

# **NORTH WHITE MIDDLE HIGH SCHOOL**



## **2023-2024 STUDENT HANDBOOK**

**“WE ARE VIKING STRONG!”**

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### Regular Bell Schedule

1st period	8:00 am	8:43 am	43 minutes
2nd period	8:48 am	9:31 am	43 minutes
3rd period	9:36 am	10:19 am	43 minutes
4th period	10:24 am	11:07 am	43 minutes
Vikes	11:07 am	11:32 am	25 minutes
MS Lunch	11:32 am	12:02 pm	30 minutes
HS 5th period	11:37 am	12:20 pm	43 minutes
HS Lunch	12:20 pm	12:50 pm	30 minutes
MS 5th period	12:07 pm	12:50 pm	43 minutes
6th period	12:55 pm	1:38 pm	43 minutes
7th period	1:43 pm	2:26 pm	43 minutes
8th period	2:31 pm	3:14 pm	43 minutes

### 2-Hour Delay Schedule

1st period	10:00 am	10:33 am	33 minutes
2nd period	10:38 am	11:09 am	31 minutes
3rd period	11:14 am	11:45 am	31 minutes
MS Lunch	11:45 am	12:15 pm	30 minutes
HS 4th period	11:50 am	12:21 pm	31 minutes
HS Lunch	12:21 pm	12:51 pm	30 minutes
MS 4th period	12:20 pm	12:51 pm	31 minutes
5th period	12:56 pm	1:27 pm	31 minutes
6th period	1:32 pm	2:03 pm	31 minutes
7th period	2:08 pm	2:39 pm	31 minutes
8th period	2:44 pm	3:14 pm	30 minutes

### 1-Hour Delay Schedule

1st period	9:00 am	9:39 am	39 minutes
2nd period	9:44 am	10:23 am	39 minutes
3rd period	10:28 am	11:07 am	39 minutes
MS Lunch	11:07 am	11:37 am	30 minutes
HS 4th period	11:12 am	11:51 am	39 minutes
HS Lunch	11:51 am	12:21 pm	30 minutes
MS 4th period	11:42 am	12:21 pm	39 minutes
5th period	12:26 pm	1:05 pm	39 minutes
6th period	1:10 pm	1:49 pm	39 minutes
7th period	1:54 pm	2:33 pm	39 minutes
8th period	2:38 pm	3:14 pm	36 minutes

### Wednesday Early Release/Convocation/Pep Session Schedule

1st period	8:00 am	8:39 am	39 minutes
2nd period	8:44 am	9:23 am	39 minutes
3rd period	9:28 am	10:07 am	39 minutes
4th period	10:12 am	10:51 am	39 minutes
MS Lunch	10:51 am	11:21 am	30 minutes
HS 5th period	10:56 am	11:35 am	39 minutes
HS Lunch	11:35 am	12:05 pm	30 minutes
MS 5th period	11:26 am	12:05 pm	39 minutes
6th period	12:10 pm	12:49 pm	39 minutes
7th period	12:54 pm	1:33 pm	39 minutes
8th period	1:38 pm	2:17 pm	39 minutes
Early Release/Convocation	2:17 pm	3:14 pm	57 minutes

## Extra-Curricular & Athletic Code of Conduct

\_\_\_\_\_  
(First)

\_\_\_\_\_  
(Last)

\_\_\_\_\_  
(MI)

Legal Reporting Waiver

Authorization for Release of Information

I request and authorize: White County Probation Department, White County Law Enforcement Agencies, White County Prosecuting Attorney and the Courts of White County to release information to: North White School Corporation and Athletic Department regarding:

Student's Name (as printed above): \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
(City) (Zip)

1. This information is for the purpose of continuity of goals between the students, parents, North White School Corporation, and the above listed White County agencies.
2. I authorize the above parties to exchange information verbally or in writing concerning probation or supervision rules or activities that may be in violation of the North White School Corporation Extra-curricular Code of Conduct.
3. I hold harmless: North White School Corporation, the above listed White County agencies and other designees in regard to the use of information authorized for release of exchange.
4. I understand that this form may be revoked by me at any time except to the extent that action has already been taken.
5. I further understand that the revocation of this form will result in the termination of participation in extra-curricular activities at North White School Corporation. In absence of revocation, this consent will expire upon the student's withdrawal from or graduation from North White School Corporation.
6. A photocopy of this authorization is as authentic as the original Authorization of Release.

Parental and Student Acknowledgements:

1. I have read and understand the above and affirm that it was properly completed prior to my signature.
2. I have received, read and understand North White Middle High School's "Extra-curricular & Athletic Code of Conduct".

Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian printed name \_\_\_\_\_

**The Waiver, Authorization and Acknowledgement must be signed and on file in the office prior to the student's participation in the Extra-Curricular Activities; and it remains in effect throughout the student's career at North White Middle High School unless revoked by parents or replaced by a subsequent signed and dated document. Extra-Curricular Activities include driving to school and participation in any sport, club, or affiliations of the North White School Corporation.**



# RECEIPT OF NORTH WHITE MIDDLE HIGH SCHOOL STUDENT HANDBOOK 2023-2024

## The Parent/Guardian:

Please sign the form indicating receipt of the student handbook and return it to North White Middle High School in person, with the student, or by mail.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

## The Student:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

### Questions on School Policies or Events

If you have any questions regarding school policies or events, please feel free to contact the school principal. **School Administration reserves the right to modify, and/or interpret the student handbook as necessary.** **Si no puede leer el texto anterior llame nuestra oficina y se le proporcionará una intérprete.**

**North White Middle High School Statement of Policy**—It is our intent to cover as many school policies as possible. However, situations that may arise that are not addressed. Any concerns, situations, or incidences that are not contained in this document will be addressed at the discretion of the administrator. Persons who require assistance or need information regarding access to a program session and availability of special facilities are requested to contact the building level principal or the superintendent at 219-604-4003.

Handbook adopted by the North White School Board:  
Discipline Code adopted by the North White School Board

May 8, 2023  
May 8, 2023

## **WELCOME**

Welcome to North White Middle High School. The information in this handbook has been prepared to help explain the procedures, rules, and policies of the Middle High School. Understanding what is expected of you as a student will help ensure your success.

Parents are encouraged to review and discuss the information in this handbook with their grade 6-12 student(s). Teachers will also review this handbook with students at the beginning of the school year. Students will be expected to sign and return a form indicating they have read and understood the provisions in the handbook.

Each student is encouraged to take advantage of the academic and extracurricular opportunities available at North White. The more you involve yourself in school life, the more likely you will succeed academically and socially. Remember, your success at North White Middle High School will be directly proportional to your attendance, attitude, and effort.

Should you have any questions that are not answered by this handbook, please contact the office for assistance. Have a great year!

### **North White School Corporation** **Mission Statement**

The North White School Corporation believes a successful school community is one where a community is united in the belief that ***all students can learn.***

**Learners today!**  
**Leaders tomorrow!**

### **North White School Corporation Board of Trustees**

Nicholas Eccles	Superintendent
Scott E. Denton	Honey Creek Township
Rebecca Princell	Monon Town
Ricki Westerhouse	Liberty Township
Carlene Hunt	Liberty Township
Josh Robertson	At Large
James White	Monon Township
Cory Applegate	Honey Creek Township

## Welcome to our successful school community!

North White Middle High School believes highly successful schools are characterized by a culture that includes:

- A highly dedicated staff of teachers and administrators who share a vision for their school and share responsibility for that vision
- An emphasis on successful teaching and learning, collaboration and teamwork, and an inviting, supportive, and safe environment
- Teachers and administrators who go beyond caring to demanding excellence from their students. Failure is not considered to be a viable option. Students are required to achieve to the best of their abilities.
- An expectation of success for all students. There is a “no excuses attitude” regarding student achievement.

### **CIVIL RIGHTS NONDISCRIMINATION POLICY**

**North White School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program student activity. For further information, clarification, or complaint (grievance) procedures, please contact the Superintendent’s Office or the following coordinator:**

North White School Improvement Assistant  
A.D.A. Coordinator (Americans with Disabilities)  
Section 504 Coordinator (handicapping conditions)  
Title IX Coordinator (gender discrimination)  
North White School Corporation  
North White Elementary School, 304 East Broadway St  
Monon, IN 47959  
219-604-4006

*Note: Information concerning the Civil Rights Non-discrimination Grievance Procedure for Indiana’s Civil Rights Compliance Program may be obtained from the building principal. A student will not be subject to seclusion or restraint unless the student’s behavior possesses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student’s parents or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint. When seclusion or restraint is used with a student, the student’s parent or guardian must be notified verbally as soon as possible. A copy of the incident report prepared by staff following the use of seclusion or restraint with a student must be sent to the student’s parent or guardian.*

### **Office Staff**

Mr. Greg Briles	Principal
Mr. Matthew Sipekema	Dean of Students
Mr. Mark Woodcock	Athletic Director
Mrs. Saira Morales	Administrative Assistant
Mrs. Gail Shriver	Guidance Counselor Grades 9-12
Mrs. Chelsea Cosgray	Student Support Specialist Grades 6-8
Ms. Charrisse Hook	Corporation Nurse
Mrs. Shelley Stevenson	Registrar/Attendance Officer
Ms. Keicha Rider	Treasurer

### **How to Email Staff**

Email addresses (with a few exceptions) are: First letter of the first name, last name i.e.: [ateacher@nwhite.k12.in.us](mailto:ateacher@nwhite.k12.in.us)

### **Hours of Operation for a Regular School Day**

Office Hours:	7:30 am – 4:00 pm
Guidance Office Hours	8:00 am – 3:30 pm
First Bell	7:50 am
Second Bell	7:55 am
Tardy Bell	8:00 am
Dismissal	3:14 pm

### **Before School Procedures**

Students are able to enter the building at 7:45 am. Students must report directly to the Shipyard for breakfast or their First period class and cannot leave without supervisor permission. Students are not to be in any other part of the building without a pass from a teacher prior to the morning bells.

### **Moment of Silence**

In compliance with Indiana Law (I.C. 20-30-5-4.5), in order that the right of each student to the free exercise of religion is guaranteed within the North White School Corporation; and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds:

- North White Middle High School has established the daily observance of a moment of silence in each classroom or on school grounds;
- During the moment of silence required by subsection (1), the teacher responsible for the classroom shall ensure that all students remain standing and silent and make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice. Students who are disruptive during the moment of silence will be disciplined as per the teacher's classroom behavior plan.

### **Pledge of Allegiance**

The United States flag shall be displayed in each classroom of every school building at North White School Corporation. In compliance with Indiana Law (I.C. 20-30-5-0.5) North White Schools shall provide a daily opportunity for students of the school corporation to voluntarily recite the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- The student chooses not to participate; or
- The student's parents choose to have the student not participate.

Students who are disruptive during the Pledge of Allegiance will be disciplined as per the teacher's classroom behavior plan.

### **Special Education**

Special Education services are available to eligible children/youth with disabilities at all schools within the corporation. These services are designed to assist the student in learning, despite the disability. Special education services are provided by a wide variety of licensed teachers, related therapists, school psychologists, and support staff. Cooperative School Services special education cooperative works with our local schools to ensure all students are successful learners. If you have a question about special education services, you may speak to your building's principal. If you know of a preschool aged child who may have a disability, you may refer to the parent/family to the special education cooperative.

### **Pesticide Application Notice**

Periodically throughout the year, it may be necessary that pesticides be applied to external and internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal of the building. You will be given a form to fill out and notified at least forty-eight (48) hours prior to any pesticide application. Pesticide applications will not be done when children, staff members or any other people are present in the area that is to be treated.

### **Directory Information**

North White School Corporation complies with the privacy acts to ensure student information is not made available to outside sources. The North White School Corporation designates the following items as directory information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed.

### **Statement of Objectives**

In order to carry out its responsibilities, the school should provide:

1. A program of instruction that clearly identifies and consistently challenges the individual abilities of all students.
2. An orderly atmosphere that will be conducive to the best possible learning.
3. Guidance programs that will help each student formulate and achieve realistic goals with respect to his/her capabilities.
4. A program of academic instruction and rigor that will give students:
  - The ability to write, read, and speak English effectively;
  - The sense of shared experience and understanding that defines the human condition;
  - A chronological grasp of the political and economic events that have shaped human society;
  - An understanding of the heritage of ideas that underlies our ideals of social justice;
  - Skill in the understanding and application of mathematical concepts;
  - An understanding of natural phenomena
  - An understanding of the aesthetic in music, art, literature, and nature;
  - The ability to think critically about themselves and their surroundings;
  - The ability to write, read, and speak a foreign language effectively;
  - The ability to critically investigate ideas and concepts;
5. A Career and Technical Education program that provides skills and attitudes needed for productive participation in economics of life;
6. A program of instruction in physical education that promotes physical fitness recreation;
7. Extra-Curricular programs that grow out of the needs of students and that are compatible with the fundamental purposes of the school.

### **Entry Doors – Lockout Policy**

The doors to North White Middle High School will remain locked during school hours. Parents, guests, or students reporting late(after 8:00 am) must enter through the front doors (Door 1 north side) of the building. Students who drive to school may enter through the doors at the multi-purpose room (Door 15 south side) from 7:45 - 8:00 am only.

### **Parents/Visitors to North White Middle High School**

North White School Corporation maintains a closed campus. All visitors must enter at the main entrance (Door 1 north side) and report directly to the school office. All visitors must sign in upon their arrival at school. All visitors permitted by the administration to visit other portions of the building will be issued a visitor's badge that must be worn while they are in the building. This will require persons to sign in with a valid ID.

Waivers to this rule are available to individuals or groups who regularly visit the school. **Student visitors are not permitted without special consent from the administration.** If a family has a guest or relative staying at the home, exceptions may be considered during lunch with prior approval.

Visitors who cause disruptions will be asked to leave immediately and may not be permitted to return.

***Parents wishing to have a conversation with a teacher should plan to come during the teacher's planning period. It is best to plan these meetings in advance. Please call the school office to make arrangements for any desired conferences with teachers or administrators.***

### **Enrolling in School**

Students are expected to enroll in the corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the school are required to enroll with their parent(s) or legal guardian. When enrolling, the parent(s) need to bring:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities or custody (if appropriate)
- Proof of residence
- Proof of immunizations

### **Change of Address**

Inform the office if there is a change in student's name, address, mailing address or telephone contact number.

## **ATTENDANCE INFORMATION**

### **ATTENDANCE POLICY**

Attendance in school is mandatory per Indiana Code and is very important as we build strong students and citizens in our school community. Parents have the power to positively influence children's attitudes towards lifelong learning and school success.

The Indiana Compulsory Attendance law states that each child who is not less than seven (7) years of age and not more than eighteen (18) years of age shall attend either a public or some other school which is taught in the English language and which is open to inspection by the state attendance officer, local attendance officer, and school officials.

All students are expected to attend regularly and be on time. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. Students who are not present cannot be taught.

Consequently, it is difficult for many students who frequently miss school to achieve the maximum benefits of schooling. The regular contact of students with one another in the classroom and their participation in well-planned instruction activity under the guidance of a competent teacher are vital for maximum achievement.

### **LEGAL POLICIES AND GUIDELINES GIVEN TO SCHOOLS UNDER INDIANA LAW**

#### **IC 20-33-2-4 Compulsory attendance**

Subject to the specific exceptions under this chapter, a student shall attend either:

- (1) a public school that the student is entitled to attend under IC 20-26-11; or
- (2) another school taught in the English language.

#### **IC 20-33-2-5 Days of attendance**

A student for whom education is compulsory under this chapter shall attend school each year for the number of days public schools are in session.

#### **IC 20-33-2-11 Driver's License Law**

If a person is less than eighteen (18) years of age and is under suspension, expulsion, exclusion, is habitually truant, or has withdrawn from school, that person shall have the license or permit invalidated upon notification by the principal.

#### **I.C. 20-33-2-25 Habitual Truants**

The superintendents or attendance office may report a student, who habitually absents himself or herself from school in violation of this chapter, to an intake officer of the juvenile court.

#### **IC 20-33-2-28 Compulsory attendance for full term; duty of parent**

It is unlawful for a parent to: (a) fail; (b) neglect; or (c) refuse; to send the parent's 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.

#### **IC 20-33-2-44 Penalty**

A person who knowingly violates this chapter commits a Class B misdemeanor.

#### **ABSENCE FROM SCHOOL**

Good attendance is a shared responsibility of students, parents and school.

##### **Student Responsibility** – Make up work

Students are responsible to be in school and in their assigned area on time. ***All personal appointments and obligations should be planned for times outside the instructional day when possible.*** Students will have the number of days missed plus one (1) to complete missing work when they are absent.

##### **Parental Responsibility** – It is the parent's responsibility to:

- Make sure the school has your updated and correct phone numbers, e-mail, and address at all times.
- Call the school at 219-604-4005 to report the child's absence and the reason for the absence **by 8:30 am** the day of the absence.
- The parent ***need not call*** when the absence has been pre-arranged and approved by school officials.
- Parental requested assignments during absences will be expected to be completed upon return. This may be altered upon individual teacher's discretion.

NOTE: If no parental note or call is received within seventy-two (72) hours after the absence, the absence will be considered an **UNEXCUSED** absence.

