

**North Judson-San Pierre  
Jr-Sr High School  
Student Handbook**



**2024 - 2025**

***“It’s a GREAT DAY to be a BLUEJAY”***

**NORTH JUDSON-SAN PIERRE Jr-Sr HIGH SCHOOL  
STUDENT HANDBOOK: 2024-2025**

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

### **ACADEMIC DISHONESTY, PLAGIARISM, CHEATING**

ACADEMIC DISHONESTY - A student is guilty of academic dishonesty when he or she engages in any illegal or improper activity for the purpose of improving a grade or a test score. This includes, but is not limited to:

1. Any form of cheating (i.e. giving or receiving answers for any type of test, quiz or assignment without the teacher's authorization), or

2. Plagiarizing (i.e. submission of term papers, reports, etc., that are not original works by the student unless otherwise authorized by the teacher).

Academic dishonesty will be dealt with at two different disciplinary levels and is based on the severity of the act.

**The teacher will handle Level One violations.** Students caught cheating will receive a zero (0) on the assignment. Students found guilty of a Level One violation will be ineligible for National Honor Society for their next eligible year. Current NHS members will follow National Guidelines for discipline.

**Examples of a Level One violation:**

1. Looking on another's test or quiz (i.e. giving or receiving answers for any type of test, quiz or assignment without the teacher's authorization).
2. Using electronic devices or other secretive methods to give or receive answers on a test or quiz.
3. Taking substantial information from another source, but not crediting the source.
4. The use of online, web-based language translators to complete coursework, when prior authorization has not been granted by teacher

**The principal and/or designee will handle Level Two violations.** Students found guilty of a Level Two violation will receive a zero (0) on the test, quiz, or written assignment and may be subject to suspension. Students found guilty of a Level Two violation will be ineligible for National Honor Society for their next two eligible years. Current NHS members will follow National Guidelines for discipline.

**Examples of a Level Two violation:**

1. A second Level One violation.
2. Taking papers from the Internet, other publications, other students and/or people.
3. Taking any test or part of any test to use or give to another.

\*A second offense could result in the student receiving a Withdraw Failing (WF) in the class (regardless of the level).

**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 MISCONDUCT**

While riding on a school bus students must adhere to the following rules:

1. Take a seat immediately and remain seated until instructed by the driver to leave the bus.
2. Keep doors and windows closed unless given permission.
3. Keep head, arms and hands inside the bus at all times.
4. Do not litter the bus.
5. Do not do damage to the school bus.
6. Cooperate with the bus driver and follow the rules of the school.

**CAFETERIA MISCONDUCT**

All students are responsible for their environment in the cafeteria and must adhere to the following rules:

1. Food and non-food items on their table or on the floor surrounding their table must be cleaned up prior to dismissal.
2. Ordering or having food delivered from an outside vendor is not allowed.
3. Cutting in line is not allowed.
4. Students must wait for dismissal before leaving the cafeteria.

**DISRESPECT**

Behaving in a disrespectful manner towards staff, an adult in authority, or peers is inappropriate and is subject to disciplinary action, up to and including expulsion.

**DISRUPTIVE BEHAVIOR**

Any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption will not be tolerated.

## **DRESS CODE – APPROPRIATE APPEARANCE**

Students are expected to dress in an appropriate manner. Only clothing which is safe and clean and not 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.

The administration reserves the right to modify the school’s dress code at any time. Please be advised that the decision regarding whether or not violations occur in the Dress Code rests solely with school administration.

## **DRINKING / ALCOHOL USE**

Students may not possess/consume/be under the influence of/provide to any other person, alcohol:

- a. on the way to or from school or school activity
- b. on school grounds at any time or
- c. at any school sponsored activity at any location including the school bus or other school-sponsored transportation.

## **DRUGS**

Students may not possess, use, or be under the influence of/or provide to any other person, drug paraphernalia and/or any substance, which is a prescription drug, controlled substance, anabolic steroids or contains amphetamine, barbiturate, marijuana, a stimulant, a depressant, or a hallucinogen whether prescription and/or sold over the counter or any substance that closely resembles any of the listed substances. Students may not provide to any other person drug paraphernalia and/or any substance as listed above nor any substance represented to be any of the above:

- a. on the way to or from school or school activity
- b. on school grounds at any time or
- c. at any school sponsored activity at any location including the school bus or other school-sponsored transportation.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. However, all medications (prescription or over-the-counter) must be approved by the nurse. No student, under any circumstance is to provide medication (prescription or over-the-counter) to any other student.

Students may not possess/use/provide to any person anything used or designed to be used primarily for, but not limited to, the storage, processing, delivery or consumption of amphetamine, barbiturate, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens

- a. on school premises at any time or
- b. at any school sponsored activity at any location including the school bus.

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

Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene is prohibited.

This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.

#### **LEGAL REFERENCE:**

**IC 20-26-5-40.7**

NJSP policies regarding acceptable internet/computer use and harassment/bullying apply to cell phone/electronic device usage. NJSP Jr-Sr High Schools is not responsible for lost or stolen electronic items. Adherence to the guidelines is essential to maintaining an appropriate academic environment and the integrity of the classroom. Cell phones, headphones, earbuds, smartwatches, or any other electronic devices of any kind that are brought to school are a privilege. These items should not become a distraction or disruption to the school environment.

