

**NORTH JUDSON-SAN PIERRE Jr-Sr HIGH SCHOOL
STUDENT HANDBOOK: 2021-2022**

Welcome to the North Judson-San Pierre Jr-Sr High School. All the members of the NJ-SP staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

This student (parent) handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for use by you and your parents. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal or Guidance Counselor who you will find listed in the staff directory section of the handbook. ***This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails.*** This handbook supersedes all prior handbooks and other written material on the same subjects.

It is the policy of this Corporation to provide an equal education opportunity to all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation or social or economic background has the right to file a complaint. A formal complaint may be made in writing to the superintendent. The complaint will be investigated and a response, in writing, will be given to the concerned person within 7 days. The compliance officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the corporation threaten or retaliate against anyone who raises or files a complaint.

DAILY TIMETABLES

	<u>NORMAL DAY</u>	<u>BCT/DELAY DAY</u>
Entry Bell	7:15 AM	9:15 AM
Exit (Cafeteria)	7:35 AM	9:35 AM
Warning Bell	7:44 AM	9:44 AM
1st	7:45 – 8:34	9:45 – 10:14
2nd	8:39 – 9:28	10:19 – 10:48
3rd	9:33 – 10:22	10:53 – 11:22
4A	10:27 – 10:53	11:27 – 11:53
4B	10:57 – 11:23	11:57 – 12:23
4C	11:27 – 11:53	12:27 – 12:53
5th	11:58 – 12:47	12:58 – 1:27
6th	12:52 – 1:41	1:32 – 2:01
7th	1:46 – 2:35	2:06 – 2:35

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis. Parents may access PowerSchool to monitor student's grades, attendance, and lunch account balances. At times it will be the responsibility of the student to deliver school information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in the educational program.

GROUNDS FOR SUSPENSION OR EXPULSION

Chapter 5.1 Suspension, Expulsion, and Student Discipline, Section 8:

(a) The following are grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

1. Student misconduct.
2. Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

1. on school grounds immediately before or during school hours, immediately after school hours, or at any time when a school group is using the school;
2. off school grounds at a school activity, function, or event; or
3. traveling to or from school or a school activity, function, or event

STUDENT CODE OF CONDUCT GUIDELINES

A major component of the educational program at North Judson-San Pierre Jr./Sr. High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each Student Shall Be Expected To:

1. Abide by federal, state, and local laws as well as the rules of the School.
2. Respect the rights of others,
3. Act courteously toward adults and fellow students
4. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic backgrounds;

5. Complete assigned tasks on time and as directed;
6. Help maintain a School environment that is safe, friendly, and productive.

Key To Abbreviations

ISS	In School Suspension
ASD	After School Detention
ASD 3	After School Detention 3 hrs
SAS	Saturday School
OSS	Out of School Suspension
LDT	Lunch Detention

The following will be used as a guide for student discipline. At any point, if a student’s conduct is severe enough, the disciplinary consequence may be escalated to a more appropriate level.

1. Cell Phone Violation

- 1st offense: Referral to office/Return to Student at the End of the Period
- 2nd offense: LDT/Returned to Student at the End of the Day/Parent Contact
- 3rd offense: ASD/ Returned to Student at the End of the Day/Parent Contact
- 4th offense: ASD 3/SAS/ Device Returned to Parent or Guardian Only

2. Late to School

- 3rd offense: Parent Notification
- 4th offense: LDT- Parent Notification
- 5th offense: ASD– Parent Notification
- 6th offense: ASD/ASD 3- Parent Notification
- 7th offense: Administrative Decision/ Behavior Contract/Possible Removal from class

3. Tardy To Class

- 3rd offense: Referral to Office
- 4th offense: LDT – Parent Notification
- 5th offense: ASD– Parent Notification
- 6th offense: ASD 3/SAS – Parent Notification
- 7th offense: Administrative Decision/ Behavior Contract/Possible Removal from class

4. Truancy

- 1st offense: ASD/ ASD 3/SAS/1 Day ISS
- 2nd offense: 2 x ASD/ASD 3/ SAS/ ISS [L] [L] [L] [L] [SEP] [SEP]
- 3rd offense: 3 x ASD/ ASD 3/ SAS/ ISS
- 4th offense: 5 x ASD/ ASD 3/ SAS/ ISS
- 5th offense: Possible Form 16, Due Process.

5. Inappropriate Public Display of Affection

- 1st offense: Administrative Conference/Warning
- 2nd offense: LDT
- 3rd offense: ASD

6. Reckless Driving / Parking Lot Violation

1st offense: Loss of Driving Privilege For up to Ten School Days

2nd offense: Loss of Driving Privilege For up to 18 Weeks

3rd offense: Loss of Driving Privilege For One Calendar Year

7. In Hall w/o Pass And Before *The Morning Bell*

1st offense: Administrative Conference/Warning

2nd offense: LDT

3rd offense: ASD

4th offense: ISS/OSS

8. Insubordination

1st offense: ASD

2nd offense: ASD 3/SAS/ISS/OSS

9. Failure to Successfully Complete Detention

1st offense: Double the Original Detention Assignment

2nd offense: ISS/ SAS

3rd offense: OSS

10. Misbehavior in ISS

1st offense: ASD 3/SAS

2nd offense: OSS

11. Misbehavior on Bus

1st offense: Conference with Student/1-10 Day Suspension From Riding The Bus

2nd offense: Suspension From Bus For The Remainder Of The Semester

3rd offense: Suspension From Bus For The Rest Of The School Year

12. Minor Use of Profanity or Obscene Gestures or Language

1st offense: Lunch Detention

2nd offense: LDT/ASD

3rd offense: ISS/OSS

13. Major Use of Profanity or Obscene Gestures or Language

1st offense: ASD/SAS

2nd offense: ISS/OSS

3rd offense: ISS/OSS/Possible Expulsion

14. Disruptive Attire / Dress Code Violation

1st offense: Change/LDT

2nd offense: Change/ISS

3rd offense: OSS

15. Academic Integrity

- 1st offense: "0" on Test/Paper/Assignment-Report to Parents
- 2nd offense: "0" on Test/Paper/Assignment-Report to Parents/ISS

16. Skipping Class

- 1st offense: ASD
- 2nd offense: SAS
- 3rd offense: ISS/OSS

17. Reckless Conduct/Endangering Others

- 1st offense: LDT/ASD/ISS/OSS
- 2nd offense: SAS/ISS/OSS
- 3rd offense: ISS/OSS/Expulsion

18. Bullying

- 1st offense: ISS/OSS/Form 16/Expulsion/Report To Police
- 2nd offense: OSS/Form 16/Expulsion/Report To Police
- 3rd offense: Expulsion/Report To Police

19. Intimidation (Threat Of Violence – Using A Weapon Or Other Destructive Device)

- 1st offense: 10 Days OSS/Form 16/Expulsion/Report To Police

20. Intimidation (Threat Of Physical Attack/Fighting)

- 1st offense: Office Will Initiate The Conflict Resolution Protocol.
- 2nd offense: ISS/OSS
- 3rd offense: OSS/Form 16/Expulsion/Report To Police

21. Fighting

- 1st offense: OSS/Form 16/Expulsion/Report to Police
- 2nd offense: OSS/Form 16/Expulsion/Report to Police
- 3rd offense: Expulsion/Report to Police

22. Attacking a Student

- 1st offense: 10 Days OSS/Form 16/Expulsion/Report to Police
- 2nd offense: Expulsion/Report to Police

23. False Fire Alarm/Bomb Threat

- 1st offense: OSS/Expulsion/Report to Police

24. Possession/Use Of Firecrackers Or Other Incendiary Device

- 1st offense: OSS/Expulsion

25. Possession/Use of any tobacco product including but not limited to cigarettes, vapes, e-cigarettes, juul, chewing tobacco.

- 1st offense: 1 Day ISS in addition to legal citation and fine
- 2nd offense: 3 Day OSS in addition to legal citation and fine
- 3rd offense: 10 Day OSS, recommendation for expulsion in addition to legal citation and fine

26. Look Alike Drugs/Alcohol/Drug Paraphernalia

- 1st offense: OSS/Report to Police
- 2nd offense: OSS/ Report to Police
- 3rd offense: OSS/Expulsion/Report to Police

27. Possession, Dealing/Distributing or Under the Influence of Alcohol or Drugs

- 1st offense -OSS/expulsion/Report to Police

28. Minor Theft

- 1st offense: Payback/ASD
- 2nd offense: Payback/SAS
- 3rd offense: Payback/OSS/Form 16/Expulsion

29. Major Theft

- 1st offense: OSS/Payback/Form 16/Report to Police
- 2nd offense: OSS/Payback/Report Police/Expulsion

30. Vandalism

- 1st offense: Restitution/LDT/ISS/OSS/Report to Police/Jeopardize Participation in graduation ceremony.
- 2nd offense: OSS/Expulsion/Report to Police

31. Sexual Harassment

A) Verbal

- 1st Offense: Warning/LDT/ASD/ISS/OSS/Meeting With School Appointed Sexual Harassment Coordinator – Documented
- 2nd Offense: OSS/Expulsion/Probation
- 3rd Offense: OSS/Expulsion

B) Non-Verbal

- 1st Offense: Warning/LDT/ASD/ISS/OSS/Meeting With School Appointed Sexual Harassment Coordinator – Documented
- 2nd Offense: 3-5 Days OSS
- 3rd Offense: OSS/Expulsion/ Probation

C) Physical

- 1st Offense: Warning/LDT/ASD/ISS/OSS/Meeting With School Appointed Sexual Harassment Coordinator – Documented
- 2nd Offense: OSS/Expulsion

32. Immoral Conduct

- 1st offense: ISS/OSS/Form 16
- 2nd offense: OSS/Form 16/Expulsion
- 3rd offense: OSS/Expulsion

33. Disrespect To A Staff Member

1st offense: ASD/ OSS

2nd offense: OSS/Form 16

3rd offense: 10 Days OSS Pending Expulsion

34. Threatening A Teacher/Staff Member Directly or Indirectly

1st offense: OSS/Form 16/Expulsion/Report to Police

2nd offense: OSS/Expulsion/Report to Police

35. Attacking a Teacher/Staff Member

1st offense: 10 OSS Pending Expulsion/Report to Police

36. Possession, Handling or Transmitting Any Object That Can Be Considered A Weapon/Firearm Or A Destructive Device

1st offense: 10 Days OSS Pending Expulsion/Report to Police

37. Vandalism of School Grounds Including Trashing of Such

1st offense: OSS/Expulsion/Report to Authorities/Jeopardize Participation In Our Graduation Ceremony.

