grading period in school in at least five full credit subjects or the equivalent and must be currently passing in at least five full credit subjects or the equivalent.
6. National Collegiate Athletic Association (NCAA) Guidelines for College Athletes must be met. Guidelines are available in the Guidance Office.
- 7A. For students graduating in 2023: Selection of Valedictorian and Salutatorian will be based on a student's maintaining their seventh semester overall ranking (overall GPA) at the end of their senior year and Academic Honors Diploma and completion of two semesters of Dual Credit Mathematics, College Literature (grade 11), Composition 101 and Composition 102.
- 7B. Beginning with the Class of 2024, Valedictorian and Salutatorian status is earned via successful completion of the Indiana Academic Honors Diploma and highest cumulative GPA at the end of the 7th semester of high school. All eligibility requirements will be dependent upon academic performance through the first semester of the senior year (the end of the seventh high school semester). In addition, students must have been an NHS student for a minimum of two (2) consecutive school years including their senior year.
8. Home-schooled students must earn a minimum of six (6) semesters from a State accredited high school program to be considered for Valedictorian and Salutatorian.

GRADE POINT AVERAGE

Grade point averages (GPA) will be computed based on the following scale:

A = 4.00	C = 2.00	WP = withdrawn passing
A- = 3.67	C- = 1.67	WF = withdrawn failing
B+ = 3.33	D+ = 1.33	NC = no credit
B = 3.00	D = 1.00	I = incomplete
B- = 2.67	D- = .67	
C+ = 2.33	F = failing	

GRADING SCALE

A+ = 100	C = 73-76
A = 93-99	C- = 70-72
A- = 90-92	D+ = 67-69
B+ = 87-89	D = 63-66
B = 83-86	D- = 60-62
B- = 80-82	F = 59 and below
C+ = 77-79	

WEIGHTED GRADE POLICY

The weighted grade policy is designed to provide students with a grading scale that rewards them for pursuing academically challenging courses that exceed the rigor of the standard curriculum. The weighted GPA is used for all internal recognition such as academic lettering, honor roll status, National Honor Society selection, graduation status, class ranking, and any other recognition given to students.

Courses that qualify for weighted status included classes that are designated as state approved dual credit courses from the priority course list (DC), Advanced Placement (AP), Advance College Project (ACP), and Honors courses. The weighted status is computed by adding 0.3 (for each weighted course taken) to the regular GPA. In order to earn the 0.3 weight, the student must receive at least a “C” or better in the class. For example, if a student earns a “B” in Dual Credit course in a core content area, this translates into a 3.0 GPA plus an additional 0.3 (for the weighted status of the class) so that the total GPA for the class is a 3.3.

SUCCESSFUL COMPLETION OF CORE 40 DIPLOMA

Education, business, labor, and government leaders in Indiana have agreed on education expectations for Indiana high school students. These expectations are called Core 40—a single, flexible, high school curriculum that, except for elective courses, is based on a single set of agreed-upon competencies. Core 40 includes a series of academically challenging courses in English, mathematics, science, and social studies.

GRADUATION REQUIREMENTS



Course and Credit Requirements	
English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>or complete Integrated Math I, II, and III for 6 credits.</i> <i>Students must take a math or quantitative reasoning course each year in high school</i>
Science	6 credits 2 credits: Biology I

	2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits (College and Career Pathway courses recommended)

Schools may have additional local graduation requirements that apply to all students

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

CORE40 with Academic Honors (minimum 47 credits)

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the priority course list,
 2. 2 credits in AP courses and corresponding AP exams,
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a combined score of 1250 or higher on the SAT critical reading, a minimum of 560 on mathematics and 590 on the evidenced based reading and writing section
 - E. Earn an ACT composite score of 26 or higher and complete written section

Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors (minimum 47 credits)

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. Pathway designated industry-based certification or credential, or
 2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

<p>The completion of Core 40 is an Indiana graduation requirement. Indiana’s Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.</p> <p>To graduate with less than Core 40, the following formal opt-out process must be completed:</p> <ul style="list-style-type: none"> ▪ The student, the student’s parent/guardian, and the student’s counselor (or another staff member who assists students in course selection) must meet to discuss the student’s progress. ▪ The student’s Graduation Plan (including four year course plan) is reviewed. ▪ The student’s parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum. ▪ If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined. 	
English/Language Arts	8 credits
	Credits must include literature, composition and speech
Mathematics	4 credits
	2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <i>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</i>
Science	4 credits
	2 credits: Biology I 2 credits: Any science course <i>At least one credit must be from a Physical Science or Earth and Space Science course</i>
Social Studies	4 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
Physical Education	2 credits
Health and Wellness	1 credit
College and Career Pathway Courses	6 credits
Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities	
Flex Credit	5 credits
	Flex Credits must come from one of the following:

	<ul style="list-style-type: none"> • Additional elective courses in a College and Career Pathway • Courses involving workplace learning such as Cooperative Education or Internship courses • High school/college dual credit courses • Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts
Electives	6 credits Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.
40 Total Credits Required Schools may have additional local graduation requirements that apply to all students	

In order to ensure that all students are College and Career ready, Northeastern requires that students earn 2 more elective credits, for a total of 40 credits. It is highly encouraged that students take a computer or technology course, a course furthering a Career Pathway, or any additional course to help prepare a student for college.

GRADUATION PATHWAYS

Students in the graduating class of 2023 must satisfy *all three* of the following Graduation Pathway Requirements. Students prior to the graduating class of 2023 may opt into the Graduation Pathways.

Graduation Pathway Requirement	Graduation Pathway Options
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills¹ (Students must complete <i>at least one</i> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> the following: <ul style="list-style-type: none"> • Project-Based Learning Experience; • Service-Based Learning Experience; OR <ul style="list-style-type: none"> • Work-Based Learning Experience.²

<p>3) Postsecondary-Ready Competencies³ (Students must complete <i>at least <u>one</u></i> of the following.)</p>	<ul style="list-style-type: none"> • Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; • ACT: College-ready benchmarks; • SAT: College-ready benchmarks; • ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; • State- and Industry-recognized Credential or Certification; • State-, Federal-, or Industry-recognized Apprenticeship; • Career-Technical Education Concentrator: Must earn a C <u>average</u> or higher in at least 6 high school credits in a career sequence; • AP/IB/Dual Credit/Cambridge International courses or CLEP Exams: Must earn a C <u>average</u> or higher in at least three courses; <p>OR</p> <ul style="list-style-type: none"> • Locally created pathway that meets the framework from and earns the approval of the State Board of Education.
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MIDTERM GRADUATION REQUIREMENTS

All students must earn 40 credits toward graduation, plus meet graduation requirements outlined by Northeastern High School and the state of Indiana. Students may refer to the Northeastern High School Course Selection Guide for a list of graduation requirements for each graduating class.

A student may graduate from Northeastern High School in **seven** semesters for any one of the following reasons:

1. The student is a parent.
2. The student has been accepted to attend a postsecondary institution in January following the seventh semester attended at Northeastern High School.
3. The student has enlisted in the military.
4. A special circumstance or condition approved by the student’s counselor and principal.

If one of the above applies to a student and he/she wishes to graduate in seven semesters, all of the following policies apply:

1. The student must meet the Core 40 graduation requirements outlined by Northeastern High School and the state of Indiana.
2. The student must be enrolled at Northeastern High School.
3. The student must have parent permission.

GRADE AMENDMENT

With approval of the teacher and an administrator, a student may retake a class in which the student received a C- or below. The course grade will be changed on the transcript if it is higher than the original grade.

RICHMOND AREA CAREER CENTER/ LINCOLN HIGH SCHOOL

The Richmond Area Career Center and Lincoln High School offer a variety of programs available to Northeastern juniors and seniors. Students interested in a career program, listed in the NHS Curriculum Guide, may acquire an application from their school counselor when registering for classes.

Parents of prospective Career Education students should have information about the programs and should give support and approval before students are considered for admission to the required program.

1. Career education programs prepare students for employment upon graduation from high school with entry-level job skills. Some students may continue their education by entering a post-secondary institution upon graduation. There is no job guarantee upon completion of a career education program.
2. Every effort is made to protect the student and provide instruction in correct and safe methods of operation of various types of equipment. Parents and students should know that according to legal precedent, in general, the school or its instructors are NOT liable for accidents or injuries except in cases of specific neglect.
3. Students and their parents are responsible for transportation to and from p.m. programs that run longer than the normal school schedule. Bus transportation ~~is available and~~ will be required for a.m. and p.m. vocational programs that run under the normal school schedule. Students who ride the Northeastern bus for such programs must also sign a separate vocational bus contract. Any student wishing to drive personal vehicles will be required to have a permission form on file at NHS, if the school/program allows students to drive. If a student does not adhere to this, the student will face disciplinary action.
4. Students MUST follow Richmond High School, Lincoln High School, IVY Tech, and Northeastern guidelines of attendance, dress code and discipline code. Should a student be removed from the program before the end of the semester, the student will remain at Northeastern High School the entire day (seven periods).
5. Northeastern High School students that miss the bus to the Richmond Area Career Center or Lincoln High School are to report immediately to the High School Attendance Secretary.

Graduation Waiver Requirements for Northeastern High School **(IC 20-32-4-4.1)**

Waiver from postsecondary readiness competency requirements

Sec. 4.1. (a) Subject to subsection (b), a student may receive a waiver from the postsecondary readiness competency requirements established under section 1.5(c) of this chapter:

(1) if:

(A) the student was unsuccessful in completing a postsecondary readiness competency requirement established by the state board under section 1.5(c) of this chapter by the conclusion of the student's senior year, including a student who was in the process of completing a competency at one (1) school that was not offered by the school to which the student transferred; and

(B) the student attempted to achieve at least three (3) separate postsecondary readiness competencies established by the state board under section 1.5(c) of this chapter; or

(2) if a student transfers to a school subject to the requirements of this chapter during the student's senior year from a non-accredited nonpublic school that has less than one (1) employee or a school out of state and the student:

(A) attempted to achieve at least one (1) postsecondary readiness competency requirement established by the state board under section 1.5(c) of this chapter; and

(B) was unsuccessful in completing the attempted postsecondary readiness competency described in clause (A).

(b) For a student to receive a waiver described in subsection (a), the student must:

(1) maintain at least a "C" average, or its equivalent, throughout the student's high school career in courses comprising credits required for the student to graduate;

(2) maintain a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance;

- (3) satisfy all other state and local graduation requirements beyond the postsecondary readiness competency requirements established by the state board under section 1.5(c) of this chapter; and
- (4) demonstrate postsecondary planning, including:
 - (A) college acceptance;
 - (B) acceptance in an occupational training program;
 - (C) workforce entry; or
 - (D) military enlistment;

that is approved by the principal of the student's school.

As added by P.L.192-2018, SEC.28. Amended by P.L.92-2020, SEC.74.

Failure to meet graduation requirements; child with a disability; eligibility to graduate
([IC 20-32-4-5](#))

Sec. 5. (a) This section applies to a student who is a student with a disability (as defined in [IC 20-35-1-8](#)).

(b) If the student does not achieve a passing score on the graduation examination (before July 1, 2022) or fails to meet a postsecondary readiness competency requirement established by the state board under section 1.5(c) of this chapter, the student's case conference committee may determine that the student is eligible to graduate if the case conference committee finds the following:

(1) The student's teacher of record, in consultation with a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation exam (before July 1, 2022) or successfully completed a postsecondary readiness competency established by the state board under section 1.5(c) of this chapter, makes a written recommendation to the case conference committee. The recommendation must:

- (A) be aligned with the governing body's relevant policy;
- (B) be concurred in by the principal of the student's school; and
- (C) be supported by documentation that the student has attained the academic standard in the subject area based on:

- (i) tests or competencies other than the graduation examination (before July 1, 2022) or postsecondary readiness competencies established by the state board under section 1.5(c) of this chapter; or
- (ii) classroom work.

(2) The student meets all the following requirements:

- (A) Retakes the graduation examination in each subject area in which the student did not achieve a passing score as often as required by the student's individualized education program. This clause expires July 1, 2022.
- (B) Completes remediation opportunities provided to the student by the student's school to the extent required by the student's individualized education program.
- (C) Maintains a school attendance rate of at least ninety-five percent (95%) to the extent required by the student's individualized education program with excused absences not counting against the student's attendance.
- (D) Maintains at least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the state board.
- (E) Otherwise satisfies all state and local graduation requirements.

Waiver for Graduation Pathways

The waiver for students graduating via the Graduation Pathways must still earn an Indiana High School Diploma and demonstrate Employability Skills. The waiver for the Graduation Pathways is only if a student is unsuccessful at completing a Postsecondary Readiness Competency. The following criteria must be met to obtain a Postsecondary Readiness Waiver:

- At least 3 postsecondary readiness competencies attempted by the end of senior year.
- GPA of 2.0 is maintained in the required courses.
- Attendance requirements met at 95%.
- Met all state & local requirements (Students with an IEP are not required to complete local requirements beyond state requirements).
- Demonstrates postsecondary planning.

Credits and Courses that Count for the Graduation Pathways Waiver

For students in the graduating class of 2023 and beyond, the “courses required for graduation” in computing the “C” average for the Postsecondary-Readiness Competency Waiver include the 34 following credits:

- (1) Language Arts – 8 credits (2 credits each from English 9, 10, 11, and 12).
- (2) Social Studies – 4 credits (must include 2 credits in US History, 1 credit in US Government and 1 credit in “another social studies course”).
- (3) Mathematics – 4 credits (must include 2 credits in Algebra I and 2 additional mathematics credits. All 4 credits must be earned after the student enters high school).
- (4) Science – 4 credits (must include 2 credits in Biology and credits from at least one additional science category – Physical or Earth/Space Science).
- (5) Health and Wellness – 1 credit
- (6) Physical Education I & II – 2 credits
- (7) College & Career Pathway Courses – 6 credits
- (8) Flex credits – 5 credits

***Note that while a “C” average is needed in the 34 credits noted above to earn a waiver; students must still earn a minimum of 40 credits to earn an Indiana diploma.**

COMMENCEMENT PARTICIPATION

Students meeting Northeastern High School and the State of Indiana graduation requirements will be permitted to participate in commencement activities and receive a diploma.