Headphones/Earbuds should not be worn unless a student is granted permission from their classroom instructor. NJSP Jr-Sr High School administration will determine if the usage of the device is creating a distraction/disruption per NJSP Board Policy and/or Indiana State Law. Abuse of this privilege will result in consequences beginning with confiscation of device, parent conference, suspension, or loss of other privileges.

Usage of Cell Phones / WCD's is **not permitted** during the course of the instructional day. The instructional day begins at 7:35 AM and concludes at 2:35 PM. Passing periods are considered part of the instructional day.

- **First Offense** – Confiscation. The device will be held in the main office until the end of the school day. Students may pick up their device at the end of the school day in the main office.
- **Second Offense** – Confiscation. The device will be held in the main office until the end of the school day. A staff member will establish contact with a parent or guardian. After school detention.
- **Third Offense** – Confiscation. The device will be held in the main office for parent pickup. A staff member will establish contact with a parent or guardian. After school detention.
- **Fourth Offense** – Confiscation. The device will be held in the main office for parent pickup. A staff member will establish contact with a parent or guardian. After school detention and social probation assigned.

Parents can leave important messages for their children by calling the NJSP Jr-Sr High School Main Office at 574-896-2158. Parents are discouraged from calling/texting student cell phones during classroom hours. Parents must contact the Main Office if they need to pick up their child from school. Students leaving school grounds without permission from the Main Office Staff are subject to administrative sanctions. Students may not record (video, audio, etc.) any person (student, faculty, visitor, etc.) without their consent. Recording in no way should disrupt the school environment. The NJSP Jr-Sr High School Administration has the final say on the appropriateness of any cell phone/ electronic device use.

#### **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, enroute to and from school and at school-sponsored activities is grounds 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 may be subject to the same corrective action(s) as the participants.) Physical violence directed towards staff members will be grounds for expulsion. Incidents in which premeditation can reasonably be suspected based on the preponderance of evidence gathered will be grounds for expulsion.

#### **HALL MISCONDUCT**

While in the hallways and restrooms students must adhere to the following rules:

1. Do not litter.
2. Do not engage in rude or boisterous behavior, congregate/loiter, run, push, shove or use vulgar language in any hallway

or area of the building.

3. If passing through hallways during class periods, students must have a valid hall pass.
4. Students found to be out of their assigned area(s) before, during or after school violate this provision.
5. Students congregating in restrooms and doubling up in stalls are in violation of this provision.

### **HARASSMENT/INTIMIDATION**

Physical/verbal/sexual/written and/or any similar harassment of other students and/or staff member and /or anyone else is not permitted as well as threat and intimidation in any form of another student and/or staff member and/or anyone for any reason. Examples include, but are not limited to: threatening to strike, attack, or harm a staff member, student or other person, coercing a staff member, student or other person, threatening notes, comments, innuendoes, or rumors, bullying and hazing. Examples of sexual harassment may include but are not limited to the following: verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure for sexual activity, suggesting or demanding sexual involvement accompanied by implied or explicit threats. Students are encouraged to inform an adult at the school so that action can be taken. Harassment/Intimidation will not be tolerated. Consequences could involve conferences, detentions, suspensions and/or expulsions.

### **ILLEGAL ACTIONS**

Behavior not covered by other rules listed in this section, but that is prohibited by Indiana State Law, will be subject to disciplinary action and reported to the school resource officer.

### **IMPROPER USE OF SCHOOL TECHNOLOGY AND EQUIPMENT**

The following constitutes improper use of technology: accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material; transmitting obscene, abusive, or sexually explicit language; violating any local, state, or federal statute; vandalizing, damaging, or disabling the property of another individual or organization; accessing another individual's material, information, or files without permission; violating copyright or otherwise using intellectual property of another individual or organization without permission.

### **INAPPROPRIATE DISPLAY OF AFFECTION / SEXUAL MISCONDUCT**

Displays of affection between students in school should not be excessive. Students who bring attention to themselves in this way will receive a warning. Should this behavior persist, students will be disciplined and parents notified. Students engaged in acts of sexual misconduct will be subject to suspension and a subsequent recommended for expulsion.

### **IN-SCHOOL SUSPENSION MISCONDUCT**

While serving an in-school-suspension students must adhere to the following rules:

1. Must have class work to do.
2. Remain in assigned seats.
3. Remain silent, no sleeping.
4. Do not bring electronic devices into the ISS room.
5. Use the restroom only at designated times.
6. Follow all rules established by the suspension room supervisor.

### **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.

### **MISSED DETENTION(S)**

Failure to attend an assigned detention is grounds for disciplinary action. The number of missed detentions the student has accumulated for a semester will determine which consequence will be administered.

### **MISSED SATURDAY SCHOOL**

Failure to attend an assigned Saturday School is grounds for disciplinary action, up to and including suspension.

### **PROFANITY/PORNOGRAPHY/OBSCENITY**

The following is not allowed:

1. Use of profanity, obscene gestures and/or possession of pornography or other inappropriate materials anywhere in school, on school grounds, at school sponsored activities or on school provided transportation.
2. Making any sign that conveys an offensive, obscene, or sexually suggestive message.
3. Using or writing derogatory written materials.
4. Having any written or electronic material or pictures that convey an offensive, obscene, or sexually suggestive message.