38. Possession of Lighter, Matches, or Other Items, Which May Start a Fire

1st offense: ASD

2nd offense: ISS/ASD

3rd offense: OSS

39. Out of designated/assigned area and/or Restroom Infraction

1st Offense: LDT

2nd Offense: ASD

3rd Offense: ASD 3/ SAS

THESE INFRACTIONS COMPOUND THROUGHOUT THE SCHOOL YEAR.

NOTE: Students may be suspended from school for one (1) to ten (10) school days.

DEFINITION OF A DEADLY WEAPON (PER INDIANA CODE)

Section 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.

EXPULSION FROM SCHOOL

If, in the principal's opinion, the alleged infraction warrants a longer period of removal from school, he/she shall refer the case to the superintendent for consideration for expulsion. The superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

NOTICE OF EXPULSION MEETING

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting.

APPEAL OF AN EXPULSION

Upon receipt of a written appeal, the board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the board's decision to the appropriate court.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the NJ-SP Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others.

All searches may be conducted with or without a student's consent by school authorities. Metal detectors may be used by School authorities when reasonable suspicion exists.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

USE OF DOGS

The board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school grounds, parking lots and vehicles, lockers, and items that are in the possession of students. Any search of a student's person will be based on individualized reasonable suspicion in addition to any information resulting from the dog's examination.

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student had consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicated a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such refusal will subject the student to disciplinary action.

CONFLICT BETWEEN HANDBOOK AND POLICY

All of the policies, guidelines, rules and regulations of the North Judson-San Pierre School Corp. are applicable to all students whether contained in this handbook or not. In the event of any conflict or ambiguity between the language of this handbook and the policies and guidelines of the North Judson-San Pierre School Corp., said policies and guidelines shall govern.

SUMMARY OF ATTENDANCE LAWS

Indiana Code 20-8. 1-3-33 Compulsory Attendance

Parents' Responsibility:

- (a) It is unlawful for a parent to fail to ensure that his/her child attends school under this chapter.
- (b) The below proceedings are instituted against a parent for a violation of this section. A personal notice of

the violation shall be served on the parent by the superintendent having jurisdiction over the public school or his/her designee. This personal notice must consist of and take place at the time of the occurrence of one of the following events;

- 1) the date of personal delivery;
- 2) the date of receipt of the notice sent by certified mail; or
- 3) the date of leaving notice at the last and usual place of the residence of the parents. If the violation is committed during the notice period no further notice is necessary and each day of violation constitutes a separate offense.

Indiana Code 20-8.1-3-34 Compulsory Attendance For Full Term

It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

The administration and faculty of NJ-SP Jr./Sr. High School agree that good attendance is directly related to learning. Every absence, whether or not it is excused, interrupts the student's understanding of the material being presented and lessens the value of an education.

ATTENDANCE POLICY

1. Absences will eventually fall into one of three categories: Unexcused, Excused, Verified or Exempt.
 - a) **UNEXCUSED:** Absent from school/class without permission from parent/guardian or staff.
 - b) **EXCUSED:** Absent from school/class with parent/guardian notification either by phone call, written note.
 - c) **VERIFIED:** Absent from school/class with a Doctor's note.
 - d) **EXEMPT:** Absent from school as verified by the principal, principal designee, or meets approved state statute reasons.

The following absences are considered exempt

- Court appearances
- Service in the National Guard
- Working at an official election
- School-sponsored field trips
- Suspensions, either in-school or out-of-school
- Serving as a page in the State Legislature (Indiana Statute)
- Legislated exemptions to compulsory attendance (Indiana Statute)
- Mandated court appearances (Indiana Statute)
- Recognized religious holidays, which are celebrated in the family's faith
- School business as approved by the Board of Education or its designee
- College or vocational pre-arranged visitation days

The Indiana Department of Education (IDOE) recognizes chronic absenteeism as missing ten percent of the school year or approximately 18 school days for any reason.

Attendance Monitoring Team

The Principal, Dean of Students, and the secretary form our school's Attendance Monitoring Team. The team contacts parents when their students begin missing school, meets with parents to discuss student attendance, and conducts interviews/home visits to identify barriers to regular school attendance, and serves as a resource for other teachers and staff who are dealing with students who fail to attend class regularly.

Notification Steps

We have adopted a tiered series of notifications for students who are missing an increasing number of school days. We will use a variety of communication measures (e.g., meetings between the principal and students; phone calls; letters; etc.) to connect with parents. The communications may occur as students miss five, seven, or ten days of school.

# of Days Absent	Notification
Any absence not excused, verified or exempt by 9:30 am each day.	Automated phone call.
5	Phone Call and Letter —Parent will receive a phone call and letter from school explaining the student has missed five days of school. Information will be gleaned as to the circumstances of the absences
7	Phone Call, Letter, Meeting w/assessment —Parent will receive a phone call from school informing them that their student has missed seven days of school. An official letter from the school will also be sent home. A phone meeting or physical meeting will take place to discuss supports that can be provided to facilitate improved attendance. (School will use an assessment document to establish volume, frequency, and patterns of absences)
10	Phone Call, Letter, Meeting, Attendance Contract —The school principal or designee will conduct a meeting with the student's parents, assess barriers to school attendance, and develop a plan to improve the student's attendance as part of an "attendance contract".

2. In order to be eligible to participate in any extracurricular activity, a student must arrive at school by 10:30 AM (regardless of their assigned lunch period) and finish the school day. Morning vocational students are expected to arrive at NJSP for their first scheduled class period after the conclusion of their regularly scheduled vocational class. Verified absences such as doctor appointments, court appearances, etc... with supporting documentation do not violate this provision.

3. Students who leave school early will only be eligible for extra curricular participation if their absence is a “verified absence,” with supporting documentation, or they have previous approval from the administration..

VERIFICATION/FORMS

1. Written verification must be presented for all types of verified absences. The written excuses must be turned in to the attendance officer **within 48 hours** of the student’s return to school.
2. If proper documentation is not received by the attendance officer within this 48 hour time frame, the attendance code for the given period of absence will be (A) – absent.
3. If a student leaves during the school day to attend a doctor or dental appointment,
 - a) The student must sign out with the attendance officer.
 - b) A health professional appointment form should be obtained by the student from the attendance officer prior to leaving for the appointment. This form should be completed and signed by an official at the office of the health professional and must include the date and time of the appointment.
 - c) The completed form should be returned to the attendance officer for the absence to be considered verified. (48 Hour Rule is still in effect here.)

PREARRANGED ABSENCES

In requesting a pre arranged absence, students and parents must assume full responsibility for work missed and accountability for total days missed.

Absences with parents/guardians that are unexpected may be arranged through the assistant principal. If properly arranged, the absences will be verified. Extended vacations with classmates or friends are regular absences and will be subject to the same procedures as other regular absences.

With approval of the administration, a parent may prearrange a maximum of five (5) days from school per year, involving no more than two (2) separate occasions. These absences will be considered exempt, not counting towards the student’s nine (9) day limit per semester.

PROCEDURE FOR REPORTING ABSENCES

1. **Parents are to call the school at 896-2158 and speak with the attendance secretary to report absences between 7:30 AM and 10:00 AM the day of the absence.**
2. A parent call **does not guarantee** a verified absence. A parent call **does guarantee** that the student will not be charged with an unexcused absence (truancy).

ATTENDANCE INTERVENTIONS

1. **ATTENDANCE ADMINISTRATOR CONFERENCES**: If a student shows a pattern, history, or issue with attendance, the Attendance Administrator will work with teachers, students, counselors, and parents to improve attendance.
2. **FIELD TRIP RESTRICTIONS FOR HS STUDENTS**: If a student has an attendance rate of less than 90% for the semester, his/her name will go on the Field Trip Restriction List. Unless it is deemed to be of high value by the administration, students must also currently be passing all of their core classes in order to attend the trip.
3. **ATTENDANCE CONTRACT**: If the attendance does not improve after earlier interventions, an attendance contract may be put in place. For students who have not passed the ISTEP, failure to comply may jeopardize your opportunity to earn a waiver. **Students with 10 or more unexcused absences in a given class will be subject to losing credit for that class. Absence Buy Back Policy: As part of an attendance contract or agreement with the attendance officer, a student may “buy back” absences so that they don’t lose academic credit due to going over the absence limit. Every 30 minutes of ASD or SAS will count as one class period bought back.**

TRUANCY

A determination made by the office that parents and/or guardians had no knowledge of a student's absence is considered truancy. Class work may be made up. Detention or in-school suspension may be served. Additional disciplinary action may occur but is not limited to additional suspensions and/or expulsion. In addition, further legal action will be pursued after the second truancy.