Students not meeting Northeastern High School graduation credit requirements will not be permitted to participate in commencement activities.

Special Education students, in accordance with Article 7 of the Special Education Act, will be allowed to participate in graduation ceremonies even if they have not met graduation requirements. They will receive "Certificate of Attendance" or "Certificate of Achievement" based on their plan of study. The Certificate of Special Education will not be differentiated from the other students during the ceremony.

SEMESTER ATTENDANCE POLICY/LOSS OF CREDITS

The loss of credit is serious and can ultimately affect the student's graduation. Students who have lost credit in more than half of their scheduled classes due to the accumulation of absences may forfeit the right to remain in school for the remainder of the semester. The principal reserves the right to review each of the eight (8) absences or more during a semester as an individual case. Extenuating circumstances, (such as hospitalization, homebound, etc.) may be considered in specific cases. A student may not be considered exempt from the attendance requirement solely based on the condition of pregnancy or after giving birth without proper documentation by a physician.

DUAL CREDIT/Advance College Project (ACP): IVY TECH, IU EAST, IU BLOOMINGTON OR VINCENNES UNIVERSITY

Dual credit and the Advance College Project are programs that allow a high school junior or senior to remain in the normal high school classroom and attempt to earn credit toward both high school graduation and college credit through IVY Tech Community College, Vincennes University, IU Bloomington or IU East. Typically, three college credits are earned per high school course (one high school credit). Example: The course Composition 101 equals three college credits but only one high school credit. **STUDENTS ENROLLED IN A DUAL CREDIT COURSE ARE EXPECTED TO COMPLETE THE COURSE. FAILURE TO DO SO MAY AFFECT A STUDENT'S ELIGIBILITY IN EXTRA-CURRICULAR ACTIVITIES AND THEIR G.P.A.** Additional information may be obtained from the School Counseling Department. Students must meet specific dual credit requirements before enrolling in college courses, complete appropriate paperwork per enrollment requirements, and earn a satisfactory grade in the course to receive credit. It is the student's responsibility to have an official transcript sent from the college to the high school to receive his/her credits.

Advanced Placement Program (AP) gives students an opportunity to take college-level courses and exams while they are still in high school. Through successful completion of AP classes, a student may earn credit, advanced placement, or both for college. Credit is earned through AP Exams, which are given the first two weeks in May. Students who choose to take an AP course are expected to take the corresponding AP Exam.

STUDENT CLASSIFICATION

After completion of the school year, students with the minimum credits will be classified as follows:

Sophomores—10 credits

Juniors—18 credits

Seniors—29 credits

STUDENT CLASS RANKING PROCEDURES

Class ranking is based upon the student's Grade Point Average (GPA):

As an example, each Final Letter Grade for the Semester is assigned a point value as listed below. These point values are called Honor Points.

A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67,
D+ = 1.33, D = 1.00, D- = .67, F = 0

Using the formula listed below, the student's Grade Point Average (GPA) is calculated by dividing the total number of honor points by the total number of credits attempted. The students are then ranked from highest GPA to lowest GPA. This placement determines their Class Rank.

$$\frac{\text{Total Honor Points}}{\text{Total Credits Attempted}} = \text{GPA}$$

These calculations are based upon semester grades earned for high school credit. Class rank is figured at the beginning of the school year based upon past records.

Selection of Valedictorian and Salutatorian will be rounded to .100. Students must be eligible to receive an Academic Honors Diploma in order to be considered for either position.

HOW TO EARN CREDITS

For each class successfully completed per semester, one (1) credit will be given.

1. One (1) semester of mathematics = 1 credit.
2. One (1) year or two semesters of mathematics = 2 credits.

INDEPENDENT COURSE STUDY

High School courses completed through independent course study must come from an accredited high school program and must fall under the guidelines of the state's approved course title. Students wishing to take an online class through the High School for credit recovery or schedule conflict must get permission from their school counselor and the building principal (See policy below).

Northeastern High School Online Credit Policy

Online schooling will allow students the opportunity to recover lost credits. The primary function is to get students back on track to graduate. Students may earn 1 credit per course if they meet the requirements for each course. Credit is given once the requirements have been met and then the student may start on another subject.

Online school is available to students who have failed class(es) and need to recover the credit required for graduation. Upon successfully completing the online course and passing the course final students will receive a credit on their transcript. Participation in the Online course is at the discretion of Northeastern High School administration. Failure to successfully earn the credit through use of the Online program may result in the student not being allowed to participate in the Online program in the future. A student taking an online course will have *one semester* to finish their course unless otherwise noted via the time frame specified by the Learning Lab contract. The relative grade may be given if students do not complete this course by the end of the contract timeline. In certain cases, Northeastern may set an earlier deadline that will allow the student to participate in graduation. It is the belief of the Northeastern High School Corporation that the most beneficial educational environment for a student is the regular classroom. It is not the intention of the school to offer online classes in lieu of the regular education classroom.

Online Courses are available to students who meet one of the following criteria:

- *students who have failed class(es) and need to recover the credit required for graduation
- *non-traditional or traditional students who require an alternative setting
- *students who require credit not offered in the traditional classroom setting
- *individual cases based on principal approval

Alternative School

Serving non-traditional students as well as enrichment opportunities, the Northeastern Learning Lab offers individualized instruction, which provides flexibility in meeting the needs of the learner using an online learning platform, Imagine Learning (aka Edgenuity). The smaller class sizes, half-day scheduling, and personal attention all serve to improve the student's social/behavioral needs and chances for academic success through credit recovery. Traditional students may be offered individual classes based on academic need. The Northeastern Learning Lab will operate on a half-day (three hour) A.M. schedule. Students registered to the Northeastern Learning Lab will be self-contained in the alternative classroom. Furthermore, students will work at their own pace on subjects needed to meet graduation requirements but need to complete courses according to their Learning Lab Contracts.

COLLEGE VISITATION DAYS

Visitation to colleges and technical schools will follow the following guidelines:

1. Juniors and seniors may have two (2) college visitation days per year.
2. Requests for college visitation days must be presented to and approved by the guidance director and assistant principal five (5) school days prior to the campus visit. Approval may be denied due to excessive absenteeism and/or other Student Handbook violations.
3. College visitation days are not permitted to extend school breaks or holidays: Fall Break, Winter Break, Spring Break, Labor Day, etc.
4. College visitation days are not permitted in May. Upon returning from a college visitation day, the student must have obtained a signature and title from an official who can verify the student attended a bona fide orientation day. Failure to do so will result in an unexcused absence.
5. College visitation days may not be granted to students who have exceeded their attendance limit (excused, unexcused, prearranged, truancy, or family vacations), who have failed a class the previous nine weeks, or are currently failing a class.

CADETS

The following are requirements for teacher/office cadets:

1. Students must be a junior or senior.
2. Students must have a GPA of 3.33 (B+) or better.
3. Students who have been suspended from school may not be eligible.
4. Students must have no excessive absenteeism.

If a student experiences academic or discipline problems, he or she may not be permitted to remain as a cadet for the next semester. Eligible students may request a cadet position during registration or through the first week of school in either semester. The school counseling department, with the approval of the principal, will determine the placement of office/teacher cadets.

WITHDRAWAL FROM SCHOOL

Prior to a student withdrawing from school, he/she must report to the guidance office and complete a withdrawal form. All library books, athletic equipment, and school property, such as an iPad, etc., must be returned. Students who fail to turn in assigned textbooks (at the time of withdrawal or expulsion) will be responsible for payment of those textbooks. No student will be allowed to withdraw from school without parental permission and an exit interview with the guidance director, counselor, or administrator. Students pursuing a GED must have an exit interview with the Principal.

STUDENT EDUCATIONAL RECORDS (FERPA)

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Northeastern High School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Northeastern High School to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Northeastern High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Northeastern Wayne Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Northeastern Wayne Schools

may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Northeastern Wayne Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Display of exemplary student work without any grade indicated

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Northeastern Wayne Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Northeastern Wayne Schools has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

STUDENT DISCIPLINARY RECORDS (NCLB)

In compliance with the No Child Left Behind Act [20 USC, 7165(b)], student disciplinary records, specifically those related to suspension and expulsion, will be maintained as a part of each student's permanent record. These documents will be transferred to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis in the school.

TRANSCRIPT REQUESTS

Transcripts will be sent electronically to the college or university selected by the high school student or graduate by logging on www.Parchment.com.

FINANCIAL OBLIGATIONS

Students must pay all fees (excluding book fees) associated with each activity by the established due dates. Special financial arrangements must be made in writing with the principal or his/her designee. Students who have outstanding financial obligations will be restricted from participating in activities that will increase their financial obligations to the school until all overdue balances are paid in full.

TEXTBOOK/TECHNOLOGY FEES

Fees for the entire year will be paid at the beginning of the school year. Students who deface rented textbooks and/or damage their iPad will be required to pay the replacement cost(s) and may be subject to additional disciplinary action. Those who believe they qualify for textbook assistance shall complete a free lunch/textbook form and return it to the school office. TRCF (Textbook and Lunch Assistance) expires each year on October 1st. If you qualified for free/reduced lunches last year and have not submitted an application by October 1st, you will be billed for the full amount of textbook/technology rental fees. A \$50 textbook/technology fee is due at the time of registration for all students (on or before August 10th). A payment plan contract is also available through each school's treasurer but must be in place by August 12th. Textbook/technology fees not paid by October 31st shall be submitted to the Finance Systems for collection. The Finance Systems charges additional collection fees.

Payment Due Date:

At Registration (or online prior to the start of school)
Wednesday, August 31st
Friday, September 30th
Monday, October 31
Total Paid

Amount Due:

\$50
1st Payment
2nd Payment
3rd Payment
Varies per student

STUDENT POLICY

HOMework

Students should expect to be assigned homework in a majority of classes in order to achieve the educational goals of Northeastern High School.

1. For an illness, students may request homework directly from the teachers or through online resources, if applicable.
 - a) The deadline for any make-up test or homework is set by the teacher, who will allow at least two school days for each day of absence. If the assignment or test was announced (verbally or in a written assignment sheet) prior to the absence, the student will be responsible for the assignment or test on the day following the absence or suspension. It is the responsibility of the student to obtain test and in-class work information from the teacher.
 - b) The student should arrange to make up work ahead of time if the absence is known in advance, such as pre-arranged and family vacation absences. It is understood that there are always unique situations that may be left to the discretion of the teacher in dealing with homework deadlines.

2. Students can expect to be held accountable for late homework assignments and may receive a reduced grade. (See “Late Work” below)
3. An excused absence allows the student to make up work. It is, however, the responsibility of the student to obtain missed assignments from individual classroom teachers. It is also the responsibility of the student, upon the day of return, to make arrangements with teachers to make-up any and all labs, skill-practice sessions, quizzes and tests. Failure to do so may have academic consequences.

LATE WORK

The staff and administration of Northeastern High School recognize and believe in the importance of student responsibility for submitting evidence of learning (i.e. homework, assignments, etc.). These assessments are the foundation for understanding “where students are” and assist in informing educators of “what students need” to grow and learn. Teachers will work carefully to align realistic meaningful assignments with their curriculum and assessment needs; students, therefore, must commit to meeting required due dates.

1. All work not handed in at the designated time is considered late.
2. Late work will be handled by each individual teacher policies established at the beginning of the school year or semester for semester classes.
3. When situations arise that may prevent timely completion of assignments, students should communicate with their teacher prior to missing deadlines and requesting extensions, if applicable.
4. Teachers have the final say in timeline negotiations and determining late work offenses.

DRESS CODE GUIDELINES

Appropriate dress, grooming, neatness, and cleanliness are attributes that should be encouraged as they can affect the learning of the individual and the group. Dress guidelines are put into place to create a safe and secure environment to best support the academic needs of all students, along with promoting community standards of decency, cleanliness, etiquette, decorum and good citizenship as part of its educational mission. Dress guidelines also help to develop appropriate social and occupational dress and appearance skills. It is in this spirit that reasonable standards are established. It is impossible to devise a policy that covers all situations and, generally speaking, good common sense is usually the best guide for deciding on appropriateness of appearance. There are a few guidelines that need special clarification. The administration and staff will be enforcing the following dress values:

- Clothing which reveals undergarments, or the lack of undergarments is considered inappropriate. Tops must be long enough to cover the top of the bottoms worn.
- Tank tops, camis, or sleeveless shirts are not permitted.
- Wearing clothing that is, see through, obscene, vulgar, offensive, disruptive, promotes secret organizations or contains sexual innuendo is not permitted.
- From the time the school day begins until dismissal, bandanas, hats, sunglasses, and headgear are not to be worn or carried in the building. Tops with hoods are allowed, but hoods must remain off of a student’s head.
- Appropriate shoes must be worn at all times. Slippers are not permitted.
- Pajamas (including pajama pants and onesies) are not permitted.
- Clothing with vulgar, suggestive slogans or advertisements which promote alcohol, tobacco, drugs, or any illegal products, are not permitted.
- Trench coats or winter coats should not be worn during the school day and should be secured in the student’s locker.
- Group dress associated with known gangs is prohibited.
- Chains of any kind can be a safety concern and are not permitted on student clothing or book

bags.

- No blankets should be worn during the school day and should not be brought to school.
- Students who are attending extra-curricular activities including athletic events, award ceremonies, and field trips must follow dress guidelines.

The administration will use its discretion in determining the type of clothing appropriate for the school setting. The administration is authorized to take action in instances where individual dress does not meet these standards. Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational process will require the student to take corrective action and may result in school-issued consequences. In addition to clothing, this rule extends to any non-clothing items such as patches, labels, banners, flags with vulgar, obscene, racist, or suggestive writing (this includes any sexually explicit material and advertisement for alcohol, drugs and tobacco). Violations of the student dress code will be handled in the following manner:

- 1st Offense - Students will be sent to the office and will be required to change into appropriate attire. Parents will be contacted.
- 2nd Offense & Higher - Students will be sent to the office and will be required to change into appropriate attire. Progressive discipline will apply. Parents/Guardians will be contacted.