## **RECKLESS ENDANGERMENT**

Behavior that results in the endangerment to self or others is subject to disciplinary consequence.

## **REPEATED RULE VIOLATION**

Repeatedly violating rules that students are expected to follow will be grounds for disciplinary action including expulsion. In addition, suspension (out-of-school) totaling ten (10) days in one semester or a combined total of fifteen (15) days for the year may result in a request for expulsion for not following and adhering to school rules and regulations.

## **SOCIAL PROBATION**

When a student is placed on social probation, it may have various degrees of consequences. The student may be restricted in passing through the hallways and not allowed to leave campus during the day. It may mean that a student may not attend any extra-curricular activities (sports, dances, etc.). This **COULD** include Prom. The student may only be on school grounds during school hours, i.e., leave school property immediately at the end of classes and not return until the next day of classes, unless arranged otherwise with an administrator.

## **STUDENT PARKING**

Driving to school is not a right; it is a privilege. While on school grounds during the school day, students may only park in the student (east) lot. Students who drive or park improperly on school grounds are subject to disciplinary consequences and any violation of the parking privilege may, without warning, result in the car being towed and be subject to a potential fine. Failure to find a parking spot will not be an acceptable excuse for a tardy.

1. Students are to find a space in the east lot and park their cars and park **only** in designated spaces; 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 transportation, maintenance, custodial and food service staff use. The north lots are for faculty and staff use. The east lot is for student use, except for the identified handicap spaces and staff spaces outside the athletic entrance. 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. Keep vehicles locked.

## **TARDY POLICY**

In order to avoid being tardy to class, the student must be in their designated location when the bell rings. Physical education students must be in their designated locker room area when the bell rings. The following procedure will be followed:

1. Tardies accumulate per semester.
2. Tardies are calculated in a cumulative manner. Instead of calculating tardies strictly by period, tardies are counted as a whole per semester. The school will take appropriate disciplinary action related to tardiness to be determined by the administration.
3. Accumulating 15 total tardies in ONE semester will result in a Saturday School. Subsequent tardies will result in escalating disciplinary consequences.
4. If a student accumulates 20 tardies in ONE semester, they must forfeit their dance and/or other Administration approved social function privileges for the remainder of the semester. In addition, at 20 tardies a student will be placed on an attendance contract for the remainder of the semester and parent will be notified. Violation of the attendance contract will be grounds for suspension, up to and including expulsion.

5. 5 or more tardies to a specific class will constitute a repeated rules violation and will be subject to disciplinary action contained therein.

6. Parent / Guardian will be notified after each tardy violation resulting in student disciplinary action.

### **THEFT/VANDALISM**

Stealing or damaging the property of the North Judson-San Pierre School Corporation, the property of students or staff members, or the property of visitors to our school will not be tolerated. In addition, stealing or damaging property at any location that an NJSP student is attending that is part of a school sponsored function will not be tolerated and will be subject to disciplinary consequences

### **TOBACCO & VAPE PRODUCTS AND SMOKING**

Students may not possess/use/provide to any other person, any tobacco product, vape product and/or associated paraphernalia in the school building, at school extra-curricular activities, or on their way to and from school. If students are under the age of eighteen, these infractions will also be reported to our school resource officer.

### **TRUANCY**

Truancies are defined in the previous section Attendance Policies and Procedures, under Truancies and Unexcused Absences.

### **WEAPONS/DANGEROUS ITEMS**

Students may not possess or provide to any other person: guns of any type (real or not), knives, razors/razor blades, box cutters, any martial arts related weapons, brass/metal knuckles, tools (such as saws, awls, hole punches, hammers, etc.), explosives devices or materials used in making such devices, pepper spray, mace and any other item that could reasonably be considered and used as a weapon / dangerous item will be grounds for suspension and/or expulsion.

## **NJSP Jr-Sr HIGH SCHOOL - DISCIPLINE PROCEDURES CHART**

| <b>Violation</b>  | <b>Level One</b>                            | <b>Level Two</b>  | <b>Level Three</b>  |
|---|---|---|---|
| Academic Dishonesty   | Zero on assignment                          | Zero on assignment / WF in course / Possible Suspension | Suspension  |
| Bullying  | Warning/conference/parent contact           | 3-10 days of suspension/Possible Expulsion              | Expulsion   |
| Bus Misconduct  | LDT / ASD / SAS                             | 1-10 days of suspension / bus suspension                | Permanent removal from bus  |
| Cafeteria Misconduct  | LDT / ASD / SAS                             | 1-3 days of suspension                                  | Suspension/Expulsion  |
| Disrespect  | 1-5 days of suspension                      | 3-10 days of suspension/Possible expulsion              | Expulsion   |
| Disruptive behavior   | 1-3 days of suspension                      | 3-5 days of suspension                                  | Additional suspension/Possible expulsion                                |
| Dress Code  | Warning/ LDT/ ASD / correct dress           | SAS / 1 day of suspension/correct dress                 | Additional suspension/Possible expulsion                                |
| Drinking/Alcohol (Possession/Use)                             | Expulsion                                   |   |   |
| Drugs (Possession/Use)<br>Drug Paraphernalia (Possession/Use) | Expulsion                                   |   |   |
| Electronic Devices / Cell Phone                               | Confiscation for the day. Return to student | Confiscation for the day Return to parent only and ASD  | Confiscation for the day Return to parent only and ASD/Social Probation |
| False reporting   | ASD / SAS / 1-3 days of suspension          | 3-5 days of suspension                                  | Expulsion   |
| Fighting  | 5 days of suspension                        | Expulsion   |   |
| Hall misconduct   | LDT / ASD / SAS /parent contact             | 1-3 days of suspension                                  | 1-5 days of suspension  |
| Harassment/intimidation                                       | Warning/conference/parent contact           | 1-10 days of suspension/Possible Expulsion              | Expulsion   |
| Illegal actions   | 1-3 days of suspension                      | 3-5 days of suspension/Possible                         | Expulsion   |