**SCHOOL RESPONSIBILITY - PARENTAL NOTIFICATION** – If a parent has not called the school by 8:30 am, North White personnel will make a "reasonable attempt" to call the parent that day to document the absence and to assure each child's safety. (This notification cannot always occur as time constraints and non-working telephone numbers may prevent verification.) The school reserves the right to verify absences by calling parents at home or work and/or contacting the physician.

**North White School Corporation defines excellent attendance as a 99% attendance rate which allows students two (2) absences per school year.**

**Standard attendance is a 97% attendance rate which allows for five (5) absences per school year.**

**Excellent attendance (99% attendance rate) is the goal for all students.**

**ABSENCES** – There are three (3) types of absences: **EXEMPT**, **EXCUSED** and **UNEXCUSED**. Students will be allowed a total of NINE (9) EXCUSED/UNEXCUSED absences per semester.

They are defined as follows:

**1. EXEMPT absences DO NOT** count toward the nine (9) per class limit per semester. **Under certain circumstances, the law requires the school to authorize the absence and excuse of a student.**

They include:

- Participation in school sponsored trips
- Serving as a page in the state legislature
- Election worker. A statement from a political supervisor is required WITHIN THREE (3) SCHOOL DAYS of the student's return to school to have exempt status.
- Funerals for immediate family members (parents, siblings, aunts, uncles, grandparents approved by administration
- Religious holiday pre-approved by administration
- College visit day pre-approved by administration (up to two (2) junior year and up to two (2) senior year)

- *Personal illness requiring a doctor's care and routine medical/dental appointments. A statement from the doctor is required **WITHIN THREE (3) SCHOOL DAYS** of the student's return to have exempt status. A total of **THREE (3)** separate doctor's notes will be allowed per semester.*
- ISS and OSS days
- Court/legal appointment. A statement from the court, attorney, or probation officer is required **WITHIN THREE (3) SCHOOL DAYS** of the student's return to have exempt status.
- The principal (or designee) may give exempt status to any case not specifically covered above.
- Absences covered by a certificate of incapacity form.
- Up to five (5) days exhibiting at the state fair with parent/guardian notification
- Absences related to military testing, drills, and recruitment with parent and military notification
- Vacations (according to Board Policy)

**2. EXCUSED** absences **DO** count toward the nine (9) day per class limit per semester. **Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school.**

They include:

- Personal illness not requiring a doctor's care.
- Babysitting, helping at home, farm work etc.
- Driving test at the Bureau of Motor Vehicles

**3. UNEXCUSED** absences **DO** count toward the nine (9) day per class limit per semester. **Unexcused absences are defined as the following:**

- Absence from school without permission of parent/guardian and/or school official.

**TRUANCY** – North White School Corporation definitions regarding truancy are as follows:

- Any school absence not verified by phone, email, or note from parent/guardian **WITHIN SEVENTY-TWO (72) HOURS** of absence.
- Student not in assigned area or activity while on school property during the school day.
- Leaving the classroom, class, school activity, building or grounds without permission of the Administration or nurse or their designees.
- Acquiring early dismissal under false pretenses.
- Absent from school without school approval (such as "skip day").
- Student is observed around town during school hours in spite of the fact that a parent or guardian may have called or written a note.
- Student fails to follow sign-out procedures.

Truancy will be addressed as follows:

- **1<sup>st</sup> truancy:** Assignment of one (1) after school detention and parent contact.
- **2<sup>nd</sup> truancy:** Assignment of two (2) after school detentions and parent contact.
- **3<sup>rd</sup> truancy:** Assignment of one (1) Saturday School detention and parent contact.
- **4<sup>th</sup> truancy:** Assignment of two (2) days to ISS and parent conference to determine solutions and student is deemed a "habitual truant" student. Possible consequences: a) Student may be reported to the Bureau of Motor Vehicles for revocation of their driver's licenses or driving permit; b) Referral to the RTI team for alternative placement consideration; c) Loss of course credit; d) Suspension from all extra-curricular activities (appeals for extenuating circumstances must be made in writing to the RTI team within five (5) days.) This will also result in a 25% suspension from the following sports season if/when the student returns to a regular school setting.
- **5<sup>th</sup> truancy:** Assignment of two (2) days OSS.
- **6<sup>th</sup> truancy:** Assignment of eight (8) days OSS pending expulsion.

**HABITUAL TRUANT** – A "habitual truant" is defined as a student who has ten (10) or more days of unexcused absences or being absent without a parental request filed with the school in one (1) school year.



All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of eighteen (18) years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

Procedures developed for the administration of this policy, shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the Superintendent or his/her designee.

The student's principal is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

**UNEXCUSED ABSENCE/TRUANCY – LACK OF PARENTAL NOTIFICATION** – North White Middle High School recognizes the importance of student attendance in order for them to be successful at school academically and to prepare them for life after graduation. Therefore, in an effort to address attendance and truancy issues, the following guidelines will be followed:

School administration will check attendance on a daily basis. Students who have an unexcused absence will be monitored for a period of three (3) days to allow appropriate documentation or communication to take place from the guardian/parent. If proper contact is not made regarding the absence, the student shall be deemed truant for that day. School administration will speak with the student regarding the absence and administer the consequences as stated in the North White Middle/High School Truancy Policy.

#### **ATTENDANCE POLICY: ADMINISTRATIVE PROCEDURES**

After accumulating three (3) absences in any class in one (1) semester, a letter will be sent to the parent(s)/guardian(s) warning them that the student is approaching the maximum limits and may be put on an attendance contract. Excused absences will be counted toward these attendance limits. Exempt absences will not be counted toward these limits.

After six (6) absences in any class in one (1) semester, an attendance contract will be sent to the parent(s)/guardian(s). Students who abide by such contracts will not have credits denied or be held to any other consequences. The following list of possible stipulations may be placed in an attendance contract:

- The student's attendance will continue to be monitored. The student will be required to provide medical and/or legal documentation for his/her absences beyond the maximum limit; otherwise further absences will be considered unexcused.
- The student may be assigned to attendance recovery class(es).
- The student may be recommended to the RTI team.

Ten (10) absences in any class in one (1) semester will be considered excessive and any of the following are possible recommendations that could be made or steps taken when a student has missed ten (10) days in a semester:

- Course credits may be denied. The student and parent (s)/guardian(s) will have the opportunity to appeal for credits to be awarded (see appeal procedure).
- Expulsion from school.
- Driver's license/learners permit revocation through the Indiana Bureau of Motor Vehicles (BMV).
- Referral to White County Probation and/or Child Protective Services.

#### **HIGH SCHOOL APPEALS PROCESS (If student has lost credit by exceeding nine (9) days)**

Students may lose credit in a course when they exceed nine (9) absences per class as outlined in the attendance policy. To initiate the appeals process, the students and parents must complete an Appeal for Credit form. The Guidance office will provide the form to students and/or parents/guardians. The Appeal for Credit form must be returned and an Appeals Committee will be formed.

This committee will include the administrator, counselor, attendance officer, and three (3) teachers from within the school that currently do not have the student in class. The committee will review the Appeal for Credit form in detail and consider all the circumstances as to why the student exceeded his/her days. The committee has several options available to them, including, but not limited to the following:

- Grant the appeal: The student remains in class if he/she does not violate the attendance contract by incurring no more than two (2) additional countable absences during the semester.
- Deny the appeal: The student is immediately removed from the class and placed in study hall and credit is lost.  
\*Should a student acquire four (4) study halls within the school day, the student will be expelled (OSS) for the rest of the semester.
- Request additional information or documentation prior to determination.

#### **OTHER RESPONSIBILITIES OF NORTH WHITE MIDDLE HIGH SCHOOL REGARDING ABSENTEEISM:**

The school is required to inform probation officers when the student is placed on an attendance contract. A child with excessive absences will be subject to disciplinary consequences, and may be considered for retention.

The student may be suspended or expelled for future absences except for documented health reasons verified by a ***Certificate of Incapacity***.

**Certificate of Incapacity** – If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of incapacity for an attendance officer within six (6) days after it is demanded. A certificate of incapacity is for an illness of three (3) or more days or a recurring illness/treatment.

North White School Corporation reserves the right to consider retention of any student, no matter what the child's performance, based on sixteen (16) or more excused or unexcused absences per school year.

**AFTER-SCHOOL ACTIVITIES WHEN ABSENT** - Students must be present at school before 11:00 am in order to participate in or attend after-school activities. (For example, music programs, athletic events, school programs, etc.)

Absence due to a child's leaving school during the day for a doctor's appointment or family emergency will occasionally occur. In such cases, the student may participate in an after-school activity with the physician's notice of appointment on file or the permission of the principal.

**TARDINESS** - A student who arrives after 8:00 am but before 8:30 am will be counted tardy. Arrival after 8:30 am, students will be counted absent for 1st period. Upon arrival at school, the student / parent must report to the school office to sign in the student. Students arriving after the bell has rung will be counted tardy for that class. Students arriving more than thirty (30) minutes late to any class will be marked as absent for that class.

It is important for the student to begin the day with their class. This is where the tone for the day is set and specific information is given for the procedures for the rest of the day.

#### **Consequences for tardiness to school or individual classes per semester:**

<b>First Offense</b>	written warning	<i>Continued tardiness may be cause for suspension and/or recommendation for expulsion.</i>
<b>Second Offense</b>	1 lunch detention	
<b>Third Offense</b>	2 lunch detentions	
<b>Fourth Offense</b>	1 after school detention	
<b>Fifth Offense</b>	2 after school detentions	
<b>Sixth Offense</b>	1 Saturday School detention	
<b>Seventh Offense</b>	2 Saturday School detentions	
<b>Eighth Offense</b>	1 day ISS	
<b>Ninth Offense:</b>	1 day ISS + 1 after school detention	
<b>Tenth Offense:</b>	1 day OSS	

**STUDENT RELEASE / RETURN DURING SCHOOL HOURS; SIGN-OUT AND SIGN-IN PROCEDURE** - Any parent or legal guardian wishing to pick-up their child during the school day will need to come into the office and SIGN-OUT the student. Any parent or legal guardian bringing their child to school after the start of the school day or returning their child

throughout the school day needs to come into the office and SIGN-IN the student. This policy is for the protection of the student and parent.

**LEAVING SCHOOL GROUNDS** - Upon arrival at school, all students must remain on the school grounds until dismissed from school. If a student leaves for any reason, the student must see the school office official / principal to obtain the necessary permission to leave. Upon permission, the student will sign out on the student leave form.

**A CHANGE IN DISMISSAL PROCEDURES** - If parents/guardians desire that their student get off the bus at another home, A NOTE IS NEEDED FOR THE BUS DRIVER AND THE SCHOOL OFFICE. STUDENTS WILL BE SENT HOME AS USUAL WITHOUT A PARENT NOTE IN ADVANCE.

ALSO, if a parent/guardian wants their student to deviate from their normal dismissal routine, please call the school and a note will be sent to the student notifying them of your desired change. Emergency needs can be handled by notifying the principal's office by phone.

**DRIVERS LICENSE SUSPENSION DUE TO ATTENDANCE VIOLATIONS/OTHER (IC 9-24-2-1) -**

If a person is less than eighteen (18) years of age and is:

- A habitual truant
- Under at least a second out-of-school suspension
- Under an expulsion from school
- Withdrawn from school for a reason other than financial hardship

The school may initiate the process to invalidate the person's license or permit through the Bureau of Motor Vehicles until the earliest of the following:

- The person becomes eighteen (18) years of age
- One hundred twenty (120) days after the suspension, or the end of a semester during which the person returns to school, whichever is longer or
- The suspension, expulsion, or exclusion is reversed after the person has had a hearing.

**STUDENT DRESS AND GROOMING CODE**

Modesty, good judgment, and decency of dress will be emphasized. If students wear extreme variations of clothing that could disturb the learning atmosphere at school, they will be asked to change. Any form of dress, hair color or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

**All students at North White Middle High School are to abide by the following:**

- Shirts, clothing, or personal items showing any reference to alcohol, tobacco or drugs are not permitted. Any items of expression of or reference to vulgarity, obscenity, violence, death, racial overtones, double meaning, gang or secret organization paraphernalia are not permitted. Clothing with offensive writing and/or pictures is unacceptable.
- Shirts, tops, and blouses must have sleeves or the top must extend to the point of the shoulder. Clothing must be modest (i.e. no exposed midriffs, upper chest, bare shoulders or back when sitting or standing. No exposed undergarments, no off the shoulder or low cut tops, no low cut underarms).
- Spandex shorts, and tank tops are **NOT** acceptable clothing at North White unless covered by other clothing.
- Shorts and skirts/dresses must be mid-thigh or longer in length.
- Pants, skirts, or shorts shall be worn at the natural waistline.
- Any holes or tears in a student's pants or jeans must **NOT** exist above mid-thigh, **UNLESS** the holes are properly patched.
- Accessories considered outerwear are not to be worn during the school day inside the building. Some examples of what **NOT** to wear include hats, hoods, caps, bandanas and sunglasses.
- Shoes must be worn at all times.
- No backpacks are allowed in the hallways between classes nor in the classrooms.

- Students are not to wear pajamas, boxers, or house slipper type shoes, or carry other types of items such as blankets or pillows in the building.
- Exceptions can be made by the administration such as “pajama day”, etc. when associated with spirit weeks and other special occasions.

The above list is **not** all-inclusive. Due to the constantly changing variety of apparel styles, the administration has the authority to determine if a clothing item or accessory not specifically listed in the dress code is, in fact, appropriate, for school attire.

#### **Corrective Action:**

- **First Violation:** Warning and possible confiscation of item/s (hats, etc.) Students will be required to change attire with the possibility of being sent home unexcused or sent to ISS to wait for a change of attire. A written warning will be issued.
- **Second Violation:** Possible confiscation of item, required change of clothing before going back to class, and assignment of one (1) lunch detention.
- **Third Violation:** Possible confiscation of item, required change of clothing before going back to class and assignment of one (1) after school detention.
- **Fourth Violation:** Possible confiscation of item, required change of clothing before going back to class and assignment of one (1) day of ISS.

**(HABITUAL OFFENDERS OF THE STUDENT DRESS CODE WILL BE SUBJECT TO FURTHER DISCIPLINARY ACTION.)**

### **CODE OF CONDUCT**

*The following code, as adopted by the school board, outlines expectations and sets forth school rules prohibiting certain types of student conduct that constitute major offenses. A student found to be in violation of any one of them may receive punishment as severe as expulsion for the remainder of the school year. The principal or his designee under the disciplinary authority given to him by the statutes or school board regulations can deal with less serious conduct.*

The entire foundation and success of public school education depends upon the basic concept of self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our federal and state constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administration, and the community.

Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of the school corporation and the students of a school corporation. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents to the students of the school corporation (in *loco parentis*) and have the right to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment (I.C.20-33-8-8).

An environment that provides equal opportunity for all and permits the teaching/learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively and cooperatively, with appropriate community resources, to help each student set self-discipline standards. Reprimand, corporal punishment, probation, referral to special personnel in the schools (counselor, assistant principal, or principal), parent conferences, suspension, referral to specialized community services and expulsion are courses of action available to school personnel in dealing with pupils involved in school discipline problems. Some behavior is much more

serious than others and requires different approaches, and clearly defined actions. Not all acts of misconduct can be itemized; however, examples of some significant misbehavior are herein listed, and taken from the laws of the State of Indiana.

A violation by a student of a rule is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. Violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation.

**Classroom Policy** - The policy designed by the individual classroom teacher. This policy will be shared with the students in that class and a copy will be submitted to the Principal.

**Counterfeiting** - Any student involved in counterfeiting school forms such as hall or library passes, admit slips, lunch tickets, athletic tickets, etc. will be subject to disciplinary procedures.

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

**REMOVAL FROM CLASS OR ACTIVITY – TEACHER** - A teacher will have the right to remove a student from his/her class for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting(ISS). Students who are sent to ISS multiple times **from the same class period** are considered habitual offenders and are subject to the following discipline:

- 1st removal      written warning
- 2nd removal      lunch detention(s)
- 3rd removal      after school detention(s)
- 4th removal      ISS
- 5th removal      OSS

**DETENTION (Lunch and/or After School)** – TEACHER, ADMINISTRATIVE ASSISTANT, AND PRINCIPAL:

The teacher/administrative assistant/ principal can assign lunch and/or after-school detentions. Students who remain after school and are required to bring work to do and not to talk. Detention dates are assigned at teacher's discretion. The teacher will give twenty-four (24) hour notice. Any teacher may utilize detention as discipline for minor disciplinary problems. Failing to serve detention will result in additional disciplinary consequences. Following detention, students must IMMEDIATELY leave the building.

**CORPORAL PUNISHMENT** - "Corporal punishment means the intentional infliction of mild temporary physical discomfort on a student for the purpose of addressing misconduct." Corporal punishment shall be used by the Board's employees.

**GROUND FOR SUSPENSION** - The grounds for suspension apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

**IN-SCHOOL SUSPENSION (ISS)** - A school principal (or designee) removes the student from the regular classroom setting and assigns the student to a supervised area away from the other students. Attendance is counted as present. Homework, quizzes and tests will be counted without grade reduction.

- Upon arrival at school, ISS students must pick up all books at their locker and report directly to the ISS room.
- Students assigned ISS should report to the ISS room prior to the 8:00 am tardy bell.