Reasonable discretion must be exercised to avoid undue distractions, to provide proper cleanliness, and to maintain proper levels of common decency.

VISITORS

All visitors are expected to report to the administration office **immediately** for the purpose of gaining permission and allowing the school to be aware of the visitation. A criminal background check must be completed and approved in order for the visitor to be around other students. The following people may be granted a visitor's pass:

1. Parents are welcome and should report to the main office to present their intent of business. School officials may deny visitation where custody is in question.
2. Visitors with a specific appointment.
3. Small children or babies participating in classroom instruction. Administrative approval must be granted at least 24 hours in advance of the visit.
4. Visitor's clearance need not be requested if a person's presence limits them to business in the Administrative Office, Guidance Office, Principal's Office or Athletic Office. Personnel who are present for a specific school service or maintenance need not receive visitor's clearance.
5. All visitors must obtain a visitor's pass to be worn in a manner that is clearly visible (lapel, etc.).
6. Any person not abiding by these regulations will be subject to trespassing as defined by law.

NOTE: Student visitors will not be permitted to visit during the school day.

LIBRARY/MEDIA CENTER

The Northeastern Library/Media Center is an important learning center in the school; providing books, videos, periodicals, reference materials, pamphlets, and computer network, etc., for student and faculty use with classroom work and individual and recreational reading. Students are to maintain a quiet and studious atmosphere while using the facilities, thus giving all patrons the opportunity for thoughtful study. Library use is a privilege; therefore, each student **MUST** take the responsibility of being a good citizen so he or she may keep that privilege. Specific guidelines and rules are posted in the library for everyone's convenience.

A fee will be charged for lost library books and materials.

General Library Policies and Procedures

A. Admission to the Northeastern Library

1. All students need a pass or permission from their classroom teacher to enter the library during school hours.

B. Conduct While Using the Library

1. The library is a space where all students are welcome to work and learn. Student's need to keep their volume down, so they don't disrupt others.
2. Students are expected to treat library property, equipment, materials, and computers with care.

C. Discipline Procedures: **Incidents will be handled on a case-by-case situation.**

1. The first issue will result in a warning.
2. If the behavior persists, the student will be sent back to his or her classroom.
3. Extreme issues will result in the student being escorted to the office.

D. Circulation of Materials

1. Every student may check out books.
2. All students may check out 2 books.
3. All books circulate for 2 weeks.
4. The student is responsible for the replacement cost of all lost or damaged books.

SCHOOL DELAYS AND CLOSINGS

When possible, the decision to close or delay school will be made prior to 6:30 am. The information will be broadcast via Parent Square and the following radio stations: WKBV, WQLK, & WHON (FM).

PERSONAL PROPERTY

Northeastern High School is not responsible for any lost, stolen, or damaged personal property. Students should not bring large amounts of money or other valuable personal items to school. The school assumes no responsibility for items damaged, lost, or stolen.

MOBILE PHONES/ELECTRONIC DEVICES/AIRPODS/HEADPHONES

Students are required to keep cell phones, electronic devices, airpods, or any type of headphones put away and out of sight during school hours. Consequences for violating the rules include confiscating the phone for the period and a referral to the office for insubordination. Students may use cell phones/electronic devices during passing periods and lunch, as long as they do not become a disruption to others. A student is required to surrender a cell phone and/or electronic device to a teacher and/or staff member directly after an initial request. Failure to comply will be considered disrespectful and insubordinate.

The only exception to this is when a student needs to use headphones for a curricular purpose. The decision for this is made solely by the teacher.

Students should not be making phone calls using their cell phones or electronic devices during the school day. It is encouraged for parents to contact the high school office instead of a student's cell phone for emergencies.

In the event of an emergency, parents/guardians and students are encouraged to call the school directly at 847-2591. Parents/Guardians may call the office to relay emergency information. In the event an illness

occurs at school, students are expected to report to the nurse's office and the nurse will contact their parents/guardians. Unless our nurse or other medical professional verifies the illness, this absence will count towards attendance limits. Please consider the ramifications of direct parental communication for an illness. It can cause confusion and serve as a disruption to office productivity and school function.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyber-bullying/cyber-threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Photographing, videotaping, or otherwise recording individuals is strictly prohibited without teacher or administrative approval.

Students shall not capture, display, send or possess pictures of a sexual nature. A violation of any of these may result in suspension or expulsion and will be reported to the appropriate authorities.

If a mobile phone or other electronic device rings, vibrates or is otherwise evident during testing, the device will be confiscated and the student will be removed from the testing situation.

Habitual offenses could result in more days of in-school or out-of-school suspension. Adjustments to this policy may be necessary **during** the school year in an effort to keep pace with the changes in technology concerning these devices.

Important Notice to Students and Parents Regarding Cell Phone/iPad Content and Display

- a. 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.
- b. It is "child exploitation," a Level 5 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.
- c. It is "child pornography," a Level 6 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.
- d. "Sexual conduct" is defined by I.C. 35-42-4-4(a) (4) 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.
- e. 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.
- f. 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.

IPADS

Students should refer to the Northeastern High School Student iPad Usage Policy, the Northeastern Wayne Schools Student Pledge for iPad Use, and the Northeastern Wayne School Corporation Technology Acceptable Usage Policy (Student Agreement) for guidelines regarding iPad usage and technology usage. A copy of these documents is included in the technology acceptable use policy. Students found to be in violation of any of these policies would be subject to, but not limited to, the following consequences:

- 1st Offense-Student will be given a warning and the incident will be documented technology with help from the administrative staff and parent contact will be made.
- 2nd Offense-Student will be given a warning and a parent contact will be made.
- 3rd Offense-Student will serve an after-school detention and a parent contact will be made.
- 4th Offense-Mandatory parent meeting to discuss how we can support the student using the iPad appropriately and/or bringing it to school, charged and ready to use for learning on a regular basis.

Note: Any rules violations beyond leaving the iPad at home and/or not having it charged and ready for learning will be handled according to the progressive discipline plan. It is possible that a student's actions could be serious enough to result in an expulsion for any infraction. Adjustments to this policy may be necessary during the school year in an effort to keep pace with the changes in technology concerning these devices.

IPAD CARE

The use of an iPad for classroom instruction is a requirement as it replaces the traditional textbook. Students are responsible for the general care of the iPad they have been issued by the school. The iPad is school property, and all assigned users must sign a student pledge for iPad use. If a student's iPad is broken or fails to work properly, it will be taken to the Northeastern High School Library/Media Center for an evaluation of the device. Students may be required to pay for damages of other students' iPads if determined responsible for the damage. Charges may be split between any students involved. Documentation will be handled at the office level in cooperation with NWS Information Technology department.

The following fees are associated with iPad damage or lost parts:

1st time - \$50.00

2nd time - \$50.00

3rd time - \$150.00

Intentional or extreme damage - Full replacement cost of the device

Extreme damage may result in the student being charged for the replacement cost of the device even on a 1st time damage.

Missing Parts:

Cord – Apple Current Market Price

Adapter/Charger - Apple Current Market Price

LOCKERS

Lockers are the property of Northeastern High School and are a permanent part of the building. Each student is assigned a locker for storage. The principal or his/her representative shall possess the authority to examine the contents of the locker located on premises for any reason.

Locker space is provided for all students. Students are to keep lockers neat and clean and report any malfunction of lockers to the main office.

1. No obscene, offensive, or vulgar pictures, cartoons, etc., are to be placed on any part of the locker.
2. Students taking physical education may be required to rent a lock. (Personal locks cannot be used)
3. Other areas of the school may also provide lockers for students.
4. Students are expected to use locks and lockers assigned to them.
5. Students should not share combinations, locks, or lockers with others.
6. Students should not alter the functioning of the locker so that it will not lock. *Students who repeatedly violate this rule will be subject to disciplinary action.*

CONFISCATED ITEMS

Depending on the frequency or severity of items confiscated during the course of time where the school corporation school officials reserve the right to return the item only to a parent/legal guardian. Those items may be picked up in the main office. Items left for longer than thirty (30) days will be disposed of in an appropriate manner.

RESTRICTED AREAS

Sharing facilities with high school students presents special problems for its students and staff. The following restrictions apply:

1. High school students (students in grades 9-12) are not permitted in the middle school hallways during the school day.
2. Middle school students are not permitted to have one on one contact with high school students, at any time during the day, without the direct supervision of a school staff member.
3. "Courting" relationships between a middle school student and a high school student are strictly prohibited during the course of the school day or at any school sponsored, or related activity.
4. Students who are present after 3:45 p.m. daily are not permitted in the academic area of the school (those areas north of the double doors in the cafeteria/gym area) without the immediate supervision of a school staff member.

BOOK RENTAL

Textbooks will be issued when book fees have been paid or personal arrangements made in the office. Fees for the entire year will be paid at the beginning of the school year. *Students who deface rented textbooks will be required to pay the replacement cost of the textbooks and may be subject to additional disciplinary action.*

STUDENT RESOURCE TIME (SRT)

Student Resource Time (SRT) has been established to provide students opportunity and motivation for academic growth, remediation, and enrichment. Organization will be based on academic and other criteria to maximize the diverse needs of our student body.

The primary purpose of SRT is to provide an academic support system organized to inspire growth while providing a structure for remediation programming. SRT will meet as identified on the high school daily

bell schedule. SRT time will be creatively utilized to facilitate class meetings, convocations, and college representative visits to minimize impact on instructional time.

The expectations for SRT are the following:

- All students are required to report to their designated SRT daily.
- When allowed, movement during SRT will be limited to the first 5 minutes of SRT, after teachers have taken attendance. Once this time has expired, student movement will not be allowed.
- Students must have a pass prior to SRT from a teacher in order to report to their classroom on the designated days. If a pass is not presented, the student will be denied the ability to leave SRT.
- SRT will follow a designated daily schedule as follows:
 - Monday- Teacher Check-in Day (No Student movement)
 - Tuesday- Help Day
 - Wednesday- Club Day
 - Thursday- Help Day
 - Friday- Guidance Day (No Student movement)

For all student clubs and organizations, there will be a designated area to post information about their student organization and club.

*Club and organization sponsors will provide a roster of students that are participating in for attendance purposes. If a student is not listed on the roster, they will not be authorized to leave their SRT.

TELEPHONE

Telephones are for school business purposes and **emergencies only**. Students will use the phones only for those purposes and with teacher or administrative approval. A student will not be called from class except in cases of emergency.

ANNOUNCEMENTS

Daily announcements may be sent electronically via email, StudentSquare, or made via the PA system at the discretion of the principal or assistant principal.

LOST AND FOUND

All articles found in and about the school building should be brought to the office, where students may check for lost items.

TRIPS/ FIELD TRIPS

Good conduct is expected and **all school rules and state law regulations apply**. Sponsors will submit trip rosters for approval. All trips will be arranged by faculty and/or staff. Students and parents/guardians will receive prior notice if leaving the building is required. Students will be responsible for any content, homework or other assignments missed. Students are required to have signed permission slips turned in to the sponsor before they may leave school premises.

In addition, all students attending trips must be in good academic standing. Students that are not in good academic standing will be disqualified from attending.

SENIOR REWARD TRIP

Each year, pending student interest and administrative and school board approval, senior students may have the opportunity to be a participant on the Senior Reward Trip. In order to be eligible for this trip, students must meet the following requirements:

1. You must academically qualify as a senior on the first day of school for the current academic year.
2. You must be a registered student during the second semester. Mid-term graduates are not eligible.
3. You must be in good standing with the school treasurer (refer to FINANCIAL OBLIGATIONS section of the student handbook)
4. Those students who have been expelled during the current school year are not eligible.
5. Those students who are on a behavior, social, or attendance contract at any time during the current school year are not eligible.
6. Those students who have had an out of school suspension at any time during the school year may not be eligible.
7. Failure to meet any of the above requirements following the exchange of funds will not entitle the student to a refund. Transfer of your “trip seat” may occur with the principal’s approval. The principal’s decision will be considered final.
8. Discipline referrals, attendance, and habitual tardiness may affect a student’s eligibility.

The above-named requirements in no way restrict the principal or his designee from allowing or disallowing participation in this activity.

CAFETERIA

Expectations

While in the cafeteria and surrounding lunch areas, students will be expected to:

1. Stand in line and wait their turn.
2. Keep lunch trays and full meals in the cafeteria only. Snacks sold at the snack bar only are permitted in the hallway.
3. Keep the table areas clean.
4. Return trays and refuse to the proper area.
5. Use good table and eating manners.
6. Put chairs back in their proper place.

Students who repeatedly violate these rules will be subject to disciplinary action.

LUNCH

Students will not be allowed to use delivery services for food, such as Doordash. No outside food will be allowed to be brought into the high school for students to consume. Students are also not permitted to leave the school grounds to go to get lunch.

FOOD/DRINK

There is to be no food or drinks in classrooms. Students will be allowed to have water bottles or containers that contain water in classrooms.

Automated Payments

The cafeteria is equipped with an automated system of keeping record of each student’s breakfasts/lunches. Each student is assigned a PIN that is used to access their account as they go through the lunch line each day.

Parents may send money daily, weekly, or monthly and also have the capability of making online

payments for lunch fees, book fees, etc. using check, credit, or debit cards. Account statements showing each student's balance will be sent home at the end of the month. Those students whose accounts show a negative balance (charges) are sent home each week.

With our automated system of recording lunches, we encourage parents to prepay as much as possible. However, we understand there are times when charges are necessary. The policy concerning charges is:

Students can charge up to \$15 for full price lunches or up to \$6 for reduced. Students who have reached the lunch charge limit will be provided an alternate lunch. When charges are paid up to date, the regular lunch will be served. No breakfast charges will be allowed.