See disciplinary chart on page 3 to read a written description of the consequences associated with being truant to school.

DRIVER'S LICENSE / PERMIT RESTRICTION

According to Indiana Code 9-24-2-1 a driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who:

1. is a habitual truant.
2. is under at least a second suspension from school for the school year.
3. is under an expulsion from school.
4. has withdrawn from school, for a reason other than financial hardship and the withdrawal is before graduating.

In compliance with Indiana Code 9-1-4-29 (g) and 9-1-4-33.4, administrators will notify the Indiana Bureau of Motor Vehicles when a student meets any of the above-mentioned conditions.

LATE TO SCHOOL / TARDY TO CLASS

All tardies will be based on a per-semester accounting. Tardies will be classified as either “to school” or “to class” (periods 2-7).

Tardies “to school” will be handled through the attendance office. A student who missed up to the first 20 minutes of class is tardy. After the first 20 minutes the student will be marked absent for the period also. Students who are tardy to their first period class must report directly to the Attendance Office, before reporting to class, so that their name can be removed from the absence list.

See disciplinary chart on page 3 to read a written description of the consequences associated with being late to school / tardy to class.

REQUEST FOR HOMEWORK ASSIGNMENTS

If a student is absent due to illness, please call the school office before 10:00 a.m. The guidance office will complete a list of assignments missed by the student and will release this to the person whom the absentee designates at the close of the school day. If the student is aware that he/she will be absent more than one (1) day, please inform the guidance office of the days of expected absence. **If a homework request is made, the student is expected to have the homework completed and ready to turn into the teacher upon his/her return to school.**

LEAVING SCHOOL DURING THE SCHOOL DAY

Students will not be released from school during the day unless:

1. The parent/guardian sent a note with the student requesting the dismissal.
2. Every effort is made in contacting the parent/guardian via the telephone by an administrator or his/her designee.
3. Students sign out in the office with the attendance secretary.

Should it be necessary to leave the school for reasons of illness, the following procedures may occur:

1. Admittance to sick room.
2. Exam by nurse or other designated school personnel.
3. Notification of parents by school personnel.
4. Parents may be called by the student, with office permission from the office telephone.
5. Students who do not comply with the procedures or leave school without administrative permission will be considered truant.

***These procedures are required of all students, regardless of age.

*****Students who do not finish the school day are not eligible for extra curricular participation that day unless the absence is verified by a doctor’s note or the student was given prior approval by the administration.**

CAREER VISITATION DAYS

Career visitation days are a privilege, dependent on meeting the attendance requirement as stated in the handbook. Two (2) visitation days are permitted per year for seniors and one (1) day per year as a junior. CVD's will not be approved after May 1st unless request by post-secondary school in writing or by phone through the administrative office. A "Career Visitation Permission Form" needs to be obtained from the guidance office one week prior to the visit. Two days prior to the career visitation day, the form must be approved by a guidance counselor and received by the attendance secretary in the main office. Upon returning to school a letter, verifying the visitation and written on the college letterhead, must be turned in to the attendance secretary.

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance district in which they live.

Students who are new to NJ-SP Jr./Sr. High School are required to enroll with their parents or legal guardian.

When enrolling, the parents will need to bring:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations
- Withdrawal papers and/or transcript from previous school reflecting that the student is not under any suspension or expulsion.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school.

Legally emancipated adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Emancipated adult students do carry the responsibilities of both the student and the parent.

SCHEDULING AND ASSIGNMENT

The **guidance counselor** will assign each student to the appropriate classroom and the program in which the student is participating. Any questions or concerns about the assignment should be discussed with the **principal/guidance counselor**.

Schedules are provided to each student at the beginning of each semester of the school year or upon enrolling. The schedule is based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counselors. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from North Judson-San Pierre Jr./Sr. High School, the parent must notify the principal. School records shall be transferred within fourteen days to the new school corporation. Parents are urged to contact the guidance secretary for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the principal who must agree to the withdrawal. The principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

ACADEMIC REQUIREMENTS

In keeping with our mission, a major goal of the North Judson-San Pierre Jr-Sr. High School Guidance Department is to assist students to discover their abilities and interests while encouraging them to participate in activities that will provide opportunity to develop these abilities and interests. To achieve this goal, the guidance department maintains a complete, confidential student record consisting of all grades, test scores, health records, and personal data. The objective evaluation of each student's achievement assists the school in making decisions to help the student develop an appropriate 4-year program.

Each student is assigned to a guidance counselor who will work with the student individually and in the classroom setting during his/her school career. The guidance counselor not only provides academic counseling, but personal counseling, as well. There is a sign-up sheet in the guidance office for a student to sign up should he/she need to speak to a guidance counselor.

A pass will then be sent to the student to come down to the guidance office. If a problem exists with an individual student that can be more appropriately handled outside the school setting, referrals will be made. The guidance counselor seeks to help the student enhance his/her self-awareness and self-direction while also to assume responsibility to make wise decisions. Parental involvement in schedule planning and in discussing student concerns is strongly encouraged during the student's school career.

GRADUATION REQUIREMENTS

All students graduating from North Judson-San Pierre High School will be required to have a total of forty-two (42) credits.

For Graduating Class of 2020 - 2022, students must meet the standards tested on the ISTEP Assessments in Math and English to satisfy the graduation test requirements. Students will take the corresponding ECA when they complete the course.

If the student does not pass, he/she will have more opportunities to pass it prior to his/her graduation date. However, if after all of those attempts the student has not passed the test, eligibility of the graduation may be granted only if:

- the student had taken all administrations of the test in the subject area he/she failed at least one time each school year;
- completed all remediation opportunities provided by the school;
- maintained a minimum attendance rate of 95 %;
- completed courses required for graduation with a “C” average;
- obtained a written recommendation supporting the request for the appeal from the student’s teacher(s) in the subject area(s) in which the student has not achieved a passing score. The teacher’s recommendation must be based on written evidence of achievement in the subject area(s) based upon tests other than the Graduation Test or classroom work;

AND

- otherwise satisfied all state and local graduation requirements.

-OR-

If a student successfully completes the Core 40 program as set forth by state law with a “C” average.

It should be noted that former students who withdrew from school before graduating may contact the guidance department to tailor a program to complete graduation requirements and receive a diploma, if possible.

Beginning with the graduating class of 2023, each student must meet the Indiana Department of Education mandates for a Graduation Pathway.

Each student has the opportunity to graduate with one of the following diploma types: Core 40, General Diploma, Core 40 with Academic Honors, or Core 40 with Technical Honors.

CORE 40 DIPLOMA

English/Language Arts 8 Credits

Credits must include literature, composition, and speech.

Mathematics 6 Credits

2 Credits: Algebra I

2 Credits: Geometry

2 Credits: Algebra II

Science 6 Credits

2 Credits: Biology

2 Credits: Chemistry I or Integrated Chemistry/Physics or Physics I

2 Credits: Any Other Core 40 Science Course

Social Studies 6 Credits

2 Credits: World History/Civilization or Geography/History of the World

2 Credits: U.S. History

1 Credit: U.S. Government

1 Credit: Economics

Directed Electives 5 Credits
World Language, Fine Arts, and Career/Technical

Physical Education 2 Credits

Health and Wellness 1 Credit

Electives 6 Credits

All students are recommended to take a Career Academic Sequence. (selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities)

TO GRADUATE WITH LESS THAN A CORE 40 DIPLOMA, THE FOLLOWING FORMAL OPT-OUT PROCESS MUST BE COMPLETED:

- (1) The student, the student's parent/guardian, and the student's counselor will schedule a meeting to discuss the student's progress.
- (2) At this meeting, the student's career and course plan will be reviewed.
- (3) The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- (4) 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. At this point, the career academic sequence that the student will pursue will also be determined.

GENERAL DIPLOMA

English/Language Arts 8 Credits
Credits must include literature, composition, and speech.

Mathematics 4 Credits
2 Credits: Algebra I
2 Credits: Any Math Course

Science 4 Credits
2 Credits: Biology
2 Credits: Any Physical Science Course

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

Career Academic Sequence 6 Credits
(selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities)

Flex Credit 5 Credits
To earn 5 flex credits, a student must complete one of the following:

- * Additional courses to extend the career academic sequence.
- * Courses involving workplace learning.
- * High school/college dual credit courses.
- * Additional Courses In Language Arts, Social Studies, Mathematics, Science, World Language, or Fine Arts.

Electives

6 Credits

CREDIT POLICY

The state requirement for both the Core 40 and the General Diploma is 40 credits. According to state statutes, schools may have additional local graduation requirements. The minimum number of credits required to graduate from North Judson-San Pierre High School is 42. All requirements must be completed before a student may participate in the Commencement Program and receive a diploma.

