

# South Newton High School



## Parent/Student Handbook

## **South Newton High School (SNHS)**

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## **South Newton School Corporation (SNSC)**

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### **Administration and Office Staff**

Mr. Wm. Ryan Smith	Principal
Mr. Chris Bell	Dean of Students/Athletic Director
Mrs. Laura Robbins	Guidance Director
Mrs. Lorie Mills	Secretary/Athletic Secretary
Mrs. Nancy Care	Treasurer
Mrs. Diane Sanders	Registrar
Mrs. Kim Durham	Nurse

### **SNSC School Board**

Mr. Casey Hall	Superintendent
Mrs. Amanda Berenda	President
Mr. Ryan Kindig	Vice President
Mrs. Catherine Zeider	Secretary
Mrs. Candace Armstrong	Member
Mrs. Anji Strasburger	Member

## **Table of Contents**

Absences.....	16
Academic Achievement Awards.....	11
Academic Honor Students .....	12
Academic Scholars-Academic Hall of Fame.....	12
Accreditation .....	2
Advanced Placement Courses.....	10
Alternate Classroom Placement .....	36
Athletics (see Athletic Handbook).....	55
Attendance Investigations .....	19
Attendance .....	16
Attendance: General Responsibilities .....	16
Awards.....	11
Bulletin Boards.....	49
Bullying .....	40
Cell Phone and Personal Electronic Device Policy .....	24
Change of Course Guidelines .....	9
Cheating Policy.....	13
Civil Rights .....	2
Class Organizations and Activities .....	53
Class Rank.....	11
Classification of Students.....	4
Closed Campus.....	22
Closing School.....	42
College Visit Guidelines .....	15
Commencement .....	13
Consequences for Cheating/Plagiarism .....	14
Consequences for Truancy .....	20
Convocations.....	49
Corridor and Grounds.....	41
Course Change Procedure.....	9
Daily Schedules .....	3
Deliveries.....	52
Detention.....	35
Discipline Plan .....	28
Dispensing of Prescription and Non-Prescription Medication.....	44
Dress Code .....	23
Driving Privileges.....	38
Dual Credit Courses .....	10
Early Graduation.....	12
Educational Philosophy .....	2
Energy Drinks .....	41
Enrollment .....	4
Excused Reasons for Absence.....	17
Excused Reasons for Tardiness .....	19
Expulsion Procedures .....	36
Extra and Co-Curricular Activities .....	52
Family Education Rights and Privacy Act .....	55
Field Trips .....	22

Field Trips, Contests and Transportation .....	23
Fire Drills .....	42
Foreword .....	1
Grade Reports .....	15
Grades .....	14
Grounds for Suspension or Expulsion.....	31
Guidance Services .....	49
Habitual Truancy .....	20
Harassment .....	40
Health Related Services .....	43
Health Suite Procedures .....	43
High School Guidelines for Attendance .....	20
High School Loss of Credit .....	21
Homebound Instructions.....	21
Honor Roll.....	15
Internet Acceptable Use Policy .....	45
Introduction .....	1
Laptop Rental Fees .....	4
Laptop Rental/Consumables Fees/Refund Policy .....	4
Loss of Driver’s License .....	37
Lost and Found .....	49
Lunch Period and Cafeteria .....	47
Media Center.....	44
Medication at School.....	44
Mission Statement .....	2
National Honor Society.....	12
New Graduation Pathways Requirements .....	7
Notifications/Email Address/PowerSchool Password.....	43
Online Courses .....	10
Opening Statement .....	1
Participation Policy .....	53
Plagiarism Policy.....	13
PowerSchool Family Access.....	15
Procedure for Search, Seizure and Use of Evidence.....	25
Procedure for Student Lunch/Meal Accounts/Charging Policies.....	48
Procedures for Substance Abuse Policy Violations .....	39
Procedures in the Event of Absence .....	19
Public displays of Affection.....	24
Rebel Bulletin.....	49
Repeating a Class .....	11
Requesting Homework .....	22
Restricted Items .....	41
Right to Inspect Certain Instructional Materials .....	49
Saturday School .....	35
Scholarships .....	12
School Dances .....	54
School Sponsored Trips .....	54
SNHS Random Drug Screening Policy and Procedures.....	56
Soliciting and Selling (Fundraiser).....	54

Student Council.....	53
Student’s Rights and Responsibilities .....	27
Study Hall.....	9
Substance Abuse Policy.....	38
Substitute Teacher Policy .....	23
Suspension Procedures .....	36
Tardies to class (per 9 weeks) .....	18
Tardiness (Per 9 weeks).....	18
Tardy Policy.....	18
Tornado Drills .....	41
Transferring Students/Weighted Grades .....	4
Transportations.....	49
Unexcused Reasons for Absence .....	17
Unexcused Reasons for Tardiness .....	19
Unstructured Drills .....	42
Vacations .....	19
Valedictorian and Salutatorian.....	12
Visitors .....	49
Weather Related Remote Learning .....	11
Weighted Grades.....	10
Work Permits .....	22

## **South Newton High School Parent/Student Handbook**

Welcome to South Newton High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights and expectations as well as procedures for parents and visitors.

Parents should review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

The Parent-Student Handbook has been written in an effort to ensure an orderly and safe school environment for our students to further enhance student learning. The descriptions of rules, consequences, regulations, policies, and procedures do not represent an exhaustive list. The principal of the school has discretion to interpret and further define/clarify the descriptions of rules, consequences, regulations, policies, and procedures or add additional items on an as need basis.

Adopted by the Board of School Trustees on **JUNE 28, 2021.**

### **Foreword**

This Parent-Student Handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the date it was approved. If any of the policies or administrative guidelines referenced herein are revised after said date, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

***DUE TO THE UNPRECEDENTED COVID-19 SITUATION, THE SN SCHOOL BOARD HAS PASSED A RESOLUTION TO GIVE THE SN ADMINISTRATION THE AUTHORITY TO UPDATE AND REVISE THE PROCEDURES AND PROTOCOLS OF THE SN HIGH SCHOOL STUDENT HANDBOOK TO BEST ADDRESS THE SAFETY AND SECURITY OF OUR STUDENTS AND STAFF.***

### **Opening Statement**

This handbook is the product of the collaboration of students, faculty, and administration and is meant to serve as a guideline for the educational process at South Newton and for those engaged in that process. It is subject to periodic review and update.

We encourage you to take advantage of the opportunities available to you at SNHS. Be positive, make friends, enjoy learning, be successful and you will have a great year!

### **Mission Statement**

South Newton High School provides opportunities for all of our learners to achieve a successful future.

### **Educational Philosophy**

The primary responsibility of SNHS is to obtain and use the resources available for the greatest benefit to facilitate the education of the student. This environment will provide the youth of the SNHS with the opportunity to become responsible citizens. The program will also offer each student the opportunity to develop the necessary life and academic skills to enable him/her to select and pursue realistic personal and career goals.