|  |   |  |  |
|--|---|--|--|
|  |   | Expulsion  |  |
| Improper use of electronic equipment                         | Warning/restriction of privilege  | Restriction of privilege/<br>1-3 days of suspension                          | Expulsion  |
| Inappropriate display of affection                           | Warning / LDT / ASD / SAS   | 1 day of suspension  | Additional suspension  |
| In-school-suspension misconduct                              | 1-3 days of out-of-school suspension and make up in- school suspension time | 3-10 days of out-of-school suspension and make up in- school-suspension time | Expulsion  |
| Insubordination  | 1-5 days of suspension  | 3-10 days of suspension  | Expulsion  |
| Missed Detention(s)  | LDT x2 / ASD x2   | SAS / Parent Contact   | 1-10 days of suspension/<br>Possible Expulsion                   |
| Missed Saturday School(s)                                    | SAS x2  | 1-3 days of suspension   | 5 -10 days of suspension /<br>possible expulsion                 |
| Profanity<br>Pornography/Obscenity                           | ASD / SAS / Suspension  | 3-10 days of suspension  | Expulsion  |
| Reckless endangerment  | SAS / 1-5 days of suspension/restitution                                    | 1-10 days of suspension/<br>Possible expulsion/<br>restitution               | Expulsion/restitution  |
| Repeated rule violation                                      | ASD / SAS / 1-3 days of suspension  | 3-5 days of suspension   | Expulsion  |
| Sexual Misconduct  | 10 days of suspension /<br>Expulsion  |  |  |
| Student parking  | Revocation of driving privilege for 10 days                                 | Suspension / Revocation of driving privilege for 18 weeks                    | Suspension / Revocation of driving privilege for a calendar year |
| Tardiness  | See Policy  | See Policy   | See Policy   |
| Theft/Vandalism  | SAS / 1-5 days of suspension/restitution                                    | 3-5 days of suspension/<br>restitution                                       | Expulsion  |
| Tobacco / Vape Products and Paraphernalia (Possession / Use) | 1 days of suspension  | 3 days of suspension   | Expulsion  |
| Tuancy   | 1 days of suspension  | 3 days of suspension   | Expulsion  |
| Weapons/Dangerous items                                      | Expulsion   |  |  |

Student discipline is administered in a progressive manner; however, some will be expedited to higher levels of discipline depending on the nature and severity of the misconduct.

In addition, suspension (in-school or out-of-school) totaling ten (**10**) days (in the school year may result in a request for expulsion for not following and adhering to school rules and regulations.

Offenses that are criminal in nature will be reported to the school resource officer.

### **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**

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. Students who are categorized as Chronic Absentee's may be subject to Attendance Contracts, disciplinary consequences and disqualification from participation in extracurricular activities and school-sponsored social functions. Students who fail to meet the Post-Secondary Readiness Competency portion of Graduation Pathways need to have a 95% attendance rate over the course of their four years in high school in order to qualify for a waiver.

1. Absences will eventually fall into one of three categories: Excused, Parent/Guardian Verified or Unexcused.

- a) **EXCUSED**
- b) **VERIFIED**
- c) **UNEXCUSED**

\*Excused, Verified & Unexcused absences are defined in the “*Understanding Absences*” section of the policy

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 an “excused or verified absence,” with supporting documentation, or they have previous approval from the administration.
4. Understanding Absences

Excused **VS** Parent/Guardian Verified **VS** Unexcused

**State of Indiana Attendance Expectation: 94% (10 or fewer days missed per year)**

**EXCUSED Absences**

Parent/Guardian Notifies School on the day of the Absence:

Illness verified with a physician statement dated at the time of the visit / illness.

\*Note must be returned within 1 week or absence will be unexcused

Death in the family.

School sends the child home sick (if due to fever, the following day will also be excused)

**Pre-Arranged Excused Absences:**

Page for General Assembly

Election Day Worker

Court Witness

IN National Guard Active Duty

Civil Air Patrol

Educationally related non-classroom activity as defined in IC 20-33-2-17.5

Professional appointments (medical, dental, legal) when students return with an authorized, dated statement

Observation of a religious holiday

Maternity

Military connected families’ absences related to deployment

Exhibiting/participating in State Fair

**Repercussions**

In addition to all building provision in the student handbook:

All absences are monitored, and disciplinary action may result. NJSP will refer students to Juvenile Justice Services upon reaching **10** unexcused absences from school **OR** when the student has been absent for any reason for **18** days during the school year, as required by law.