AUDITING A COURSE

Students auditing a course will not receive credit for that class, and therefore, will not be able to count that class as one of the five credit classes required for athletic eligibility.

CORE 40 WITH ACADEMIC HONORS

Minimum Of 47 Credits

To receive this diploma, students must:

- (1) Complete all requirements for Core 40.
- (2) Earn two additional Core 40 math credits.
- (3) Earn 6-8 Core 40 world language credits.
- (4) Earn two Core 40 fine arts credits.
- (5) Earn a grade of "C" or above in courses that will count toward the diploma.
- (6) Have an overall grade point average of "B" or above.
- (7) Complete ONE of the following ...
 - * Two Advanced Placement courses and corresponding AP exams
 - * Academic, transferable dual credit high school/college courses resulting in six college credits.
 - * One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in three college credits.
 - * Score 1200 or higher combined SAT math and critical reading (SAT requirements will be modified with the addition of the writing section)
 - * Score a 26 composite ACT.
 - * An International Baccalaureate Diploma.

CORE 40 WITH TECHNICAL HONORS

Minimum of 47 Credits

To receive this diploma, students must:

- (1) Complete all requirements for Core 40.
- (2) Earn a grade of "C" or above in courses that will count toward the diploma.
- (3) Have an overall grade point average of "B" or above.
- (4) Complete a career-technical program (related sequence of 8-10 career-technical credits).
- (5) Complete state recognized certification requirements by completing TWO of the options shown below, **one of which must be A or B:**
 - A. Take WorkKeys, an industry-driven assessment, and score at or above a designated level on each of the three core readiness subject areas (mathematical reasoning, reading for information, and locating

- information).
- B. Technical, transferable dual high school/college credit courses resulting in six college credits.
 - C. Professional career internship or cooperative education.
 - D. A state approved industry recognized certification.

GRADING POLICY

The following represents the grading policy that will be utilized in figuring students' grades.

1) Nine week and semester grades will be figured on the following percentage scale:

A+	98-100	C	73-76
A	93-97	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	0-59
C+	77-79		

Note: a student's "F" grade will indicate the true percentage of the F (0-59%)

- 2) No grade will exceed 100% in calculating the final grade. In other words, extra credit cannot bring the student's grade above 100%.
- 3) In determining the semester grade, the following calculation will be used:
Each 9-week grade will weigh 40% of the total grade and the semester examination will weigh 20% of the final grade.

Note: With the utilization of true percentages in figuring student's grades, the following demonstrates how two students' grades may be different:

	<u>9 wk</u>	<u>9 wk</u>	<u>Sem Final</u>	<u>Sem Grade</u>
Student A	70%-C-	62%-D- 3	5%-F	59.8%-F
Student B	73%-C	67%-D+	67%-D+	69.4%-D+

Example of true percentage of an "F"

Student A	22%-F	70%-C-	70%-C-	50.8%-F
Student B	58%-F	70%-C-	70%-C-	65.2%-D

Students should recognize that receiving a low F could jeopardize his/her semester grade regardless of the other two earned grades.

- 4) Any student receiving a combination of two "F's" and any passing grade will receive an "F" for the semester grade.
- 5) Progress reports for students failing or in danger of failing will be mailed at the midpoint of the nine-week grading period. Students and/or parents may request a current grade update at any time.

GRADE POINT AVERAGE / CLASS RANK

For computation of Grade Point Averages (GPA), grades will be equated to the following numerical values:

A+	12	B+	9	C+	6	D+	3	F	0
A	11	B	8	C	5	D	2		
A-	10	B-	7	C-	4	D-	1		

The Guidance office computes grade point averages annually for grades nine (9) through eleven (11). Senior grade point averages are computed at the conclusion of the seventh (7th) and eighth (8th) semester. All students pursuing a high school diploma will be included in the class rank.

Weighted Grades

Beginning with the class of 2023, students will have an opportunity to take the following courses under a weighted grade system. The courses are as follows: Calculus, Probability/Statistics, Dual Credit US History, Dual Credit Spanish IV, Chemistry II, Physics and Dual Credit English 12. A student must earn at least a “C” grade to earn the weighted grade. The weight for these courses will be 1.2.

Examples:

A+	12	x	1.2	=	14.4
A	11	x	1.2	=	13.2
A-	10	x	1.2	=	12.0
B+	9	x	1.2	=	10.8
B	8	x	1.2	=	9.6
B-	7	x	1.2	=	8.4
C+	6	x	1.2	=	7.2
C	5	x	1.2	=	6.0

REPORT CARD POLICY

Report cards are issued in the week following a nine-week period. There are four (4) nine week periods. Report cards are made available through the homeroom assignments. When the fourth (4th) nine weeks ends, the student will be out of school but should make every effort to return to school within two (2) weeks to receive his/her report card from the guidance secretary. In some case(s) the issue of grade cards for the last nine weeks may be withheld if a student is in violation of a memorandum issued during the school year. This generally involves monies owed by the student to the school.

HONOR ROLL POLICY

The honor roll is figured by adding grade points and dividing by the total number of subjects attempted. Honor roll is figured for each nine-week period and semester. Only courses earning one (1) credit are included in the grade point average. Students must also be enrolled in at least five courses in which letter grades are earned. Regular honor roll includes students with a grade point average (for that nine weeks) of 8.75 to 10.09. Students with a grade point average of 10.10 to 12.0 qualify for the high honor roll.

HOMEWORK POLICY

The term “homework” refers to an assignment to be completed during a period of supervised study in or outside of class, or individual work in a study hall or at home. Well-chosen, clearly communicated homework

is an integral part of the instructional process at North Judson-San Pierre Jr./Sr. High School. Challenging homework assignments help students learn. Homework that reinforces, enriches and enhances instruction encourages families to become involved with education and causes students to work independently and become more responsible for their educational needs.

For every day you are absent, you have one day to complete work missed during your absence.

E-Learning

Academic work completion/submission and Attendance: All work should be completed and turned in to teachers within three (3) school days after the eLearning day. If work is not turned in by the third day, the student will receive a zero for the assignment and an unexcused absence for the class periods in which the work is missing.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with Indiana State Standards and NJ-SP Corporation Policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance office staff often gives these surveys.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the guidance office or career center. Depending on the type of testing, specific information and/or parent consent may need to be obtained. North Judson-San Pierre Jr-Sr High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

NATIONAL HONOR SOCIETY

The North Judson-San Pierre High School chapter of the National Honor Society is an organization dedicated to recognizing high school students that exemplify scholarship, leadership, service, character and citizenship.

In order to qualify for this select group, a student must be a sophomore, junior or senior with a cumulative G.P.A. of 9.0 (B+) or better. All students meeting this minimum G.P.A. requirement will then be informed that they are candidates for NHS.

All interested students will fill out an application, which will be evaluated by the faculty council (a board of five teachers) in the areas of scholarship, leadership, service, character and citizenship. Students meeting these characteristics will officially become members of the NJ-SP NHS at the induction ceremony held each spring.

VALEDICTORIANS & SALUTATORIANS

The valedictorians and salutatorians for each year's graduating class, including mid-term graduates, at North Judson-San Pierre High School will be identified after all GPA's have been confirmed at the end of the eighth semester. In the event of a tie, all who tie will be named to that position.

A tie will have taken place when all numbers match at the tenths place as well as the preceding digits. Since the ranking and G.P.A. are computed on a 12 point system (which permits sufficient discrimination to produce a valid score) no rounding of the hundredths and the thousandths will be used. Additional guidelines/criteria can be found in the Guidance Policy Handbook. This book is available in the school office.

CLASS PLACEMENT POLICY

Students who may lack the number of credits to be classified as a sophomore, junior, or senior, and have an opportunity to graduate on time, may be classified accordingly. However, if a student will not have enough credits to graduate with the class in which he/she was enrolled, he/she will be placed in the appropriate under class.

CORRESPONDENCE COURSE POLICY

North Judson-San Pierre High School will accept no more than four (4) credits of correspondence courses through Indiana University, Bloomington, towards meeting graduation requirements.

SCHEDULING POLICY

During the early part of the second semester of the current school year, the guidance department will evaluate each students' class needs to graduate. Student will be counseled regarding their goals, objectives, and plans after graduation.

The guidance department will meet with the eighth graders during early spring and schedule those students for their freshman year.

Upon completion of the current school year, the guidance department will review the schedules of students who need to repeat a class and make the necessary changes.

Prior to school beginning in the fall, students will have one more opportunity to make a schedule change. **IF A CHANGE IS REQUESTED AFTER SCHOOL BEGINS, MOST REQUESTS WILL BE DENIED.** However, when meeting with the guidance counselor, a student may be given a "Request for Course Change" form to be completed and returned. The guidance department will then approve or deny the request.

INDEPENDENT STUDY

Students may request a course on an independent study basis provided that the course is a part of the state's adoption list, a curriculum is provided by the teacher, and the course may not be taken during the regular school day because of scheduling conflicts. Final determination will be up to the guidance office department for placement.

MID-TERM GRADUATION

North Judson-San Pierre High School will consider seven semester graduation if:

- (1) the student has enrolled in post-secondary education; or
- (2) a hardship exists as defined by law.

SPECIAL EDUCATION

The school provides a variety of special education programs for students identified as having a disability as defined by the IDEA.