SCHOOL BUS RULES

A very essential part of bus safety is the student. The driver's first responsibility is to safely transport students to and from school. Since the driver must give most of his/her attention to the driving of the bus, it is necessary that the students display a certain amount of self-discipline. Each bus may be equipped with a video camera in order to help eliminate and properly discipline any problems that may arise during transportation. In order to have a safe and successful transportation program these rules must be followed:

1. Each student should be waiting at his/her boarding station when the school bus arrives.
2. Unless a driver is early, he/she is not required to wait for the student. It is the responsibility of the student to be at the bus stop at the regular pick-up time.
3. Each student shall be seated immediately upon entering the bus.
4. No student shall stand or move from place to place during the trip.
5. No windows or doors will be opened or closed except by permission of the bus driver. No part of the body should be extended through the window opening.
6. Loud, boisterous, profane language, or indecent conduct will not be tolerated.
7. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
8. Throwing objects in or out of the bus will not be allowed.
9. Students are not to be rude, annoying, or discourteous to anyone on or off the bus.
10. No student shall have in his/her possession tobacco products, illegal drugs, or alcohol.
11. There will be NO smoking or lighting of matches or lighters on the bus.
12. Students who vandalize the bus will be suspended according to due process.
13. No student shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
14. Requests by students to get off the bus at unauthorized stops will not be permitted without parent and administrative consent.
15. There will be no eating or drinking on the bus.
16. Students are to keep the bus clean.
17. Students are subject to both the rules of the bus and the rules of the school in which they attend. Drivers should be accorded the same respect and cooperation by the student as that student would extend to a teacher or administrator in the school where he/she attends.
18. Students can be assigned seats at any time as deemed necessary by the driver or the administration.
19. All local and state health guidelines will be followed to ensure safety of students and school personnel (i.e., wearing masks, etc.)

Students will be denied bus privileges if they cannot obey the above rules. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school.

FUNDRAISERS

Only school-sponsored fundraisers are permitted at school. Fundraisers sponsored by external groups are not permitted on school grounds unless approved by the administration. *Sponsors must submit a fundraiser request form to the administration for approval before any fundraising activities take place.*

DANCES

All after-game dances end at 11:00 pm unless otherwise stated. If a student fails to have his/her ride at the school by that time, he/she may lose the opportunity to attend other school-sponsored dances.

The following guidelines are to be followed for all dances:

1. Students will not be allowed to re-enter the dance if they leave the school building or the immediate area of the dance site (excluding restrooms).
2. Any student who has withdrawn/dropped out of school or who is currently suspended or expelled from Northeastern High School or any other school are ineligible to attend any dance during that time.
3. Couples must face each other (front-to-front) while dancing.
4. Sexually suggestive dancing may result in a student being removed from the event. This would include, but not be limited to:
 - No “grinding/freaking” or any other forms of dance deemed inappropriate by chaperones
 - No bending over, no hands on the ground
 - No touching of breasts, buttocks, or genitals

The following guidelines are for **guests**:

1. All guests must submit a guest authorization request by noon (12:00 p.m.) on Thursday, the week of the dance from their school. If a student is considered not in good standing by the sending school, the guest will not be eligible to attend the dance.
2. Only one guest per NHS student will be permitted to attend the dance.
3. Only high school students will be allowed to attend high school dances unless said student fits the exclusion listed in Number 4 below.
4. No guest 21 years of age (the date of the dance) or older will be allowed to attend a high school dance. (This includes Prom and Winterfest).
5. All guests must present a valid ID (current high school ID card or state issued driver's license or ID card) to be admitted to the dance. Guests must arrive at the dance with their NHS host student.
6. Northeastern High School students and their parents/guardians are responsible for a guest's behavior. If there is a problem with a guest, the NHS student could lose the privilege to bring a guest to any future NHS dance.

SELECTION TO THE NATIONAL HONOR SOCIETY

Selection to the National Honor Society is both an honor and a responsibility. No student has a right to belong to the National Honor Society—it is an honor bestowed by the faculty. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

1. Students will be invited to membership based on Scholarship: an accumulative grade point average of 3.4 or above. Students must have been enrolled in their present school for at least one semester. Once membership is attained, the student must maintain an accumulative GPA of 3.4 for the remainder of his/her high school years.
2. These students will then be asked to provide information about themselves in biographical form. This should be submitted to the Chapter Advisor who will then provide this information to the five members of the Faculty Council.

3. Students will also be asked to be evaluated numerically (1-10) by eight teachers of their choice in the areas of Character and Leadership. An average score will be calculated in each area for each student based on the evaluations of the eight faculty members chosen by the student.
4. The area of Service will be evaluated by the Faculty Council after carefully reviewing each biographical information form provided by the student. An average score will be calculated in this area for each student.
5. The Chapter Advisor will tabulate the scores in each area with a maximum score of:

Scholarship	4.0
Character	10.0
Leadership	10.0
<u>Service</u>	<u>10.0</u>
Total	34.0
6. The Chapter Advisor will rank each student in the order of their total score placement and provide each member of the Faculty Council with a list.
7. The Faculty Council will then convene a meeting for the purpose of reviewing the biographical information forms, the numerical totals for each student and their ranking. The Faculty Council will then vote on each student individually. A majority vote will place a student in membership.
8. Each student will then be notified via letter on his/her selection status. Students not selected will be counseled personally. New members will be inducted during a special ceremony.

CHEATING & PLAGIARISM

Academic integrity requires honest pursuit all in academic work. All assignments assist in certifying learning. Therefore, all work should reflect the learner’s own understanding and effort.

Cheating is the deceitful or fraudulent storage, retrieval or use of information in preparation for or during any assignment or assessment. It includes, but is not limited to, the wrongful giving, taking or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade.

Plagiarism is the presentation, as one’s own ideas, wording, image, or information created by another person. Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another’s wording or particularly apt phrase, paraphrasing another’s argument, and presenting another’s line of thinking. Attempts to cheat or plagiarize may result in similar consequences as actual cheating and plagiarizing.

Consequences of Academic Dishonesty:

- 1st Offense- Isolated reassessment, the teacher reports the offense to the assistant principal and parents, and the incident is documented in the school’s SIS (Harmony)
- 2nd Offense- Isolated reassessment, the teacher reports the offense to the assistant principal and parents, the progressive discipline policy will be followed, and the incident is documented in the school’s SIS (Harmony).

Habitual Offenses-Administration may take disciplinary actions including, but not limited to, loss of credit/course failure and/or suspension.

Offenses accumulate per school year. The academic consequence will *be cumulative across all courses for students*.

SCHOOL GROUNDS (IC 9-24-2-1)

1. Parking privileges are for registered vehicles only. (see STUDENT DRIVING REGULATIONS).
2. Being careful and courteous on school grounds is essential for everyone's safety.

3. Keeping the school grounds neat and clean by driving only on the pavement, picking up trash, and not defacing property is a priority. Failure to do so may result in reprimand, suspension, or legal action.
4. All vehicles must enter the school parking lot from the east entrance of the south parking lot. The student drop-off & pickup area is also on the east side of the building. There is to be no student drop-off/pick up along the north side front doors.
5. Visitors are to use the north parking lot and entrance by the principal's office during school hours and report to the office (see VISITORS). Violators can be charged with trespassing.
6. Students who need special permission to drive for a special occasion must receive prior permission from the administration.
7. School buses have the right of way.
8. Students are to not leave the school building once they enter without administrator permission.
9. Students are to not ride bicycles to Northeastern High School.

STUDENT DRIVING REGULATIONS (IC 9-24-2-1)

Students who drive on a regular basis should consider it a privilege. Failure to follow the regulations as outlined could result in loss of driving privileges or disciplinary action. Students placed on an attendance contract may lose their driving privileges.

Student drivers must:

1. File a permission form signed by a parent or legal guardian.
2. Annually purchase and receive a parking tag for three dollars and place it on the rearview mirror of the vehicle driven to school.
3. Use only the EAST drive on the south side. All students will exit the parking lot using the west exit of the south parking lot.
4. All vehicles must enter the school parking lot from the South. The student drop-off & pick-up area is also on the south side of the building. There is to be no student drop-off/pick up along the north side front doors.
5. Park within the areas as outlined on the parking lot.
6. Drive carefully and courteously.
7. Permit pedestrians and school buses to have the right of way. No vehicle is to interrupt bus traffic. Buses westbound on Wallace Road have the right of way at all times.
8. Observe the 10 M.P.H. maximum speed limit within the school grounds.
9. Have permission from an office staff member to go to their vehicle during school hours.
10. Do not use the driveway between the elementary and high school.
11. Use the south parking lot only. All school buses will conduct business on the west side of the building. Student vehicles may not be in this area or cause restriction of bus movement. Students are to park in the south student parking lot only. Only those students with permission from the principal or assistant principal may park in the north lot. They will be restricted to use the far northwest parking spaces only and **NOT** the spaces designated for visitors.
12. Vacate vehicles immediately upon arrival at school. When dismissed, students are not to loiter or return to school grounds unless for school business. Failure to do so could result in charges of trespassing. All school rules apply to students while they are on school grounds, including in their cars.
13. School officials have the right to search a vehicle any time it is parked on school property.

NOTE: Guests are to use the north parking lot during school hours.

INDIANA DRIVER'S LICENSE OR PERMIT RESTRICTION (PL 121-189)

1. A student driver may lose their driving privileges if they:
 - a. have a second suspension from school for the year

- b. are expelled from school
 - c. are under exclusion from school due to misconduct
2. The Bureau of Motor Vehicles is then required to invalidate a student's license or permit for these reasons.
 3. Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is: ([IC 20-33-2-11](#))
 - a. at least thirteen (13) years of age, but less than fifteen (15);
 - b. a habitual truant; and
 - c. identified in a list submitted to the Bureau of Motor Vehicles by the school corporation until the student turns eighteen (18).
 4. Furthermore, The Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is: ([IC 20-33-2-11](#))
 - a. at least fifteen (15) years of age, but less than eighteen (18);
 - b. a habitual truant; and
 - c. identified in a list submitted to the Bureau of Motor Vehicles by the school corporation until the student turns eighteen (18).

LAW ENFORCEMENT

It shall be the policy of the Northeastern Wayne School Cooperation that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

SCHOOL RESOURCE OFFICER

The primary duty of the School Resource Officer (SRO) is to serve Northeastern Wayne Schools as a community officer and to enforce all municipal, state, and federal laws. The officer is expected to create relationships with stakeholders (school administrators, parents, students, and the greater community), formulate crime prevention tactics, and make himself or herself available for meetings regarding law enforcement related topics.

ADULT STUDENTS

Adult students (age 18 or older) are expected to follow all school rules and assume full responsibility for their performance in school and attendance. If residing at home, adult students should include their parents in their educational program.

Student Discipline Code

All students at NHS are expected to behave in a manner that does not disrupt or interfere with the education of other students. Students are entitled to an environment free of lewd, vulgar, obscene or sexually explicit language. Conduct that is offensive to the values and standards of the school and community and/or causes a substantial disruption to school purposes is prohibited. The following standards are designed to allow the faculty, staff, and students to accomplish our primary purpose, which is to provide the best education for each student. Any type of activity or behavior that interferes with such purpose shall be construed as misconduct.

All teachers, administrators, and other staff members are responsible for the supervision of students. Therefore, students are expected to comply with requests from any staff member. Such requests may occur at any time during the school day and at all school-sponsored functions, both on school property and at facilities where school activities are being held. Refusal to comply with such requests will be treated as insubordination.

Persons associated with Northeastern Wayne Schools should strive to exercise respect for themselves, other people, and other people's property. Their character should reflect personal integrity and honesty.

Everyone in our community of learners is expected to exhibit the highest standards regarding appropriate language, character and conduct in association with any Northeastern High School activity on or off campus.

ENFORCEMENT OF STANDARDS

1. The standards will be enforced by School administrators, teachers, teacher aides, bus drivers and any other adult authorized by the School to supervise students.
2. The objectives of the enforcement of these standards are:
 - a. to protect the physical safety of all persons and prevent damage to property;
 - b. to maintain an environment in which the educational objectives of the School can be achieved;
 - c. to enforce and instill the core values of the Northeastern Wayne School Corporation and its school community.
3. The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:
 - a. the nature and extent of any potential or actual injury, property damage, or disruption;
 - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
 - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
 - d. the interest of other students in the School and in a school environment free from behavior that violates the School's behavior standards;
 - e. any other aggravating or mitigating factor or circumstance that should be considered.

PROGRESSIVE DISCIPLINE POLICY

Northeastern High School uses a progressive system of discipline. The system is based on the idea that as a student commits more violations of school policy, the penalties become more severe. The overall goal is to discourage misbehavior, thereby enhancing the learning environment and helping to insure a safe educational setting. The Progressive Discipline System consists of the following penalties listed from less punitive to most punitive:

- Lunch Detention
- Class Suspension
- Before/After School Detention
- 1/2 day In School Suspension/Alternative Placement
- A.M. (periods 1-3) or P.M. (periods 5-7)

- In School Suspension
- Saturday School
- Out of School Suspension from 1 to 10 days
- Expulsion from School

PARENT PARTICIPATION

A parent (including a guardian and/or custodian) of a dependent student, at the discretion of and upon proper notice by a school official, shall be required to participate in any disciplinary action involving the student's behavior which is authorized under the Student Due Process Code, IC 20-33-8-8.

Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to that student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be a "child in need of services" in accordance with IC 31-6-4-3(a)(7).

DUE PROCESS RIGHTS

NHS will afford due process rights to each student when disciplinary action against the student is contemplated. The following is a brief summary of the disciplinary procedures established by state statute and recent court decisions. Students with questions regarding these rights should request clarification from any administrator.

Before action will be taken to suspend a student, he/she will be given the following rights in an informal hearing with an administrator:

1. An oral or written statement of the charges against the student.
2. A summary of the evidence against the student.
3. An opportunity for the student to explain his/her conduct. If a decision is made to suspend the student, he/she will be assigned to either an in-school suspension or out-of-school suspension.