- ISS students will attempt to complete all assigned work missed that day. Teachers may assign additional work. A student may read after completing all work assigned by teachers and/or the supervisor.
- There is to be no communication between students while in ISS.
- ISS students will be given three (3) restroom breaks (morning, lunch, afternoon).
- Students will be escorted to the cafeteria to pick up lunch then return to ISS to eat.
- Chromebook use will only be allowed if the teacher specifically requires Chromebook use for completion of an assignment.
- Any violation of the classroom policy, posted ISS rules may result in further suspensions or additional disciplinary action.

**OUT-OF-SCHOOL SUSPENSION (OSS)** - separated from school attendance for a period of not more than ten (10) days for each discipline violation. (I.C. 20-33-8- 7) A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to ten (10) school days.

**EXPULSION** - Students, any age, may be removed from school for a semester or a school year, if there is a serious disruption of school, if they are habitual offenders of school policies, or if they are habitual offenders of attendance policies. Expulsion procedures will be followed.

**EXPULSION– SUPERINTENDENT** - A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D (I.C. 20-33-8-16).

**Expulsion Policy/Right to Appeal** - The superintendent will designate a member of the administrative staff who did not recommend the expulsion of the student and who was not involved in the events giving rise to the expulsion to conduct an expulsion meeting. The student and his/her parents will be asked in writing to appear at a hearing meeting. If the student and parents fail to appear at this meeting, it will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

**Severity Clause** - Failure to comply with any of the above disciplinary actions may result in the next violation procedure. If the violation is deemed major, the principal may start a student on a violation step further down on the procedure.

**STATUS OF STUDENTS UNDER SUSPENSION OR EXPULSION** - Students who are under suspension by administrative action and those who have been expelled by action of the Board of Education **are not permitted to be on school grounds or in the school building or within a 1000 feet of any North White School Corporation property.** The student may not participate in or attend any school event during the period of the suspension or expulsion. Examples are sports, dance, music, clubs and organizations.

## **STUDENT & CLASSROOM EXPECTATION MATRIX**

	Locker Room, Bathroom	Hallways	Classroom	Cafeteria	Auditorium, Gym, MPR	Parking Lot
<b>SAFE ENVIRONMENT</b>	-report problems and vandalism -keep hands to yourself -keep area clean	-walk on the right side -keep hands and feet to self -observe personal space -report any incidents	-walk in the classroom -keep hands and feet to self -Backpacks belong in locker -report any incidents -keep area clean	-walk to and from your table -be patient (wait your turn) -clean up after yourself -keep hands and feet to self -report any incidents	-enter and exit using voice level 1 -remain in your assigned seating area -keep aisle ways clear -report any incidents -keep hands and feet to yourself	-follow posted directions -enter and exit using caution -keep your body and belongings inside the vehicle while it is moving -report any incidents
<b>HIGH EXPECTATIONS</b>	-maintain voice level 2 -respect others belongings, space, and privacy -use appropriate language -listen to staff	-maintain level 2 voice -respect others' belongings and space -listen to staff -use appropriate language	-allow one person to talk at a time -maintain voice level 0-3 per teacher request -raise hand to speak -use appropriate language -listen to staff	-practice good table manners -use appropriate language -listen to staff -maintain level 2 or lower	-be positive fan/audience member -listen attentively to guests/speakers -maintain voice level appropriate for activity -use appropriate language	-listen to staff -maintain voice/noise level of 2 or less -use appropriate language -respect the property of others
<b>INTEGRITY</b>	-go straight to your destination -be kind to others	-go straight to your destination -be kind to others	-do your own work -be honest with teachers and classmates -be kind to others	-be kind to others	-Respect the Pledge of Allegiance and National Anthem -Practice good sportsmanship -be kind to others	-be kind to others
<b>PERSONAL RESPONSIBILITY</b>	-wash hands -do your business and leave	-carry a valid pass -use your own locker -pick up trash	-stay focused on tasks -be prompt -be prepared for class	-use area properly	-food and drink only when appropriate -do your best! -actively participate	-have patience

## **MATRIX OF BEHAVIORS AND CORRECTIVE ACTIONS**

**Tier 1:** Warning for first offense. Progresses to OSS after enough offenses. Includes assorted consequences such as confiscation, changing clothes, meeting with a school counselor, corporal punishment, etc.

**Tier 2:** First offense results in immediate after-school detention and/or corporal punishment. Progresses to suspension.

**Tier 3:** Requires case-by-case determination, but blatant violations result in suspension pending expulsion and/or corporal punishment. May be put under a warning for a first time offense.

**Tier 4:** Automatic suspension. Includes behaviors resulting in law enforcement notification. May result in expulsion.

BEHAVIOR	CORRECTIVE ACTION	TIER
Academic dishonesty or cheating/forgery	Office referral and no credit on assignment; "F" for 9 weeks; "F" for semester	1
Bullying	1st and 2nd - meet with counselor; 3rd - referred to admin.; 4th - 5 days OSS	1
Cell phone violation	Warning; loss of phone for period; phone kept in the office until parent picks up	1
Class disruption (talking, distracting others, out of seat, etc)	Warning; lunch detention(s); after school detention(s); ISS; OSS	1
Dress Code	Change attire each time; warning; lunch detention; after school detention; ISS	1
Food and beverage	Confiscation of item and warning; detention	1
Horseplay (running, shoving, pinching, etc.)	Warning; lunch detention; after school detention	1
Insubordination (not following directives)	Warning; lunch detention; after school detention	1
Language (words or gestures)	Warning; lunch detention(s); after school detention(s); ISS; OSS	1
Public display of affection (PDA)	Warning; after school detention; ISS; OSS	1
Tardy	Warning; lunch detention(s); after school detention(s); Saturday School(s); ISS; OSS; suspension; possible expulsion	1
Substitute employees referring students	After school detention thru suspension	2
Truancy	After school detention; Saturday School; ISS; OSS; expulsion	2
Disrespectful to staff	After school detention; ISS; OSS	2
Disruption of the educational process	Range from warning through suspension; possible expulsion	3
Gambling	Range from warning through suspension	3
Physical aggression (threats, causing/attempting to cause injury)	Range from warning through suspension; possible expulsion	3
Public immodesty or indecency	Range from warning through suspension; possible expulsion	3
Technology misuse	Warning thru expulsion; possible law enforcement notific.; loss of tech privileges	3
Weapon(s) possession	Range from warning through 1-year expulsion; possible law enforcement notified	3
Arson	Suspension pending expulsion; law enforcement notified	4
Assault/threat/battery/injury to school employee	Suspension pending expulsion; law enforcement notified	4
Chronic violation of rules	Suspension and/or possible expulsion	4
Drugs, alcohol, other	Suspension pending expulsion; law enforcement notified	4
False alarms/bomb threats/other disruptions	Law enforcement notification; possible expulsion	4
Fighting	Suspension; possible law enforcement notification; expulsion	4
Firecrackers, stink bombs and related devices (possession)	5-10 days OSS; expulsion	4
Gang activity or association	Suspension pending expulsion; law enforcement notified	4
Theft	Restitution; suspension; possible expulsion; possible law enforcement notified	4
Tobacco/Vaping	OSS; expulsion; law enforcement notified	4
Trespassing	Suspension; possible law enforcement notification	4
Unlawful activity (on or off school grounds)	Possible suspension or expulsion	4
Vandalism	Restitution; suspension; possible expulsion; law enforcement notified	4



## **STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE—**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

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

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

**2.** Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

**3.** Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

**4.** Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

**5.** Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

**6.** Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.

**7.** Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

**8.** Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.

**9.** Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

**10.** Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

**11.** Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

\*Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- The nature of the disease or medical condition requires emergency administration of the prescribed medication.
- The student has been instructed in how to self-administer the prescribed medication.
- The student is authorized to possess and self-administer the prescribed medication.

**12.** Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

**13.** Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or a flammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - engaging in sexual behavior on school property;
  - engaging in sexual harassment of a student or staff member; disobedience of administrative authority;
  - willful absence or tardiness of students;
  - engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - violation of the school corporation's acceptable use of technology policy or rules;
  - violation of the school corporation's administration of medication policy or rules;
  - possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice to students and parents.

### **BULLYING—**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;

- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

**3.** This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

**4.** Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal. This report may be made anonymously.

**5.** The Principal, or designee, shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

**6.** The Principal, or designee, will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

**7.** False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

**8.** A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

**9.** Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

**10.** Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

**11.** Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

**12.** All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

**13.** The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

#### **BULLYING/HARASSMENT POLICY—**

Bullying is prohibited at North White School Corporation. The corrective steps and consequences listed below are designed to correct inappropriate behavior before it is classified as habitual and therefore qualifies as "bullying." Every time a student believes he/she has been bullied or harassed, he/she should report the incident to a guidance counselor before leaving school that day. The student will complete an incident report form. During the investigation, additional students may be asked to complete a report form. These forms will be compiled and kept until the students involved in the incident graduate.

Any staff member who witnesses an act of bullying or harassment will intervene and stop the behavior. The staff member will come to the guidance office the same day and complete an incident form. Depending on the seriousness of the incident, the student/students involved may be escorted to the office.

Students who are found to have violated school rules and whose actions would be considered bullying if repeated will be assigned the following consequences. Behaviors that are deemed severe can be assigned additional consequences by the administration and be referred to local police prior to the 4th violation.

***Corrective Action:***

**First Violation:** Student(s) will meet with a guidance counselor. The guidance counselor will contact the parent. The future corrective measures will be outlined. If the guilty student has any type of physical altercation, he/she will be assigned to a minimum of one (1) day of ISS.

**Second Violation:** Student(s) will meet with a guidance counselor. A guidance counselor will contact the parent. The future corrective measures will be outlined. The student will be assigned a minimum of one (1) detention. If the guilty student has any type of physical altercation, he/she will be assigned to a minimum of three (3) days of ISS. A formal letter will be sent to the parent outlining requirements necessary to stop the bullying.

**Third Violation:** Student(s) will be referred to and meet with the Administrator. The student is defined as a bully because he/she is a repeat offender. The student will be assigned to suspension as determined by the Administrator.

**Fourth Violation:** Student(s) will be assigned to five (5) days of Suspension and possible recommendation to expel. The Administrator will file a police report in cooperation with the guidance counselor(s).

**\*Students are informed that continued violations of this offense will carry over and accumulate from one (1) school year to the next.**

**CAFETERIA PROCEDURES AND EXPECTATIONS—**

- This institution is an equal opportunity provider.
- Lunch will be served during middle and high school lunchtimes and have a time duration of thirty (30) minutes.
- Students are to report to the cafeteria at the beginning of their scheduled lunch period.
- Students will line up inside the cafeteria in single file for the food service lines for all lunch periods.
- Students observed “cutting the line” will be sent immediately to the rear of the line. Under no circumstances will any student or group of students be given preferential treatment in this regard unless an emergency situation exists and it is permitted by the building administration.
- Each student is issued a “Pin Number” allowing them to access their account. Pre-payments can be deposited with cafeteria personnel, preferably before school. Students should not share their pin number or enter the pin number of another student.
- During lunch, quiet conversation will be permitted. Boisterousness, loudness or throwing things will not be tolerated and appropriate disciplinary action will be taken.
- Students will not be excused from the cafeteria in mass. The permission for an excuse from the cafeteria shall be at the discretion of a staff member in charge.
- The staff member in charge will ensure that dismissal at the correct time is made after papers and refuse have been removed from the floor and placed in the proper receptacles.
- Students returning to class from the cafeteria are expected to be on time to class.
- In all matters regarding the conduct during the cafeteria lunch hours, the assistant principal may be consulted. Specific seating may be assigned to all students, and students may be assigned to lunch detention.

**TECHNOLOGY CONSIDERATIONS/EXPECTATIONS—**

Students will use their technology for educational purposes. Chromebooks must be in the provided case and zipped closed at all times when not in use. When in the cafeteria, students need to have their Chromebooks closed and zipped until after eating and trays have been returned. Chromebooks can be used to play games before school and after eating in the cafeteria.

**POSSESSING A FIREARM OR DESTRUCTIVE DEVICE—**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

3. For purposes of this rule, a destructive device is:

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to ten (10) days and expulsion from school for at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the one (1) year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **POSSESSING A DEADLY WEAPON—**

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
- a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of up to one (1) calendar year.

4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **FIREARM POSSESSION—**

A student who is identified as possessing, handling, or transmitting any loaded or unloaded weapon that is capable of or designed to or that may readily be converted to expel a projectile by the way of an explosion. Bringing a firearm to school or on school property; or in possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first semester after the end of the one (1) year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction (I.C. 35-47-1-5).

#### **WEAPONS POSSESSION—**

Knowingly possessing, handling, or using any object that can reasonably be considered a weapon. Possessing or using any weapon, device, laser, electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury. Such objects shall not include school supplies where they have a function in which the student is engaged and school personnel have granted permission. Items of this nature must be kept in the classroom of use. Students may not carry pocket knives or multi-tools with knives to school.

#### ***Corrective Action:***

The corrective action ranges from a warning to a suspension to a mandatory one (1) year expulsion depending upon the decision of the administrator determining the disposition to the infraction committed. All infraction dispositions may be accelerated at the discretion of the administration.

### **UNLAWFUL ACTIVITY—**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property.

This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **LEGAL SETTLEMENT—**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

- **LEGAL REFERENCES:** I.C. 20-33-8-1 et seq., I.C. 35-31.5-2-86 I.C. 35-47.5-2-4 I.C. 35-47-1-5
- **RIGHT TO APPEAL—** The Board has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court.
- **LEGAL REFERENCE:** I.C. 2018-2-24-26 511 IAC6-2-1C (11) I.C. 35-41-1-4.3 I.C. 35-47-1-5

### **RIGHT TO SEARCH—**

A school administrator has the right to search a person, place, or thing (this includes school lockers, purses, cell phones, electronic and technological devices, and vehicles driven by students to school, students in areas without a valid pass, or unreasonable amount of time has passed on a valid pass) as long as the administrator has reasonable suspicion that such a search would lead to the discovery of:

- Evidence of violation of the student conduct code contained in the student handbook.
- Anything, which presents an immediate danger of physical harm or illness to any person. \*\*Federal and state laws make the possession, use, sale, or delivery of alcoholic beverages and controlled substances illegal i.e. tobacco, prescription drugs, drugs.

### **ACADEMIC DISHONESTY OR CHEATING/ FORGERY—**

Plagiarism, as defined by the Random House Dictionary is "to steal (the language, ideas or thoughts) from another representing them as one's own original work". Intentional or not, when a student fails to acknowledge the source of words and ideas that are not his or her own, the result is plagiarism, that is, theft.

**There are several kinds of plagiarism/cheating:**

1. Copying word for word or incompletely paraphrasing a phrase, sentence, group of phrases, group of sentences, or whole paragraphs from another source without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six (6) words in a row, including a, an, and the, from another source without citing the source.
2. Giving a speech or submitting a paper, poster, project or any other assignment that has been written completely or partially by someone else.
3. Presenting material found on the Internet, other electronic databases, speeches, texts, etc. as one's own work without crediting the source.
4. Improperly citing sources with the intent of misleading the reader (e.g. making up citations) as to the source of the information presented.
5. Communicating with another student during an examination or quiz.
6. Allowing a student to copy from one's examination, quiz or assignment or copying another student's work
7. Using unauthorized notes or devices;
8. Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
9. Removing examinations or parts of examinations without the knowledge and consent of the teacher;
10. Impersonating a student to assist the student academically;
11. Having another student impersonate the student to assist academically;
12. Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
13. Altering a teacher's grade book;
14. Falsifying information for applications;

15. Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher;
16. Unlawfully copying computer software or data created by others;
17. Misusing school computer systems which are used for student, staff, or administrative purposes;
18. Any other violation intended to obtain credit for work completed which is not one's own.
- A student who is unsure of how to cite (credit) the source of material he or she has copied has the responsibility to check with a teacher or use other resources available.

***Corrective Action:***

The above infractions for academic dishonesty are to be reported by all teachers. The **corrective actions** include, but are not limited to, the following:

- No credit given for the material in question.
- Teacher conference with the student.
- Teacher will contact the parent(s)/guardian.
- Teacher will complete office referral
- 2nd offense in same class will result in "F" for nine weeks
- 3rd offense in same class will result in "F" for semester, loss of credit and need to retake class
- Multiple referrals may result in a suspension as decided by administrator

**DEFINITION OF COLLABORATION—**

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

**ARSON—**

Setting fire to any school property or damaging any school property by the use of fire, pipe bombs, or other means of incendiary devices or attempting to set fire or cause damage through the use of such devices.

***Corrective Action:***

Restitution and suspension with possible administrative recommendation to expel, along with the notification of law enforcement.

**ASSAULT / THREAT / BATTERY / INJURY TO A SCHOOL EMPLOYEE—**

Intentionally causing, or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee. Willfully participating in a physical altercation, reckless behavior or disorderly conduct that results in injury to a North White employee. Threatening to strike, attack, or harm a North White employee through any means of communication, including gestures, symbols, or signals, such as threatening "to get" a North White employee, creating a "hit list" of North White employees who may be put in fear of harm, or warning a North White employee that a family member might get hurt. Knowingly or intentionally touching, or placing blood or any other bodily fluid or product on a North White employee in a rude, insolent or angry manner including any such touching that occurs when the North White employee is making a reasonable attempt to intervene in a student fight or other physical altercation.