A student can access special education services only through the proper evaluation and placement procedure.

Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure, a parent should contact the school principal.

ACADEMIC INTEGRITY

All work submitted by students must be of their own production. Plagiarism, copying work from others, using outside sources to obtain answers will not be permitted.

ACCESSIBILITY

Persons interested in information concerning accessibility, or who may need assistance attending school events or communicating with school personnel for any of the facilities of the North Judson-San Pierre School Corp. should contact the individual schools or the corporation office at 574-896-2155.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of one school day's notice is required to ensure that the principal has the opportunity to review the announcement or posting.

AMERICANS WITH DISABILITIES ACT SECTION 504

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the corporation's programs and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the principal.

ASBESTOS-CONTAINING MATERIALS

In accordance with the U.S. EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the North Judson-San Pierre School Corporation is available for review and copying by students, staff, and guardians during normal business hours.

ASSEMBLIES

At all times during assemblies the student's behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during a program.

AUTOMOBILE REGULATIONS

Driving to school and parking at North Judson-San Pierre Jr./Sr. High School is a **privilege** granted by the School Corporation; it is not an inalienable right.

Specific driving behavior and responsibilities are expected. Violators may lose driving privileges or face disciplinary procedures. The parking lot is the property of the school and is made available for student use.

1. Students are to find a space in the south lot and park their cars; no unnecessary driving is allowed.
2. School, town, county and state regulations and laws are to be observed.
3. No loitering in or around vehicles once students arrive or at the end of the school day on school grounds.
4. The south lot is for staff use. The east lot is for student use. Visitors and parents who intend to pick up students are to do so at the front entrance to the school.
5. Speeding, reckless operation, or making excessive noise on school property or near any school building will not be tolerated. The speed limit on school property is *10 mph*.

6. Operators of motorcycles are to provide a block for the kickstand so that the blacktop surface is not damaged. Student motorcycle parking is provided in the first three spaces at the north end of the front row of the east parking lot.
7. Any student who collides with another vehicle in the parking lot must report that accident to the owner of the car and to the assistant principal's office.
8. Students are not to go to their vehicle during school hours without permission from the office.
9. Student drivers are to always yield right of way to buses.
10. Students are to park in the marked spaces appropriately.
11. NJ-SP will, with or without the student's consent, search vehicles whenever there is reasonable cause to suspect that the search is required to discover evidence of a violation of law or of school rules.
12. Tardiness to school due to car problems is not excused.
13. The school provides a student parking area but assumes no responsibility for damage and/or theft.
14. Please keep vehicles locked.

Backpacks/Book Bags

Students will not be permitted to bring backpacks/book bags into classrooms.

BULLYING

Bullying, as defined in State Law, means overt, **repeated** acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student, group of students, or an adult against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal. Every student is encouraged, and every staff member is required, to report any situation that they believe is bullying behavior directed toward a student.

BUS INFORMATION

Riding the bus is a privilege, not a right. Students should observe the same conduct as in a classroom. The bus operates on a schedule. Good conduct allows a driver to be able to drive more safely. The driver has the authority to keep order and maintain discipline. Bus drivers, by state law, have the authority to suspend a student from riding for one day.

Principals may suspend a student from riding indefinitely after investigating the circumstances. If a student is suspended from riding the bus the parent is responsible, by state law, for the student's transportation to school every day. All buses are equipped with video equipment and, if necessary, tapes will be viewed and student/driver conduct will be investigated.

In an effort to provide increased safety in transportation of our students to and from school, the following changes will go into effect for the upcoming 2019/2020 school year. **Student safety is our number one priority!**

1. **Regular Transportation:** A transportation card will be filled out by the parent/guardian each year for each student. Each Parent will indicate a pick up address in the morning and a pick up off address in the afternoon. For example: A student may be picked up at home in the morning and dropped off in the afternoon at grandma's house. Or, they may be a bus rider in the morning and a car pick up in the afternoon. The only change to this would be if the parent needs to pick up a student from school. When and if circumstances occur that dictates a change in the regular transportation procedure, parents/guardians need to update the transportation card.

2. **Get-togethers/Parties/Group Events:** Although we encourage our students to socialize outside of the school setting, transportation for these events to/from school will be eliminated. Students will only be allowed to travel to and from their pick up point. With this new plan, please make arrangements for parent(s) to transport either from school (immediately after hours) or from personal residences. This will alleviate overcrowding on our buses and provide increased safety for all involved parties.

3. **Emergencies:** In the unfortunate event of a family emergency, an exception may be made for a transportation change. However, this is only in the event of an emergency. Our Office Administrator or Transportation Director must approve the change. **A pass will be issued and signed by the Office Administrator or Transportation Director and given to the student to give to the bus driver.**

4. **How You Can Provide Support, Insistence, and High Expectations?** Riding to school on a bus is a privilege, not a right. We ask that you help us by reinforcing the bus rules and procedures with your child(ren). Students need to be at the stop five (5) minutes prior to their assigned pick up time. They should board the bus, immediately take their seat, and remain seated/faced forward throughout the route. Noise levels should be kept to a level that does NOT prevent the driver from hearing radio contact or students from hearing directions from the driver.

Every student eligible for bus transportation shall have a single/regular way of traveling to and from school. In addition, every student may have an emergency way with the building administrator's approval. **It is the NJ-SP Board approved Student Handbook Policy not to allow transfers, changes, or alternative routes/stops.**

CAFETERIA USE

The NJ-SP cafeteria serves complete meals and a la carte sales at both breakfast and lunch daily.

Breakfast is served from 7:20 to 7:40 AM. Lunch periods are assigned with class schedules.

Using the cafeteria is a privilege. Abuse of this privilege may result in denial of this use. Abuse can also lead to cleanup of the cafeteria or other basic disciplinary procedures:

1. Students shall enter and use the cafeteria in an orderly manner.
2. Students may bring their own lunches, but all students must keep food and drinks in the cafeteria at all times. When finished eating, students will return trays, dishes, silverware, and paper to the scullery and place them in the proper containers and places.
3. Students will leave tables and the surrounding area clean. If a student accidentally spills something, that student is responsible for the cleanup.
4. No food is to be taken from the dining area.
5. **Students should remain out of classroom areas and locker areas until the end of their lunch period.**
6. All students are encouraged to participate in the computerized meal card prepayment program. Deposits may be made in any amount to the student's account. Each student uses his/her I.D. card, coded with his/her unique bar code, instead of cash to purchase food.
7. Students may not bring in lunch from outside businesses (most notably fast food restaurants). Those food items are in conflict with our school's health and wellness plan.

ELECTRONIC DEVICES - CELL PHONE / WIRELESS COMMUNICATION DEVICES (WCD)

Student use of a Wireless Communication Device (WCD) during the school day is a privilege. Adherence to the following guidelines is essential to maintaining an appropriate academic environment. Abuse of this privilege will result in the consequences outlined in the corresponding paragraphs.

Wireless Communication Devices (WCD's) are **prohibited** in the following settings:

- A. Any National Exam or Assessment (SAT, ACT, PSAT, etc...)
- B. Any State Exam or Assessment (ECA, ISTEP, Accuplacer, etc...)
- C. Classroom Exam or Assessment (Unless otherwise directed by Classroom Teacher)

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDA's), Blackberrys/Smartphones, Apple or any smart watch, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may use wireless communication devices (WCDs) as long as they do not create a distraction, disruption or otherwise interfere with the educational environment.

- A. During instructional time, these devices are solely allowed when authorized by the classroom instructor for educational purposes related directly to classroom curriculum.
- B. Students using personal devices in school, on school property, and at school functions are required to follow the behavior expectations outlined in our Student Handbook, and violations are subject to disciplinary action. Under no circumstances may personal devices contain/store or be used to share or view pornography or any other material that is obscene, objectionable, inappropriate and/or harmful to minors or in violation of state and federal laws.

WHEN DIRECTED BY THE ADMINISTRATION, STAFF OR SPONSOR, WCDs SHALL BE COMPLETELY POWERED OFF AND STORED OUT OF SIGHT.

Guidelines:

Students may use WCDs (including cell phones for non-verbal communication) at the following times:

- Before and after school
- During passing periods
- At lunch in the cafeteria
- During class time for instructional purposes ONLY if the classroom teacher gives explicit permission.

Examples of instructional use would include, but not be limited to, using the calculator function (when applicable), using the calendar function to record an assignment, using a website at a teacher's request, etc.

Students must follow the guidelines below:

- The use of electronic communication devices is prohibited at all times in school offices.
- The Media Center (Library) functions as a classroom – therefore WCDs and cell phones may not be used UNLESS the supervising teacher has given permission.
- The use of cellular phones for any voice communication is not permitted during school hours.
- WCDs and cellular phones may not be used in any circumstance in the hallway when using a hall pass. From the time the bell rings for class to begin, to the time the bell rings to end class, cell phone and iPod usage in the halls is prohibited.
- Cell phones must remain on silent all day and be turned off if directed to do so by the classroom teacher.

Students are prohibited from using WCDs to capture or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Unless authorized by the building principal, using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may face disciplinary action.