Suspension and expulsion from school will be utilized when it is in the best interest of the school. Weekends, school holidays, and days when classes have been canceled because of weather or other emergency will not be counted as part of the suspension.

Nothing in this policy will remove the right of the school to employ alternative discipline actions as noted in I.C. 20-33-8-25.

EXPULSION AND SUSPENSION INFORMATION

Jurisdiction for any form of disciplinary action at Northeastern High School applies when a student is:

1. On school grounds immediately before, during and, after school hours or at any other time the school is being used;
2. Off school grounds at a school related activity; and
3. Traveling to or from school or at a school-related activity.
4. Participating in summer school.
5. A student may be suspended or expelled for engaging in online bullying and/or other unlawful activity (I.C. 20-33-8-15) on or off school grounds if

- a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- b. The student's removal is necessary to restore order or protect persons on school property; including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Student misconduct could result in, but is not limited to, detention, extended school, academic probation, social probation, time out, out-of-school suspension, recommendation for expulsion, referral to appropriate law enforcement agency, and/or payment of damages, depending on the circumstances and merits of the case.

A student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act arises out of a school relationship or is likely to have school consequences.

The grounds for student suspension or expulsion from school fall into two broad categories:

- Student Misconduct.
- Substantial Disobedience.

A school administrator may recommend students whose conduct is not satisfactory to the Superintendent for expulsion. The student is not allowed on school grounds during the period of the expulsion. Indiana Code determines the term of the expulsion. However, the minimum term is one semester and the loss of academic credits. Excessive referrals from a single class may result in removal from the class and a WF grade issued. All punishments are subject to the discretion of the Principal or designee.

STANDARDS OF BEHAVIOR

Examples of, but not limited to, the following student misconduct or substantial disobedience, are grounds for suspension or expulsion:

1. Arson/Fireworks/Fire Alarm Tampering/False Reporting

The setting of any illegal fire in an NHS building or on any NHS property is not permitted. Students are not to use or be in the possession of any type of fireworks on NHS property or at any NHS activity. Any action such as the setting off of fire alarms is false reporting and is also not permitted.

A person who:

- (1) Gives a false alarm of fire to the fire department of a governmental entity, knowing the report to be false.
- (2) Makes a false request for ambulance service to an ambulance service provider, knowing the request to be false.

2. Battery

No student shall willfully attack another student or staff member while on NHS premises or while under NHS supervision. (I.C. 35-42-2-1) Knowingly or intentionally touching another person in a rude, insolent, or angry manner is unacceptable. This would include battery with a bodily fluid.

3. Bomb Threat

Any student who writes, calls in, or otherwise makes a bomb threat toward NHS, its students, or its staff, shall be reported immediately to law enforcement officials and shall be recommended for expulsion. (I.C. 35-44-2-2) A person who reports, by telephone, telegraph, mail, or other written or oral communication, that the person or another person has placed or intends to place an explosive or other destructive substance in a building or transportation facility; or knowing the report to be false, commits false reporting, a Class D felony.

4. Building Security

No student shall allow any unauthorized person access to any NHS building. No student shall attempt to tamper with or block an exterior door so as to keep it from closing. Any student in the building during non-school hours without permission or not under the direct supervision of a teacher, coach or sponsor is guilty of trespassing. Any student who is out of area, in a location for which he does not have permission, may be issued school consequences. Trespassing may result in school consequences and/or a police report may be filed.

5. Cheating and Plagiarism

Cheating is the deceitful or fraudulent storage, retrieval or use of information in preparation for or during any assignment or assessment. It includes, but is not limited to, the wrongful giving, taking or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. Cheating also includes communication by any means, including verbally, electronically, gesturing, etc. during times when it could be a method of cheating as defined above. Plagiarism is the presentation, as one's own ideas, wording, image, or information created by another person. Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. Attempts to cheat or plagiarize may result in similar consequences as actual cheating and plagiarizing.

6. Conspiracy

Making plans or conspiring to cause harm to any person or NHS property is not permitted.

7. Course Removal

Recognizing that student misconduct in certain types of courses or classroom environments can present a greater danger or disruption to the educational setting than other traditional courses/classroom environments, the school reserves the right to remove a student from a course to maintain safety and a proper learning environment for all students. Students who are removed from a course will receive no academic consequence and will be placed in a new course, an academically oriented setting such as auditing a course without earning credit, or a computer lab that can be used for study" for the remainder of the semester. The school may continue to prohibit a student from taking certain courses if the student has demonstrated unsafe or substantially disruptive behavior in said types of courses or environments. The following is a list of the types of courses which this policy can apply to. This list is not exhaustive and final discretion for the use of this policy will reside with Northeastern High School administration:

1. Vocational courses
2. Courses that include co-curricular activities
3. Any courses that utilize equipment or activities which, if conducted with student negligence or reckless or dangerous behavior, create unsafe or substantially disruptive conditions.

The administration will make a reasonable effort to offer the student's parents or guardians a conference before making the final decision on such a removal, but if circumstances, in the opinion of the administration, do not permit it, a conference will be offered within a reasonable time after the decision is made.

8. Disrespect

Students are responsible for their own behavior and are expected to show respect for all NHS personnel. Disrespect may include, but is not limited to, walking away, talking back, using profanity and/or abusive language directed toward, or threatening behavior to, anyone.

9. Disruption

Any act that is a disruption to the educational process within the classroom or school building will not be tolerated. This may include, but not limited to sleeping, not being prepared, not following class rules, running, hallway misconduct, obnoxious behavior, etc.

10. Dress Code

The responsibility for a student's dress, grooming and appearance rests in the first instance with the student and his or her parent(s) or guardian(s). The school will not interfere unless a student's personal choices create a disruptive, distractive influence on the school's educational mission, affect the health or safety of the student or others or are destructive to school property. Through its dress code guidelines, the school intends to promote a safe and secure environment to best support the academic needs of all students and community standards of decency, cleanliness, etiquette, decorum and good citizenship as part of its educational mission. If a teacher or staff member feels a student is dressed inappropriately for NHS, he/she will refer the student to the Office immediately. See Dress Code Policy on page 29/30 for specific details.

11. Drugs and Alcohol

Knowingly possessing, using, transmitting, facilitating, arranging, requesting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco product, sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription is not permitted. This also includes all over-the-counter medications. Over-the-counter medication needs to be taken to the clinic along with written permission from a parent to administer the medication. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.

(I.C. 35-48-4-4.5) – Dealing

(I.C. 35-48-4-4.6) – Possession

12. Physical or verbal aggression or threat of physical aggression

Any form of violence and/or harassment such as combative acts and/or gestures, argumentative, aggressive behavior, or actions which may reasonably lead to a fighting situation, directed toward

another individual on NHS premises or during a school activity, is not permitted. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person is not permitted. In cases of fighting where the combatants are mutually involved in fighting, there will be a suspension of both or all parties. If evidence clearly indicates a student was not the aggressor and in fact was under an unprovoked attack, acting strictly in self-defense, the aggressor will have committed battery (see number 2, above). In these cases, the victim may not be suspended or may receive fewer days of suspension than other parties. For our purpose, self-defense means the student tries to evade the attack, but cannot, and must use force for self-protection.

13. Fraudulent Acts

Engaging in misrepresentation, such as deception or knowingly assisting another student in deception, cheating, lying, dishonesty, falsifying documents, or spreading damaging rumors.

14. Forgery

Students are not permitted to falsely and/or fraudulently mark, alter, or use a document or statement. These include, but are not limited to, physician's notices, parent/guardian notes, or student passes.

15. Gambling

Gambling or wagering on NHS property is not permitted.

16. Gang Activity

The presence of gangs and gang activities constitutes a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity shall exhibit or participate in a manner identified to be associated with a gang, including the wearing and displaying of bandanas. Disruptive activities and/or the commission of illegal acts may be considered as gang related. Violation of this policy may lead to expulsion.

17. Harassment, (Ethnic, Racial, Sexual, Religious, Disability) Extortion, Threats, Bullying, and Intimidation

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech, action or electrical communication that creates a hostile, intimidating, or offensive learning environment. Any other individual student or group of students shall not subject students to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activities. The use of slurs or derogatory language aimed at a student's ethnic or racial heritage, sexual orientation, religious preference or disability may result in immediate suspension or expulsion. Extortion is defined as threatening, intimidating, or coercing any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

18. Hazing

Forcing or requiring another person with or without the consent of the other person and as a condition of association with a group or organization to perform an act that creates a substantial risk of bodily injury is not permitted. (I.C. 35-42-2-2)

19. Horseplay

Any act of rough or boisterous play, which tends to disrupt the educational environment or causes accidental harm or damage to person or property. Acts may include but are not limited to yelling, pushing, shoving, running, slamming, and other disruptive behaviors.

20. Illegal Activity

Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is not permitted.

21. Insubordination/Defiance

All NHS personnel, including administrators, teachers, substitute teachers, instructional assistants, and custodians, are responsible for the supervision and direction of students during all NHS activities. All students are expected to comply with directions given by all adults. Failure to do so will result in a disciplinary consequence. Examples of insubordination include, but are not limited to:

- a. **Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority :** Failure to follow any reasonable direction given by a staff member or adult in charge (i.e. disregarding cafeteria procedures or regulations).
- b. **Refusal to Work in Class:** Failing to do assigned work in class or complete homework.
- c. **Refusal to Serve Detention:** Failure to serve detention as directed.
- d. **Refusal to Participate in In-school Alternatives:** Failure to report to in-school alternatives as directed by a staff member or adult in charge.
- e. **Refusal to Report to Office:** Failure to report to the administrative office as directed by a staff member or adult in charge.
- f. **Refusal or Failure to Identify Oneself:** Failure to identify oneself when requested by a staff member or adult in charge.
- g. **Failure to respond truthfully and completely when questioned about a school matter.**
- h. **Refusing to cooperate in a vehicle search** conducted pursuant to reasonable suspicion of a teacher or administrator or pursuant to the consent to search given in the student parking agreement.
- i. **False Attendance Note, Call, or Pass:** Any intentional change, alteration, or forgery of a hallway pass or attendance note will be treated as a major disciplinary infraction. The same is true for a false attendance call, professional note, or parent note.

22. Mobile Phones/Electronic Devices

Mobile phones and/or other electronic devices (including all types of headphones) are to be put away and out of sight during school hours. Consequences for violating the rules may include confiscating the phone for the period and a referral to the office for insubordination. If students are concerned about personal items being lost or stolen, they should be left at home. Administration will not spend school time investigating stolen or lost items that fall within this category. Instead, stolen items should be reported to the Wayne County Law Enforcement.

23. Profanity/Lewd Speech or Behavior

Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes; including but not limited to: profanity, vulgarity, obscene gestures, sexual innuendo, verbal abuse, or sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexual nature in electronic or hard-copy form is not permitted. Students directing profanity to administrators, teachers, substitute teachers, instructional assistants,

custodians, and hall monitors shall receive a disciplinary consequence.

24. Public Displays of Affection

Since displays of affection are generally considered to be private, physical contact, other than the holding of hands will be considered inappropriate in school. The simple holding of hands is the only permissible display under this provision. Any other contact is strictly forbidden.

25. Out of Area (Skipping)

Students who remain on school grounds, but purposely miss part of or a full class, lunch or SRT assignment without permission.

26. School Disturbance

Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct is not permitted. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

27. Sexual Misconduct

Sexual misconduct is defined as engaging in voluntary or consensual sexually-related contact with another person. Disciplinary action will be taken against students who refuse to cooperate.

28. Theft/Possession of Stolen Property

For our purposes, theft is defined as the unlawful taking of or being in possession of property belonging to another person or NHS, while on NHS property, during an educational event, or function off NHS grounds, or when traveling to or from NHS or such educational event or function. (I.C. 35-43- 4-2)

29. Tobacco

The use and/or possession of tobacco or tobacco products inside of NHS and on the property of the NWS is not permitted. This includes cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, lighters, matches, or any other type of tobacco products including electronic cigarettes. (I.C. 35-46-1-10.5)

30. Unauthorized Area

Students who occupy an unauthorized and/or unsupervised area (classrooms, lockers, gymnasiums, and

cafeteria) will face disciplinary action.

31. Vandalism

No student shall maliciously or willfully damage, deface, or destroy NHS property or the personal belongings of others. (I.C. 35-43-1-2(b))

32. Weapons

Possession of a Weapon

In compliance with state law, any student who possesses a deadly or dangerous weapon on NHS property shall be expelled. A weapon includes conventional objects like guns, pellet guns, knives, mace (or other chemical sprays), or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his or her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. The WCSD will be notified and criminal charges may be filed.

Use of An Object as A Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

A Deadly or Dangerous Weapon Is Defined As:

- A loaded or unloaded firearm, including any antique firearm, which is defined as any weapon that is capable of or designed to, or that may readily be converted to, expel a projectile by means of an explosion, or,
- A weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report to the Principal knowledge of deadly or dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline. No student shall possess, handle or transmit any firearm on NHS property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any weapon described above.
 - Any firearm muffler or firearm silencer.
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - Any combination of parts either designed or intended for use in converting any device into any

destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

33. Other

Any activity or behavior not covered herein which is not in keeping with the purpose of promoting education and the educational values of this school, other misconduct deemed inappropriate by school officials and/or engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

RESTRAINT POLICY

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

HABITUAL OFFENDER

Students who have accumulated ten (10) or more days of I-S-S or O-S-S within an academic year will be defined as a habitual offender. Students classified as habitual offenders may face, but not be limited to, behavioral contract, out of school suspension, or expulsion.

HARASSMENT BY A STUDENT

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, members of staff, or any other individuals, is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal

1. The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.

B. Nonverbal

1. Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.

C. Physical Contact

1. Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation.

Gender/Ethnic/Religious/Disability Harassment

A. Verbal

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the Corporation.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.