The school staff will assist students in gaining mastery of the fundamental tools for learning so that the student will apply these skills to lifelong learning, develop an appreciation of the American way of life, incorporate moral and ethical values, recognize the inherent worth of mankind, develop a respect for people of all races and nationalities, and cultivate an attitude which will enable the student to reconcile individual interests with the common good.

Another responsibility of the South Newton High School is to attempt to address the individual and collective needs of the members of our community, regardless of age, sex, race, ability or disability, to prepare for and/or adapt to a world of rapid change and unforeseeable demands.

### **Accreditation**

SNHS is accredited through the Indiana Department of Education.

### **Civil Rights**

Educational services, programs, instruction, and facilities will not be denied to anyone in the SNHS as the result of his or her race, color, sex, disability, or national origin including limited English proficiency. For further information, clarification, or complaint please contact the following person(s): Principal, South Newton High School.

For issues of Title IX, Section 504 (disability), see the Americans With Disabilities Coordinator.

Any other information concerning the above policies may be obtained by contacting:  
Superintendent, South Newton School Corporation.

## Daily Schedules

<b>Regular Schedule</b>				
Period	Start		End	
1	7:50	-	8:35	45 m
2	8:40	-	9:25	45 m
3	9:30	-	10:15	45 m
4	10:20	-	11:05	45 m
HS Lunch / MS Advisory	11:10	-	11:40	30 m
MS Lunch / HS PRIDE	11:45	-	12:15	30 m
5	12:20	-	1:05	45 m
6	1:10	-	1:55	45 m
7	2:00	-	2:45	45 m
<b>2 Hour Delay Schedule</b>				
Period	Start		End	
1	9:50	-	10:24	34 m
2	10:29	-	11:03	34 m
3	11:08	-	11:42	34 m
4	11:47	-	12:21	34 m
HS 5 / MS Lunch	12:26	-	12:56	30 m
MS 5 / HS Lunch	1:01	-	1:31	30 m
6	1:36	-	2:08	32 m
7	2:13	-	2:45	32 m

<b>Pep Session/ Convo Schedule</b>							
High School				Middle School			
Period	Start		End	Period	Start		End
1	7:50	-	8:35	1	7:50	-	8:35
2	8:40	-	9:25	2	8:40	-	9:25
3	9:30	-	10:15	3	9:30	-	10:15
4	10:20	-	11:05	4	10:20	-	11:05
5	11:10	-	11:55	Lunch	11:10	-	11:40
Lunch	12:00	-	12:30	5	11:45	-	12:30
6	12:35	-	1:20	6	12:35	-	1:20
7	1:25	-	2:10	7	1:25	-	2:10
Pep Session/Convo	2:15	-	2:45	Advisory	2:15	-	2:45

School begins at 7:50 am and continues until 2:45 pm. The buses leave at approximately 3:05 pm. Students are not to arrive at school before 7:30 am. If circumstances force arrival before this time, students are to remain in the cafeteria or main hallway. Students will not be allowed in the hallways until 7:40 am or approved by morning supervisors. Students not involved in after-school activities are to leave the building by 3:00 pm. Students who loiter after 3:00 pm will be referred to the administrator, who will contact the parents. Subsequent referrals for loitering will be dealt with in a disciplinary manner.



## **Enrollment**

SNHS schedules currently enrolled students each spring semester for the following fall semester. Students who move into SNHS's district will be enrolled through the guidance department. Students wishing to transfer to SNHS who do not live in our district will be considered in August of each school year.

## **Transferring Students/Weighted Grades**

Students transferring to SNHS with weighted grades from other previous school(s) will be allowed weighted grades only if South Newton offers an equivalent weighted-grade course. Otherwise, transferred weighted grades may be awarded up to a maximum of an A+ (4.0) depending on the grade earned before weighing at the previous schools.

## **Laptop Rental and Fees**

Students pay laptop rental, course fees, consumable costs, and computer network fees during student registration days, which are available prior to the beginning of school, or through PowerSchool. Students may be responsible for any additional cost for courses including classroom supplies such as pencils, pens, paper, etc.

Students are responsible for the care and condition of electronic devices issued by SNSC. These devices should be returned in the condition they are issued (no additional stickers, handwriting, etc.). Only school provided items will be accepted on return. Parents are required to pay for lost or damaged laptops and/or components.

## **Laptop Rental/Consumable Fees/Refund Policy**

Laptop rental and other fees will be refunded based on the number of days the student is enrolled. If a consumable has been used by the student, no refund will be given. If the consumable has not been used at the time of withdrawal, a refund will be given.

# **SOUTH NEWTON HIGH SCHOOL CURRICULAR PROGRAM**

## **Classification of Students**

Students are classified by the Indiana Department of Education depending on the cohort they enter into during their freshman year of high school. For instance, this year's freshman class are considered the cohort of 2025.

At SNHS, 42 credits are required for graduation. Typically, students should accumulate credits at the following rate each year to stay on track for graduation:

- 12 credits at the end of freshmen year
- 24 credits at the end of sophomore year
- 36 credits at the end of junior year
- 42 credits at the end of senior year

Credit is earned by successful completion of a course with D- or higher. Every student is required to take a minimum of six class periods for credit each semester.

Any student auditing a course will not receive a grade or credit.

Required courses - suggested sequencing:

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English 9	English 10	English 11	English 12
Physical Ed I	Physical Ed II	US History	Government/Economics
Biology	Health	Math Course	Quantitative Reasoning
Math Course	Science Course	Science Course	Elective
College/Career Readiness	Math Course	Elective	Elective
Elective	World History	Elective	Elective
Elective	Elective	Elective	Elective

<b>Course and Credit Requirements</b>	
<b>English/ Language Arts</b>	<b>8 credits</b>
	<b>Including a balance of literature, composition and speech.</b>
<b>Mathemati cs</b>	<b>6 credits (in grades 9-12)</b>
	<b>2 credits: Algebra I</b>
	<b>2 credits: Geometry</b>
	<b>2 credits: Algebra II</b>
	<i>Or complete Integrated Math I, II, and III for 6 credits.</i>
	<i>Students must take a math or quantitative reasoning course each year in high school</i>
<b>Science</b>	<b>6 credits</b>
	<b>2 credits: Biology I</b>
	<b>2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics</b>
	<b>2 credits: any Core 40 science course</b>
<b>Social Studies</b>	<b>6 credits</b>
	<b>2 credits: U.S. History</b>
	<b>1 credit: U.S. Government</b>
	<b>1 credit: Economics</b>

	<b>2 credits: World History/Civilization or Geography/History of the World</b>
<b>Directed Electives</b>	<b>5 credits</b>
	<b>World Languages</b> <b>Fine Arts</b> <b>Career and Technical Education</b>
<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>	

South Newton School Corporation requires 42 credits to graduate.