No expectation of confidentiality or privacy will exist in the use of WCDs on school premises/property.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The administration may also refer the matter to law enforcement if the violation involves an illegal activity. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian. WCDs in the school's custody will not be searched or otherwise tampered with unless school officials reasonable suspect that the search is required to discover evidence of a violation of the law or school rules. If multiple offenses occur, a student may be required not to possess his/her WCD at school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their WCDs. The school assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that communication through wireless communication devices with their child is not permitted during instructional time. Parents are encouraged to notify the office for emergency situations in order for the school to assist the children when necessary.

Students may not communicate with their parents through wireless communication devices during instructional time.

Electronic music devices (MP3, iPod, etc.) are allowed to be used in the school building only prior to the beginning of the school day (devices must be powered down after the 5-minute bell in the morning), at lunch in the cafeteria, and at the conclusion of the school day.

The following guidelines must be followed, concerning the use electronic music devices:

- One, and only one, earphone/earpiece may be worn at a time.
- The music being played must not be loud enough to be heard by another person.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where the reasonable expectation of privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

A building principal has the authority to make determinations as to specific locations and situations where the possession of a WCD is prohibited.

Students using cell phones/WCDs or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of the schools cheating policy, violating school conduct rules, harassing or bullying staff or students, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may be reported to law enforcement authorities.

Use of a Wireless Communication Device (WCD) in an unauthorized manner in violation of these rules may result in loss of privilege, additional disciplinary action or confiscation of the WCD.

If a WCD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with any disciplinary consequence that is imposed and/or referral to law enforcement if the violation involves illegal activity.

Cell Phone Rule: The respectful, non-disruptive use of cell phones is permitted when the above guidelines are followed. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration as directed by Administration and/or Staff).

CLOSED CAMPUS

North Judson-San Pierre is a closed campus. This means that all students are to remain on the school grounds from the time of scheduled arrival until the time of scheduled departure.

Students in vocational travel types of programs will consider these locations as class sites and the prescribed travel routes as part of the campus.

1. All visitors must be cleared through the administration and sign in and out of the office.
2. No loitering is allowed. Students in the building after regular hours must be involved in a school activity and under the supervision of a teacher or sponsor.

COLLEGE REPRESENTATIVE POLICY

College representatives will be scheduled throughout the school year. Students will be notified in advance of the representative's visit and may see the representative during the student's lunch period.

COMPUTERS

Computers are provided for student use at various locations throughout the school. Students are responsible for appropriate and ethical use of this learning tool. Misuse of the computer networks may result in the loss of the privilege to access the network and in disciplinary action as well. Students will be given an account(s) on the school's computer networks, including Internet. Each account will have a confidential password, which must not be shared. A Network and Internet Access Agreement for Student ("AUP" -Acceptable Use Policy) must be signed by both students and parents/guardians and be on file in the school before accounts will be

assigned. This document defines the student's responsibilities. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state Health departments. Any removal will be only for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with the person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students and staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CYBER BULLYING

Cyber bullying happens when students use the Internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person. Just as in the state's definition of bullying, the key term is repeated. If a student **repeatedly** uses the Internet, cell phones, etc. to send/post text or images intended to hurt or embarrass another student, then that student is guilty of cyber bullying. Our school disciplinary ladder for bullying will also be used for cyber bullying incidents. If a cyber bullying incident has been determined by the school administration to be affecting the educational process for the students involved, then disciplinary action will be taken.

Dance Guest Policy

Students electing to bring an outside guest to a dance must complete the required guest verification sheet. No outside guest 21 years of age or older will be permitted to attend.

DRINKS

Bringing drinks into the classroom will be left up to the discretion of the individual teacher. Each teacher has the right to disallow drinks in their classroom if they choose to do so. For those teachers who do allow drinks in the classroom, the students must understand that the drink bottle and its contents will be subject to search at any time.

STUDENT DRESS CODE

Students are expected to dress in an appropriate manner. Only clothing which is safe and clean and not to be considered disruptive in nature will be acceptable. Staff members who observe student dress which does not meet these guidelines will send the student to the health clinic to change. Students will not be permitted to attend classes until appropriate dress is obtained.

1. All tops shall have sleeves and not expose the midriff. Off the shoulder or see through shirts that expose undergarments or shoulders are not appropriate.
2. Hats, hoods and head coverings are not allowed during the day.
3. No clothing or accessory promoting or advertising alcoholic beverages, cigarettes or other tobacco products, drugs, controlled substances (this includes pictures and drawings of marijuana leaves,), sexually suggestive material, or that contains profanity is permitted.
4. All pants and shorts must be worn above the hips. Shorts and skirts must be at least mid-thigh in length.
5. Pants with rips or holes above the knee that show skin are not permitted.
6. Large, inappropriate, or unsafe necklaces and jewelry, including "dog collars", are to be left at home. Students are not to wear chains hanging from their pants or attached to wallets.
7. Jackets, coats, gloves, or other forms of outerwear are to be placed in the student's locker at the beginning of the school day and remain there until the end of the day.
8. Blankets, capes, bathrobes etc.... are not permitted to be worn or used in school.
9. Sunglasses (unless authorized by a doctor) are not to be worn in school.
10. In the interest of safety and good health, shoes or sandals must be worn at all times. If you are in doubt about something, please feel free to ask.

ELEVATOR

The elevator is for moving equipment between floors. Students are not permitted to use the elevator unless granted a pass from the office for a verified health reason.

EMERGENCY AND CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify students and parents using an automated system.

FALSE REPORTING

Students must not provide false information (written or oral.)

Examples include, but are not limited to: knowingly filing false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual; tampering with report cards, official passes and notes, medical documents; changing grades or forging names to excuses or on official school communiqués; reporting false alarms of any nature including pulling of a fire alarm without good cause.

FIGHTING/USE OF PHYSICAL VIOLENCE

Fighting, posturing, or using physical violence in the school building, on school grounds, en-route to and from school and at school-sponsored activities is ground for suspension and/or expulsion. Students failing to comply with staff member's instructions to stop fighting or using physical violence will be subject to expulsion. (Individuals who are spectators, promote, or instigate fights or any physical violence including the filming of a fight may be subject to the same corrective action(s) as the participants.)

FACULTY LOUNGE

The faculty lounge area, including the phone, vending machines, and restrooms, is off limits to all students.

FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of six short and one long bell.

HOMECOMING FLOAT BUILDING

1. All floats shall be built in a school-approved location.
2. Adult supervision must be provided during float building hours.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary immunizations or waivers, the principal may remove, the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

Immunization Requirements (20-8.1-7-9.5)

Each student shall provide documentation of the following immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age:

- A. Diphtheria;
- B. Pertuss (whooping cough);
- C. Tetanus;
- D. Measles;
- E. Rubella;
- F. Poliomyelitis (polio); and

- G. Mumps
- H. Meningitis

IC 20-30-5-18 [Effective July 1, 2005], Section 18

- (a) The chief administrative officer of each:
 - (1) public school (including a charter school defined in IC 20-24-1-4); and
 - (2) nonpublic school; shall ensure that information concerning meningococcal disease and its vaccines is provided to students and parents or guardians of students at the beginning of each school year.
- (b) The information provided under subsection (a) must include information concerning the:
 - (1) causes;
 - (2) symptoms; and
 - (3) spread;
- (c) The chief administrative officers and the department shall, in consultation with the state department of health or any other appropriate entity, develop materials to be made available to schools to assist schools in providing the information described in this section.
- (d) The department shall enforce this section.

MENINGOCOCCAL DISEASE

Frequently Asked Questions:

- What is meningitis?
- What are the signs and symptoms of meningitis?
- How is meningitis diagnosed?
- Can Meningitis be treated?
- Is meningitis contagious?
- Are there vaccines against meningitis?

WHAT IS MENINGITIS?

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people. Before the 1990s, Haemophilus influenzae type b (Hib) was the leading cause of bacterial meningitis, but new vaccines being given to all children as part of their routine immunizations have reduced the occurrence of invasive disease due to H. influenzae. Today, Streptococcus pneumoniae and Neisseria meningitidis are the leading causes of bacterial meningitis.

WHAT ARE THE SIGNS AND SYMPTOMS OF MENINGITIS?

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In newborns and small infants, the classic symptoms of fever, headache, and neck stiffness may be absent or difficult to detect, and

the infant may only appear slow or inactive, or be irritable, have vomiting, or be feeding poorly. As the disease progresses, patients of any age may have seizures.

HOW IS MENINGITIS DIAGNOSED?

Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. The spinal fluid is obtained by performing a spinal tap, in which a needle is inserted into an area in the lower back where fluid in the spinal canal is readily accessible. Identification of the type of bacteria responsible is important for selection of correct antibiotics.

CAN MENINGITIS BE TREATED?

Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease. Appropriate antibiotic treatment of most common types of bacterial meningitis should reduce the risk of dying from meningitis to below 15%, although the risk is higher among the elderly.

IS MENINGITIS CONTAGIOUS?

Yes, some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

However, sometimes the bacteria that cause meningitis have spread to other people who have had close or prolonged contact with a patient with meningitis caused by *Neisseria meningitidis* (also called meningococcal meningitis) or Hib. People in the same household or day-care center, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be considered at increased risk of acquiring the infection. People who qualify as close contacts of a person with meningitis caused by *N. meningitidis* should receive antibiotics to prevent them from getting the disease. Antibiotics for contacts of a person with Hib meningitis disease are no longer recommended if all contacts 4 years of age or younger are fully vaccinated against Hib disease (see below).