***Corrective Action:***

Suspension with administrative recommendation to expel and notification of law enforcement.

**CHRONIC VIOLATION OF RULES—**

Violations, or repeated violations of any rule or rules validly adopted by the school principal, superintendent, or Board of Education. A student will be considered a habitual offender when he/she accumulates 21 discipline entries (excluding attendance/homework).

***Corrective Action:***

The corrective action may result in more severe consequences, including suspension, with potential recommendation for expulsion.

**DISRUPTION OF THE EDUCATIONAL PROCESS—**

Bringing to or possessing at school any object without permission of North White educational personnel that has no educational purpose and may distract from instructing and learning such as lighter, matches, trading cards, toys, games, etc.

Using violence, force, noise, coercion, threats (physical or verbal), intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct (see grounds for suspension/expulsion in the preceding section of this handbook).

***Corrective Action:***

The corrective action ranges from a warning to suspension depending upon the decision of the administrator determining the disposition to the infraction committed. All infractions dispositions may be accelerated at the discretion of the administration.

**DRUGS, ALCOHOLIC BEVERAGES AND OTHER—**

- Possessing, using, selling, providing to another person, or being under the influence of any substance, which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, steroid, amphetamine, inhalant, banned substances, or a hallucinogen whether prescribed or sold over the counter (without a prescription), or any substance represented by the provider to be any of the listed substances. This includes all synthetic variations such as K2, Spice and various types of bath salts. These rules apply to any school-sponsored activity, or taking place anywhere on the school property. Students using medication prescribed by a medical doctor, or dentist, or another health care provider authorized by law to prescribe medication for that student, does not violate this rule (IC 20-33-8-13). “Look-A-Likes” or substances representing banned substances will be considered as real.
- Caffeine bases pills/stimulants--Possessing, using, transmitting or being affected by caffeine based pill, substances containing PPS or stimulants of any kind, whether available with or without a prescription.
- Selling/possessing drugs and/or drug paraphernalia (i.e. pipes, bongs, clips, rolling paper, etc.) or alcohol on school premises or at a school sponsored function, will be suspended and recommended for expulsion.
- Misuse of over the counter drugs--Possessing, using, transmitting or being affected by, any over the counter drug or substance in a manner not authorized by written parental or guardian permission evidenced by an unexpired, properly executed North White medication form.
- Misuse of prescription drugs--Possessing, using, transmitting or being affected by a prescription drug in a manner not authorized by written parental or guardian permission evidenced by an unexpired, properly executed North White medication form.
- Possessing, using, providing, being under the influence, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. “Look-A-Likes” will be considered to be real. This includes all synthetic variations such as K2, Spice and various types of bath salts.
- Possessing, using, transmitting, being in possession of, or being affected by caffeine-based substances containing phenylpropanolamine (PPA), tobacco product, lighters, drug paraphernalia, i.e. rolling papers, or stimulants of any kind, be they available with or without a prescription. “Look-A-Likes” will be considered to be real.

***Corrective Action:***

Suspension with administrative recommendation to expel and notification of law enforcement officials if in violation of State and/or Federal laws.

**FALSE ALARMS/BOMB THREATS/OTHER DISRUPTIONS—**

Preventing, or attempting to prevent, by physical act the convening or continued function of any school or educational function, or of any meeting or assembly on school property, or educational function, or of any meeting or assembly on



school property, or at a school related activity, including the making of a false report of a bomb, fire, or uncommon disease producing organism, triggering a false alarm, or sending an actual or look alike uncommon disease producing substance to any school property, vehicle or activity.

***Corrective Action:***

Notification of law enforcement with suspension, possible recommendation to expel and possible community service.

**FIGHTING—**

Physical aggression between students causing or intending to cause bodily harm. Self-defense or reasonable action undertaken on the belief that it was necessary to protect oneself shall not, however, constitute a violation of this provision. If overt aggression is identified with one (1) student, the discipline policy may affect only one (1) student. Provoking a fight may carry the same corrective action as fighting.

***Corrective Action:***

**First Violation--**Five (5) day OSS.

**Second Violation--**Expulsion.

\*Students are informed that continued violations of this offense may carry over and accumulate from one (1) school year to the next.

**\*Students in violation may be reported to the Police department.**

**FIRECRACKERS, STINK BOMBS AND RELATED MATERIALS OR DEVICES POSSESSION-**

Possessing or using any fireworks product or explosive device.

***Corrective Action:***

**First Violation--**Five (5) to ten (10) day suspension. Explosives confiscated.

**Second Violation--**Suspension with administrative recommendation to expel.

**FOOD AND BEVERAGE—**

Candy, food, and beverages are restricted to the cafeteria unless permitted by the teacher on specific occasions, and only as long as students respect their surroundings and other students' possessions. All beverages must be in a transparent container. Students are not allowed to have pizza or any other types of food delivered to the school.

***Corrective Action:***

**First Violation--**Warning and/or possible confiscation of items

**Second Violation --**Detention and/or possible confiscation of items

**GAMBLING—**

playing any game of skill or chance for money or anything of value.

***Corrective Action:***

The corrective action ranges from a warning to suspension depending upon the decision of the administrator determining the disposition to the infraction committed.

***Repeated Violations***

The corrective action ranges from detention to suspension depending upon the decision of the administrator determining the disposition to the infraction committed.

**GANG ACTIVITY OR ASSOCIATION—**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attributes which indicate or imply membership or affiliation with such a

group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and or educational objectives;
- Present a physical safety hazard to self, students, staff, and other employees;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, tattoos, drawing, painting, design, and emblem upon any school or personal property or on one's person.

\*School officials shall notify law enforcement and the county prosecuting attorney's office when a student is expelled under this rule.

***Corrective Action:***

Suspension with possible recommendation for expulsion.

**PHYSICAL AGGRESSION (THREATENING, RISKING, CAUSING, OR ATTEMPTING TO CAUSE INJURY)—**

Students shall not use, threaten to use, or attempt to use physical force or violence or engage in other conduct that may cause injury to others. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to throwing objects, pushing or kicking, recklessness, threatening with physical harm, provocation, hazing, fighting, and battery.

***Corrective Action:***

The corrective action ranges from a warning to suspension, with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition to the infraction committed.

**PRINTED STUDENT MATERIALS—**

Any written or printed material produced, posted, circulated or otherwise distributed at North White must meet certain criteria. It must not be offensive and must be in good taste. Also, it must not be obscene, profane, or vulgar. If it is not a staff approved item, it must be approved by an administrator before it can be distributed and/or posted in the school.

**PUBLIC IMMODESTY OR INDECENCY—**

Students shall not engage in immodest or indecent activity. Examples of behavior that would violate this include, but are not limited to:

- Inappropriate conduct--Engaging in speech or conduct which is profane, indecent, lewd, vulgar or offensive to school purposes.
- Sexual Behavior--Engaging in any sexual activity while in school, on school property or while participating in, or during attendance at, school sponsored activities or events. This includes inappropriate public display of affection. The only appropriate PDA is holding hands.
- Peeping--Surreptitiously looking into an area of a school facility where an individual could reasonably be expected to be disrobed, including restrooms, shower and dressing rooms, either in person or by means of a camera, a video recorder, or any other type of recording or imaging device.
- Public Indecency--Publicly appearing in a state of indecency while in school, on school property, or while participating in or during attendance at school sponsored activities or events.
- Possession or Distribution of Pornographic Material--Possessing or distributing materials, which would reasonably be considered offensive by North White community standards for students, which are without

redeeming educational or social value, or which contain language considered vulgar, profane, or otherwise inappropriate.

***Corrective Action:***

The corrective action ranges from a warning to suspension with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition to the infraction committed. Also, law enforcement may be involved due to law violations.

**SUBSTITUTE EMPLOYEES REFERRING STUDENTS—**

Substitute employees fill a vital role at North White Middle High School. Their willingness to serve North White permits student learning to continue during the absence of the regular staff member. Substitute employees that refer a student to their teacher or office because of any misconduct or behavior issue or commits a school rule violation will result in an after school detention at minimum.

***Corrective Action:***

Substitute employees should document individuals who misbehave for the classroom teacher to fill out the discipline referral upon his/her return.

**THEFT OF SCHOOL OR PRIVATE PROPERTY—**

Stealing, or attempting to steal, damaging school property or the property of others such as guests, students, faculty members, or staff members of the school corporation. This includes taking or possessing school property or the property of another person without permission. This also includes receiving, retaining or disposing of school property or the property of another person that has been the subject of theft or conversion.

***Corrective Action:***

Mandatory financial restitution.

Options (depending upon seriousness of act and number of violations):

- Assignment of one to five (1-5) days of Suspension
- Suspension with administrative recommendation to expel.
- Prosecution through law enforcement officials.

NOTE: Pursuant to Indiana Code IC 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

**\*Students are informed that continued violations of this offense will carry over and accumulate from one (1) school year to the next.**

**TOBACCO /VAPING—**

Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. Items found in a student's possession will be confiscated. Students aiding or contributing to the students violating this rule will be subject to the same consequences as those using tobacco/vaping paraphernalia .

***Corrective Action:***

Five (5) days OSS. Notification of law enforcement if a student is under the age of twenty-one (21).

**TRESPASSING—**

Entering any school property or facility without proper authority including entering school property or a school sponsored activity during a period of suspension or expulsion. School transportation vehicles would also be considered as school property. All extra-curricular events are also included under trespassing.

***Corrective Action:***

Assigned to a minimum of two (2) days of suspension with possible notification to local law enforcement officials. School officials have the discretion of expulsion if the student is only under suspension.

**VANDALISM OF SCHOOL OR PRIVATE PROPERTY—**

Intentionally causing or attempting to cause damage to school or private property.

***Corrective Action:***

Mandatory financial restitution

Options (depending upon seriousness of act and number of violations)

- Assignment to one to ten (1-10) days of Suspension.
- Suspension with administrative recommendation to expel.
- Prosecution through law enforcement officials.

**NOTE: Pursuant to Indiana Code IC 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.**

\*Students are informed that continued violations of this offense will carry over and accumulate from one (1) school year to the next.

**GUIDANCE**

Guidance services are always available. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, assistance with home, school and/or social concerns. Feel free to contact the guidance secretary to arrange an appointment, if you have any questions or concerns to discuss with the counselor. Referrals will be made for psychological counseling. Parents are also urged to talk with our counseling staff concerning any of the above items.

**GRADING POLICY**

North White School Corporation uses a uniform system of grading in all subjects. Letter grades and percent values are as follows:

<b>A+</b>	<b>100-98</b>	<b>C+</b>	<b>79-78</b>	<b>F</b>	<b>59 &amp; below</b>
<b>A</b>	<b>97-92</b>	<b>C</b>	<b>77-72</b>		
<b>A-</b>	<b>91-90</b>	<b>C-</b>	<b>71-70</b>		
<b>B+</b>	<b>89-88</b>	<b>D+</b>	<b>69-68</b>		
<b>B</b>	<b>87-82</b>	<b>D</b>	<b>67-62</b>		
<b>B-</b>	<b>81-80</b>	<b>D-</b>	<b>61-60</b>		

Classroom grades will be determined by total points earned by the students. (No weighting)

Incomplete grades are recorded as "I" until the work is made up. All work must be made up within one (1) week unless approved by the principal. Any assignments not made up will receive zeros and will be averaged with the other recorded grades to reach a final grade determination. Incomplete grades will only be given when students have extenuating circumstances preventing the students from completing course work.

**GRADE DETERMINATION for High School Classes**

Each quarter percentage will count 45% of the semester grade. The semester final exam percentage will make up 10% of the semester grade. To calculate a semester grade:

$0.45 \times (1^{\text{st}} \text{ quarter percentage}) + 0.45 \times (2^{\text{nd}} \text{ quarter percentage}) + 0.1 \times (\text{final exam percentage}) = \text{Semester Percentage.}$

For middle school classes, each quarter grade will count for 50% of the semester grade.

### **END OF SEMESTER (FINAL) EXAM MAKE UP DAY**

A day will be assigned for students who have missed the end of semester exam. Students must complete the exam on the assigned day. Exceptions to this rule must be cleared through the administration.

### **FINAL EXAM EXEMPTION POLICY for High School Classes Only**

Students may request to be exempted from their final examination by meeting the following criteria:

- Possession of an eighty-eight (88) percent grade (B+) in the class.
- Accumulation of no more than two (2) excused absences in the course(s) requesting the exemption in (exempted and school-sponsored absences will NOT count against the student's absence count).

ANY unexcused absence or school suspension (ISS or OSS) will prohibit a student from requesting an exemption.

AP and Dual Enrollment Courses require that students take final examinations and therefore will prohibit students from requesting an exemption. **Only middle school students in an accredited high school class may be exempt from a final exam in that class if they meet the criteria.**

**\*Parents must sign off on the exemption request form.**

### **POINT VALUE FOR GPA DETERMINATION**

A+	4.33	B+	3.33	C+	2.33	D+	1.33
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
						F	0.00

### **AP/DUAL CREDIT/HONORS CLASSES**

Requirements for AP/Dual/Honors credit supersedes the established grading requirements.

- AP/Dual/Honors courses in the 4 core areas (English, Math, Science, and Social Studies) are the only classes that are weighted. Courses must have an Indiana Department of Education course title and prior to taking the class, students must receive approval from the school counselor.
- A 4.33 scale is used. The scale recognizes courses with the following weight:  
0.5 = Honors Courses  
1.0 = Advanced Placement & Dual Enrollment courses in the areas of English, math, science, social studies
- Weighted points will be given for any grade of C- or higher
- For Academic Honors Diploma track students, students must have a C- or higher grade prior to weighting the grade to determine eligibility for AHD
- Weighted grades will only be used for class rank. Earned grades will be printed on a student's transcript
- Students must maintain a B in Honors classes to continue Honors coursework.

**Students who completed Honors Courses 7/8<sup>th</sup> grade will be retroactively calculated into their high school GPA.**

### **SCHEDULE CHANGE -- DROPPING AND ADDING CLASSES**

Students will not be allowed to add or drop classes after the first five (5) days of a semester. The reasons for changing classes are for graduation purposes, for college preparation and for CTE classes. If a student has lost credit in a class because of attendance the student may remain in the class but will receive no credit for the class.

## GRADUATION REQUIREMENTS

The number of credits required for graduation from North White High School:

- 42 credits required for a regular diploma
- 42 credits required for a Core 40 diploma
- 47 credits required for an Academic Honors diploma

Minimum number of credits for grade classification:

- Sophomore: 10
- Junior: 20
- Senior: 30
- Graduate: 42

## DIPLOMA TYPES

### Core 40

\*\*\*\*The Indiana General Assembly has made completion of Core 40 a graduation requirement for all students. The legislation included an opt-out provision for parents who determine that their student could benefit more from the General Diploma. The legislation also made Core 40 a minimum college admission requirement for the state's public four-year universities.



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school.</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students (not required for students with an IEP).

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

\*\*SAT scores updated September, 2017

\*\*\*WorkKeys assessment titles updated, 2018

### CORE40 with Academic Honors (minimum 47 credits)

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

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

### CORE40 with Technical Honors (minimum 47 credits)

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

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

## **INDIANA GENERAL HIGH SCHOOL DIPLOMA**

### **COURSE AND CREDIT REQUIREMENTS**

English/Language Arts	8 credits	Credits must include literature, composition, and speech
Mathematics	4 credits	2 credits Algebra I or Integrated Math I 2 credits any math course
Science	4 credits	2 credits Biology I 2 credits any science course
Social Studies	4 credits	2 credits US History 1 credit US Government 1 credit any social studies course
Physical Education	2 credits	
Health and Wellness	1 credit	
Career Academic Sequence*	6 credits	
Flex Credits	5 credits	To earn flex credits, a student must complete one of the following: 1. Additional courses to extend the career academic sequence 2. Courses involving workplace learning, which may include the following courses: <ul style="list-style-type: none"><li>• Career exploration internship</li><li>• Professional career internship</li><li>• Business cooperative experiences</li><li>• Cooperative family and consumer sciences</li><li>• Industrial cooperative education</li><li>• Interdisciplinary cooperative education</li><li>• Marketing field experience</li></ul> 3. High School/College dual credits 4. Additional courses in: Language Arts, Social Studies, Math, Science, World Languages, Fine Arts
Electives**	6 credits	
40 Total State Credits Required		

\* Career Academic Sequence – Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities

\*\* Specifies the number of electives required by the state. High School schedules provide time for many more electives during the high school years. Schools may have additional local graduation requirements.

### **PATHWAYS**

Students in the graduating class of 2023 must satisfy at least one option from each of the three boxes in order to graduate.



# INDIANA STATE BOARD OF EDUCATION

## GRADUATION PATHWAYS PANEL

(Updated 11/16/2018)

The purpose for this Panel is to establish graduation pathway recommendations for the State Board of Education that create an educated and talented workforce able not just to meet the needs of business and higher education, but able to succeed in all postsecondary endeavors. To account for the rapidly changing, global economy, every K-12 student needs to be given the tools to succeed in some form of quality postsecondary education and training, including an industry recognized certificate program, an associate's degree program, or a bachelor's degree program.

These recommendations seek to ensure that every Hoosier student graduates from high school with 1) a broad **awareness** of and **engagement** with individual career interests and associated career options, 2) a strong foundation of **academic** and **technical skills**, and 3) **demonstrable employability skills** that lead directly to meaningful opportunities for postsecondary education, training, and gainful employment.