**Parent / Guardian VERIFIED Absences**

Parent/Guardian Notifies School on the day of the Absence:

**4** days per semester are allowed or as approved by a building administrator

\*Any day beyond **4** will be **UNEXCUSED**

A Parent/Guardian Verified absence is defined as a parent/guardian’s choice to keep their child home for the child’s own best interest. Pre-Arranged Absences for family vacations, trips and/or related events will count against the **4** days per semester for Parent / Guardian Verified Absences.

**UNEXCUSED Absences**

Students should have ZERO Unexcused Absences:

An unexcused absence is defined as any absence not covered under the definition of excused absence, any absence

beyond **4** parent/guardian verified per semester, or a non-verified absence (failure to notify the school of an absence within 24 hours).

## Repercussions

In addition to all building provision in the student handbook:

If a student is absent (parent/guardian verified or unexcused) **5** days within a 10-week period, a truancy prevention plan will be put in place for the student as required by law. This does not include excused absence days.

All absences are monitored, and disciplinary action may result. NJSP will refer students to Juvenile Justice Services upon reaching **10** unexcused absences from school OR when the student has been absent for any reason for **18** days during the school year, as required by law.

## 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 not guarantee** that the student will not be charged with an unexcused absence (truancy), if the student has exceeded the 4 day semester limit.

## 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 STUDENTS:** If a student has an overall attendance rate (Excused & Unexcused Absences) 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. **DANCE / SOCIAL FUNCTION RESTRICTIONS FOR STUDENTS:** If a student has an overall attendance rate (Excused & Unexcused Absences) of less than 90% for the semester and/or accumulated 20 or more tardies for the semester, his/her name will go on the Dance / Social Function Restriction List.
4. **ATTENDANCE CONTRACT:** If the attendance does not improve after earlier interventions, an attendance contract may be put in place. For students who have not successfully completed the Post-Secondary Readiness Competency portion of Graduation Pathways, 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 / UNEXCUSED ABSENCES

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.

## TRUANCIES AND UNEXCUSED ABSENCES

Truancies are defined as:

1. An absence wherein the parent or guardian believes the student is present in class, school authorities believe the student is absent due to illness, and the student is neither absent due to illness nor in class.
2. A student who leaves class, cafeteria or the building without faculty permission.

3. Students arriving more than 10 minutes late to class other than 1st hour (See Late to School).
4. Students arriving more than 20 minutes late to 1st hour will receive an unexcused absence
5. Students not immediately reporting to the Administrative Offices when removed from the classroom for disciplinary reasons by the teacher and/or classroom supervisor.

Note: Truancy is recorded on a school year basis not by semesters.

*Habitual Truancy Designation* : On the third truancy from a class or classes during a school year, a student who is at least thirteen (13) but less than fifteen (15) years of age may be classified as a habitual truant and may have his/her name sent to the Indian Bureau of Motor Vehicles.

Furthermore, the school principal cannot sign the official Indiana Bureau of Motor Vehicles form for students applying for an operator's license or a learner's permit, until the student becomes eighteen or until he/she is no longer classified as a habitual truant. A student older than sixteen (16) years of age, with a present drivers permit or license may have the license revoked for 120 days. The following descriptors also indicate Habitual Truancy:

1. Defies parental authority in failing to attend school.
2. Has a repeated, continuous pattern of absences over a period of time such as a grading period.
3. Has a large number of aggregate absences over the period of a school year.

Please note that students who are classified as Habitual Truants or who have 10 or more days of unexcused absence will be referred to the Department of Child Services and/or local authorities for truancy from school and educational neglect.

See disciplinary chart on page 10 to read a written description of the consequences associated with being truant.

#### **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 SCHOOL**

All tardies will be based on a per-semester accounting.

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 (unexcused) 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 9-10 to read a written description of the consequences associated with being late to school (unexcused) / tardy to school / class (Tardy Policy).

#### **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.
4. NJSP is a closed campus. At no time are students permitted to leave campus to obtain food.
5. Students are not permitted to leave campus to run errands or other circumstances related to such.

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 requested 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 assuming 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 2023 and beyond, students must meet the requirements set forth in Indiana's Graduation Pathways (See the below infographic).**



# Indiana GRADUATION PATHWAYS

The path to graduation is not one-size-fits-all. Indiana provides many pathways for students to earn a high school diploma.

## OVERVIEW

Students starting with the Class of 2023 must meet all of the following:

- 1 Credits**
- 2 Learn & Demonstrate Employability Skills**
- 3 Postsecondary-Ready Competencies**

## DIPLOMA REQUIREMENTS

- 1 Credits**  
Earn credits toward a diploma with designation.
  - Core 40 - minimum 40 credits
  - Academic Honors - minimum 47 credits
  - Technical Honors - minimum 47 credits
  - General

- 2 Learn & Demonstrate Employability Skills**  
Produce defined outcome(s) based on experience.  
Defined Outcome Options
  - Videos
  - Papers
  - Resume
  - Dual Credit
  - Certifications
  - Portfolio
  - Projects
  - Slideshows
  - Presentation
  - Five Year Goal Plan
  - Reflection of Experience
  - Letters of Recommendation
  - Letter of Employment Verification
  - Postsecondary-related Experiences
  - Co-Curricular Participation
  - Extra-Curricular Participation
  - Locally Defined Outcome