ARE THERE VACCINES AGAINST MENINGITIS?

Yes, there are vaccines against Hib, against some serogroups of *N. meningitidis* and many types of *Streptococcus pneumoniae*. The vaccines against Hib are very safe and highly effective.

There are two vaccines against *N. meningitidis* available in the U.S. Meningococcal polysaccharide vaccine (MPSV4 or Menomune®) has been approved by the Food and Drug Administration (FDA) and available since 1981. Meningococcal conjugate vaccine (MCV4 or MenactraT) was licensed in 2005. Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the U.S. (serogroup C, Y, and W-135) and a type that causes epidemics in Africa (serogroup A). Meningococcal vaccines cannot prevent all types of the disease. But they do protect many people who might become sick if they didn't get the vaccine. Meningitis cases should be reported to state or local health departments to assure follow-up of close contacts and recognize outbreaks.

MCV4 is recommended for all children at their routine preadolescent visit (11 to 12 years of age). For those who have never gotten MCV4 previously, a dose is recommended at high school entry. Other adolescents who want to decrease their risk of meningococcal disease can also get the vaccine. Other people at increased risk for whom routine vaccination is recommended are college freshmen living in dormitories, microbiologists

who are routinely exposed to meningococcal bacteria, U.S. military recruits, anyone who has a damaged spleen or whose spleen has been removed; anyone who has terminal complement component deficiency (an immune system disorder), anyone who is traveling to the countries which have an outbreak of meningococcal disease, and those who might have been exposed to meningitis during an outbreak. MCV4 is the preferred vaccine for people 11 to 55 years of age in these risk groups, but MPSV4 can be used if MCV4 is not available. MPSV4 should be used for children 2 to 10 years old, and adults over 55, who are at risk.

Although large epidemics of meningococcal meningitis do not occur in the United States, some countries experience large, periodic epidemics. Overseas travelers should check to see if meningococcal vaccine is recommended for their destination. Travelers should receive the vaccine at least 1 week before departure, if possible. Information on areas for which meningococcal vaccine is recommended can be obtained by calling the Centers for Disease Control and Prevention at (404)-332-4565.

There are vaccines to prevent meningitis due to *S. pneumoniae* (also called pneumococcal meningitis) which can also prevent other forms of infection due to *S. pneumoniae*. The pneumococcal polysaccharide vaccine is recommended for all persons over 65 years of age and younger persons at least 2 years old with certain chronic medical problems. There is a newly licensed vaccine (pneumococcal conjugate vaccine) that appears to be effective in infants for the prevention of pneumococcal infections and is routinely recommended for all children greater than 2 years of age.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

INSUBORDINATION

Failure to comply with directions of teachers or other school personnel during any period of time when students are under their supervision is grounds for suspension and/or expulsion. Examples of insubordination include, but are not limited to: refusal to work in class, sleeping in class, refusal to serve detention as directed, refusal to participate in in-school alternatives as directed, refusal to report to the office as directed, refusal or failure to identify oneself when requested by a staff member or adult in authority, disobedience of administrative authority, refusal to follow the direction of a teacher, administrator or other adult in a supervisory position.

LOCKERS

All lockers are the property of the school and are made available for student use, including but not limited to hall, PE and athletic, band, science, industrial arts, agriculture, home ec. and art lockers. These lockers are available for student use in storing school supplies, wraps, and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or educational functions or which are forbidden by state law and/or school rules. Students are to keep their lockers locked at all times.

Use only the locker assigned to you. Report problems with lockers to the main office immediately.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. A la Carte or individual items are available. Students may also bring their own lunch to school to be eaten in the school cafeteria. No student will be allowed to leave school premises during the lunch period without specific written permission granted by the Principal. The school is a closed campus.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the main office.

MEDIA CENTER

The NJ-SP Media Center provides materials that enrich and support the curriculum, assists teachers and students in becoming effective assessors and users of print and non-print information, and fosters research skills. The collection also includes a variety of materials for reading enjoyment. Students are expected to respect the media center facility and the collection.

Hours: 7:30 AM - 3:00 PM Monday-Friday

Circulation: An NJ-SP student ID is needed to check out and/or renew media center materials. General books are issued for two (2) weeks with renewal opportunities as long as no one else has reserved the book. Reference materials may be checked out for one class period during school day or for overnight at the end of the day.

Renewals: Library materials must be brought to the loan counter for renewal. Renewals can be made as often as needed unless there is a reserve request.

Media Center Pass Procedure: Passes are required only during class hours. Regular instructional staff must authorize Media Center passes only (i.e., staff members will write passes for students who are currently in their classes.) Substitute teachers or study hall teachers will issue no media center passes.

Media Center passes for students leaving study hall must be presented to the study hall teacher and signed or initialed by him/her before the student leaves study hall. Only those students for whom the teacher has signed the pass may enter the media center.

Upon entering the Media Center, students must sign in and put passes in the pass box. Students who add names after the teacher has signed the pass will have their media center privileges revoked.

Students with a pass to the media center who fail to report there immediately are subject to disciplinary action. Students may come to the media center with a pass anytime during the school day unless the media center has been reserved for classes.

Computers: students may use Media Center computers with permission from media center personnel. Students may access the Internet if they have a signed Acceptable Use Policy (AUP) on file and are supervised by a teacher. Computer use is on a first-come-first-served basis unless the equipment has been previously reserved.

Services: Inter library loan services are available at no charge. Instruction in arrangement and use of the media center will be provided to all freshman English classes as well as to individuals who need assistance.

Documentation and information use: Everything is considered to be copyrighted, whether or not it carries printed copyright information and date. All words, ideas, images, music, and photographs copied from books, magazines, newspapers, CD-ROMs, Internet, etc., must be documented in student projects and papers. Words, ideas, images, music, and photographs used without documentation are illegal.

Fines/Fees: The media center charges fines for all overdue materials. The rate is \$.05 per day per item. Grade cards may be held until all overdue materials are returned and all fines are paid. Replacement cost will be charged for lost books.

A STUDENT IS RESPONSIBLE FOR ALL MATERIALS CHECKED OUT IN HIS OR HER NAME. STUDENTS WHO FAIL TO TAKE CARE OF THEIR MEDIA CENTER RESPONSIBILITIES WILL HAVE THEIR PRIVILEGES REVOKED AND/OR BE ASSIGNED TO DETENTION.

Conduct: Students are expected to be polite and courteous to media center staff, teachers, and fellow students while in the media center. Talking quietly is permitted, but “media center” voices must be used. The media center is not for socializing or “horseplay”. Students who disturb those studying or reading will be asked to leave. No food or drink is allowed in the Library. Students are not allowed in the workrooms or storage areas without the permission of the Media Specialist or Media Assistant. Continued abuse of privileges will cause privileges to be revoked. Other methods of correcting unacceptable behavior may also be used.

MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician’s counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization form must be filed with the respective building principal before the student will be allowed to begin taking medication during school hours.
- C. All medications must be registered with the principal’s office,
- D. Medication that is brought to the office will be properly secured.
- E. Students who may require administration or an emergency medication may have such medication stored in the main office.
- F. A school may send home medication that is possessed by the school for administration during school hours or at school functions if the student’s parent provides written permission for the student to receive

the medication.

G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer administered or at the end of the school year.

H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

SELF-ADMINISTERED MEDICATION

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

- A. An acute or chronic disease or medical condition exists for which the medicine is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The School Board is not liable for civil damages as a result of student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission of gross negligence or willful and wanton misconduct.

NON-PRESCRIBED (OVER THE COUNTER) MEDICATION:

No staff member will be permitted to dispense non-prescribed, over the counter medication to any student.

If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medicine will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provisions of the Code.

PERMISSION TO BE PHOTOGRAPHED

The North Judson-San Pierre School Corporation publicizes the good things happening at our schools. Your child's picture and name may be released to local newspaper(s) and/or published on the school website, school newsletter, and school yearbook participating in various school events. If you **DO NOT** want your child's picture or name released to the local newspaper(s) and/or published in school media, a Denial of Permission to Publish **MUST** be completed and submitted to the school office. This form is available in the school office. This form will remain on file for the current school year only.

NONDISCRIMINATION UNDER FEDERAL GRANTS AND PROGRAMS

Sec. 504. (a) No otherwise qualified individual with a disability in the United States, as defined in section 7(20), shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or under any program or activity conducted by any executive agency.

Restroom Policy

Students are allowed to use the restroom during passing periods, lunch, or when a teacher grants permission. When given permission during class time, students should go directly to the nearest restroom and report directly back to class. Loitering in the restroom is not permitted. There should only be one student per stall.

SEPARATION OF JR-SR HS STUDENTS

Jr HS and Sr HS students are not permitted to socialize during passing periods.

STUDENT AIDE POLICY

The sole purpose of a student aide is to provide assistance to his/her instructor. The student aide is accountable to his/her instructor at all times during that class period, and must be willing to devote time and energy in completing tasks that are given. The student aide is also expected to be on time, and the student's absence must be reported to the attendance secretary. It is understood that there will occasionally be slack periods with little to do. This by no means entitles an aide to be released without discretion to other parts of the building. Unless it is imperative that he/she be released from assigned station, it is mandatory that arrival and departure be the same as all students enrolled in that course.