Students in the graduating class of 2023 must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options:

Graduation Requirements	Graduation Pathway Options
1) <b>High School Diploma</b>	Meet the statutorily defined diploma credit and curricular requirements.
2) <b>Learn and Demonstrate Employability Skills<sup>1</sup></b> (Students must complete <u>at least one</u> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> the following: <ul style="list-style-type: none"><li>• <b>Project-Based Learning Experience</b>; OR</li><li>• <b>Service-Based Learning Experience</b>; OR</li><li>• <b>Work-Based Learning Experience</b>.<sup>2</sup></li></ul>
3) <b>Postsecondary-Ready Competencies<sup>3</sup></b> (Students must complete <u>at least one</u> of the following.)	<ul style="list-style-type: none"><li>• <b>Honors Diploma</b>: Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li><li>• <b>ACT</b>: College-ready benchmarks; OR</li><li>• <b>SAT</b>: College-ready benchmarks; OR</li><li>• <b>ASVAB</b>: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li><li>• <b>State- and Industry-recognized Credential or Certification</b>; OR</li><li>• <b>Federally-recognized Apprenticeship</b>; OR</li><li>• <b>Career-Technical Education Concentrator<sup>4</sup></b>: Must earn a C <u>average</u> in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li><li>• <b>AP/IB/Dual Credit/Cambridge International courses<sup>5</sup> or CLEP Exams</b>: Must earn a C <u>average</u> or higher in at least three courses; OR</li><li>• <b>Locally created pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li></ul>

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### **STATE STANDARDIZED TESTING**

The State of Indiana has mandated a testing program for every public school in Indiana. The students will be tested primarily in the areas of English, Mathematics, Science (Failure of any portion of this test may require student remediation in the areas of Mathematics and Language Arts.)

### **SELECTION OF VALEDICTORIAN / SALUTATORIAN**

For a student to receive valedictorian or salutatorian recognition, the following apply:

- The valedictorian and salutatorian must be students enrolled in the 12th grade and who graduate with their cohort class.
- The students must have attended North White Middle High School for at least four (4) consecutive semesters immediately preceding the determination of class valedictorian and salutatorian. Therefore, any student who transfers into North White Middle High School after the first semester (January of their sophomore year) will not be eligible to be valedictorian and salutatorian.
- The valedictorian must have earned the highest grade point average of his/her graduation class based on the school's consistent use of either weighted or non-weighted scale. The salutatorian must have earned the second highest grade point average in his/her graduating class. The grade point average will be calculated to the third place beyond the decimal point.

In case of a tie for valedictorian or salutatorian, co-valedictorians and/or co-salutatorians will be recognized.

Valedictorian(s) will be ranked as one (1); salutatorian(s) will be ranked as a number equal to the number of co-valedictorian(s) plus one (1).

### **Honors Course Participation - High School**

Students must earn a B or better for each semester of an honors course to be able to enroll in future courses in the same content area.

### **Courses Below 9th Grade for High School Credit**

Criteria used for consideration of enrollment includes performance on NWEA, State Testing, and Teacher recommendations.

If a student earns a semester grade lower than a "B" for either semester, the student would not earn high school credit for either semester and will need to retake the class.

### **COMMENCEMENT EXERCISES**

Students who do not meet graduation requirements or attend graduation practice will not be allowed to participate in the commencement exercise.

### **HONOR ROLL**

To be eligible for the Honor Roll, a student must be enrolled in at least six (6) subjects and have no grades lower than B-. To make the High Honor Roll, a student must have all A's. To make A-B Honor Roll, a student must have all A's and B's.

### **AUDITING CLASSES**

Students may audit a class to balance a schedule when a student transfers from another school and the schedules do not match North White classes. This is a no credit situation. Auditing a class does not affect a student's Grade Point Average (GPA) but may affect eligibility for athletics and extra-curricular activities.

### **CAREER AND TECHNICAL EDUCATION (CTE) CLASSES INFORMATION—**

Transportation is provided to and from CTE classes. All CTE students will ride the transportation provided. If a student misses the CTE bus, they are not allowed to drive to the site. The student is to report to the Office to sign in. After signing in, the student will be sent to the ISS classroom for the remainder of their CTE class time. The student will be counted as unexcused from the CTE class they missed.

**Corrective Action** for driving to the CTE site without proper permission:

Three (3) days of ISS and lose the opportunity to drive to school for two (2) weeks.

Students who enroll in CTE classes and withdraw early may be required to reimburse the school any amount of fee that was paid by the school corporation. Students are required to follow adjoining schools attendance policy when involved in CTE programs.

Students who fail to follow attendance policies and rules and regulations of adjoining schools could be withdrawn from the program and required to pay back any invested fees.

Students enrolled in a CTE course(s) may be subject to drug testing if impairment may be a safety concern for participation. If a student is found to be under the influence, the student may not participate in the course(s) until a weekly drug test shows a decline in substance level.

### **CREDIT RECOVERY Program**

This program allows a student to retake a required class during a study hall, after school or during the summer. This allows a student to stay current with their peers and catch up on a required credit(s). Students must have failed a subject area to be eligible for the credit recovery program or have approval from the guidance department/administration.

### **RETAKE OF CLASS (CREDIT RECOVERY)**

Students are allowed to retake classes under certain circumstances. Credit for the class will only be given once. Both grades will appear on the transcript with the higher grade averaged into the GPA. In order to retake a class, the following conditions must exist:

- Student/Parent/Guidance Counselor/Administrator conference to determine it's necessary to retake a class.
- To reinstate eligibility for the Academic Honors Diploma
- To provide remediation of material previously studied to prepare a student for the succeeding semester's work.
- Class size is within the maximum number of students allowed

If a class must be taken for credit recovery; options include: repeating the class, an approved on-line course, or credit recovery in-house. Approval from guidance must be given prior to taking a recovery class; written approval for on-line courses will be noted in the student's file.

### **MIDDLE SCHOOL RETENTION POLICY**

Middle school students shall be retained in their current grade if, during the second semester, the student fails both math and English, or if the student fails social studies or science and either math or English. Students who are retained will have the opportunity to pass two (2) Credit Recovery classes over the summer. If the student successfully passes the two (2) courses, then he/she will be able to move to the next grade. The courses will be determined by the principal (or principal's designee).

## **After School Tutoring Policy**

### **Objective of Program:**

Our after school tutoring program is designed as a grade recovery program. Any student who is failing in two(2) or more classes will be required to attend on a weekly basis. Students will attend both tutoring sessions (Tuesday and Thursday) for the week they are assigned. The mandatory tutoring will help eliminate failures and assist students in getting back on track and maintaining academic success. The after school tutoring program will also be available to students who wish to attend on a voluntary basis.

### **Rules and Procedures:**

1. Students should have already visited their locker and should be seated in the classroom by 3:25 p.m.
2. Students will log into Skyward to review grades/assignments owed.
3. Students will be prepared with any missing assignments they have requested from their teachers. It is the student's responsibility to obtain copies of missing work. Work will not be provided by the tutors. Tutors are there to help students.
4. Students must turn in work and/or quizzes or tests to the tutor on site for that day. The work will then be distributed to the appropriate teachers for grading.

### **Attendance in After School Tutoring:**

Attendance will be taken each day. If a student does not satisfactorily attend an assigned after school tutoring session, he/she will be assigned a consequence.

### **Mandatory Tutoring Information and Expectations:**

- A. Students are assigned to mandatory after school tutoring based upon grades. If a student is failing two (2) or more of his/her classes, he/she will be assigned to a week of after school tutoring.
- B. The "F" list will be run each Monday and the assistant principal will contact students and parents/guardians that after school tutoring is assigned for the remaining week.
- C. During after school tutoring, students may:
  - a. Complete missed projects or assignments
  - b. Take tests that have been missed
  - c. Receive tutoring help from the supervising teacher
  - d. Work on homework assignments
- D. Students who do not attend after school tutoring on the days assigned will be assigned to two (2) hours of Saturday School Tutoring for each session missed, unless the absence is excused. Saturday School Tutoring will be held every Saturday.
- E. After school tutoring and Saturday School come before games and other school activities, including athletic practices.
  - a. If a student chooses not to go to after school tutoring for a game or practice, he/she will be benched or unable to participate for the next week.
  - b. The coach/teacher has the discretion of whether or not a student can participate with the team if serving after school tutoring.
  - c. If a student skips detention and shows up for an extracurricular activity consequences could be assigned.
- F.

### **WITHDRAWAL PROCEDURE**

The guidance office is responsible for students withdrawing from school. The following procedure should be used:

- The student, accompanied by parent/guardian, will report to the guidance office.
- A parent/guardian signature is required to begin the withdrawal process. (The exception is if the student is over the age of eighteen (18).
- The principal will conduct an exit interview with any student seventeen (17) years or younger, sign the withdrawal form, and return it to the guidance office. The exit/withdrawal must be due to:
  1. Financial hardship and the individual must be employed to support the individual's family or a dependent;
  2. Illness; or
  3. An order by a court that has jurisdiction over the student.

A written acknowledgement of withdrawal must include a statement that the student and the student's parent/guardian understand that withdrawing from school is likely to: reduce the student's future earnings; and increase the student's likelihood of being unemployed in the future.

A student who is at least sixteen (16) years of age but less than eighteen (18) years of age may not withdraw from school before graduation unless:

- The student and the student's parents or guardian and the principal agree to the withdrawal; and
- At the exit interview, the student provides written acknowledgement of withdrawal and the student's parents or guardian provides written consent for the student to withdraw from school.

If the student and the student's parents or guardian are not in agreement as to the withdrawal from school before graduation, the student's principal shall make the decision with regard to whether the student shall be bound by the requirements of compulsory school attendance under this section.

As per I.C. 9-24-2-1, if a student chooses to drop out of school before age eighteen (18), unless the withdrawal is for financial hardship, the principal is required to submit the student's name to the Bureau of Motor Vehicles for license invalidation.

### **RELEASE OF RECORDS**

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

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

Schools may disclose, without consent, "directory" information: student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents may request in writing that directory information not be disclosed.

## **NORTH WHITE HIGH SCHOOL AWARDS**

### **ACADEMIC EXCELLENCE AWARDS**

Academic Excellence Awards are determined based on GPA. At the end of each semester, any student that has a grade point average of 3.33 earns an award. Eligible students receive awards in the following order:

- Certificate
- Numeral
- Letter
- Jacket

Students then receive pins anytime thereafter. A student has to qualify and earn one (1) award before receiving the next. Letter Jackets: If a student earns an academic jacket, the cost of the jacket will be equally divided between the student and North White.

### **PERFECT ATTENDANCE**

To earn a Perfect Attendance Award, students must have no absences and no tardiness throughout the entire school year.

### **DEPARTMENTAL ACADEMIC**

Two (2) students from each class will receive Top Student Awards. Selection is based upon the top two (2) students academically per class.

## **NORTH WHITE MIDDLE SCHOOL AWARDS**

There are several opportunities to earn end-of-the-year awards at North White Middle School. Some of the awards given will be:

### **AMERICAN CITIZENSHIP AWARD**

The American Citizenship awards recognize 8th grade students who: participate in school and/or community service; show a positive attitude toward classmates, school, and community; display an understanding and appreciation of civic responsibility; possess strength of character and the courage to do what is right; promote citizenship within the school and/or community through other activities.

### **BLUE HEART AWARD**

Blue Heart awards will be given to a boy and girl at each grade level. Award recipients must have participated in two (2) North White Middle School athletic activities in a school year. They must possess a positive attitude in the classroom and in athletics. Students must have passed all classes with a C average or better. Students must show leadership in both the classroom and athletics and must have no discipline referrals during the school year.

### **PERFECT ATTENDANCE**

To earn a perfect attendance award, students must have been at school every day and have not accumulated any tardiness throughout the entire school year.

### **PRESIDENTIAL ACADEMIC EXCELLENCE AWARD**

Students must earn a grade point average of 3.67 on a 4.33 scale (an A- on a letter scale) for each of their three (3) years in Middle School, and achieve an above average proficiency in math or ELA on their most recent standardized achievement test.

### **PROJECT WISDOM GOLDEN RULE AWARD**

One (1) student from each grade level will be given this award based on their honesty, integrity, courtesy, kindness and respect. These students demonstrate honorable behavior with both adults and peers and serve as role models to their peers by being accepted and respected.

### **TOP EIGHTH GRADE STUDENT**

The top eighth grade student will be selected based on cumulative grade point average.

## **EXTRA-CURRICULAR NON-ATHLETIC ACTIVITIES**

All students are encouraged to participate in extra-curricular activities. All school rules apply to extra-curricular activities. All extra-curricular participants are subject to the following rules for 365 days a year (one (1) calendar year):

- Students must have received passing grades at the end of their last grading period in school in at least six (6) subjects.
- Responsible behavior that will reflect credit upon the school is always expected.
- Students must participate in the North White random drug testing and education program.

### **Eligibility**

The student must have registered their attendance at school before 11:00 am in order to participate in afternoon or evening activities, unless covered by an excused absence and/or with permission of the principal. Students on suspension or expulsion are not allowed on school property during extra-curricular events. Reports of participants who violate these rules will be investigated and will be given appropriate discipline.

### **Student Behavior at School Events**

Students are advised that during ball games they are to remain seated in the gym except during half time, between games or during intermission. Once a student leaves the building he/she is expected to go home. He/she will not be permitted to return to the building. Paying a second admission will not be permitted.

### **Criminal Offenses**

See rule 9.B1 and 9.B2 (page 65).

### **Faculty Council**

The faculty council will include the Principal (or designee) and all sponsors of extra-curricular activities. The faculty council will meet as needed to determine consequences for a student's violation of Rule 9.B1 and 9.B2, under criminal offenses.

**Extra-curricular activities include, but are not limited to the following groups of students:**

- **National Honor Society**

The Colonel Isaac White Chapter of the National Honor Society is a national academic and service honorary. The main purposes of the organization are to recognize and honor academic excellence and serve the local school community. Advisor Bertha Bostick chartered this chapter in 1941.

**Selection Procedure** One of the highest honors that a sophomore, junior or senior can receive is election to the National Honor Society. The objective of the society is to create enthusiasm for scholarship, stimulate a desire to render service, to promote worthy leadership and to develop character in the students at North White High School.

Students in grades 10, 11, and 12 are eligible for National Honor Society. Candidates shall have and maintain a cumulative GPA of a B+, which is 3.33 on a 4.33 scale to meet the scholarship requirement. The NHS advisor will notify all eligible candidates who meet the scholastic requirement in early spring. Each student will be given an information sheet to complete. All relevant information should be included on this form. Although it is not an application, the form will be considered by a faculty council during the selection process.

All teachers will complete a confidential evaluation sheet and sign it. On this sheet they will evaluate students in the areas of leadership, character and service. These evaluations will also be used by the faculty council in determining new members.

The National Honor Society Constitution and By-Laws, as well as, selection procedures/criteria for North White High School are published and available in the main office or may be found at [www.nwhite.k12.in.us](http://www.nwhite.k12.in.us) under the North White High School Activities link.

**Dismissal Procedure:** The National Council requires that each member maintain the high standards of scholarship, service, leadership and character that were used as a basis for selection. The faculty council or designee will investigate any violation. After investigation, a letter of reprimand and warning of dismissal will be sent. The letter will explain the problem and the time limit of the probation period. A conference between the student and the faculty council will follow. Flagrant violations require no warning before dismissal. Due process will be followed. Any appeal from a student or his/her parent is to be brought to the principal for consideration.

- **Jr. Honor Society**

**PURPOSE:** The main purposes of the Honor Society are service and academic excellence

**Membership Requirements:** Membership in Junior High School Honor Society is a privilege, an honor, and a responsibility. No student has a right to membership. Members are expected to continue to demonstrate qualities of character, scholarship, leadership and service after selection.

Student Activities

Peer tutoring program

Student leadership activities

Social activities such as parties and receptions, serve as ushers, etc. at school functions

**Selection Procedure:** Students in grades 6 through 8 are eligible. Students must possess a cumulative GPA of 3.33 (B+) after the 3rd nine weeks of their sixth grade year. The NWMS advisor will notify all eligible candidates based on their scholastic record in early spring.

Each student will be given an information sheet, which should be completed. All teachers will complete a confidential evaluation sheet. No challenges in selection choices of the faculty council are allowed.

- **The LCA**

The LCA(Latino Culture Association) seeks to promote a greater understanding of the Latino Culture.

- **Spanish Club**

The Spanish Club is composed of those students who are interested in speaking and hearing Spanish outside the classroom.

- **Student Council**

The student council is a group of students with one goal in mind: to help represent you and your interests to the school's administration, faculty and student body. Whether your interests and/or concerns are about student ACTIVITIES (dances, clubs, Oscar Night, Swap Day, class competitions, homecoming royal court participation, spirit days, rallies, computer match, Leadership Conference, etc.), POLICIES (attendance, dress code, facility usage, etc.), or SERVICES (parking, pop machines, Toys for Tots, Sharing is Caring for Riley Hospital, commons area decoration, and suggestion box), this group is anxious to work hard to express these concerns openly and appropriately. The Student Council utilizes an open forum approach as well as written correspondence in an effort to accomplish your goals. Let someone on Council know how he/she can help represent you.