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

- Complete all requirements for Core 40
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages)
- Earn 2 Core 40 fine arts credits
- Earn a grade of a “C” or better in courses that will count toward the diploma
- Have a grade point average of a “B” or better
- Complete one of the following:
  - Earn 4 credits in 2 or more AP courses and take the corresponding AP exams
  - Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list
  - Earn two of the following:
    - A minimum of 3 verifiable transcribed college credits from the approved dual credit list

- 2 credits in AP courses and corresponding AP exams
- 2 credits in IB standard level courses and corresponding IB exams
- Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
- Earn an ACT composite score of 26 or higher and complete written section
- Earn 4 credits in IB courses and take corresponding IB exams.

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

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

South Newton School Corporation requires 48 credits to graduate with a Core 40 Academic Honors diploma or Core 40 with Technical Honors diploma.

### **New Graduation Pathways Requirements**

Beginning with the Class of 2023, students will be required to complete new diploma requirements. Below you will see a layout of these exact changes. Beginning with the 2018-2019 school year, South Newton will be adopting these diploma changes into our curriculum. Students will be able to opt-into the new pathway requirements. This could be especially helpful for those students that might not be able to pass ISTEP. If you would like more information on this, please see the high school counselor.



# 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 <i>at least one</i> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> the following: <ul style="list-style-type: none"> <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 <i>at least one</i> 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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\*Starting Class of 2025, for CTE courses the new Next Level Program of Study coursework will be followed. Students will need to complete 3 CTE courses within a specific pathway to be considered a CTE Concentrator as defined in Bucket 3 above.

## **Change of Course Guidelines**

Every attempt will be made to accommodate each student's request of course for his/her schedule. However, there are times when every selection cannot be accommodated due to the number of sections available in a given course or periods offering those courses, and other courses may be substituted to fulfill graduation requirements.

Valid reason for changing a course:

- Schedule conflicts
- Physical inability to take class due to accident or illness
- A faculty member may initiate a change if, in the opinion of the faculty member, a student is inappropriately placed
- Extenuating circumstances

Change requests due to teacher or period preference will NOT be honored.

## **Course Change Procedure**

Drop/Add Timetable:

- First 5 Days: No record or grade
- After the first 5 Days THROUGH 1<sup>ST</sup> Midterm (9 weeks) - Students will receive a "W" on their transcript with no effect on GPA.
- After 1<sup>ST</sup> Midterm (9 weeks) - "WF" (withdraw/fail) or "W" if a student has a passing grade in class. This will have an effect on GPA resulting in a 0.0 (F) factored into their overall GPA.
- After the "First 5 Days" a student must pick up the Course Change Form from the guidance office which will allow them to add a study hall or get approval from another teacher to pick an elective class.

Students enrolled in yearlong courses are expected to remain in those courses for the entire year unless there is a clear indication that the student is failing the course at the end of the semester and the teacher recommends that the student not continue.

## **Study Hall**

Students are expected to take at least six (6) classes per day. Students may have only one study hall per semester unless they are reassigned from a class by the administration. A study hall is a WORK PERIOD. Thus, students are expected to:

- Be in their seat when class begins.
- Bring enough daily work to keep them busy all period.
- Refrain from visiting.
- Cell phones are not to be used during study hall.
- Other more specific rules will be handed out the first few days of the semester by the study hall supervisor.

## **Online Courses**

SNHS will offer online classes via Edgenuity for credit recovery purposes to meet graduation requirements. Students will be allowed to work on assignments inside and outside of the school setting. Courses must be completed one week before the end of the semester to receive credit. Failure to complete the course in this length of time will result in having to start the course over with no previous grades given. See the High School Guidance Director for details.

Other online courses, either through Edgenuity or other vendors, will only be approved by SNHS administration if the course is not currently taught by SNHS faculty.

## **Weighted Grades**

SNHS uses a weighted grading system for its Advanced Placement (AP) courses only. All other classes receive the normal point assignment. Below is a comparison of the two grade point systems.

Grade Points Assigned to Regular Classes	Grade Points Assigned to Weighted Classes
A+ = 4.25	A+ = 4.50
A = 4.00	A = 4.25
A- = 3.75	A- = 4.00
B+ = 3.25	B+ = 3.50
B = 3.00	B = 3.25
B- = 2.75	B- = 3.00
C+ = 2.25	C+ = 2.50
C = 2.00	C = 2.25
C- = 1.75	C- = 2.00
D+ = 1.25	D+ = 1.50
D = 1.00	D = 1.25
D- = 0.75	D- = 1.00
F = 0.00	F = 0.00

## **Advanced Placement Courses**

The Advanced Placement Program provides junior and senior students the opportunity to pursue college-level studies while still in high school. Students enrolled in an AP class will be required to take the AP examination, if they are using that specific AP class towards their academic honors requirement. Then, depending on successful completion of the AP examination, the student may receive credit for a college course. All AP courses count towards the Academic Honors Diploma.

## **Dual Credit Courses**

Selected courses for high school credit will be offered to South Newton students that will also receive college credit through Ivy Tech Community College. South Newton offers a variety of dual credit courses. Please check with the Guidance Director to determine which of these count towards Academic & Technical Honors Diploma requirements.

## **Repeating a Class**

Students may retake a course for credit and grade improvement only once if,

- The semester average is below a C-
- The student does not have the prerequisite skills to continue to the next level within a course sequence or the student desires greater mastery before progressing to the next, more difficult course or;
- The student with a grade higher than a D+ has approval of the teacher and administration.

When repeating a class, the student may receive up to a grade of B+ which is the highest grade possible for a repeated class.

Indiana Transcript Guidelines state that all high school courses taken should appear on a student's transcript and all grades earned in these courses should be included in the student's G.P.A. In the case of repeated courses, SNHS will average the two grades by awarding each with one half credit per semester. In this way, the integrity of the transcript is maintained.

## **Weather Related Remote Learning**

All weather-related remote learning days will operate on the 2 hour delay schedule.

## **Class Rank**

Class rank is determined for each student and can be an important factor in deciding whether the individual will be accepted for advanced study beyond high school. The rank is determined by assigning a numerical equivalent for each final semester grade in each subject as illustrated above. All courses taken during the four years of high school will be figured into the class rank and index.

## **Awards**

Award programs are scheduled each year to recognize students who have excelled in the classroom, have had perfect attendance, and/or have provided valuable school service. Special awards will also be presented at these award programs.

## **Academic Achievement Awards**

Students will be recognized for their academic achievements in the spring of each year. For the purpose of this academic recognition, the final grade of the first semester will be used for calculation in each class. Certificates will be presented to students in these three categories:

- STUDENTS OF DISTINCTION – To be a student of distinction, a student must earn a GPA of 3.55 or higher and have no more than one B and the rest A's for his/her grades for the semester
- STUDENTS OF HIGH DISTINCTION – To be a student of high distinction, a student must earn a GPA of 3.75 or higher and have all A's for his/her grades for the semester
- STUDENTS OF HIGHEST DISTINCTION – To be a student of highest distinction, a student must earn a GPA of 3.85 or higher and all A's and at least one A+ for his/her grades for the semester



## **Academic Honor Students**

To receive this award and designation, a senior is required, at the end of seven semesters or its equivalent, to have a cumulative grade index of 3.50 and must have been in good standing throughout these semesters in regards to school, and legal, discipline.