B. Nonverbal

1. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.

C. Physical

1. Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation.

Bullying

Bullying shall be defined as overt, unwanted, repeated acts, or gestures including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, (to annoy continually), ridicule (the act of exposing to laughter), humiliate (to reduce to a lower position in one's own eyes or others' eyes), intimidate (to make timid or fearful), or harm (to injure) the other targeted student and create for the targeted student an objectively hostile school environment that:

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

Anti-bullying rules may be applied regardless of the physical location in which the bullying behavior occurred as long as the alleged bully and the targeted student(s) are students of the same school district; and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

REPORTING OF HARASSMENT

Any student who believes that he or she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should immediately take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he or she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Anonymous Safety Reporting via SafeSchools Alert

The Northeastern Wayne Schools SafeSchools Alert Reporting System is NOT an emergency hotline. If you are reporting an event that could immediately affect the school community or an individual, call 911.

The Northeastern Wayne Schools SafeSchools Alert reporting system is intended to facilitate the reporting of sensitive information to school officials, including information regarding bullying, student safety, violence, drug use, or students who may be in need of assistance. Reports submitted here will be forwarded electronically to a predetermined list of school officials and, at the school administration's option, to local enforcement agencies.

To submit an anonymous report:

1. **App:** Search for "SafeSchools Alert" in the App Store (free download)
2. **Phone:** 765.227.2528
3. **Text:** Text your tip to 765.227.2528
4. **Email:** 1919@alert1.us
5. **Web:** <http://1919.alert1.us>

Northeastern Wayne Schools highly respect and care for your privacy. ***We do not collect or store any personal information about you when you submit your alert tip unless you voluntarily provide it.*** The only information that we do collect is the Internet domain from which you submitted the report. This information will be kept strictly confidential and will only be accessed if we are required by court order to identify the Internet domain from which you submitted your report. Raw access logs will be destroyed regularly in accordance with the Indiana Public Access Commissioner's guidelines.

Please use the SafeSchools Alert program responsibly.

ENFORCEMENT OF STANDARDS

It is the educational right of each individual to receive the best education possible at Northeastern High School. When a student's behavior is disruptive to the educational process, the school's response may include but is not limited to the following actions: expulsion, out of school suspension, in school suspension, out of class time-out, behavioral contract, Saturday school, after school detention, and/or lunch detention.

1. The objectives of the enforcement of these standards are:
 - a. to protect the physical safety of all persons and to prevent damage to property.
 - b. to maintain an environment in which the educational objectives of the school can be achieved.
2. The standards will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
3. The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:
 - a. the nature and extent of any potential or actual injury, property damage, or disruption.
 - b. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards.
 - c. any other aggravating or mitigating factor or circumstance that should be considered.
 - d. A student may be recommended for expulsion if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.
 - e. If a student engages in any activity forbidden by the laws of Indiana or the United States that constitutes an interference with school purposes or an educational function, Northeastern High School reserves the authority to suspend or recommend expulsion for such activity.

The following represent an explanation of possible disciplinary actions that may be implemented by the administration or faculty of Northeastern High School.

NOTE: Appropriate disciplinary action will be determined by the administration or faculty based on circumstances and merits of the case as well as the laws of Indiana or the United States.

LUNCH DETENTION

Lunch detentions are established to deal with minor acts of misbehavior. Those students assigned to lunch detentions are to report to the appropriate detention room for the entire length of their lunch period. Students are to report on the day assigned for their lunch detention. Failure to report to detention when assigned shall result in a full-day ISS assignment, or progressive disciplinary measures. While in lunch detention, students are to quietly remain in their assigned seats. Sleeping during lunch detention time is not permitted.

The number of lunch detentions is considered excessive when a student exceeds five (5) within a semester grading period. If a student exceeds five (5) lunch detentions within a semester grading period, progressive disciplinary action may be taken such as in-school suspension, out-of-school suspension, or expulsion.

CLASS SUSPENSION

A teacher can suspend a student from class for causing a disruption of the educational environment, or when a student is insubordinate or insolent.

The teacher will fill out a disciplinary referral form and send that student to the office. If the student's behavior warrants an immediate response, the teacher may send the student and complete the form later. If a student is suspended from the next day's class, the teacher will make sure that the student's assignment is provided for the student on the day of the suspension.

The following guidelines will apply:

1. Students are expected to arrive at ISS before the tardy bell rings with all necessary materials.
2. If the student completes the assignment early, they will be assigned additional work by the administration.
3. A student suspended from class a fourth time in one semester may be withdrawn from the class and a FAILING grade may be issued.
4. Students are not to communicate with other students during the out-of-class suspension time.

AFTER-SCHOOL DETENTION

After-school detention can be assigned by any teacher or administrator for a violation of the Student Discipline Code or a violation of the teacher's classroom rules. The following guidelines pertain to after-school detention:

1. Detention will be served on the date and in the room indicated on the detention form.
2. Detention may be for either 30 or 60 minutes.
3. Students will be in their seats, prepared to study immediately after the final bell.
4. Students will be given at least 48-hour notice of the detention, unless otherwise agreed upon by all parties.
5. If a student misses a 30-minute detention without an acceptable excuse, he/she may be assigned a 60-minute detention or an in-school suspension. Missing a 60-minute detention without an acceptable excuse will result in an in-school suspension. Any student who misses two (2) sixty (60) minute detentions in any one semester will receive an out-of-school suspension as a consequence.
6. Students who have a conflict concerning serving a detention on the assigned date must have a note from their parents or have their parents call concerning the reasons why the detention must be changed. Work and extracurriculars are not an acceptable reason to change a detention date. This communication must occur at least the day before the detention is to be served.
7. Students will not be permitted to sleep, go to their lockers, go to the restroom, or talk during detention.
8. Only good behavior is acceptable during detention. A student who misbehaves will be sent to the assistant principal's office immediately and an extended day school, in-school suspension, or out-of-school suspension will be assigned.
9. Students are responsible to bring enough homework to keep busy the entire time. Homework, extra credit work, and library books are acceptable materials. Students must report with necessary supplies to study. Students will NOT be admitted to detention without adequate work to complete. Failure to come prepared to work may result in further disciplinary action.
10. Students will not be permitted to use mobile phones/electronic devices during After-School Detention.

BEHAVIORAL CONTRACT

A behavioral contract will be issued to a student who has received several disciplinary referrals in a semester. The terms of the contract will be set by the principal or assistant principal and are non-negotiable. If a student is unwilling to agree with terms of the contract, he/she will be suspended from school until a conference with the student's parent is held. It should be noted that all students on a behavioral contract are also automatically placed on Social Probation as well (See "Social Probation").

HALF-DAY IN-SCHOOL SUSPENSION (ISS)

The purpose of the program is to minimize missing class time for disciplinary action. The 1/2 day in-school suspensions are periods 1-4 or periods 5-7. Students with multiple 1/2 day in-school suspensions will be alternated between a.m. and p.m. Students assigned to 1/2 day in-school suspensions shall come to school as usual on the day(s) they are assigned except they shall immediately report to the ISS room with all classroom materials. During a 1/2 day in-school suspension, students are to do schoolwork assigned to them by their classroom teacher or work related to schoolwork. Talking, sleeping, or other disruptions are not permitted. Students will not be permitted to use mobile phones/electronic devices during a 1/2 day ISS. Students who fail to attend a 1/2 day in-school suspension, violate in-school suspension regulations, or fail to cooperate with the ISS supervisor will be assigned a full day ISS. Students who do not come to school on a day they are assigned to a 1/2 day in-school suspension will have their 1/2 day ISS reassigned. Credit is to be given for work that is assigned for days of 1/2 day in-school suspension if it is completed during the time in ISS a.m. or p.m.

IN-SCHOOL SUSPENSION (ISS)

The purpose of the program is to provide an alternative to an out-of-school suspension. The full day in-school suspension hours are from 8:10 a.m. to 3:15 p.m., including those students who are enrolled in vocational school or on a reduced schedule. Students assigned to in-school suspension shall come to school as usual on the day(s) they are assigned except they shall immediately report to the ISS room with all classroom materials. During an in-school suspension, students are to do schoolwork assigned to them by their classroom teacher or work related to schoolwork. Talking, sleeping, or other disruptions are not permitted. Students who fail to attend in-school suspension, violate in-school suspension regulations, or fail to cooperate with the ISS supervisor will be suspended out of school. Students who do not come to school on a day they are assigned to in-school suspension will have their ISS reassigned. Credit is to be given for work that is assigned for days of in-school suspension if it is completed during the time in ISS. The following guidelines will be followed:

1. The administration will notify the parent by phone or mail that the student has been assigned to ISS.
2. The student will report to the area assigned by the administration as soon as he/she arrives at school. Students are expected to have all class materials with them.
3. Students will not be permitted to leave the assigned area during passing periods. Students will be allowed one (1) restroom break in the morning and one (1) in the afternoon, as given by the supervisor.
4. The student's lunch will be brought to the assigned area by a supervisor. As soon as the student finishes eating lunch, he/she will commence studying.
5. Students are not to communicate with any other student during the school day.
6. Students in ISS will not attend pep sessions, convocations, etc., unless special permission is granted by the administration.
7. Students are to complete all work assigned by teachers and/or supervisors by the end of school day or within a timely manner as stated by the supervisor. The work must be turned into the supervisor upon completion or as indicated by the supervisor or teacher. Failure to follow the above guidelines may result in an immediate out-of-school suspension.
8. Students will not be permitted to use mobile phones/electronic devices during ISS.

NORTHEASTERN LEARNING LAB (NLL)

The Northeastern Learning Lab (NLL) is an alternative school which is located on the campus of Northeastern High School. Students that receive an in-school-suspension may be placed in the NLL for the duration of their suspension. In addition, students that have been expelled from Northeastern High

School and brought back on a Probationary Continued Education Agreement may be brought back to the NLL at the discretion of the Northeastern High School administration.

The NLL may also be utilized by students who are taking online classes to complete course make-up work or working ahead to earn credits for early graduation.

SATURDAY SCHOOL (THREE (3) HOUR DETENTION)

Saturday School may be assigned to any student who has violated the policies or procedures of this school as outlined by the Student Handbook, Northeastern Wayne School Corporation and/or the State of Indiana. This disciplinary procedure may be implemented by the administration at any time during the school year.

1. Saturday School will last from 8:00 a.m. to 11:00 a.m. on the assigned date.
2. Students must bring enough study materials to keep them busy for the entire time.
3. Students will not be permitted to use mobile phones/electronic devices during Saturday School.
4. Failure to attend Saturday School will result in an **out-of-school suspension**.

SOCIAL PROBATION

Social probation may be assigned at any time by the administration for excessive disciplinary referrals. Social probation prohibits attendance from any or all school dances and club meetings. All those on a behavioral contract are also automatically placed on Social Probation (See “Behavioral Contract”).

OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension will be assigned by a principal or designee for major infractions of school policy. In appropriate cases, students will be suspended immediately for up to ten (10) days with a parent conference required prior to returning, or where the continued presence of a student at school would be a threat to the safety and well-being of others or to the educational atmosphere. The days missed **will not** be counted toward the student’s six (6) day limit of countable absences. All misconduct resulting in the recommendation for expulsion will be an out-of-school suspension. Out-of-school suspensions totaling more than ten (10) days in one school year may result in a request for expulsion for repeated violation of school rules and regulations. Students who continue the same disciplinary problems after in-school suspension may move to the discipline level of out-of-school suspension.

EXPULSION

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. Expulsion means loss of credit in classes during the time of the expulsion.

SOCIAL NETWORKING

All students are responsible for all information contained in written or electronic transmissions (i.e. e-mail) and any information posted on a public domain (i.e., Internet, chat rooms, blogs, Facebook, YouTube, Instagram, SnapChat, Twitter etc.). Inappropriate, embarrassing or disrespectful information and/or pictures should not be posted in any public domain. Students are not precluded from participation in online social networks: however, students should be reminded that they serve as representatives of their school, the athletic programs, and Northeastern Wayne Schools.

Texting, tweeting, and uses of other social networks to disparage or criticize the school, the team, teammates, other students, opponents, coaches, or other school personnel is inappropriate behavior and unbecoming of a Northeastern Wayne Schools student. Any individual identified on a social networking

site which depicts illegal or inappropriate behavior will be considered in violation and subject to discipline or suspension per policy guidelines.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include but are not limited to depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol and tobacco (i.e. Holding cups, cans, shot glasses, etc.)
2. Posting photos, videos and comments that are of a sexual nature. This includes links to websites of pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana and other illegal drug paraphernalia.
4. Demeaning other athletes and/or coaches, Northeastern or otherwise.

For your own safety, please keep the following recommendations in mind as you engage in social networking:

1. Set your security setting so that only your friends can view your profile.
2. You should not post your email, home address, local address, telephone number(s) or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
3. Be aware of who you add as a friend on your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
4. Consider how the above behaviors can be reflected in all social media applications.

Be aware that potential current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post that could potentially provide an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

PROGRESSIVE DISCIPLINE PLAN (BEHAVIOR/CONSEQUENCE)

The staff at Northeastern High School believes that every student should have the opportunity to learn skills and values that are necessary for personal development and social order in a free society. To achieve this goal, it is necessary for students to behave in a safe, orderly way for an effective learning environment.

Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.

Outlined below is NHS' Progressive Discipline Plan that stipulates behaviors that will not be allowed at school. Also outlined are the possible consequences of engaging in such behaviors. Staff members will utilize their classroom management system and will give verbal warnings prior to progress through the consequences. These lists are meant to be representative but not necessarily inclusive. Additional specific policies are defined in the student handbook and course syllabi.