- **All Other ECA Clubs**

Any other/new group formed during the year, with principal approval, as a sub-group of any extra-curricular group will become part of the extra-curricular activities and will be subject to the policies of the extra-curricular activities.

## **OTHER INFORMATION**

### **DANCES—**

Dances are provided for student entertainment.

- Only North White students and their guests (one (1) guest per NW student) may attend dances. The student who brings an out-of-school guest is responsible for the conduct of that guest and must complete the proper paperwork in the main office. No junior high students may attend high school dances unless authorized by the administration. No high school students may attend junior high dances unless authorized by the administration.
- All Middle School dances are open to only NORTH WHITE students in the 6th, 7th, and 8th grade unless changes are authorized by the administration.
- All guests attending High School dances must be twenty (20) years of age or younger.
- Students attending dances may not re-enter once they have left.
- Dance sponsors and chaperones are ultimately responsible for maintaining discipline at the dance. If, in the opinion of the sponsor chaperone, a student's/guest's behavior does not meet school standards, the student/guest will be asked to leave the dance or will be denied entrance to the dance. Any such situation will be reported to the administration and possibly to the legal authorities for discretion or law involvement enforcement.

- All appropriate school policies and regulations apply and will be enforced.
- School officials will handle violations of public laws in cooperation with the appropriate law officials. Parents will be notified immediately if it is deemed necessary by these officials.

#### **DRIVING AND PARKING LOT REGULATIONS—**

Students shall comply with traffic rules on school grounds and/or the traffic laws of the state of Indiana. Students must park in the assigned space/area. **Students are to report directly to the Shipyard for breakfast or First period class at 7:45 am** and will not be allowed to loiter in the parking lot either before or after school. Students will be allowed to drive cars/vehicles to school, if they abide by the following regulations:

- Fill out a registration form for all vehicles they intend to drive to school. Have parents sign the form and return to the high school principal.
- Students must allow a copy of their driver's license to be kept on file.
- Tags will be issued, and are to be displayed from the rearview mirror. (Driving privileges will be revoked for failure to display tag).
- Students will follow the school's map to show where they are to park in designated areas either a paid Senior exclusive space or by the practice football field.
- Students are to park between the parallel lines in the parking area assigned to them.
- Students are not allowed to use their cars/vehicles during the school day.
- Students are not allowed to go to their vehicles without administration permission once a student has entered the school.
- Using the vehicle for the purpose of school truancy will automatically result in the suspension of driving privileges.
- Student drivers must obey all traffic rules and regulations or driving privileges will be terminated. Racing motors, hot rodding, squealing tires and speeding will not be tolerated.
- A student driver failing three (3) or more classes at the end of any grading period will lose their driving privileges on school property. A student's driving privileges on school property will be reinstated when the student's academic progress improves. (Evaluated at the end of each quarter).
- Skateboards and skateboarding are not allowed on school grounds.

***The consequence for violating any driving and/ or parking lot rules ranges from a warning to suspension and / or suspension and / or a permanent loss of driving privileges depending upon the decision of the administrator determining the disposition to the infraction committed. All infraction dispositions may be accelerated at the discretion of the administration.***

#### **ELECTRONIC DEVICES/CELL PHONES—**

Personal electronic devices such as cell phones/phones/pagers, cameras, CD players, mp3 players, iPods, headphones, ear buds, laser pointers, other hand held electronic devices (except calculators) and any other music play devices are non-essential school items.

- In order to avoid disruption of the educational environment, protect student's right to privacy, and prevent academic cheating, student possession of cellular telephones, or electronic devices that transmit data are prohibited in PE and athletic locker rooms and restrooms. Cell phones and electronic transmitting devices are to be kept in a designated space and off during the academic school day (8:00 am to 3:14 pm) unless permitted by the teacher and/or administrator. Students may use cell phones during passing periods and lunch. Electronic devices may be used only if the teacher and administration have approved the device for an educational purpose in the classroom.
- Nook and Kindles may be used for reading purposes only. Students must have administration approval to use a Nook or Kindle.
- Cell phones and/or other electronic devices may not be used in any manner that will cause disruption to the educational environment. The only exception to this would be for medical reasons/emergencies only. **This exception requires a report from the child's medical doctor explaining the need for the exception.**



- Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and establish their consequences for the use and/or misuse of these devices.
- The school will not be responsible for loss, damage, or theft of any electronic device brought to school. Locker combinations should be kept private. The school advises to keep cell phones and other electronic devices at home.

**Violation of the policy can result in the following Corrective Action:**

- First Violation -- verbal warning.
- Second Violation -- confiscation of device in the classroom until the end of period.
- Third Violation -- confiscation of device in office until parent/guardian comes to retrieve the device.
- Fourth Violation and Fifth Violation -- confiscation of device in office until parent/guardian comes to retrieve the device and referred to administration for further sanctions.
- Sixth and Subsequent Violation -- Suspension with possible recommendation for Expulsion.

Those students failing to comply will face increasing disciplinary action. Electronic devices with imaging capabilities with intent or unintentional cannot be in locker rooms, restrooms, or in areas used for changing purposes or attending to personal needs. Expulsion may occur if this expectation is violated.

**EMANCIPATION—**

A student is emancipated when the student meets **ALL** the following criteria:

- Furnishes the student's support from the student's own resources; and
- Is not dependent in any material way on the student's parents for support; and
- Files or is required by applicable law to file a separate tax return; and
- Maintains a residence separate from that of the student's parents.

**ENTRY TO THE BUILDING—**

Students may enter the building at 7:45 am. Students are to go to the Shipyard for breakfast or directly to their First period class.

**FIELD TRIPS/CONVOCATIONS—**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Students who have been assigned one (1) or more suspensions may be denied the right to attend any field trip that extends beyond one (1) class period. These students may also be denied access to any school-wide convocations.

A student who is failing any class will not be allowed to go on a field trip that affects another period, for example, Math contest, Band, Foreign Language Clubs, etc.; however, a student may go on in-class field trips or if permitted by administration.

Parent permission for field trips must be submitted by the student/parent by 8:00 am the day of the field trip.

**FIRE, TORNADO, AND SAFETY DRILLS—**

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

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires.

Safety drills will be conducted periodically throughout the school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include intruder(s) in the building, or other acts of violence.

#### **HALL PASSES—**

Students should never be in the halls without the sign-out pass when classes are in session. Each nine week quarter, students are allotted two (2) sign-outs per class period. Starting at the third sign-out and for each subsequent sign-out, students receive a tardy. The student would then follow the discipline track for tardies.

#### **LOCKERS—**

A locker with a combination lock is assigned to students at the beginning of the school year. The lockers are the property of North White School Corporation, and are subject to inspection by authorized school personnel. Periodic inspection of lockers will be made by the administration. Use only the locker assigned to you and keep it locked at all times. Do not give your locker combination to another person. **Do not share lockers with other students!** Do not leave money or other valuables in your lockers! If an item is stolen from your locker, report the missing item to the office. However, it is very difficult to locate missing items. Students who do not keep lockers shut and locked are subject to corrective action. Any school violation will be administered to the person/persons in a locker with the corrective actions assumed by the person/persons involved.

#### **MEDIA CENTER – GRADES 6 -12—**

The media center is available for students to use from 8:00 am - 3:14 pm Monday through Friday. Students have access to computer programs, research materials, project items, and pleasure reading material. Passes are required from all students who come to use the library during the school day without a teacher. Students must sign in upon entering the library. No food, candy, or drinks should be around the computers at any time. Students must not cut through the library going to class.

#### **CHECK OUT POLICY—**

- No materials may be taken from the library without being checked out.
- Students are limited to two (2) items. An exception will be made for students who are working on research projects and need extra materials.
- Books may be kept for two (2) weeks.
- A book may be renewed unless someone has placed a hold on that book.
- After three (3) months without renewal a book is considered lost.
- Students and staff are expected to pay for any lost or damaged books. Lost book fees carry over from year to year. Seniors will need to have returned books or paid for lost ones to get their diplomas.

#### **PROM—**

Students that attend the North White Junior/Senior Prom will abide by the following guidelines:

- A North White **guest** (student from another school) for the prom must be at least **in high school of their respective school**. No guest older than **twenty (20)** years of age may attend.
- Out of school guests must fill out the proper paperwork and be approved by the administration.
- All school rules are applicable during the prom and after prom.
- Appropriate semi/formal attire is required. No baseball hats or skull caps are allowed unless they are a part of the student's formal attire. Hats must be approved by administration in order to be worn.

#### **RETAINING STUDENTS FOR ATHLETIC PURPOSES PROHIBITED—**

511 IAC 6.1-5-10 requires each school and School Corporation adopt and enforce a written policy that prohibits retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

### **SCHOOL CLOSINGS - WEATHER EMERGENCIES—**

In case of severe weather - snow, low temperatures, ice, mechanical failures, etc. the official closing of school will be announced over these radio and TV stations. Information will also be provided on the school Website:

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

WASK-- Lafayette, AM 1450	WGLM-- Lafayette, FM 106.7
WRTN-- Rensselaer, FM 97.7	WAZY-- Lafayette, FM 96.5
WHZR-- Logansport FM 103	WMRS-- Monticello, FM 107.7
WKHY-- Lafayette, FM 93.5	WRIN-- Rensselaer, AM1560
WSHW-- Kokomo, FM 99	WLFI-- Lafayette, TV18
WRTV-- Indianapolis, TV6	WTHR-- Indianapolis, TV13

Alternate bus routes may be used during excessive snowstorms. Information will be given to all students, if this becomes necessary.

### **TRANSFER OUT OF THE CORPORATION—**

If a student plans to transfer from North White, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact Guidance for specific details. Student's Chromebook and checked out library books need to be returned.

## **GENERAL HEALTH GUIDELINES**

### **NURSE'S OFFICE PROCEDURE—**

The nurse's office is available for care of students who become ill or injured at school. Unless there is an emergency, students must have a pass from their teacher to go to the nurse's office, including between classes. Once treated, the student will immediately return to class. Any student with more serious illness or injury will remain in the nurse's office until picked up by a parent or guardian, or parent/guardian contact has been made and approved of the student going home on his/her own. All students leaving the building must be signed out in the office. In an emergency, school officials, along with the school nurse, will provide appropriate action and immediately notify parent/guardian. **Students are NOT to text parents directly concerning illnesses, but instead should consult with the nurse and/or secretaries first.**

In order to protect the health and safety of staff and students, North White Middle High School recommends the following guidelines be observed. If your child would have any of the following, he/she should **NOT** attend school:

- Temperature of 100 degrees Fahrenheit or more.
- If possible infection is suspected, such as impetigo, pink eye or ringworm, your child must be seen by a doctor for diagnosis, treatment, and complete antibiotic therapy for twenty-four (24) hours before returning to school.
- If your child has diarrhea or vomiting.
- Undiagnosed rash.
- Uncontrollable coughing.
- Head Lice.

When to return to school:

- Must be free of vomiting/diarrhea for at least twenty-four (24) hours before returning to school.
- Must be free of fever for twenty-four (24) hours, without fever reducing medicine, before returning to school.
- If a case of infection, must be on treatment for twenty-four (24) hours, and no drainage, prior to returning to school.

### **IMMUNIZATIONS—**

All students must have an immunization record on file, which complies with the rules set forth by the Indiana State Board of Health. Those immunizations include, but are not limited to Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps,

Rubella, Hepatitis B, Varicella, and Meningococcal Vaccine. For exemptions: If a student has a medical or religious exemption, a new exemption form must be completed and on file each year.

### Indiana 2023-2024 Required and Recommended School Immunizations (Proposed)

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual Influenza
K-5 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
6 <sup>th</sup> -11 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus) COVID-19
12 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal) COVID-19

HepB: The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

DTaP: 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

Polio\*: 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.

\*For students in grades K-10, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

Hepatitis A: The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.

COVID-19: COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. Review required after FDA full approval.

Indiana Department of Health  
Immunization Division

(800) 701-0704

November 2021

<https://www.in.gov/doe/files/2023-24-Indiana-Immunization-School-Requirements-final.pdf>

**All students must start school with up to date immunizations. A ten (10) day waiver can be requested from the Superintendent's office if necessary.**

**MENINGITIS**—An Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18). This vaccine is required for each student in the 6-12<sup>th</sup> grade.

Meningococcal disease is an infection of the fluid of the spinal cord and the fluid that surrounds the brain, and often referred to as meningitis. It is usually caused by a viral or bacterial infection. The infection is spread by direct contact with an infected person's nose or throat secretions. Symptoms of the illness are fever, headache, stiff neck and possibly nausea and vomiting. An infected person can become very sick within a few hours of developing symptoms and should seek medical help immediately.

Those at highest risk of getting the disease are babies, young adults, including middle and high school students, and college freshmen living in dormitories. While individual students may become infected, outbreaks usually do not occur in school or workplace settings. People living in crowded places are at higher risk for the infection. The disease can be prevented by good hygiene. Cover the nose and mouth when sneezing or coughing, throw away used tissues and wash hands often. Also, do not share eating or drinking utensils.

### **HUMAN PAPILLOMAVIRUS (HPV) INFECTION**

Indiana state law (IC 20-34-4-3) requires that schools provide information to the parents or guardians of all sixth grade female students on this important topic. Please read the following information, important for all girls, provided by the Indiana State Department of Health.

- HPV is a virus that causes many infections. HPV infection is one of the most common sexually transmitted diseases (STD). This infection is spread by skin-to-skin contact during sex with a person infected with HPV. It causes genital warts or infection of the cervix (the upper part of the vagina), which connects the uterus or womb.
- The best way to prevent getting HPV is to not have sex, because a person usually can't tell if he or she is infected. Infected people can give the virus to others during sexual contact without knowing it. Most females get HPV soon after becoming sexually active.
- HPV infection can cause cervical changes that can lead to cancer of the cervix. It can also cause cancer of other genital organs. A Pap test, which examines the cells of the cervix, can find the presence of these cervical changes due to HPV infection. If the Pap test shows abnormal cells, a health care provider will do more tests and/or provide treatment as needed.

#### **HUMAN PAPILLOMAVIRUS (HPV) VACCINE—**

- In June 2006, the U.S. Food and Drug Administration (FDA) licensed a vaccine that can prevent HPV infection. It is to be used by girls and young women nine (9) to twenty-six (26) years old. It is the first vaccine that can prevent cervical cancer.
- There are over 100 different types of HPV virus. The vaccine only protects against four (4) types of HPV. Two (2) types (types 16 and 18) are known to cause 70% of cervical cancer. The other two (2) types (types 6 and 11) can cause 90% of genital warts. The vaccine has been found to be 95-100% effective in preventing these four (4) types of HPV infection. The vaccine does not treat girls or young women who are already infected with these four (4) types of HPV or have genital warts.
- The new vaccine is a series of three (3) shots over six (6) months. The vaccine is not made from live virus nor does it contain thimerosal or mercury. The vaccine is not licensed to give to boys and young men, although it is being tested in males.
- Because the vaccine prevents infection by these four (4) types of HPV, it works best in girls and young women who have not been in contact with the HPV infection. The vaccine is licensed for girls/young women ages nine (9) to twenty-six (26) years. The vaccine has been found to give better protection at the younger ages as compared to older ages. The Centers for Disease Prevention and Control (CDC) Advisory Committee on Immunization Practices recommends the HPV vaccine for all eleven (11) and twelve (12) year old girls and for those nine (9) - twenty-six (26) who have not yet been vaccinated. Any concerns or questions should be discussed with a health care provider.
- No one knows how long the vaccine will protect a recipient. Research has shown that there is at least a five (5) year protection rate. The vaccine is not recommended for someone who is pregnant. The vaccine is not recommended for those who have something wrong with their immune system or certain other medical conditions. Major side effects are rare. The most common side effects are swelling or redness at the site of the shot and possibly fainting or nausea. These side effects are the same as with other vaccines.
- The vaccine does not replace the need for cervical cancer screening through Pap tests. All girls and young women who have received the HPV vaccine and are sexually active, need regular Pap tests to find precancerous changes in the cervix and to have any precancerous changes treated before cervical cancer develops.

This information is provided by the Indiana State Department of Health as required by Public Law 80 (Senate Enrolled Act 327) of 2007.

#### **ADMINISTERING OF MEDICATIONS—**

In order to protect the health and welfare of children, Indiana rules and regulations require that schools observe certain safeguards in administering medication to students. If we are to administer medication to a child, the following procedures will be observed:

- In order to give medication to a student at school, a written physician's order **or** signed parental permission form must be completed, and both returned to the school office. The physician's statement must include the student's name, amount of medication, hours of administration and the period of time the medication is to continue.

- Medication must be brought to the school and kept in the pharmacy's original container with the original instructions. Please ask the pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of medicine should be brought to school.
- Continuing long-term medication must be re-verified at the beginning of each school year. An asthma plan must be completed and provided by the doctor for any asthma medications. For diabetes, an action plan must also be completed and provided by the doctor.
- Parent/Guardian must provide over the counter medication. Such medications must be age appropriate for your child, unless a physician's order has been obtained and parental consent completed.
- Parent/Guardian is responsible for delivering or picking up any medicine for their child. If the medication is not picked up by the end of the treatment period or is not picked up by the end of the school year, the medicine will be discarded after five (5) days. No medication will be sent home with a student unless the parent provides written permission. Medication may be picked up by the student's parent or an individual at least eighteen (18) years of age and designated in writing by the student's parent/guardian.