## **Academic Scholars – Academic Hall of Fame**

To be designated an academic scholar, a student, at the end of seven semesters or its equivalent, must have a cumulative grade index of 3.75 or higher, must have passed the state test for graduation and must have been in good standing throughout these semesters in regards to school, and legal, discipline. Academic scholars are automatically members of the Academic Hall of Fame which is located in the school's main lobby. It recognizes individual students for outstanding achievements and accomplishments in academics. Students qualifying for the Hall of Fame have their portraits mounted on the display board.

## **National Honor Society**

To be eligible for membership in the SNHS chapter of National Honor Society, a student must be a sophomore, junior or senior and have a cumulative grade average of 3.25 or better at, and after, the midpoint of the sophomore year. After fulfilling the scholarship requirement, students are selected for NHS membership through guidelines developed to determine qualification in three other criteria: LEADERSHIP in school and community organizations, SERVICE to school and community, and CHARACTER.

Candidates eligible for consideration for NHS membership will be notified by mail. Candidates will be asked to fill out an extensive questionnaire to list their qualifications for leadership and service. These forms will be used by a five-member faculty council to evaluate the candidates. Final selection is done by a majority vote of the faculty council. Those students selected for NHS members will be notified.

## **Scholarships**

The Guidance Director will make available to all students the local scholarships offered by organizations in the community and students are encouraged to apply. A scholarship committee composed of faculty, organization representatives, and non-senior parents, will award most of the local scholarships. Other scholarships will be decided upon by the sponsoring organizations themselves. All scholarships will be available to senior students through Google Drive to fill out electronically.

## **Valedictorian and Salutatorian**

Valedictorian and salutatorian will be determined after 8 semesters of high school unless stated otherwise by the superintendent. In case of close competition for the valedictorian/salutatorian, final course grades in the competitors' classes will be tabulated and turned in by the teachers as soon as possible after completion of testing. This will allow time to calculate equivalent GPA, determine rank, and print commencement programs. Students transferring to SNHS and wanting to be considered for valedictorian/salutatorian must have completed four consecutive semesters at SNHS just prior to graduation.

## **Early Graduation**

Students wishing to graduate early need to apply in writing to the principal. The student and Guidance Director will determine if the student will have completed all course requirements and

have met the State requirements in testing and/or graduation pathway. Students must contact the Guidance Director during the sixth semester of high school. The Superintendent and the School Board must approve this request in order for the student to graduate early. Students who graduate early may still participate in the graduation ceremony with their class at the end of the school year or receive his/her diploma at a private ceremony in the principal's office scheduled at the convenience of the family and the principal. The principal must be informed by the end of the seventh semester as to how the student and his/her parent's wish to receive the diploma.

### **Commencement**

Commencement will be held as determined by the board of school trustees. The speakers are the senior class president, the class valedictorian, the class salutatorian and the senior president of the student council. If the valedictorian or salutatorian hold the position of class president or president of student council, then the fourth speaker would proceed as follows: NHS president, NHS vice president, senior class vice president.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. Students who are one credit short will be evaluated on an individual basis by the Superintendent and the high school principal for participation in commencement exercises. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the graduation ceremony when personal conduct so warrants.

### **Cheating Policy**

Cheating is dishonorable, non-scholarly and will not be tolerated. The only person who comes to "know" anything is the person who does the work. For this reason, cheating will be dealt with as misconduct. If a cell phone or other device is used in the incident, additional consequences will be imposed. Some examples of cheating shall include, but are not limited to:

- Incorrect grading of a paper, either by changing an answer, adding an answer that had been left blank, or not marking an error incorrect
- Copying someone else's work, whether homework, in a test/quiz situation
- Allowing someone else to copy your work

### **Plagiarism Policy**

Plagiarism is using the words or ideas of another as if they were one's own. Plagiarism can take many forms, and it can be committed intentionally or unintentionally. Words and ideas can be stolen or "borrowed" from public figures, professional people, published writers, or even classmates. The following examples may help clarify what constitutes plagiarism:

- Using the exact wording or a close paraphrase of a published source without proper documentation
- Using the argument of a published source as if it were one's own
- Using the same order of ideas from a published source
- Turning in a paper written by someone other than one's self
- Copying someone else's homework
- Presenting ideas of others as if they were one's own
- Uncited work from the internet

When you use sources (published or unpublished) to support your own argument, you must use documentation, which gives credit to the author. Documentation must be used not only for

direct quotations, but also for paraphrases or summaries of sources. The penalties for plagiarism will follow the guidelines set up for cheating in the section below.

### **Consequences for Cheating/Plagiarism**

Because cheating/plagiarism reduces the level of one's learning, cheating/plagiarism in any form is considered a serious offense. Students cheating/plagiarizing will receive a zero ("0") on their assignment, quiz, and/or test. Depending on the course and teacher, further consequences may result.

### **Grades**

Students and parents are encouraged to access online gradebooks and follow PowerSchool and Google Classroom on a regular basis to monitor homework completion and academic progress. Physical report cards are not printed, as grades can be accessed at any time. If you do not have access to the internet, please contact the high school office to obtain a printed grade report.

In instances where grade reports show unsatisfactory progress, parents are directed to contact the teachers first as they are the primary individuals responsible for classroom grades. Satisfactory grades in regular courses of study cannot be maintained by most students without doing some home study. The following grading scale indicates the quality of work done by the student.

#### Grading Percent Scale:

- A+ = 100
- A = 93 to 99
- A- = 90 to 92
- B+ = 87 to 89
- B = 83 to 86
- B- = 80 to 82
- C+ = 77 to 79
- C = 73 to 76
- C- = 70 to 72
- D+ = 67 to 69
- D = 63 to 66
- D- = 60 to 62
- F = 00 to 59
- I = Incomplete
- W = Withdrawn – No grade assigned
- WF = Withdrawn with a failing grade

All courses will determine a semester grade by averaging the percentages for the two nine weeks with a percentage for a final project or test. Teachers may choose to weight the final exam/project as either 20% or 14% of the semester grade. For example, a student who earns an 80% for quarter 1, 70% for quarter 2, and a 68% for the final exam would earn:

#### Option 1 (20%)

- Q1:  $80 \times 2 = 160$
- Q2:  $70 \times 2 = 140$
- FE:  $68 \times 1 = 68$
- Total:  $368 / 500 = 73.6\%$

#### Option 2 (14%)

- Q1:  $80 \times 3 = 240$
- Q2:  $70 \times 3 = 210$
- FE:  $68 \times 1 = 68$
- Total:  $518 / 700 = 74\%$

Incomplete grades may be given in cases where the student has been absent, excused for extended periods of time and has been unable to complete the assigned work. When the student returns to school the work must be made up and the incomplete grade changed to a regular grade within a time period not to exceed the number of days the student was absent from school. An incomplete grade counts as an “F” for eligibility for athletics, extracurricular, and co-curricular activities. If at the end of the semester all missing work must be turned in one week after grades are due.