- 3 Postsecondary-Ready Competencies**  
Meet at least one of these competencies.
  - **Honors Diploma**  
academic or technical
  - **SAT**  
reading/writing = 480, math = 530
  - **ACT**  
english = 18, reading = 22, math = 22, science = 23 (2 out of 4 needed with at least one in English/Reading and one in Math/Science)
  - **ASVAB**  
minimum of 31
  - **Industry Certification**  
certification from approved DWD list
  - **Apprenticeship**  
federally recognized
  - **CTE Concentrator**  
C average or higher in at least 2 advanced HS courses in a state-approved CTE Pathway
  - **AP/IB/Dual Credit/ Cambridge International/CLEP**  
C average or higher in 3 courses (1 of the 3 courses must be in core content area or all three must be part of a CTE pathway)
  - **Locally Created Pathway**  
approved by SBOE
  - **Waiver**  
see listed web link

## TRACKING

- 1 Transcript with Completed Courses**  
Project-Based Experience  
*Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question.*
- 2 Work Toward Completion of One of the Experiences Below**
  - Service-Based Experience  
*Integrates academic study with service experience, reflects larger social, economic, and societal issues, and collaborative efforts between students, schools, and community partners.*
  - Work-Based Experience  
*Activities that occur in a workplace while developing the student's skills, knowledge, and readiness for work.*
- 3 Course Selection, Graduation Plan, & Testing Opportunities**



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Please Visit: <https://www.doe.in.gov/graduation-pathways>  
Questions: [DOEGradpathway@doe.in.gov](mailto:DOEGradpathway@doe.in.gov)

### **Postsecondary Readiness Competency Waiver, IF:**

- Student was unsuccessful in completing a postsecondary readiness competency by the end of the senior year & attempted to achieve at least 3 separate postsecondary readiness competencies; **or**
- Student transfers to a school during the senior year from a nonaccredited nonpublic school or an out-of-state school and attempted to achieve at least 1 postsecondary readiness competency but was unsuccessful.

### **Postsecondary-Readiness Competency Waiver Checklist**

- Criteria 1: At least 3 postsecondary readiness competencies attempted by end of senior year.
- Criteria 2: GPA Requirement met
- Criteria 3: Attendance requirement met at 95%
- Criteria 4: Met all state & local requirements  
*(Students with an IEP aren't required to complete local requirements beyond state requirements).*
- Criteria 5: Demonstrates postsecondary planning.

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 **1250** or higher combined SAT math (**590**) and critical reading (**560**) - (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) Earn 6 credits in the college and career preparation courses in a state approved College and Career Pathway and one of the following:
  1. Pathway designated industry-based certification, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcripted college credits.
- (5) Complete any one of the options from #7 of the Core 40 with Academic Honors. (See Above)

**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:

9 wk9 wkSem FinalSem Grade

|           |        |          |        |          |
|-----------|--------|----------|--------|----------|
| 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: Dual Credit/AP Biology, AP Calculus AB, AP Chemistry, AP Statistics, Dual Credit US History and Dual Credit English 12. Additional Dual Credit courses (Core Content Area – Mathematics, Science, English / Language Arts, History / Government / Economics) may also qualify if taken at NJSP via an approved articulation agreement or through state accredited post-secondary institution (i.e. – Ivy Tech). 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**

**NJSP Classes of 2024 through 2026** - The valedictorians and salutatorians for each year's graduating class, 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.

**Beginning with the NJSP Class of 2027** - The valedictorians and salutatorians for each year's graduating class, 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 hundredths 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 thousandths will be used.

Mid-Term and/or Early Graduates will not be considered for Valedictorian or Salutatorian recognition. 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.

### **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.

Students enrolled in **Advanced Placement** courses **will not** be able to drop the course after AP Exams have been ordered. The school corporation absorbs the cost for AP exams, therefore student participation on AP exams is a locally required stipulation upon enrollment in a corresponding AP course(s). Obtaining a score of 3, 4 or 5 on an Advanced Placement Exam may afford the student with an opportunity to earn college credit.

### **PARTIAL DAY / SHORTENED DAY SCHEDULE**

The Indiana State Board of Education's instructional time rules require schools to provide a full instructional day to all students. This requirement includes **seniors**. Shortened class schedules may be approved for students whose educational programs require a shortened schedule. Such circumstances might include:

- a) Career and Technical students who have approved career/technical education programs that include an employment component. Meaning students in CTE programs, who are working during the school day in their CTE field may be approved to have less than 7 periods per semester. Example, a senior only needs Government/Econ and English to graduate, which would be 2 periods each semester, with the WBL Capstone maxed out at 3 periods per semester, that would put the student with 5 periods but using this circumstance, the administrator could approve the student to only have 5 periods instead of 7 for the semester.
- b) Special education students whose individualized education programs (IEPs), as developed under 511 IAC 7, call for a shortened schedule.
- c) Students receiving homebound instruction.
- d) Students enrolled in college courses under the post-secondary enrollment program. [Indiana Code Title 21. Higher Education IC 21-43-4; IC 21-43-1-2.5.](#)
- e) Students enrolled in adult education programs.
- f) Students enrolled in non-public schools, but who participate in public school programs on a part-time basis.
- g) Kindergarten students on a traditional half-day schedule.
- h) Students participating in the [Indiana Code 20-30-2-2.2. School flex instructional program \(IC 20-30-2-2.2\)](#)
- i) Students with unusual or extraordinary circumstances such as those who are:
  - 1) Pregnant or parenting.
  - 2) Residing in a detention center.
  - 3) Participating in an alternative education program.
  - 4) Emancipated and have to work but are still of school age.
  - 5) Experiencing a temporary medical condition but do not qualify for homebound instruction.
- j) Returning to complete their graduation requirements after having dropped out of school several years ago.
- k) Attending an alternative to suspension or expulsion program.