Additional requirements are as follows

- 1) the student must maintain at least a grade of C- in all classes. There is one exception to this in that if a student has all passing grades above a D, but has one grade of "D"; the student could become an aide on probation status for a period of one (1) nine (9) week grading period. The "D" grade will need to be a "C" grade at the end of the nine (9) week grading period for the student to continue the aide position. The building principal or designee will make the determination.
- 2) the student must be in good standing with the principal regarding the student's attendance and behavior.

STUDENT FEES AND CHARGES

North Judson-San Pierre Jr./Sr. High School charges specific fees for certain activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The School does not make a profit.

Failure to pay fees or charges may result in eventual contact from a collection agency.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without the approval of the student's sponsor.
3. A staff member will monitor any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, in order to prevent a student from over-extending himself/herself to the point of potential harm.
4. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

STUDENT RECORDS

Teachers, counselors, and administration staff keep many student records. There are two (2) basic kinds of records - directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing to the principal.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with the State and Federal Laws that may require release without consent.

Included in confidential records may be test scores, psychological reports, behavioral data, discipline actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record and originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the schools with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the principal in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

The school is required to give any recruiting representatives of the U.S. Armed Services and the Indiana Air, Army, National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student's name,

address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s) eligible student.

The school is required to notify the parent and student that either one may request that the information not be released by the school to the military recruiting representatives. The notification is to include the process necessary to complete this requirement.

The parent or the student must make the request in writing at the end of the student's sophomore year in high school. This is a one time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and eligible students may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school within seven (7) days after receipt of the school's annual public notice.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquires may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.GOV; and PPRA@ED.GOV

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. *The school will not be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.*

STUDENT WELL BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All students must have emergency medical information on file with the school office. Students with specific health care needs should submit their needs, in writing and with proper documentation by a physician, to the school office.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not permitted to use classroom phones at any time. Telephones are available in the school for students use during their lunchtime. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in or obtain a pass.

Any visitor found in the building without signing in or not having a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the principal.

WORK PERMITS

North Judson-San Pierre Jr.-Sr. High School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

The school may deny a work permit to a student whose academic performance does not meet the school's standards or whose attendance is not in good standing. It also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after he/she begins to work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remains the primary focus.

Should the work permit be revoked at the end of the school year, the student may be allowed to work during the summer while school is not in session. However, such student will lose the work permit at the start of the

new school year until he/she meets the attendance and grade standards established by the school for receiving a work permit.

Work permits must be obtained by students between the ages of 14 and 17 to allow them to hold a job.

To obtain a work permit, a student must get an "Intent to Employ" card from the guidance office registrar. This card must be filled out and signed by the student, parent, and employer. A work permit will be issued when the "Intent to Employ" card is returned to the guidance office registrar.

Employment certificates will be issued to a student if:

- a) the student's attendance rate is 90% or better in all classes during the previous grading period.
- b) the student's grade point average is 2.0 or better during the previous grading period.

CODE OF CONDUCT FOR NORTH JUDSON-SAN PIERRE HIGH SCHOOL ATHLETES

The following policy is in line with the Indiana High School Athletic Association Constitution which states contestants conduct, in and out of school shall be such as (1) not to reflect discredit upon their school or the association or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. It is recognized that the principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.

North Judson-San Pierre athletes are student athletes 365 days a year. Therefore, they fall under the disciplinary guidelines in the student handbook and the athletic policy in determining the penalty to be invoked for disciplinary infractions.

POLICY STATEMENT FOR NORTH JUDSON-SAN PIERRE HIGH SCHOOL:

North Judson-San Pierre High School believes athletics can be an integral part of a student's education. Values and lessons learned on the athletic floor or field certainly can be used to a student's benefit in his or her adult life. North Judson-San Pierre High School further believes that athletics is a privilege rather than a right.

Those who choose to participate can expect to follow the general rules established below by the athletic department, along with additional rules by coaches for their sport that meet the following criteria:

- 1) They must be fair.
- 2) They may not discriminate where equal rights regulations have been established.
- 3) Information on these standards must be given to the athletic director and will be part of the information supplied to the athlete and his or her parents or guardians. The term athlete is meant to include cheerleaders, team managers and others directly related to

assisting the athletes or coaches.

Society values and current law today necessitate the need for North Judson-San Pierre High School to establish a written conduct policy for the athletes. North Judson-San Pierre High School believes this policy is needed for the reasons listed:

- 1) North Judson-San Pierre High School as a community agent must have its position known.
- 2) The health values taught at North Judson-San Pierre High School must also apply to athletics.
- 3) It is in the best interest of North Judson-San Pierre High School that a fair and consistent policy be adopted.
- 4) As North Judson-San Pierre High School representatives to the public, our athletes must present themselves in a manner enhancing or benefiting the tradition of North Judson-San Pierre High School.

RULES AND REGULATIONS:

The following policy will be administered by the North Judson-San Pierre High School principal, athletic director, coaches and with the support of teachers. Information from law enforcement groups will be recognized.

North Judson-San Pierre High School athletes will be suspended, according to the stated penalties, if found to have used or been in possession of tobacco, alcohol or drugs, have been involved in the theft or vandalism of personal property, or any other acts which may prove detrimental to the school and the athletic programs.

PENALTIES:

1) First Offense

- a) The violation will result in a suspension for the next two contests (subject to the provisions of paragraph (1c) of the student's sport or, if the student is not participating in a sport at the time of the violation, then the next sport in which the student normally participates).
- b) Normally means by reference to the athlete's previous year of participation. This definition is used in order to prevent an athlete circumventing the rule by playing a sport he did not participate in during the previous year. However, if the athlete is a freshman, the provision on prior year's participation does not apply if the sport was not available to the athlete at the junior high level.
- c) Punishment for a first offense is further conditional on the athlete, and his/her parent(s), or legal guardian's willingness to have the athlete take remedial action in the form of counseling for six (6) months to correct the offending behavior.

The determination of the need for counseling shall be made by majority vote of the advisory board, after taking into consideration the students and parent's attitude, the offense, and whether or not the behavior is of a kind customarily corrected through counseling. If counseling is selected, then the parents or legal guardian must file written verification within thirty (30) days of the selection of a professional and the methods of treatment to be implemented. At the conclusion of the six (6) month period, the parents or legal guardian must provide verification from the counselor that the student successfully completed the program. Upon failure to provide the requested information, the student will be deemed to have rejected the counseling option and suspension for one-third of the season shall commence from that point with credit being given for any missed contest.

- d) If an offending student at first agrees to take counseling and then abandons his or her effort or fails in the opinion of the counselor to follow through with good faith attempts with counseling, then the student will be deemed to have rejected the counseling. Under these circumstances, the suspension for one-third of the season as outlined in paragraph (1e) shall commence for the date of the deemed rejection rather than the original date, although the student shall be given credit for any missed contest.
- e) If a student and/or his parent(s) or legal guardian rejects counseling pursuant to paragraph 1c or 1d, then the student shall be suspended for one-third of the contests. If one-third of the season does not remain when the suspension is made, he/she will be on suspension in the next sport the athlete normally participates in and the suspension shall be prorated so that one-third of the schedule is suspended for the athlete after considering the suspension on the partially completed schedule. (Example: if a student normally participates in spring baseball and fall football, and there are 24 baseball games and 9 football games, and the student is suspended for one-third of the baseball season with 6 games remaining (6 over 24) he shall be suspended for 2/24th of the following football season). If the suspension occurs because of conduct during the summer, then the athlete will be on suspension in the next sport in which the athlete normally participates.

To determine one-third of the season, count each scheduled contest ending with the sectional. Invitational tournaments will count as one contest. In computing one-third of the season, a fractional portion will not be considered as a contest.

2) Second Offense

The student will be suspended from participating in any sport for one calendar year.

3) Third Offense

If a student commits a third offense, then he/she shall be ineligible to participate in athletics at North Judson-San Pierre High School.

RULES OF PROCEDURE:

The following procedure will be followed to implement the rules:

- a) The student will be suspended initially by the principal, athletic director and coach after consultation between these individuals. The coach should make the first contact by telephone to the parent or guardian. This will be followed by written notification from the athletic department.
- b) Within five (5) days after notification the student and/or student's parents/guardian may request a hearing from the advisory board. The request for such a hearing should be made to the athletic director. The principal and athletic director will select the board. Their term shall be for two years with the first term commencing August 1st of the school year.
- c) Through a majority vote of the committee, a decision will be made. A written report will then be sent to the student and the parents or guardian.
- d) The student will be on suspension pending the outcome of the hearing.
- e) The right remains for any student and/or parents/guardian to request a hearing before the Superintendent or the Board of School Trustees of the North Judson-San Pierre School Corporation.

ACADEMIC ELIGIBILITY: IHSAA GUIDELINES

In order to be academically eligible to participate in high school athletics, a student must pass five (5) credit classes in the previous grading period. If the previous grading period ends at a semester break instead of a nine-week break, the overall semester grade is the grade that is used to calculate eligibility. If not, the nine week grade is used. They must also be currently enrolled in at least five credit classes.

Student-athletes must be extremely careful when auditing a class. Make sure that you, your counselor, and your parents are aware of your athletic eligibility requirements before committing to a schedule of this type. **Students auditing a course will not receive credit for that class, and therefore, will not be able to count that class as one of the five credit classes required for athletic eligibility.**



Full Nondiscrimination Statement

All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

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

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