### **PowerSchool Family Access**

PowerSchool family access allows you to set up one account and view the data for all of your students from that one account. If you have multiple students, you will receive a registration code for each student. This account will connect with our automated school notification and alert system to send notifications via email and/or voice message for school closings, attendance issues, or other important messages. You can also set up notifications to receive weekly grade reports and/or attendance reports. Upon registration each year please make sure your demographics are up to date. If at any time your demographics change you can update it directly through your account.

### **Grade Reports**

Grade reports are published to PowerSchool family access at the end of each nine-week period. This report is intended to keep parents informed concerning a student’s progress. Grade reports will be used to determine extracurricular eligibility. Students on the weekly “F” list will not have gym privileges at lunch time.

### **Honor Roll**

The Honor Roll shall be compiled every nine weeks and at the end of each semester. Honor Roll will be sent to the newspaper for publication.

- A Honor Roll - no grades lower than an A-
- A-B Honor Roll - no grades lower than a B-

All course grades will be compiled equally, and students who qualify for Honor Roll all four grading periods will be indicated with an asterisk in the final Honor Roll.

### **College Visit Guidelines**

All students are encouraged to visit post-secondary educational institutions on weekends and school breaks. Extending a school break for the purpose of a college visit is strongly discouraged. Juniors and seniors are allowed two days a year for post-secondary visits. Juniors or seniors wishing to visit a college or university on a regular school day must meet the following guidelines in order for the absence to be excused:

- Two days before your anticipated visit, contact the Guidance Office regarding the visit date and location
- Students must provide written confirmation of attendance at scheduled college visit on official letterheads from the college admissions official stating they were on a college visit. This should be turned into the high school counselor or attendance secretary.

## **Attendance**

Philosophy - Regular attendance at school is vital to a student's potential for academic success.

Good attendance ensures that the student will have the opportunity to receive the maximum benefits that exist in each day's activities. Additionally, the individual traits that punctuality and regular attendance demonstrate (dependability, reliability, and self-discipline) are important characteristics for success as an adult. The guidelines and procedures outlined herein are designed to emphasize the importance of regular attendance and punctuality and to help students meet the expectations in these areas. Students who are legally emancipated may fulfill these responsibilities on their own behalf (documentation required).

### **General Responsibilities**

1. Parents are mandated by Indiana law to ensure that their children attend school. IC 20-33-2.2, 20-33-2-4 to 20-33-2-9.
2. Students are expected to be punctual and to be in school on each scheduled school day.
3. The principal or designee will insure accurate and timely performance of all attendance duties including recording data and overseeing investigations into excessive or unusual absenteeism. Student attendance records shall be available at all times for inspection by authorized persons.
4. If a student is absent/tardy from 1<sup>st</sup> hour 6 or more times, the student will be up for review to lose his/her driving privileges.
5. The principal (or designee) will record all tardies and determine appropriate actions for students' tardiness and/or inappropriate absenteeism.
6. The main office shall maintain a record of daily attendance for each student in his/her charge. This record, as prescribed by Indiana Law, will be the official attendance record for the student.

### **Absences**

1. A student is absent from school if the student is not present in school on a regularly scheduled school day.
2. For the purpose of the attendance policy, a student is considered absent from class if the student is not present.
3. Absences are either excused or unexcused at the beginning of class when the teacher takes attendance. These terms are defined in the next section.
4. Attendance and Extracurricular: Any student absent from school for ANY PART of a day will not be allowed to attend or participate in any after-school activity (including athletic practices or contests), unless they have received permission from the office. This includes any student who was assigned to ACP or Out-of-School Suspension for any part of the day. Funeral, BMV-related absences, or Doctor's release to attend school and events will be allowed. Violation of this policy will result in the absence being unexcused and/or disciplinary action.

## **Excused Reasons for Absence**

The teachers and administrators of SNHS realize that there are instances when it is not possible or desirable for a student to attend school. Therefore, the staff recognizes the following as acceptable reasons for absence within the limits and procedures established by the guidelines:

1. Illness, quarantines, or temporary physical or mental disability
2. Death of a member of the household or immediate family as defined in corporation policy
3. Serious illness in the immediate family that requires the presence of the student
4. Court appointments – Issuance of a subpoena to appear in court as a witness in a judicial procedure
5. Religious observations
6. College campus visit – The student must make an appointment with a college, have the approval of South Newton guidance office, and provide written confirmation of attendance at scheduled college visit.
7. Military examinations
8. Any of the following reasons, if pre-arranged with the principal or his/her designee:
  - a. Funeral of a close friend or family member not living in the home
  - b. Professional appointments that cannot be scheduled at a time when school is not in session
  - c. Vacations (Please refer to the section titled “Vacations” for specific details)
  - d. Taking the written and driving tests for an operator’s license
  - e. Other extenuating circumstances as may be provided for by school policy or procedures
9. Service as a page for, or as an honoree of, the Indiana General Assembly.
10. Serving on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special or primary election at which the student works. Permission slips must be on file prior to election date.
11. Active duty with the Indiana National Guard for not more than ten (10) days in a school year. However, all 10 days cannot be taken in one semester.
12. Field Trips

Students should routinely provide written confirmation of doctor or dentist appointments, court appearances or other acceptable reasons for absence. These documents will be kept on file for future reference. The principal may require written confirmation whenever he/she feels it is warranted.

A student who has been absent due to an acceptable reason will be given one day to makeup classroom assignments/tests for every acceptable day absent. For example: If a student is absent for three days, he/she has three days to make up all work for full credit.

## **Unexcused Reasons for Absence**

The following reasons for absence are defined as unexcused:

1. Truancy (absence from school without the knowledge and permission of the parent or guardian and approval of the school). In addition, a student is truant if he/she leaves school without permission, comes to school but does not attend a class or classes (including lunch/PRIDE obtains permission to go to a certain place but does not report

there or fails to remain at an assigned location. Students may not be allowed to make up any work missed due to truancy. The Newton County Probation Office or the Newton County Prosecutor's Office may be notified.

2. Absences that are not confirmed by a phone call or note from the parent or guardian to the attendance officer (Please refer to the section titled "Procedures in the Event of Absence" for further information)
3. Any behavior that violates a provision of Indiana code or any rule or regulation of the Department of Education or Welfare

A student who has been absent for an unexcused reason will receive a zero (0) for homework, any other assignments due on that day. If a student is suspended out of school by the administration, he/she has the opportunity to make up work for full credit.