### **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 cooperating teacher and guidance office department for placement.

### **MID-TERM GRADUATION**

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

- (1) The student has successfully completed all the required components with Graduation Pathways; and
- (2) the student demonstrates enrollment in post-secondary education / training, enlistment in the military, entry into the workforce; or
- (3) a hardship exists as defined by law.
- (4) Mid-term or early graduates are not eligible for Valedictorian or Salutatorian recognition.

### **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 or using outside sources to obtain answers will not be permitted.

## ACCESSIBILITY

Persons interested in information concerning accessibility, especially those individuals 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.

## BACKPACKS / BOOK BAGS

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

## 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 went into effect with the 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 Can You 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 disciplinary consequences for cafeteria misconduct.

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.

### **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**

Desktop computers are provided for student use at within the Media Center and specific classrooms. 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 texts 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 ELIGIBILITY

1. A student who has an overall attendance rate (Excused & Unexcused Absences) of less than 90% for the semester and/or has accumulated 20 or more tardies for the semester, will not be eligible to attend after school social events, i.e. Homecoming, Fall Ball, Prom, and other events.
2. Furthermore, during the course of the school year, any student that receives two out of school suspensions for truancy or for violation(s) of school rules, HAS ACCUMULATED A TOTAL OF THREE DAYS OF OUT OF SCHOOL SUSPENSION, or has returned to school from a first semester expulsion (regardless of the number of suspensions) or on a student disciplinary contract (Form 16) will not be eligible to attend after school social events, i.e. Homecoming, Fall Ball, Prom, and other events.

### DANCE GUEST POLICY

NJSP Jr-Sr High School sponsors the following (and only the following) dances:

**Homecoming, Fall Ball, Prom, After-School MS Dances.** NJSP Jr-Sr High School will not sponsor, support, or coordinate any other dances other than those listed above. Outside guests are not permitted at Homecoming or MS Dances.

Dance Rules (In addition to School Code of Conduct Rules):

1. All students must be in compliance with the Dance Eligibility rule found above.
2. NJSP freshmen (9) and NJSP sophomores (10) or outside guests who are freshmen (9) or sophomores (10) are **NOT ELIGIBLE** to attend **Prom** under any circumstances.
3. NJSP freshmen (9) or outside guests who are freshmen (9) **ARE ELIGIBLE** to attend **Fall Ball**.
4. NJSP High School students are eligible to take outside guests to **NJSP High School Prom** if:
  - A. The NJSP student is classified as a junior (11) or senior (12)
  - B. The non-NJSP student is academically classified as at least a junior (11) (as defined by his/her school), in good standing, and 20 years of age or under on the day of the dance
  - C. The NJSP student has completed the outside guest form prior to the purchase of dance tickets
  - D. The NJSP administration and dance sponsor(s) reserve the right to deny any person from attending an NJSP sponsored dance
5. NJSP High School students are eligible to take outside guests to **NJSP High School Fall Ball** if:
  - A. The non-NJSP student is academically classified as at least a freshmen (9) (as defined by his/her school), in good standing, and 20 years of age or under on the day of the dance
  - B. The NJSP student has completed the outside guest form prior to the purchase of dance tickets
  - C. The NJSP administration and dance sponsor(s) reserve the right to deny any person from attending a NJSP sponsored dance
6. A student will be dressed appropriately to attend the school sponsored dances.
7. Refunds will not be provided for students and/or guests who are removed / excluded from dances due to eligibility and/or discipline code violations

### 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.***

### 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.

## **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.

## **HEALTH INFORMATION**

Please see the school website for guidance on when to keep your child home from school, immunizations, and other health-related information. To find information, click on Doc Library, scroll down to Services, and click on Health Services.

## **INJURY AND ILLNESS**

Injuries must be reported to a teacher or the office in order for the school nurse or designee to take appropriate first aid measures. If further medical attention is required, the parent/emergency contact will be notified and the school's emergency procedures will be followed. A student who becomes ill during the school day should request permission from the teacher to be assessed by the school nurse or designee. The school nurse or designee will determine if the student should remain in school or go home and notify the parent accordingly. No student will be released from school without parent permission. In the event that a parent cannot be reached, the student's emergency contact will be notified.

**PARENTS MUST MAKE SURE THAT THE NECESSARY EMERGENCY INFORMATION IS ACCURATE ON THE REGISTRATION FORM EACH YEAR.** Anyone who suspects that a child is the victim of abuse or neglect is required by law to report such suspicion to the Department of Child Services by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 and/or the Starke County Sheriff's Department.