#### **Students with Asthma, Diabetes, or Seizures—**

Must have an action plan completed by their doctor and turned into the nurse at the beginning of each school year. Inhalers can ONLY be carried with a doctor's note on file.

#### **HEAD LICE—**

North White will use the following guidelines if a child is found to have head lice during the school day:

- Any student in a White County school, upon initial inspection, found to have head lice and / or nits will be excluded from school and sent home when parent(s) / guardian(s) are notified.
- Any sibling of infested student will be checked and if found to be free of lice and / or full (dark) nits may remain in school
- Education for parent(s) / guardian(s) and student(s) will be provided by a school nurse and will include: All members of the household will be treated with lice treatment of choice. List of treatment options will be provided by the school nurse.
- School nurse will recheck all students for readmission to school the next school day. The parent/guardian must accompany the student to school the next day after treatment has been completed. The parent/guardian must remain at school until the child is re-checked and has been found to be free of live lice. If a student returns to school and treatment has not been done or live lice are found, the student will again be excluded from school until treatment is completed.
- In the event of three (3) repeat infestations in any student, the school nurse, upon their discretion, may refer the family to the local health department. At that time the entire household members must be cleared by the public health nurse. Prior arrangements may be made by calling 574-583-8254, Monday thru Friday, 8:00 am to 4:00 pm for an appointment.
- Failure to comply with this policy will necessitate the notification of Division of Family and Children Services (welfare) due to educational neglect of student(s) as stated in the school handbook. The parent/guardian must accompany the student to school the next day after treatment has been completed. The parent/guardian must remain at school until the child is re-checked and has been found to be free of live lice. If a student returns to school and treatment has not been done or live lice are found, the student will again be excluded from school until treatment is completed.

### **BUS DISCIPLINE POLICY**

Riding bus transportation to and from school is a privilege, not a right. Students are expected to sit in their bus seat the entire bus ride. They are expected to keep their hands and feet to themselves and to talk quietly. Students are expected to obey the bus driver and follow the rules the driver has in place. Students will show respect to others, themselves, and the property of others.

Students who do not follow the rules may be written up. A bus discipline referral will be sent to the principal's office. The following steps will be taken:

**BUS BEHAVIOR GUIDELINES AND CONSEQUENCES:**

***Class I Offenses:***

- Spitting
- Excessive noise
- Horseplay/Mischief
- Eating/drinking/littering on bus
- Leaving seat/standing without permission from driver
- Use of any liquid containers in any form
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
- False identification
- Riding unassigned bus or using unassigned bus stop
- Opening window past safety line
- Riding or attempting to ride any bus during a bus suspension
- Disobedience to the driver
- Other offenses as reported by the driver

***Class II Offenses:***

- Hanging out of windows
- Throwing/shooting of any object
- Physical aggression against any person
- Possession/use of tobacco or any controlled substance
- Vandalism to bus (restitution will be made)
- Holding onto or attempting to hold onto any portion of the exterior of the bus
- Lighting of matches, lighters or any flammable object or substance\*\*
- Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
- Possession or threat of weapons/explosives/flammables\*\*
- Other offenses as reported by the driver or principal and/or designee
- Possession/use of laser pens or pointers
- Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II 1st offense.

	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense	5 <sup>th</sup> offense
CLASS I	Written warning	1 day suspension	3 day suspension	1. 5 day minimum suspension	Loss of bus service
				2. possible loss of bus service	
				3. parent meeting optional	
CLASS II	5 day suspension	10 day suspension	1. 10 day minimum suspension		
			2. Possible loss of all bus service		
			3. parent meeting optional		

***The bus is the extension of the school day. Bus consequences may be superseded by North White School Corporation board policy. The bus driver has the authority to assign seats. The sexual/racial/religious harassment policy, the weapons policy, and hazing prohibition policy of the North White School Corporation will be strictly enforced on the school bus as well as at school.***

### **NORTH WHITE DRUG TESTING PROGRAM**

The North White School Corporation is committed to providing a school environment that is safe, free from substance use or abuse, and conducive to learning. Parents and school personnel must work together in order to attain a safe, orderly, and drug free school environment.

#### **Purpose:**

The purpose of the drug testing program is four (4) fold:

1. To prevent students from participating in extra-curricular activities while he/she has drug residues in his/her body.
2. To provide for the health and safety of students while directing them away from alcohol and drug abuse.
3. To undermine the effects of peer pressure by providing legitimate reason for students to refuse substances detrimental to their health.
4. To identify students who might have a drug/alcohol/substance abuse problem and encourage them to participate in a drug treatment program.

The drug test can be done by breath, saliva, urine, or hair.

The drug testing policy is non-punitive. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extracurricular activities, no student shall be suspended or expelled from school as a result of any certified positive test conducted by his/her school under this program. No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

#### **Who will be randomly tested:**

Any student in grades 6-12 and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one or combination of the following:

- Drive a motorized vehicle to school
- Driver Education
- Athletics
- Extracurricular activities other than athletics
- Curricular related activities

#### **Definitions**

**Extra-Curricular Activity:** Any school, club, or activity listed as such in the North White School Corporation Student Handbook and also all clubs or activities that are school related but not listed in the Student Handbook.

**Curriculum Related Activity:** Any activity meeting the following criteria:

- It is done or performed outside the regular school hours
- The student is graded on his/her performance
- It is done in conjunction with a regular class or course that is part of the school curriculum. (Curriculum related activities include, but are not limited to: CTE classes, band activities, choral activities, theater activities, dance team, etc).

**Athletics:** Any student who is actively participating in any North White School Corporation sponsored sport as listed in the North White Middle High School student handbook.



### **Consent Form**

Students who drive to school, participate in extracurricular activities, participate in athletics, participate in curriculum related activities or participate in driver education will receive a “registration/consent” form, a copy of which can be obtained from the high school office, which shall be signed and dated by the participant and by the parent(s)/guardian(s). In doing so, the student is agreeing to participate in the random drug testing and education program at the North White School Corporation in grades 6-12.

It is **MANDATORY** that each student who intends to drive to school, participate in extra-curricular activities, participate in curriculum related activities, participate in athletics or participate in drivers education sign and return the “consent form” prior to participation in any of the above listed activities. Failure to comply will result in non-participation in the above listed activities.

A student’s refusal to submit to the chemical test will result in the administration proceeding as if the test was positive. Copies of the Random Drug Testing and Education Policy are available in the main office for students and parent(s)/guardian(s).

### **Reasonable Suspicion**

North White School Corporation is authorized to require any student to submit to a chemical test of the student’s breath, saliva, hair, or urine if the administration has “reasonable suspicion” (as defined below) that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance or look-alike drug (as defined by Indiana law) while:

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

#### **Reasonable suspicion may be established by the following:**

- A student’s behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, or any controlled substance
- The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance
- Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. Any such report will be investigated by the administration and will be substantiated by other indicators including social media (Facebook, Twitter, texting, etc.) if deemed necessary.

## **DRUG EDUCATION AND SUPPORT**

In the event of a positive drug screen, the student will be referred to the counselor. The counselor will meet with the student once a week for six (6) weeks. The student:

- Will work with the counselor to create better habits and coping skills appropriate to the needs of the student
- Will continue to be subject to random drug screening during this time
- Will complete a drug screen at the end of the six (6) week intervention period
- **1<sup>st</sup> offense** will result in a suspension for 25% of the season. The athlete must practice with the team to maintain eligibility during this suspension. If the athlete has maintained the standards expected of a North White athlete during his/her suspension, that individual will be reinstated.
- **2<sup>nd</sup> offense** will result in a suspension for one (1) calendar year.
- **3<sup>rd</sup> offense** will result in a permanent suspension from North White Athletics.

*Sport season percentages will carry over to the next sport season, if necessary.*

Should a student proactively seek help for a substance abuse issue (prior to being selected for a random drug screen, not as a result of a positive drug screen, and/or not as a result of possession of an illegal substance in or out of school), that student will be referred to the counselor. The student will meet with the counselor once a week for six (6) weeks. During that time the student:

- Will work with the counselor to create better habits and coping skills appropriate to the needs of the student
- Will **not** be subject to random drug screening for the six (6) week period of intervention
- Will complete a drug screen at the end of the six (6) week intervention period
- Will **not** be subject to the consequences of a 25% season loss
- *If a student seeks help a second time after a six (6) week intervention period has been completed, the counselor will meet with parents to encourage a more intensive intervention for addiction outside of school.*

***A student's refusal to submit to the chemical test will result in the administration proceeding as if the test was positive. If a parent/guardian refuses to allow the test to be administered to his/her child, a disciplinary action will be recommended as if the test were positive.***

### **TECHNOLOGY GUIDELINES/POLICIES/CONDUCT**

Students who wish to use the Internet must have a signed acceptable use policy on file. North White School Corporation maintains a Web page at [www.nwhite.k12.in.us](http://www.nwhite.k12.in.us). From time to time, pictures of activities at North White may be posted on the Web page. These pictures may include students. The school district's Web site at [www.nwhite.k12.in.us](http://www.nwhite.k12.in.us) provides links to other Web sites as a convenience for those who visit our Website. Our district does not sanction or guarantee the accuracy or propriety or any information, offered services or products contained in any Website linked directly or indirectly to ours.

The Acceptable Use Policy explains that the use of technology is a privilege and defines its appropriate use. The appropriate use of electronic resources is part of the curriculum of all students in the school corporation and the final responsibility of appropriate use rests with the student.

- Technology should be used for **educational purposes** that pertain to the North White Middle High School classroom curriculum with teacher permission. The use of computers and associated technology for email, message boards, chat rooms, bulletin boards, Internet browsing, online phone connections and/or blogs for educational purposes is acceptable by teacher permission.
- Students must use technology under the supervision of a teacher, teacher aide or administrator and only approved search engines will be used. This includes before, during and after school time.
- Students must have a valid Acceptable Use Policy(AUP) signature page on file at school to access the Internet. Staff members will be notified of students who have not signed an AUP.
- Each student will have network access with user identification and a password. Students must not share passwords or access other network user accounts. Students should only use their own school approved email account.
- The use of technology resources for activities that involve violence, foul language, sexually explicit material, or other inappropriate activities is prohibited.
- All public laws and North White School Corporation policies involving the use of technology must be followed.
- Students are responsible for the proper care of all technology equipment and software. Students who damage these items may be held responsible for the full cost of repairs.
- Unethical or illegal acts while using technology resources will **not be tolerated**.

#### **Corrective Action:**

Consequences for violating this code of conduct may range from a warning, detention, short-term loss of computer privileges, suspension and/or expulsion from school depending on the outcome of the investigation. Depending on the seriousness of the violation, the student may be referred to appropriate law enforcement if a violation of state or federal law occurred.

## **INTERNET USE AGREEMENT**

Internet access is available to students, staff, and patrons of the North White School Corporation. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal is providing this service to teachers and students to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- Electronic mail communication with people all over the world.
- Information and news from all over the world. This would include endless educational sites. (ex: NASA, National Weather Service, etc.)
- Public domain software and shareware of all types.
- Discussion groups on a variety of topics ranging from German and Spanish culture, to the environment, to music, to politics.
- Access to many University Library Catalogs, the Library of Congress, and ERIC.
- School Home page written by students.

With access to computers and people all over the world, also comes the availability of material, which may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. We, the North White School Corporation, firmly believe that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may procure material which is not consistent with educational goals of the district. The staff of the North White School Corporation will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a North White School Corporation user violates any of these provisions, his or her use will be terminated and future access could be denied.

### **Internet - Terms and Conditions**

- **Acceptable Use** -The purpose of the Internet is to support education and research and be consistent with the education objectives of the North White Middle High School. North White School Corporation patrons will abide by copyright laws.
- **Privileges** -The Use of the Internet is a privilege, not a right, and inappropriate use will result in termination of usage. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrator may deny the use of the Internet to any student at any time as required. The administration, faculty, and staff of North White Middle High School may request the system administrator to deny, revoke, or suspend specific use for certain students.
- **Internet Etiquette** -You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not answer, use vulgarities, or any other inappropriate language.
  - Illegal activities are strictly forbidden. Copyright laws must be obeyed. Local, state, and federal statutes must be followed.
  - Do not reveal your personal address or phone numbers or those of students or colleagues.
  - Note the electronic mail (e-mail) is not guaranteed to be confidential. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the Internet in such a way that you would disrupt the use of the Internet by others.
  - Use of school Internet resources to access another person's materials, information, or files without that person's permission is prohibited.

- The accessing, uploading, downloading, and distribution of pornographic, obscene, or sexually explicit materials are prohibited.
- The North White School Corporation will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.
- North White School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. North White School Corporation will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions, or your own errors or omissions. Use of any information obtained via the Internet is at your own risk. North White School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- **Policy Review** - A copy of the school district's Internet related policies and procedures is available for review by all parents/guardians, school employees, and other community members.

### **Computer Equipment and Software Policies**

P.L. 96-51 Section 7(b)-Summary of the Federal Copyright Law:

For the purpose of copyright, a computer program is defined in the law as a set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result. Duplicating copyrighted computer software is a federal offense. Criminal penalties make the violators subject to fines of up to \$10,000 and prison terms of up to five (5) years.

The following provisions of the policy of the North White School Corporation applies to all school employees, all students, and any member of the community at large using said facilities, equipment, and software:

- Everyone using corporation facilities and equipment is expected to adhere to the provisions of PL 96-517(b).
- No one may use unauthorized copies of any software on computer equipment belonging to the school.
- No one may enter, use, alter, copy, or tamper with computer files or software belonging to another person or the school without permission of the owner of the files and the teacher in charge.
- Theft of or willful/irresponsible damaging of any computer facilities, equipment, or software belonging to the school corporation is not permitted.
- No unauthorized person may use equipment, software, security passwords, or access codes belonging to the school to access data files, a network, or data system either local or in remote locations.
- Anyone witnessing the violation of any of the above provisions is expected to report to the teacher in charge or to the appropriate administrator.

### **Penalties:**

If a student violates any provisions of the school policy, the student:

- Will be denied access to all corporation computer facilities, equipment and software for one (1) calendar year from the date of the infraction.
- May be removed from the class in which the violation occurs with a grade of F if the majority of the class assignments are centered around the computer.
- May also be suspended from school for a period of time, at the discretion of the appropriate administrator.
- At the high school level, if a student violates any provision of this policy a second time, the student will be denied access to all corporation computer facilities for the remainder of his/her school career.

- If an employee of the corporation or a member of the community at large violates any provisions of the school policy, that person will be denied access to all computer facilities, equipment and software belonging to the corporation for an appropriate period of time.

## **CHROMEBOOK PROCEDURES, RULES AND REGULATIONS**

Visit [www.nwhite.k12.in.us](http://www.nwhite.k12.in.us) for a full copy of the Chromebook procedures, rules, and regulations

North White School Corporation will provide Chromebooks to all students in grades K-12. All students in grades K-12 will be allowed to take the Chromebooks home during the school year. Chromebooks will be turned in on the last day of school and will be issued to students at the beginning of the new school year.

### **Ownership of Device**

At the end of each four (4) year cycle of the device, students/parents/guardians will have the option to purchase the Chromebook for \$5. Chromebooks that are not purchased will be recycled for the parts.

### **Insurance**

North White School Corporation will no longer offer an insurance plan. Any and all damage/replacement costs will be billed directly to the parent/guardian of the student. Parents/guardians can set up a payment plan with the treasurer of the Elementary or Middle High School.

### **Devices Needing Repair**

- If a student encounters a Device problem, they will need to go to the library and fill out a request form with the IT person. Loaner Devices may be issued to students while their device is being repaired. Students and families should never attempt to fix a broken device nor should they have anyone else attempt to fix their device.
- When the Device is fixed, the IT person will contact a teacher to let the student know to go to the library and pick up the device. If there is a cost for the repairs, the student will **NOT** be allowed to take the Device home and will have to return it to the library at the end of the school day until the payment has been made for the repairs. Not returning the Chromebook to the library after school will result in a lunch detention. If a student needs to stay after school for tutoring, detention or club meetings, the student should tell the IT person and they will make arrangements for the student to leave the Chromebook with the teacher in charge. The student will get the Device back in the morning.
- Students will be required to reimburse the District if a loaner Device is damaged, lost or stolen. The replacement cost of a loaner Device is not reduced.
- **Lost/Stolen Device Replacement**
- 1st Replacement: Payment for the prorated amount based on the four (4) year life of the Chromebook.
- 2nd Replacement: Complete Replacement (Cost of the Chromebook, including all licensing fees.)

### **Device Checks for Damage**

Every quarter, students may be required to have their Chromebook checked by the IT department. Students will need to produce the Chromebook, case and charger to ensure that they are in proper working order. Anything found to be wrong will be billed to the parent/guardian of the student and repaired following department procedure/guidelines.

## **NORTH WHITE ATHLETIC HANDBOOK**

This Athletic Handbook is designed to be a source of information for all students/athletes of North White Middle High School. This Athletic Handbook will, from this point on, describe an athlete as a student/athlete. The North White Athletic Department strives to have all students/athletes achieve in the classroom as well on the athletic field. The emphasis is on academic success, which leads to success in life.