### **Tardiness (Per 9 weeks)**

Tardiness is defined as any late appearance of a student beyond the scheduled time that class begins. Tardiness is disruptive of the educational process and is considered to be a serious matter. *\*Tardies are cumulative each 9 weeks.*

1. A student is tardy to class if the student arrives to class after the start of the period. The individual teacher will submit tardies to the Main Office. The individual teacher can define where students need to be at the start of class. If the student is more than 15 minutes late to class, they will be marked as absent.
2. A student is tardy to school between 7:50 – 8:05 AM. After 8:05, the student is absent to first hour. Consequences for tardies to school will be handled by the attendance officer/designee.
3. Tardies to school are either excused or unexcused as determined by the attendance officer or designee. A student who arrives late for his/her first period class must sign in at the high school office and obtain a pass. Consequences for unexcused tardies to school, as determined by the attendance officer/designee, are as follows:

### **Tardy Policy**

Tardies to 1<sup>st</sup> period (per 9 weeks) for student drivers:

4<sup>th</sup> Tardy – Friday School

6<sup>th</sup> Tardy – Loss of driving privileges for 9 weeks.

8<sup>th</sup> Tardy – Loss of driving privileges for the remainder for the semester.

### **Tardies to class (per 9 weeks):**

Consequences for tardies to class, as determined by the attendance officer/designee, are as follows:

1<sup>st</sup> thru 3<sup>rd</sup> Tardy – Attendance officer/designee records the tardy

4<sup>th</sup> Tardy – After School Detention

6<sup>th</sup> Tardy – Friday School

8<sup>th</sup> Tardy – Saturday School

10<sup>th</sup> Tardy and Subsequent Tardies – 2 day out of school suspension; Further suspension/expulsion may result.

### **Excused Reasons for Tardiness**

1. Car trouble (Once)
2. Hazardous weather/road conditions
3. Accidents
4. Other reasonable problems beyond the student's control

### **Unexcused Reasons for Tardiness**

1. Being pulled over or stopped by the police (traffic violation)
2. Overslept or alarm didn't go off
3. Other circumstances which the student can control

### **Vacations**

Vacations are not an adequate substitute for instructional time. Therefore, parents are strongly encouraged to schedule family vacations on dates that will not interfere with their child's attendance at school. In the event, however, that the family vacation cannot be scheduled for a time other than during the school year, the following guidelines will apply:

1. The absence must be pre-arranged with the building principal or designated staff member. Students/guardian(s) will be required to complete the vacation form or call and talk to the principal at least one week in advance.
2. The student shall make arrangements with his/her teachers in advance for make-up tests and assignments.
3. Make-up work must be completed within three (3) school days of the student's return to school.
4. Absences due to a family vacation will be counted in the aggregate total of student absences for the semester in which the vacation occurs. The seven (7) day limit on student absences as described in the section titled "Loss of Credit and/or Retention" cannot be extended because of absence accumulated as a result of a family vacation.

### **Procedures in the Event of Absence**

1. A parent or guardian is expected to call the school attendance officer before 9:00 A.M. on the day of absence to report the reason for the student's absence. Only calls from a parent or legal guardian will be accepted. If there is no telephone in the home, prior arrangements must be made with the attendance officer for reporting office.
2. In the event that no call is received prior to 9:00 A.M, a representative of the school will contact the parent/legal guardian using the contact information listed in PowerSchool to notify him/her of the student's absence.

### **Attendance Investigations**

1. The principal or designated staff member may investigate student absences at any time.
2. The investigator may utilize outside agencies such as the welfare department, the probation office, the prosecuting attorney's office, or other agencies as deemed appropriate by the investigator.



3. If the investigator determines that the absences were unnecessary or were for unacceptable reasons, as defined herein, appropriate consequences will follow.
4. Excessive absenteeism or unusual patterns of absenteeism are particularly likely to be investigated.
5. If the investigator determines that there are valid, extenuating circumstances for the absences, he/she will provide appropriate assistance to the student.

### **Habitual Truancy**

1. Indiana Code 20-8.1-3-17.2 provides that any person, while of the ages of 13 and 14, 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 18, or attendance record has improved as determined by the school board upon review of the student's record.
2. A student is "truant" when an absence from school, class, or required after-school function (e.g. Saturday School, Detention) is without the knowledge or approval of a school official and parent.
3. A student who has been found to be truant for the third time in a school year is considered a "habitual truant". The school principal may withdraw the designation of "habitual truant" when the student has attended school for 90 school days without another truancy.

A person under 18 years who is a habitual truant or who drops out of school for reasons other than financial hardship may not receive a driver's license according to the Bureau of Motor Vehicles. If the person already holds a license, it shall be invalidated until the earliest of the following: 1) the person reaches 18; or 2) 120 days after the person is suspended, or the end of the semester in which the person returns to school, whichever is longer.

### **Consequences for Truancy**

Class truancy/leaving the building without permission may include but are not limited to:

- 1st Offense 1 Saturday School
- 2nd Offense 2 days of ACP
- 3rd Offense 3 days Out of School Suspension and becomes "habitual truant" (see above)
- Subsequent offenses may result in suspension or recommendation for expulsion.

Full day truancy:

- 1st Offense 3 days ACP
- 2nd Offense 5 days of ACP
- 3rd Offense 3 days of Out of School Suspension and becomes "habitual truant" (see above) Loss of Driving Privileges

### **High School Guidelines for Attendance**

Attendance will be monitored by the administration. Periodic review will result in student consultation with principal and attendance letters will be mailed home.

When a student has been absent more than seven (7) days in a semester (single period class), the principal/designee will request a parental conference. After seven (7) days absence for semester

classes, a student will lose credit in a class pending review by the attendance committee. (Please refer to the handbook section titled LOSS OF CREDIT AND/OR RETENTION.)

Absences above the seven (7) day limit may be referred to the Newton County Probation Department.

Should a student be absent for more than seven (7) days in a semester for a single period class, the attendance committee will consider the reasons for the absences and determine the process for which credits will be reinstated. Medical-documented absences, funerals, state fair exhibitors, court summons, and additional reasons at the discretion of the principal will be considered.

### **High School Loss of Credit**

A student who is absent from a class for more than seven (7) days in any semester (single period class) will lose credit for the course. Any student in this situation will have the opportunity to present a case for granting of credit to an attendance committee of at least 3 but no more than 5 teachers or administrators or designees in the high school.

A student who is absent from a class for more than seven (7) days in any semester (single period class) may be offered a conditional contract by the attendance committee. This contract will stipulate the conditions under which the student must perform in either a 9-week or semester period to earn credit.

A high school student who loses credit in two or more classes in any one semester due to lack of attendance as defined in item 1 of this section may be subject to expulsion from school under the due process provisions of the Indiana Code.

A student who misses school as a result of a serious physical or mental illness, pregnancy or accident may be eligible for instruction. A licensed physician must document the condition, and an application for services must be made to the principal (section titled “Homebound Instruction” for additional information.)

If the parent/guardian and student believe there are extenuating circumstances that warrant an exception to the rules listed in items 1, 2 or 3 in this section, they may request an administrative review of the student’s case. The request must be submitted in writing to the superintendent within ten (10) calendar days of notification or from the time the parent/guardian knew of the situation or should have known of the situation. The superintendent will appoint a hearing officer to listen to the testimony of both sides and to examine the evidence of the case. The hearing officer’s decision will be rendered within five (5) school days after the conference.