## **SCHOOL SCREENINGS**

The following screenings will be performed each year as required by Indiana Law:

1. Hearing in grades 1, 4, 7, 10 and any new students
2. Vision in grades K or 1, 3, 5 & 8
3. MCT Vision in grade K or 1
4. Dyslexia in grades K, 1 & 2

Screenings will be conducted by qualified school personnel including speech/language pathologist, nurse, and dyslexia specialist, and a qualified eye care professional for MCT if available. A student in any grade may be screened at the request of the parent or teacher if they believe there may be a problem. The parent will be notified of any abnormalities or if a student does not meet passing criteria for any of the screenings. Arrangements will then need to be made with the appropriate healthcare provider for further evaluation. To address the needs of a student found with characteristics of dyslexia, the Response To Intervention (RTI) process will be utilized. If a parent does not want a required screening performed, he/she will need to notify the principal in writing.

## **HEAD LICE**

Please notify the school nurse if your child has head lice. If a student is found to have live head lice, the parent will be notified and the student will be sent home. The student must be treated with an acceptable product and be free of lice before returning to school. The parent must bring the student to school after treating lice for the school nurse to assess. Periodic checks of associated students or classrooms may be performed as precautionary measures.

## **IMMUNIZATIONS**

For the safety of all students and staff members, and in accordance with State law, all students must meet the immunization requirements set forth by IC 20-34-4-2 against the following diseases:

1. diphtheria;
2. pertussis (whooping cough);
3. tetanus;
4. measles;
5. rubella;
6. poliomyelitis (polio);
7. mumps;
8. varicella (chicken pox);
9. hepatitis A;
10. hepatitis B; and
11. meningitis.

Immunization is required for continued attendance unless a religious objection or medical exemption is filed with the office at the beginning of each school year, or physician documentation of disease is received, including date of disease. If the student does not meet the immunization requirements or have the appropriate documents filed, the student may be excluded from school and school activities at the principal's discretion until the appropriate documentation is received. More information can be found on the school's website under the Health Services tab. Please contact the school nurse if you have any questions or would like to file a religious objection or medical exemption to immunization.

## MEDICATIONS

Medications may be given at school under the following guidelines:

1. All prescription and over-the-counter medications (including emergency medications) to be administered at school must be brought to the office where they will be secured. It is the parent's responsibility to supply and ensure the safe arrival of the medication to school. Prescription medications must have an "Authorization for Medication and/or Treatment at School" form completed by the parent and physician as well.
2. Students are not permitted to self-administer or carry medication with them unless documentation is submitted under IC 20-33-8-13 (See SELF-ADMINISTERED MEDICATION below). Students may not distribute medication to other students. Medication may not be stored in a locker or classroom. Any student in violation of these terms will be referred to the office for disciplinary action and the medication will be confiscated.
3. A parent must give written permission for a student to take medication at school. Please include date, name of student, name of medication, directions for administering, date to discontinue (if applicable), special handling instructions and parent/guardian signature in the note.
4. All medication must be in the original container affixed with the current pharmacy or package label (no envelopes or plastic baggies). Administered dose will be given per the manufacturer's directions or pharmacy label.
5. If any changes to a prescription are made, a written statement from the physician must be submitted to the school. If the medication is to be terminated prior to the date on the prescription, a written, dated withdrawal of consent from the parent or physician is required.
6. Medication ordered three times a day or less should be given at home, possibly before and after school and at bedtime. Prescription medication with a specific time ordered that is during school hours or school sponsored activities will be given as directed.
7. If a prescription medication is to be administered at school, it must accompany an "Authorization for Medication and/or Treatment Administration" form completed by the parent and physician on an annual basis.
8. It is the parent's responsibility to instruct the child to come to the office to take the medication at the scheduled time. It is the student's responsibility to come to the office on time to take routine medication.
9. Medication will not be used beyond the expiration date marked on the bottle or beyond the instructions provided by the physician/practitioner.
10. All medications administered at school will be documented. The parent will be notified of any medication errors, missed doses, side effects, or signs of allergic reaction.
11. Medication/treatment will only be administered by designated, trained school personnel who are authorized by administration.

12. Unused medication will only be released to the parent. The student or an individual at least 18 years of age will be allowed to receive unused medication with the parent's written permission. All unclaimed medication will be destroyed by school personnel at the end of the school year.

### SELF-ADMINISTERED MEDICATION

A student may possess and self-administer emergency medications with the following guidelines:

1. A physician must state in writing that the student has an acute or chronic disease or medical condition for which the physician has prescribed a medication that requires emergency administration, and the student has been instructed on how to self-administer the medication. The parent must also give written authorization. Obtain the "Student Authorization to Possess and Self-Administer Medication" form from the school nurse for the parent and physician to complete.
2. The student must demonstrate to the school nurse how to self-administer the medication properly.
3. The emergency medication must be kept with the student at all times and be inaccessible to other students. Controlled substance medications can not be carried by the student and must be secured in the office for the safety of all staff and students.

### **HOMECOMING FLOAT BUILDING**

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

### **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.

Desktop 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, 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.

### **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 programs. Additionally, fees are assessed to student who damage or lose school property.

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

As of July 1, 2023 Textbook / Curricular material fees will not be charged to students due to HEA 1001: State Budget.

### **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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:  
[FERPA@ED.GOV](mailto:FERPA@ED.GOV); and [PPRA@ED.GOV](mailto: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. 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.



### **Non-Discrimination 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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](mailto:program.intake@usda.gov).