<u>Examples of Behavior</u>	<u>Menu of Possible Consequences</u>
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Type A Behaviors	Step 1: Teacher Assigned
<ul style="list-style-type: none"> ● Violation of classroom rules ● Disrespectful to other students ● Class Disruption ● Unprepared for class ● Unauthorized use of electronic devices in classroom 	Verbal warning, Teacher-student conference, Parental contact.
Type B Behaviors	Step 2: Teacher Assigned
<ul style="list-style-type: none"> ● Horseplay/Rough play ● Inappropriate classroom behavior ● Repeated violations of Type A Behaviors 	Restriction of privileges, Lunch detention, Teacher assigned and supervised after school detention, Parental contact
Type C Behaviors	Step 3: Administrator Assigned
<ul style="list-style-type: none"> ● Dress Code violations ● Rough horseplay ● Public displays of affection ● Disrespect, to adults ● Profanity, obscene language or gestures toward student ● Skipping/Out of Area ● Frequent tardies (see Tardy Policy) ● Inappropriate cafeteria behavior ● Inappropriate bus behavior ● Academic dishonesty (see Academic Dishonesty policy) ● Extortion / blackmail ● Violation of Acceptable Use of Technology policy ● Failure to serve detention ● Misuse of technology – photographing, recording or videotaping of other students without their permission. ● Repeated violations of Type A and B Behaviors ● Driving/Parking Misconduct 	Assigned seating in the cafeteria, Lunch Detention, After-school detention, Restitution, Parent shadow, ISS: 1-5 days, Suspended from parking on school grounds
Type D Behaviors	Step 4: Administrator Assigned
<ul style="list-style-type: none"> ● Profanity, obscene language or gestures toward staff ● Truancy/Leaving School Grounds without permission. ● Physical or verbal aggression or threat of physical aggression ● Possession of tobacco, tobacco products or tobacco paraphernalia. ● Lewd, indecent, offensive conduct ● Dishonesty, fraud, falsification of document or statement 	OSS: 1-3 days, educational programs to address the infraction, i.e. tobacco use

<ul style="list-style-type: none"> ● Disrespect, defiance and insubordination ● Disruption/Disturbance to educational environment ● Misuse of technology – photographing, recording or videotaping of other faculty and staff without their permission ● Misuse of technology – posting photos or videos to social media of students, staff or faculty without their permission. AND/OR possessing, viewing or searching for explicit content ● Repeated violations of Type A, B, and C Behaviors ● Retaliation for reporting ● Interfering with an administrative investigation 	
Type E Behaviors	Step 5: Administrator Assigned
<ul style="list-style-type: none"> ● Repeated violations of any of the behaviors listed above 	OSS: 5 days, Behavior contract and mandatory parent conference, Meeting with school resource officer
Type F Behaviors	Step 6: Administrator Assigned
<ul style="list-style-type: none"> ● <u>Possible</u> causes for expulsion include but are not limited to: battery, any form of bullying or harassment, controlled substances, drugs or drug paraphernalia, weapons (including gestures), serious bodily injury or threat thereof, vandalism or theft of school or private property, bomb threats, sexual misconduct, any violence (electronic, physical, verbal), any unlawful behavior or criminal activity and failure to respond to increasingly restrictive consequences. These behaviors may be reported to law enforcement authorities and, as determined, to mental health professionals. ● Repeated violations of any of the behaviors listed above 	OSS: 10 days, Possible transfer to an alternative educational setting, A student may be assigned to alternative educational placement located at any Northeastern Wayne School Corporation facility; Expulsion

RESTRICTIONS DUE TO SUSPENSION OR EXPULSION

Suspended or expelled students are not permitted on Northeastern Wayne School Corporation property. In addition, suspended or expelled students are not permitted to participate nor be present at any

extra-curricular activities on Northeastern Wayne School Corporation property and/or involving Northeastern Wayne School Corporation teams during the term of the suspension or expulsion.

Furthermore, under Indiana law, a principal may require any student who is sixteen (16) years of age or older, and seeks to enroll in school following an expulsion, to enroll in an alternative school, an alternative educational program, or evening school.

The information and statutes set forth in this handbook are subject to constant change. The statutes included herein are current according to West's Annotated Indiana Code. Northeastern Wayne School Corporation, its Board of Trustees, Principals, Teachers and all others associated therewith hereby disclaim any and all responsibility or liability, which may be asserted or claimed arising from or claimed to have arisen from reliance upon the statutes set forth in this handbook.

DUE PROCESS INDIANA CODE

20-33-8-18 Maximum term of suspension; procedure

(a) a principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) days under section 23 of this chapter.

(b) a principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

- (1) a written or an oral statement of the charges against the student.
- (2) If the student denies the charges, a summary of the evidence against the student.
- (3) An opportunity for the student to explain the student's conduct.

(c) when misconduct requires immediate removal of a student, the meeting under subsection (b) shall commence as soon as reasonably possible after the student's suspension.

(d) following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

- (1) the student's misconduct.
- (2) the action taken by the principal.

20-33-8-23 Suspension pending expulsion decision

The superintendent or the person designated by the superintendent under section 19(a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 19 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (1) interference with an educational function or school purposes; or
- (2) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on the student's proposed expulsion if the expulsion is ordered under section 17 of this chapter.

20-33-8-19 Expulsion procedure; appeals

(a) a superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

- (1) legal counsel
- (2) a member of the administrative staff if the member:

(A) has not expelled the student during the current school year; and

(B) was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this sub-section may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

(b) an expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting shall:

(1) be made by certified mail or by personal delivery.

(2) contain the reasons for the expulsion; and

(3) contain the procedure for requesting an expulsion meeting.

(c) the person conducting an expulsion meeting:

(1) shall make a written summary of the evidence heard at the expulsion meeting.

(2) may take action that the person finds appropriate; and

(3) must give notice of the action taken under subdivision (2) to the student and the student's parent.

(d) if the student or the student's parent within ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:

(1) shall hold a meeting to consider:

(A) the written summary of evidence prepared under subsection (c)(1); and

(B) the arguments of the principal and the student or the student's parent.

unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and

(2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 21 of this chapter.

(e) a student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) the governing body may vote not to hear appeals of actions taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken a student or parent may appeal only under section 21 of this chapter.

Students do not have a right under the due course of law clause of Article 1, Section 12 of the Indiana Constitution to have an attorney present at an expulsion meeting.

20-33-8-20 Maximum term of expulsion; reenrollment in alternative program after expulsion or exclusion; reinstatement review

(a) except as provided in section 16 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that

a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion, or an exclusion attend an alternative program.

(b) an expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the superintendent or a person designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester.

(c) an expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the superintendent or a person designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year.

20-33-8-21 Scope of judicial review

Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to issue of whether the governing body acted without following the procedure required under this chapter.

Indiana Code Language Related to Weapons

IC 35-47-1-5 "Firearm"

Sec. 5. "Firearm" means any weapon:

(1) that is:

(A) capable of expelling; or

(B) designed to expel; or

(2) that may readily be converted to expel;

a projectile by means of an explosion.

As added by P.L.311-1983, SEC.32. Amended by P.L.3-2008, SEC.254.

IC 35-31.5-2-86 "Deadly weapon"

Sec. 86. (a) Except as provided in subsection (b), "deadly weapon" means the following:

(1) A loaded or unloaded firearm.

(2) A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it:

(A) is used;

(B) could ordinarily be used; or

(C) is intended to be used;

is readily capable of causing serious bodily injury.

(3) An animal (as defined in IC 35-46-3-3) that is:

(A) readily capable of causing serious bodily injury; and

(B) used in the commission or attempted commission of a crime.

(4) A biological disease, virus, or organism that is capable of causing serious bodily injury.

(b) The term does not include:

- (1) a taser (as defined in IC 35-47-8-3);
- (2) an electronic stun weapon (as defined in IC 35-47-8-1);
- (3) a chemical designed to temporarily incapacitate a person; or
- (4) another device designed to temporarily incapacitate a person;

if the device described in subdivisions (1) through (4) is used by a law enforcement officer who has been trained in the use of the device and who uses the device in accordance with the law enforcement officer's training and while lawfully engaged in the execution of official duties.

As added by P.L.114-2012, SEC.67.

IC 35-47.5-2-4 "Destructive device"

Sec. 4. (a) "Destructive device" means:

- (1) an explosive, incendiary, or overpressure device that is configured as a:
 - (A) bomb;
 - (B) grenade;
 - (C) rocket with a propellant charge of more than four (4) ounces;
 - (D) missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce;
 - (E) mine;
 - (F) Molotov cocktail; or
 - (G) device that is substantially similar to an item described in clauses (A) through (F);
- (2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half (1/2) inch; or
- (3) a combination of parts designed or intended for use in the conversion of a device into a destructive device.

(b) The term does not include the following:

- (1) A pistol, rifle, shotgun, or weapon suitable for sporting or personal safety purposes or ammunition.
- (2) A device that is neither designed nor redesigned for use as a weapon.
- (3) A device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- (4) A surplus military ordnance sold, loaned, or given by authority of the appropriate official of the United States Department of Defense.

As added by P.L.123-2002, SEC.50.

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 35-31.5-2-86. 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 (1) 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) A student with a disability (as defined in IC 20-35-1-8) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

[Pre-2005 Elementary and Secondary Education Recodification Citation: 20-8.1-5.1-10.]

As added by P.L.1-2005, SEC.17. Amended by P.L.114-2012, SEC.42; P.L.233-2015, SEC.261.

IC 35-47-5-2.5 Possession of a knife on school property

Sec. 2.5. (a) As used in this section, "knife" means an instrument that:

(1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and

(2) is intended to be used as a weapon.

(b) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.

(c) A person who recklessly, knowingly, or intentionally possesses a knife on:

(1) school property (as defined in IC 35-31.5-2-285);

(2) a school bus (as defined in IC 20-27-2-8); or

(3) a special purpose bus (as defined in IC 20-27-2-10);

commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Level 6 felony if the offense results in bodily injury to another person.

(d) This section does not apply to a person who possesses a knife:

(1) if:

(A) the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and

(B) the person uses the knife for a purpose authorized by the school corporation; or

(2) if the knife is secured in a motor vehicle.

As added by P.L.72-2006, SEC.9. Amended by P.L.114-2012, SEC.140; P.L.158-2013, SEC.592.

SENIOR & EARLY GRADUATION AWARDS PROGRAM, GRADUATION PRACTICE, AND NHS COMMENCEMENT

NHS Senior and Early Graduation Awards Program:

All participants are to be in the Auxiliary Gymnasium by 8:30 A.M. and comply with the dress code identified below. Failure to cooperate in any manner including arrival time and dress code will mean that you forfeit your privilege to participate in the graduation ceremony.

NHS Graduation Practice:

Failure to attend graduation practice and/or failure to cooperate in any manner during graduation practice will mean that you forfeit your privilege to participate in the graduation ceremony.

NHS Commencement:

The NHS Commencement date is posted on the Northeastern Wayne School Corporation calendar.

Dress Code:

1. Dress of appropriate length or dress pants
2. A button-down shirt with tie
3. Dress shoes
4. No cut offs, shorts, jeans (of any color), sweatpants, or yoga pants
5. No midriff tops, t-shirts, or tank tops
6. No tennis shoes, boots, or flip flops

Please contact the senior sponsor and the senior guidance counselor with any specific dress code concerns.

Students dressed inappropriately will not go through senior awards or commencement.

**Northeastern Wayne School Corporation
Extra-curricular Activities Drug Testing Program
for
Northeastern High School**

A. Rationale

Northeastern Wayne school Corporation has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States and an increased substance abuse problem in Wayne County, Indiana, indicate that education alone is not an effective deterrent to substance abuse. Statistics from recent “Indiana Alcohol, Tobacco, and Other Drug Use Surveys” show a use of controlled substances among students at Northeastern High School. To endure safe and secure educational and extra-curricular environments, a clear policy as well as supportive programs relating to detection, treatment and prevention of substance abuse is needed.

B. Purpose

The purpose of this program is to educate, assist and direct students away from drug and alcohol use and toward healthy and drug-free school participation. Students involved in extracurricular activities need to be exemplary in the eyes of our community and other students as well. Therefore, restrictions from participation in extracurricular activities will be part of this program. The primary intent of this program, however, is not to be disciplinary or punitive. Therefore, no student shall be expelled or suspended from school as a result of any verified “positive” test conducted by his/her school under this program other than stated herein.

C. Non-Punitive Nature of Policy

No Student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student’s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Northeastern Wayne School Corporation Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student’s custodial parent, legal guardian, or

custodian will be notified as soon as possible before response is made by the Northeastern Wayne School Corporation Board of Education, to the extent permitted by such subpoena or legal process.

D. Legal Obligation

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.1-7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

E. Current Policies

This program does not affect the current policies, practices, or rights of Northeastern Wayne School Corporation with respect to tobacco and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this Policy. Northeastern Wayne School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

F. Scope

Participation in extracurricular activities is a privilege. This policy applies to all Northeastern Wayne School Corporation students who wish to participate in extracurricular activities at Northeastern High School, grades 9-12. Extra-curricular activities refer to those activities listed in the current school handbook, which include all athletic teams; all school sponsored clubs and organizations as well as any other school-sponsored extracurricular activities not listed in the school handbook. This policy also includes students who wish to attend dances, prom, class-sponsored activities and those students who wish to drive to school, from school, or during school. **For the purpose of this policy, “extra-curricular” will be used to include extra-curricular and co-curricular activities, dances and driving unless otherwise stated.**

The testing pool is made of up but no limited to:

1. Athletics (Participants include but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)
2. Music (Participants include, but are not limited to, performing band members, performing choir members and participants in solo/ensemble contests.)
3. Damsels
4. Academic teams
5. Drama
6. Co-Curricular Activities (Participants include but are not limited to, FFA, Yearbook, Journalism, Newspaper, etc.)
7. National Honor Society
8. Student Government (Participants include but are not limited to, Class Officers, Student Council, etc.)
9. All school clubs (in the master contract or approved by school administration)
10. Dance attendees
11. Model Legislature
12. Senior trip attendees or other special trips
13. Cadets

14. A parent/guardian may request that his/her student be placed in the testing pool.
15. This policy also applies to any student who elects to drive to school, from school or during school. However current case law prohibits action against drivers who only fail the nicotine test.