### **Homebound Instruction**

Homebound instruction may be provided for those students who must be absent from school for a lengthy period of time (minimum of 20 days). Parents may request homebound instruction by contacting the principal. The principal will explain the program and provide the proper forms if appropriate to be completed and signed by a medical professional.

If the parents do not request homebound instruction, the principal may send a registered letter instructing the parents to provide written documentation from a licensed physician or properly

certified mental health professional stating that the student is unable to attend school and explain why.

### **Requesting Homework**

Parents/guardians please check with the teacher/teacher website/Google Classroom first and if further information is needed, please call the main office at 219-474-5167.

### **Closed Campus**

No student will be allowed to leave school grounds while school is in session. The only exceptions to this rule are with proper administrative permission and parental approval.

### **Work Permits**

Most regular jobs for young people require state work permits. Hours of employment and types of employment are somewhat limited by the age of the employee. These permits can be secured through the SNHS office. Under state law the following rules also apply:

#### **WORK PERMIT/EMPLOYMENT CERTIFICATE REQUIREMENTS**

Effective July 1, 1990, gainfully employed minors who are 14 to 17 years of age are required to obtain work permits (IC 20-33-3-5). Minors who are 17 years old and have graduated from high school, however, are not. (IC 20-33-3-6). Minors who are legally withdrawn from high school are required to obtain a work permit, as are students.

#### **WORK PERMIT REVOCATION**

Should a minor age 14-17, except a 17-year-old graduate, request a work permit, it must be issued so long as a valid Intent to Employ/A- 1 card and valid proof-of-age are presented. Work permits will not be granted for students who have dropped out of school or who cannot provide proof of enrollment in a homeschool program or other accredited online school. A previously issued work permit could be revoked when the minor's grade point average and/or attendance does not meet SNHS expectations or does not improve significantly within a given period of time. Once revoked, a new permit can be withheld until such time as the minor's grade point average and/or attendance improves to a level set by the school corporation.

### **Field Trips**

Field trips are important components to the classroom. However, field trips are considered a privilege and not a right given to students. Students have to be responsible for maintaining grades in all classes and have regular attendance to justify their absence from any class. Students will not be permitted to go on a field trip if the student is currently failing any one course (grades will be checked one week in advance). Students who have not turned in signed consent forms, will not be allowed to participate in the trip, but instead will be given alternative educational opportunities. Students and chaperones must be transported to and from the field trip via school-provided transportation. Individual students may be denied the opportunity to attend the field trip if:

- The student has missed five days (for any reason) during the semester the field trip is scheduled.
- The student has been assigned an ACP or an Out-of-School Suspension for the semester the field trip is scheduled.

- The student is on an attendance contract

If, for any reason, a student is unable to attend a field trip for which they have made payment, the payment will be refunded to the student (or parent) if, and only if, SNHS is able to secure a refund from the organization with which the field trip was scheduled.

### **Field Trips, Contests and Transportation**

Teachers sponsoring educational tours, band or other trips shall, in advance of each activity, secure parental permission for each student's attendance and keep the signed permission forms in their classroom files.

Forms to apply for a field trip are in the office. The principal shall initially approve all field and corporation sponsored trips. The superintendent shall additionally approve those trips that take students out of state and/or keep students out of the corporation boundaries overnight or longer. The school board shall finally approve any times that involve airline or non-domestic travel. Field trip forms requesting transportation must be signed by the principal before they are sent to the transportation director. Teachers are to book their field trip on the Field Trip Calendar located in the main office at the high school.

Upon applying for a field trip, teachers shall notify other staff of the proposed trip date, time and students involved in the trip. Upon approval, a final list of participants should be sent to all staff members one week in advance of the trip.

Volunteer background checks of chaperones shall be conducted via Limited Criminal History Report Forms which are available in the high school office.

### **Substitute Teacher Policy**

When substitute teachers come to our building, the student's behavior directly contributes to a positive or negative impression, not only of our students, but also of SNHS. For this reason, the following substitute teacher policy is in effect. If for any negative reason a student's name is written down by a substitute teacher, the regular classroom teacher may choose to issue the student a disciplinary referral to the office when he/she returns.

### **Dress Code**

The following guidelines are intended to help students make choices in regard to dress for school. Clothing that disrupts education or endangers their own safety or that of others is considered inappropriate and will not be permitted to be worn in school (IC 20-33-8-12). All exposed clothing must meet the dress code. The following are examples of attire that will not be allowed:

1. Hats, caps, hoods, and sunglasses should be put away before first period starts – except on approved fundraiser days.
2. Tights, spandex, etc. that are worn must be covered by another article of clothing that does meet dress code requirements.
3. Clothing that is too short or too revealing should be covered. Examples: tops cut too low or show cleavage, tank tops, cut offs, crop tops, belly shirts, undergarments showing, lower back and buttocks visible.
4. Jewelry, patches, painting, pictures or writing which can be construed as obscene, sexual innuendos, suggestive, degrading, in poor taste, or that promote the use of alcohol, drugs,

illegal mushrooms, or tobacco, clothing advertising taverns, lounges, bars, etc. Any articles of clothing that promotes alcohol, drug use, paraphernalia...

5. Any items perceived to be gang related.

Students sent to the office for dress code violations will change clothing for the first offense of the school year. After the first offense, the student will have to change clothing and disciplinary action will be given.

### **Public Displays of Affection**

Students shall refrain from public displays of affection during the school day, while on school grounds, and during school-related activities.

### **Cell Phone and Personal Electronic Device Policy**

SNHS is a 1:1 school with every student being issued a Chromebook for accessing their educational curriculum. Due to this, cell phones, smart phones, iPads, laptops and other personal electronic devices are not necessary during class and are considered a distraction from the educational environment. **Student use of such devices for social reasons are prohibited in the classroom.** Cell phones and earbuds/headphones are not to be visible or used during class unless specifically requested by the teacher for educational purposes. Personal electronic devices may be used in the hallway before school, during passing periods and at lunch. Students using electronic devices, during passing periods, are not to be tardy to class. Students usage of personal electronic devices in the hallways during class time is also prohibited. SNHS is not responsible for lost or stolen cell phones and/or electronic devices.

Any disregard for this policy will be viewed as failure to comply and will result in a referral being sent to the administration. The use of personal electronic devices during non-class time is a privilege that can be lost by repeated noncompliance of this policy.