The responsibilities of the student/athletes are also the responsibilities of the parent(s)/guardian(s). Student/Athletes are to be a positive influence upon sportsmanship, good manners, as well as obeying and supporting the rules and regulations contained in this handbook. All forms are to be returned to the Head Coach of the sport before practice or tryouts. High School Cheerleading and Dance will be considered part of the Athletic Department; therefore; cheerleaders and dancers shall also abide by this handbook.

## **PHILOSOPHY**

The guiding principle of the athletic program with the North White School Corporation shall be the promotion of the general welfare of all students/athletes. The athletic program is an integral part of the total educational program. The athletic programs are an extension of the classroom, serving as a laboratory for learning. Every student/athlete should enjoy a positive experience in the programs. Interscholastic athletics are provided to promote the following goals through membership on an interscholastic athletic team.

- Teamwork and Cooperation.
- Good Sportsmanship and Fair Competition.
- School Spirit and Loyalty.
- Moral Development and Training.
- Social Skill Development.
- Development of Emotional Maturity.

## **Athletic Eligibility - Indiana High School Athletes\* Board of Control of the Indiana High School Athletic Association**

You are ineligible:

- If a parent's and physician's certificate is not on file with your principal and he has not certified your name to the IHSAA office prior to inter-school competition.
- If you are twenty (20) years of age prior to or on the scheduled date of the IHSAA finals tournament in a sport.
- If you change high schools without corresponding change of parents' residence.
- If you did not enroll in high school within the first fifteen (15) school days of the semester.
- If you have transferred from another high school and do not have an IHSAA Athletic Transfer Form on file with your high school principal.
- If you have violated your amateur standing in any way:
  - By playing under an assumed name.
  - By accepting remuneration for your participation in any athletic activity.
  - By participating in athletic activities sponsored by professional athletic organizations or their representatives other than schools and clinics sponsored by organized baseball during the summer vacation period of your high school.
- If you have been absent five (5) or more days from school due to illness or injury and have not presented to your principal a written statement by a physician licensed to practice in Indiana saying that you are again physically fit.
- If you have participated in practices, games, contests and scrimmages not under the direct supervision, management and auspices of your high school during the school year.
- If any person (in school or out of) uses undue influence school to retain you or secure your parents as residents.
- If, because of bad habits or improper conduct, you cannot represent your school in a becoming manner.
- If you have enrolled previously for four (4) seasons of sports. (Enrollment, not participation, determines eligibility).

NOTE: Consult with your own high school principal before accepting prizes and awards for engaging in athletic contests, practices, scrimmages or schools or athletic instruction outside of your own high school.

\* These rules are subject to updates by the IHSAA.

## **NORTH WHITE CONFLICT RESOLUTION POLICY**

We feel it is important that students at North White be encouraged to participate in a wide range of school-sponsored activities. Expanding extra-curricular and co-curricular programs at North White has allowed the opportunity for scheduling conflicts to occur.

By providing clearly defined guidelines, staff members, students and parents will be able to communicate with each other in an atmosphere of fairness and consistency.

Prior to the Fall, Winter, and Spring sport seasons, in advance of conflicting situations, and before discussing possible conflicts with student participants, involved staff members will meet with the athletic director and principal (or designee) to determine if there will be conflicts and how they can be resolved. (Principal, or designee, will call this meeting.)

1. The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules.

- Scheduled State Athletic Association tournaments and State Association Division of Student Activities contests, including travel time, shall have the number one (1) precedence. If a conflict exists between two (2) of these activities, the student shall make the choice without penalty.
- Regularly scheduled games and major performances beyond item A shall be the second priority. A previously scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event. If a conflict exists between two (2) of these activities, the students shall make the choice without penalty.
- The importance of the student's participation in the success of the total group performance is the third priority. This shall be determined by the principal and the athletic director.
- After the Fall, Winter, and Spring conflict meetings there will be a joint meeting with students to inform them of the conflict(s) and to permit each student to choose the activity in which he or she will participate. Following the meeting, and within seven (7) days thereof, each student will notify both of the involved staff members and principal of his or her decision in writing.

No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any student penalty to be assessed must be done with the approval of the principal. All decisions will be adhered to; however, if unusual circumstances do occur at a later date, the student may request a change by filing or submitting his/her request in writing to the principal no later than five (5) days prior to the event.

2. The following basic guidelines will be used in determining appropriate resolutions to conflicting practice schedules:

- After school practices:
  - Regularly scheduled athletic practices shall be approved by the athletic director and/or the principal.
- Before school practices:
  - Athletic practices cannot start before 6:00 am
  - Non-athletic, extra-curricular practices may not start prior to 7:00 am
  - Band practice will be in the morning, beginning at 7:00 am

A student who is a member of an athletic team and other extra-curricular or co-curricular program which are having before school practices must follow the following guidelines:

- Student may attend athletic practice between Mondays and Fridays from 6:00 am to 7:00 am
- Student must report to other organization practice no later than 7:00 am
- Student may attend Saturday practice as long as it does not conflict with a scheduled event.
- If a problem arises that the involved staff members are unable to resolve, the principal and the athletic director will be contacted and the principal will determine a final resolution.

### **NORTH WHITE ATHLETIC CODE**

This athletic code applies to students involved in athletics such as athletic teams, cheerleaders and dancers.

- All athletes attending North White Middle High are subject to the rules of the Athletic Code.
- Unless there is a change in the Athletic Code, athletes sign the Athletic Code once and it remains in force as long as they participate in athletics at North White High School.
- All athletes are subject to the Athletic Code 365 days a year (one (1) calendar year).
- Reports of athletes who violate North White School athletic rules and procedures will be investigated.
- The athletic director and/or principal (or designee) will notify athletes of the violation and consequences. In the event an athlete feels he/she has not been dealt with fairly, he/she may appeal such decisions to the Athletic

Council for a special hearing. The athletic director must receive a written letter of appeal within two (2) weeks of notification of the consequences for the violation.

- The Athletic Council shall be made up of the athletic director, principal (or designee), and all head coaches (except the head coach of the sport(s) that the student is involved in).
- The principal (or designee) shall preside over the proceedings.
- The principal (or designee) shall set a date as soon as possible after the appeal and select a hearing board.
- The athlete, accompanied by a parent, shall be present.
- The penalty shall be decided by the hearing board in closed session, and then relayed to the athlete and parent immediately.
- The decision of the council is final.

## **REQUIREMENTS FOR PARTICIPATION**

### **Athletic forms**

The following forms must be completed **online on FinalForms** at <https://northwhite-in.finalforms.com> prior to a student/athlete participating in any practice or tryout session for any interscholastic sport. **All forms must be completed and signed by parents.**

- Extra-curricular and Athletic Code of Conduct Form
- Emergency and Medical Treatment Form
- Insurance Verification Form
- Concussion and CPR Forms
- Drug Testing Form
- Franciscan Form
- Parental Acknowledgement of Athletic Policies Form

### **Physical examination**

A yearly physical examination is required. The physical form must be completed by the physician and submitted to the Athletic Department prior to participating in any practice or tryout session for any interscholastic sport. The physical covers all sports for the entire school year provided the examination occurred after April 1. (IHSAA Rule) The form will be kept on file in the Athletic Office.

### **Insurance**

The school district does not provide insurance to cover student athletic injuries. Parents will need to fill out and sign the **online** Insurance Verification Form before participation. Insurance coverage is required to participate.

### **Responsibilities of the athlete:**

- All athletes should be aware of the policies of the IHSAA in regard to participation in interscholastic activities. The physical forms should be read carefully.
- To be eligible scholastically, students must have received passing grades at the end of their last grading period (every 4.5 weeks for Middle School students only) in school in at least six (6) subjects. High school coaches may require passing in seven (7) subjects. Semester grades take precedence.
- Athletes are expected to be good sports, both on and off the playing field.
- Athletes are students first and subject to the rules and regulations of the North White School Corporation.
- Any athlete serving an "out-of-school" suspension will not be allowed to participate or attend any after school event.
- The athlete may not participate in any activity (game or practice) unless they are in attendance on or before 11:00 am. Special permission to participate may be granted by an administrator under extenuating circumstances.
- An athlete has a definite responsibility to his coach, teammates and school, and should treat them with respect and loyalty.
- The athlete is responsible for all equipment issued to him. No awards will be issued until all equipment is turned in and/or paid for.



- All athletic groups must travel to and from games and practices on school transportation, if it is provided, unless special permission is granted by the coach.
- No athlete who is dropped from one (1) team for disciplinary reasons, or “quits” shall be eligible to compete in another sport for that particular season, unless an agreement of the coaches is reached. An athlete who quits during the season will be considered as an athletic code violation and subject to the punishment outlined therein. This does not apply to those athletes who quit prior to the first contest. Athletes cut from one (1) sport may, however, try out for another sport providing they were not cut from the first sport for disciplinary reasons. On occasion however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:
  - Consult with your immediate coach.
  - Report your situation to the Athletic Director
  - Check in all equipment issued to you.

**Athletes participating on school teams must abide by the following rules:**

1) Athletes shall not use or possess any form of alcohol, drugs (unless prescribed by a physician), drug look-alikes, tobacco/vaping paraphernalia, or tobacco look-alikes.

- **1st Offense** – Suspension for 25% of the season and forfeiture of coaches’ awards. The athlete must practice with the team to maintain eligibility during this suspension. If the athlete has maintained the standards expected of a North White athlete during his/her suspension that individual may be reinstated.
- **2nd Offense** – Suspension for one (1) calendar year and forfeiture of coaches’ awards.
- **3rd Offense** – Suspension permanently from North White Athletics.

Sport season percentages will carry over to the next sport season, if necessary.

2) Athletes shall not commit Criminal Offenses – Athletics/Extra-Curricular Activities

**Rule 9.B1**

Any student convicted of a felony or a delinquent act which would be a felony if an adult will be suspended (excluded) permanently from North White athletics and/or extra-curricular activities at the time of conviction. Any student convicted of a misdemeanor or a delinquent act which would be a misdemeanor if an adult could be subject to a one (1) year suspension (365 days) from the time of conviction. Any student charged with a felony or misdemeanor could be subject to suspension under rule 9.B2(see below). A determination will be made following a thorough investigation by school administration.

**Rule 9.B2**

Any athlete and/or extra-curricular participant who commits an act that constitutes an act of delinquency will face the following consequences:

- **1st Offense** – The penalty is to be determined by the administration with input from the athletic council/faculty council, with a maximum being a one (1) year (365 days) suspension from athletics and/or extra-curricular activities from the time of the offense. Any student arrested, detained, or participating in a charge deferral program as a juvenile on such a charge may be suspended from any participation pending investigation and incurring this penalty.
- **2nd Offense** – The student will be excluded permanently from North White Athletics and/or extra-curricular activities.

3) Athletes shall manifest good citizenship and sportsmanship in and out of school. If your conduct in or out of school:

- Reflects discredit upon North White or the IHSAA, or
- Creates a disruptive influence on the discipline, good order, morale or educational environment in the school; it may jeopardize your participation in North White athletics.

4)**ISS** – Students assigned to in-school suspension will not practice or play on a day(s) of ISS.

5)**OSS** – Students suspended out of school will not practice or play on day(s) of OSS and be suspended one (1) game upon return.

### **Additional Training Rules**

Each coach may establish additional rules regarding training, practice, curfew, or any other matter not covered by the previous guidelines, prior to the start of the season for each sport. Those rules shall be in writing and signed by the athlete and parent so that there will be no misunderstanding on the part of the participants and their parents. A copy of the rules will be on file in the athletic office.

### **Mandatory Days Off**

A student athlete will be allowed a minimum of four (4) calendar days off between sport seasons if he/she so desires.

### **Possession of North White Equipment/Uniforms**

When an athlete is issued school equipment for use during a sports season, he/she becomes responsible for the equipment issued and must return the equipment to his/her coach when asked for by the specific coach.

### **Coach's Awards**

In order to receive coach's awards, the athlete must be in good standing at the end of the season. Good standing will be considered as not having served a suspension or been in violation of the athletic code. The sport season is the time from the first practice up to and including the athletic banquet.

### **Guidelines for Earning Varsity Letters:**

- Football – play in ½ of total quarters \*
- Cross-country – be one of the top 7 scorers in 1/3 of scheduled meets\*
- Volleyball – play ½ of all games \*
- Soccer – play in ½ of all halves \*
- Basketball – play ½ of total quarters \*
- Baseball – participate an average of 2 innings per game
- Softball – participate an average of 2 innings per game
- Track – accumulate an average of 1 point per meet and achieve predetermined standards of excellence \*
- Wrestling – wrestle ½ of all meets in a season and score in 1/3 of the matches \*
- Cheerleaders – abide by the Cheerleaders Constitution and be on the varsity squad \*
- Dance – participate both fall and winter and abide by the Dance Team Constitution \*
- Managers – attend practice sessions and perform duties that any coach assign to them \*

\*Coaches discretion on all varsity letters.

### **Award Progressions:**

- Freshman – numerals and certificate of participation
- JV award – certificate of participation
- Varsity award – certificate. All bars, inserts, etc. will be held until the athlete has either earned a letter jacket or the last athletic award program before graduation.
- Letter Jackets – An athlete will have the option to purchase the entire cost of a letter jacket after the athlete receives his/her first varsity letter in a high school sport. Otherwise, the athlete will be awarded his/her letter jacket when the athlete has earned three (3) varsity letters in one (1) sport or five (5) letters in a combination of sports. The athlete and booster club will divide the cost of the jacket, each paying half of the cost.
- Blanket – Only varsity awards will apply, A student/athlete must earn eleven (11) letters in order to receive a blanket, which will be purchased by the athletic department.

**NOTE** –Jackets are the property of the athletic department until the athlete graduates. Any defamation or use of the jacket for other than its intended use (i.e. placing of patches or items on a jacket that are not part of the athletic awards of NWHS) will result in the surrender of the jacket to the school.

**Award Patches** – Beginning with the 2016-17 school year, the following athletic patch policy will take effect. It will be applied to all athletes, regardless of their grade level:

- The athletic department will purchase recognition patches for all participants who were dressed for participation on any team who wins conference, sectional, regional, semi-state, or state championship. In the event that multiple championships are won by the same team, all accomplishments will be recognized on the same patch.
- The athletic department will purchase individual patches for those athletes who earn All-State recognition by the coaches association of their respective sports (this does not include the various media all-state teams or honorable mention selections).
- Individuals who achieve significant accomplishments may purchase patches at their own cost if they choose to through the athletic department. Purchases of patches are not required.

#### **North White Seasonal Sports Offered**

FALL	Football	Varsity, Jr. Varsity, 8 <sup>th</sup> grade, 7 <sup>th</sup> grade, elementary
	Cross Country	Varsity, Jr. Varsity, Junior High
	Volleyball	Varsity, Jr. Varsity, 8 <sup>th</sup> grade, 7 <sup>th</sup> grade, 6 <sup>th</sup> grade
	(B) Soccer	Varsity, Jr. Varsity
	(G) Soccer	Varsity, Jr. Varsity
WINTER	(B) Basketball	Varsity, Jr. Varsity, 8 <sup>th</sup> grade, 7 <sup>th</sup> grade, 6 <sup>th</sup> grade
	(G) Basketball	Varsity, Jr. Varsity, 8 <sup>th</sup> grade, 7 <sup>th</sup> grade, 6 <sup>th</sup> grade
	Wrestling	Varsity, Jr. Varsity, Junior High
SPRING	Baseball	Varsity, Jr. Varsity
	(B) Track	Varsity, Junior High
	(G) Track	Varsity, Junior High
	Softball	Varsity, Jr. Varsity

**In addition, the following activities are offered throughout the Fall and Winter seasons:**

- Cheerleading: Varsity, Jr. Varsity, 8<sup>th</sup> grade, 7<sup>th</sup> grade
- Dance Team: Varsity, Jr. High

**Qualifications for the Athletic Hall of Fame (any one or combination of the following):**

- Five (5) times All-Conference in a combination of sports
- Three (3) times All-Conference in the same sport
- Member of an All-State Team
- Set a State Record
- Be a State Finalist

<p><b><u>NORTH WHITE SCHOOL SONG</u></b></p> <p>Across the field the Vikings go to win a victory. Our colors, blue and white, will stand for truth and loyalty. As we fight on down toward the goal, we will win a victory you know. Hail, Hail, the gang's all here – and we're loyal to you, North White.</p>	<p><b><u>NORTH WHITE ALMA MATER</u></b></p> <p>Together we for Alma mater stand And pledge to her the best of heart and hand; In truth and honor bound in all we do With loyalty to serve her White and Blue. In study find our first and best content Our dreams fulfilled on earnest effort bent, Our brightest hopes assured if day by day We follow where she points and leads the way.</p>
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Special recognition goes to our handbook committee members for their hard work in reviewing and revising the student handbook.

Committee Members for the 2023-2024 Student Handbook include the following:

Mrs. Cosgray, Mr. DeMien, Miss Galbreath, Mr. Garling, Mrs. Heimlich , Mr. Huffman, Mrs. Morales, Mr. Raver, Mrs. Salvo, Mrs. Shriver, Mrs. Stevenson, Mrs. Mindy Spear, Mr. Scott, Mr. Van Meter, Mr. Woodcock, Emily Cardoza, Norma Lopez Villanueva, Karianna Maple, Veronica Montes, Dalia Moreno, Brayli Ricks, and Daniel Raske.

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