G. Consent Form

It is MANDATORY that each student who participates in extracurricular activities as designated in the “Scope” sections of this document sign and return the “consent form” prior to participation in any extra-curricular activity. Failure to sign the consent will result in non-participation in any and all extra-curricular activities at Northeastern. The “Consent Form” (attached hereto) shall be signed and dated by both the participant and by the parent/guardian. In doing so, the student agrees to participation in the random drug-testing program at Northeastern High School. Students and parents who submit the form in a timely manner will not have to pay for the testing.

A student who does not return the Consent/Non-Consent Form within the specified time period will be required to submit to a drug test prior to participation in extra-curricular activities at Northeastern. The student and/or his/her parent/guardian will be financially responsible for all costs and expenses of said test.

H. Banned Substances

For the purpose of this Policy, alcohol, nicotine and all drugs listed as a Controlled Substances in Indiana are banned substances under the Extra-Curricular Activities Drug Testing Program for Northeastern High School.

Information on Controlled Substances in Indiana can be for at the following sites:

- <http://www.in.gov/legislative/ic/code/title35/ar48/ch4.html>
- <http://www.clarkprosecutor.org/html/substnce/druglaw.htm>

There are more common substances or their metabolites that can be tested for that are considered illicit or banned for Northeastern High School students include, but are not limited to, the following:

Alcohol	Amphetamines*1	Anabolic Steroids
Barbiturates	Benzodiazepines*1	Cocaine Metabolites *1
LSD	Marijuana Metabolites	Methadone*1
Methaqualone*1	Nicotine*2	Opiates*1
Phencyclidine 1	Propoxyphene*1	

Other Specified Drugs *2

1. Street Drug Names for the substances above can be found at the following sites:
<http://www.drugalcohol-rehab.com/stree-drugs.htm>
<http://www.streetdrugs.org/>
2. Current Indiana case law prohibits action against drivers who only fail the nicotine test.

I. Testing Procedure

1. The selection of participants to be tested will be done randomly by the Vendor and selections will be made from time to time throughout the school year. Names will be drawn from one large

pool of those students agreeing to be tested. Testing may occur Monday through Saturday. This variable schedule will keep student's conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.

2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences. If the student's number is randomly drawn and the student is absent the day of the test he or she will be tested on the next date. Upon being selected for a urinalysis test under this policy, either by random selection, parent/guardian request, or a "follow up" test, a participant will be required to provide a sample of fresh urine according to the quality control standards and policy of the laboratory conducting the urinalysis test.
3. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extra-curricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
4. If determined by school officials or Vendor that tampering or cheating by the student has occurred during the collection, the student will become ineligible for all extra-curricular activities until the date of registration for the following school year. This will be reported to the parent/guardian.
5. The specimens will then be turned over to the testing laboratory and each specimen will be tested for alcohol, nicotine, pharmaceuticals, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana)
6. The Laboratory selected must follow the standards set forth by the Department of Health and Human Services and be certified under the auspices of the Clinical Laboratory Improvements Act (CLIA).

J. Chain of Custody

1. The contracted, certified laboratory will provide training and direction to who supervise the testing program. To maintain anonymity, the student's random drug testing number, not name, will be used.
2. The principal/administrative designee will be responsible for calling students selected by The Vendor to be tested. In addition to the school day, students in the testing pool may be called after school, before, during, or after an extracurricular activity.
3. Before the student's urine sample is tested by the laboratory, the student is to fill out, initial and date any form requested by the laboratory. At that time a student may notify school personnel that he/she is taking prescription medications.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will initial that the

specimen has properly sealed in his/her presence. The seal may be broken only by the lab testing specimen.

5. If the seal is tampered with or broken, after leaving the student's possession or prior to arriving at the lab, the specimen is subsequent to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have up to two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the same. The faucets in the restrooms will be shut off.
7. After the specimen has been sealed, it will be sent to the testing laboratory in accordance with the Vendor and the lab's specifications. The testing laboratory will report the results back to the principal/administrative designee in a timely fashion.
8. In order to maintain confidentiality, the container which holds the urine specimen to be tested will not have the name of the student on the container. Return confirmation sheets from the Vendor and testing laboratory will make reference to the individual test by student random identification number and specimen ID number only.

K. Test Results

1. This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reasons for suspending the student from participation in extracurricular activities.
2. The Results Group (RG) will be made up of the principal, assistant principal in charge of student activities and one teacher. The teacher will be chosen by lottery from staff members who are not club sponsors, coaches, or co-curricular teachers. A different teacher will be selected each time.
3. Drug testing result sheets will be returned to the RG identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location accessible only by the RG
4. The Results Group will be notified by the laboratory of a student testing "positive". The RG will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive test" has been satisfactorily explained.
5. If the test is verified "positive", the RG will meet with the student and his/her parent/guardian at a school corporation facility in a timely fashion. The student and parent/guardian will be given information on counseling and assistance agencies that the family may want to contact for help. The student will be prohibited from participating in extracurricular activities until a follow-up test shows a negative result. The student shall be eligible for a retest upon completion of suspension of extra-curricular activities (or the first school day after the suspension period). If a positive result is obtained from any subsequent test of that participant, the procedures outlined in this paragraph will be followed. In addition, anytime any student in this program who tested positive during the participation periods and did not make satisfactory explanation, Northeastern High School reserves the right to continue testing such student at any time. The student or parent/guardian may appeal the suspension of extra-curricular activities by requesting that the

urine specimen be tested again by a certified laboratory at a cost to the student or his/her parent/guardian. The appeal process must be made with Northeastern High School Administration. All decisions made by these administrators are final.

6. Information on a verified “positive” test result will only be shared with the appropriate school personnel (i.e. coaches, or club sponsors.) The results of “negative” tests will be kept confidential to protect the identity of all students being tested.

L. Financial Responsibility

1. Under this policy, Northeastern High School will pay for initial random drug tests, and the initial “follow up” tests resulting from any verified “positive” test. Any other tests requested by a student and his/her parent/guardian will be the financial responsibility of the student and his/her parent/guardian. Fees must be paid in full before testing.
2. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student and his/her parent/guardian.

M. Confidentiality

Northeastern High School is committed to confidentiality in regard to this program. Under this drug testing program, any staff, coach or sponsor of Northeastern High School who may have knowledge of the results of a drug test shall not divulge to anyone to the results of the test or the disposition of the student involved, other than in the case of legal subpoena made upon that person in the course of the a legal investigation.

Notice: Disclaimer of Responsibility for Community Comment

Due to the small size of the student body, the Corporation cannot be responsible for community speculation regarding the non-participation of a particular student in extra-curricular or co-curricular activities

N. Drug Testing Policy Consequences

General Information: For the purpose of the policy, “extra-curricular” will be used to include extra-curricular and co-curricular activities, dances, and student drivers unless otherwise stated.

Consequences for Non-compliance: Students who do not participate in the Northeastern High School Drug Testing Program will not be permitted to participate in extra-curricular and co-curricular activities, dances, and driving.

Refusal: Should a student/athlete or parent/guardian of a student enrolled in the testing program refuse to provide a sample, when randomly selected to do so, the student will be treated as a positive result and subject to the offense chart listed above.

Other Rules: Apart from this drug testing program, Northeastern High School and the coaching staff/sponsors of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules and requirements.

O. Consequences- Co-curricular Activities

First Offense:

The student will be suspended 50% of the activities associated with the class or academic course for 90 calendar days. The student will be prohibited from participating in activities related to the class or academic course scheduled outside of the classroom or outside of the school day. The student's teacher or the activity advisor will make arrangements for the student to make up the missed activity through additional classroom work or other projects. The student will not receive an academic penalty for failure to participate in co-curricular activities because of a positive test.

The building principal or his/her designee may reduce the suspension to 25% of the activities associated with the course for 90 calendar days. This option may be pursued only if the following criteria are met:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/Drug Abuse Counselor and follow his/her recommendations.
2. The parent/guardian is responsible for all costs associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive a reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

All suspensions will occur for consecutive events.

Second Offense:

The student will be suspended 75% of the activities associated with the class or academic course for 90 calendar days. The student will be prohibited from participating in activities related to the class or academic course scheduled outside of the classroom or outside of the school day. The student's teacher or the activity advisor will make arrangements for the student to make up the missed activity through additional classroom work or other projects. The student will not receive an academic penalty for failure to participate in co-curricular activities because of a positive test.

The building principal or his/her designee may reduce the suspension to 40% of the activities associated with the course for 90 calendar days. This option may be pursued only if the following criteria are met:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/Drug Abuse Counselor and follow his/her recommendations.
2. The parent/guardian is responsible for all costs associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive a reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

All suspensions will occur for consecutive events.

Third Offense:

The student will be permanently suspended from all co-curricular classes or academic courses for the remainder of his/her academic career at Northeastern High School.

Refusal:

Should a student or parent/guardian of a student enrolled in the testing program refuse to provide a sample or have their student provide a sample, when randomly selected to do so, the student will be treated as a positive result and subject to the offense chart listed above.

If a student qualifies for participation in the program in more than one area (i.e., a student athlete that is also a participant in extra-curricular and co-curricular activities, dances, and/or drives) the student will be suspended in all applicable areas.

P. CONSEQUENCES FOR STUDENT ATHLETES

Computation of Percentages for Athletes

A season is defined as being the total number of regular scheduled season contests plus one (1) IHSSA tournament contest. To determine a percentage of a season, take the total number of contests and multiply by the appropriate percentage. The fractional portion of a penalty will be rounded off to the next highest whole number (i.e., 1.25 moves to 2.)

First Offense:

The student/athlete will be suspended for 50% of the athletic team's season's calendar of events. If any offense occurs during the off-season in athletics or if the student is not currently participating in any activity, the penalty will begin at the beginning of his/her next regular season or activity.

The building principal or his/her designee may reduce the suspension to 25% of the athletic season if:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/Drug Abuse Counselor and follow his/her recommendations.
2. The parent/guardian is responsible for all costs associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive a reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

All athletic suspensions will occur for consecutive events played.

Second offense:

The student/athlete will be suspended for 75% of the athletic team's season's calendar of events. If any offense occurs during the off-season in athletics or if the student is not currently participating in any activity, the penalty will begin at the beginning of his/her next regular season or activity.

The building principal or his/her designee may reduce the suspension to 40% of the athletic season if:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/Drug Abuse Counselor and follow his/her recommendations.
2. The parent/guardian is responsible for all costs associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive a reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

All athletic suspensions will occur for consecutive events played.

Third Offense:

The student/athlete will be suspended from participation in all athletics **for the remainder of his/her enrollment** at Northeastern High School.

Refusal:

Should a student/athlete or parent/guardian of a student enrolled in the testing program refuse to provide a sample or have their student provide a sample, when randomly selected to do so, the student will be treated as a positive result and subject to the offense charge listed above.

If a student qualifies for participation in the program in more than one area (i.e. a student athlete that is also a participant in extra-curricular and co-curricular activities, dances, and or drives) the student will be suspended in all applicable areas.

Q. Consequences for Dances/Student Drivers/Extra-curricular Activities

First Offense:

The student will be suspended from parking on school grounds during school hours and/or participating in any dances or extra-curricular activities for 90 calendar days. The building principal or his/her designee, may reduce the suspension to 45 calendar days only if:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/Drug Abuse Counselor and follow his/her recommendations.

2. The parent/guardian is responsible for all costs associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive a reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

Second Offense:

The student will be suspended from parking on school grounds during school hours and/or participating in any dances or extra-curricular activities for 120 calendar days.

The building principal, or his/her designee, may reduce the suspension to 60 calendar days only if:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/Drug Abuse Counselor and follow his/her recommendations.
2. The parent/guardian is responsible for all costs associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive a reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

Third Offense:

The student will be suspended from participation in all parking privileges during school hours, dances, and extra-curricular activities for the remainder of his/her enrollment at Northeastern High School.

Refusal:

Should a student or parent/guardian of a student enrolled in the testing program refuse to provide a sample or have their student provide a sample, when randomly selected to do so, the student will be treated as a positive result and subject to the offense chart listed above.

If a student qualifies for participation in the program in more than one area (i.e. a student athlete that is also a participant in extra-curricular and co-curricular activities, dances, and/or drives) the student will be suspended in all applicable areas.

**Northeastern Way School Corporation
Extra-Curricular Activities Drug Testing Program
Consent Form**

A Student who does not turn this Consent Form within the specified time period will be required to submit to a drug test prior to participation in extracurricular activities at Northeastern. The student and/or his/her parent/guardian will be financially responsible for all costs and expenses of said test.

I have received, read, and understand the information contained in the "Northeastern High School Extra-Curricular Activities Drug Testing Program". I desire that

(Print Student Name clearly) _____ will be a participant in the program and in the extra-curricular programs of Northeastern Wayne Schools. We voluntarily agree to be subject to its terms for the duration of the student's participation in extracurricular activities throughout grades 9 through 12. We accept the method of obtaining specimens, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing any specimen sample that may be required from time to time.

We further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to nondisclosure of such test records and results but only to the extent of disclosures in the program.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Non-Consent

I (Print Student Name clearly) _____, have decided not to participate in any extracurricular activities sponsored by Northeastern High School. In order for me to participate in extracurricular activities at a later date, I understand that I must submit to a urinalysis test. We further

acknowledge that the cost of this test is to be the obligation of the parent/guardian (or student if legal age.)

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

**BOARD OF SCHOOL TRUSTEES
NORTHEASTERN WAYNE SCHOOL CORPORATION**

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Use of Metal Detectors

Reasonable Suspicion

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

Administrative Suspicion

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

1. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
2. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or

weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each elementary, middle, and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

Use of Metal Detectors--Procedures

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each elementary, middle, and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each elementary, middle, and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each elementary, middle, and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

Metal Detector Random Checks

- A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- B. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
- C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
- D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.

- E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.