**\*\*\* STUDENTS WHO CALL TO BE PICKED UP FROM SCHOOL WITHOUT FIRST GOING THROUGH THE MAIN OFFICE OR THE NURSE'S OFFICE WILL BE SUBJECT TO DISCIPLINARY ACTIONS.**

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

1. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
2. It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
3. Students of any age enrolled at South Newton High School are not to transmit any form of child pornography or digitized image while on school ground or during extracurricular events.
4. It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial

representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

5. “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
6. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
7. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **Procedure for Search, Seizure and Use of Evidence**

As used in this section, “reasonable suspicion for search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of the following:

- Evidence of a violation of the student conduct standards contained in the student handbook.
- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

### **Lockers**

1. All lockers and other storage areas provided for the students’ use on the school premises remain the property of the school corporation and are subject to inspection, access for maintenance and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by the Main Office or approved by the PE teacher or coach. Unapproved locks shall be removed and destroyed.
  - The principal, or a member of the administrative staff, may search a locker and its contents when the person conducting the search, or the principal has reasonable suspicion for a search of the locker.
  - The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on the school premises other than a locker when the person conducting the search has reasonable suspicion.
2. An inspection of all lockers in the school, or all lockers in a particular area of the school may be conducted if the principal, superintendent, or designee reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of State Law or school rules. Inspection of all lockers could occur:
  - When the school corporation receives a bomb threat.

- At the end of a grading period and before or during school vacation to check for missing school property.
  - When evidence of student use of drugs or alcohol is reasonably believed.
  - When student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
  - When there is reasonable suspicion of unlawful activity or devices.
  - To bring all lockers into compliance with safe and healthful conditions.
3. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

### **Person**

1. The principal, or another member of the administrative staff, acting at the direction of the principal, may search the person of a student during a school activity if the administrative staff has reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:
  - Searches of the pockets of the student
  - Any object in the possession of the student such as a purse, athletic or book bag, backpack, etc.
  - A “pat down” of the exterior of the student’s clothing.
  - Searches of a student which require removal of clothing other than a coat, jacket, shoes, and socks shall be referred to a law enforcement officer.
2. The personal search of a student other than what is mentioned above shall be conducted in a private room by a person of the same sex as the student being searched. In addition, at least one witness of the same sex as the student being searched would be in the room. At the request of the student to be searched, an additional adult of the same sex as the student, designated by the student, and then reasonably available on the school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

### **Vehicle**

The privilege of bringing a student-operated motor vehicle onto the school premises is hereby conditional upon written consent of the student driver, the owner of the motor vehicle, and the parent/guardian of the student to allow the search of that motor vehicle when there is reasonable suspicion. Refusal by the student, parent or guardian, or the owner to provide or allow access to a motor vehicle shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto school premises.

Anything found during a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in this handbook or Indiana Code may be one or any of the following:

- Seized and admitted as evidence in any suspension or expulsion proceeding if tagged for identification at the time it is seized and kept in a secure place by the principal’s designee until it is presented at the hearing.
- Returned to the parent or guardian of the student from whom it was seized.
- Returned to the student if it has no significant value.
- Turned over to any law enforcement officer

Anything found during a search in accordance with this section which, by its presence, presents an immediate danger of physical harm or illness to any person may be seized and/or one or any of the following:

- Turned over to any law enforcement officer.
- Destroyed.
- Returned to the parent or guardian of the student from which it was seized.

The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to do one or any of the following:

- Search any area of the school premises, any student, or any motor vehicle on the school premises.
- Identify or dispose of anything found during a search conducted in accordance with this section.

If a law enforcement officer requests to inspect a student's locker or motor vehicle and its contents, the principal shall require the production of a search warrant before allowing the inspection. School officials, upon the request of law enforcement officials, may secure the locker and its contents for a reasonable period of time in order to give the law enforcement officials an opportunity to obtain a search warrant.

### **Student's Rights and Responsibilities**

As teachers and students are brought together so that learning may take place in our classrooms, an environment which permits an orderly and efficient operation of our school must be provided. This environment comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of this school and society.

The responsibility for development and maintenance of this self-discipline rests upon a combined effort of students, parents, teachers, administration, and the community which establishes the accepted value system. When self-discipline fails, however, regulations for the management of school behavior must be outlined by those responsible for the operation of the schools. The Board of Education of the South Newton School Corporation has this legal responsibility. The school board, in turn, has set policies and has appointed administrative officers to carry them out.

The school will follow the procedures and processes as prescribed in Indiana Code enacted and amended by the General Assembly, regarding all disciplinary action.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8-12, the Board of School Trustees authorized administrators and staff members to take the following actions:

**OUT OF CLASS SUSPENSION – TEACHER:** A high school teacher will have the right to remove a student from his/her class or activity for one class period. The student will be sent to the Main Office.



**FROM SCHOOL – PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. Students that have been suspended will be allowed to make up all work for full credit.

**EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

### **Discipline Plan**

SNHS staff expect students to practice self-control and good behavior. Behaving or misbehaving is a choice that students make. When a student chooses to misbehave, then he/she must accept the fact that there are consequences for misbehavior.

### ***SUMMARY GUIDE OF DISCIPLINARY CONSEQUENCES (the following is only used as a guide of consequences)***

<b>Violation</b>	<b>Consequences</b>		
<b>General misbehavior talking, inappropriate display of affection, etc.</b>	<b>Student Conference/ Detention</b>	<b>ACP/Out of School Suspension</b>	
<b>Unacceptable Language/ Gestures</b>	<b>Detention</b>	<b>ACP/Out of School Suspension</b>	
<b>Excessively rude/ insubordinate toward school personnel</b>	<b>ACP/Out of School Suspension</b>	<b>Suspension</b>	<b>Out of School Suspension to Expulsion</b>
<b>Theft</b>	<b>ACP/Out of School Suspension</b>	<b>5-10 Days Out of School Suspension</b>	<b>Expulsion</b>
<b>Improper Attire</b>	<b>School issued clothing</b>	<b>Detention</b>	<b>ACP</b>

<b>Reckless Driving</b>	<b>Detention</b>	<b>Driving privileges removed</b>	<b>ACP/Out of School Suspension</b>
<b>Class/café., etc. major disruption</b>	<b>ACP/Out of School Suspension</b>	<b>1-10 Day Suspension/ possible loss of driving privileges upon returning</b>	<b>Expulsion</b>
<b>Falsifying Pass</b>	<b>Detention/loss of passing privileges</b>		
<b>Leaving building w/o permission</b>	<b>Minimum one day ACP, Loss of driving privileges</b>	<b>Suspension</b>	<b>Expulsion</b>
<b>Vandalism/ Negligent</b>	<b>Restitution</b>	<b>Restitution/ Detention</b>	<b>Restitution/ Suspension</b>
<b>Vandalism/ Intentional</b>	<b>Restitution/Out of School Expulsion Suspension to expulsion Police department may need to be notified</b>		
<b>Fighting</b>	<b>3 Days ACP/ Suspension</b>	<b>5 Days Out of School Suspension</b>	<b>Expulsion</b>
	<b>Police department may need to be notified</b>		
<b>Threats/ harassment to students</b>	<b>Conference/ warning</b>	<b>Detention/ACP</b>	<b>Out of School Suspension to Expulsion</b>

<b>Threats/ harassment to school personnel</b>	<b>3-10 Days Out of School Suspension/ Expulsion</b>	<b>Expulsion</b>	
<b>Physical attack on staff member</b>	<b>Expulsion/Police department will be notified</b>		
<b>Possession of weapons</b>	<b>1-10 day In School Suspension/Expulsion Police department shall be notified</b>	<b>Expulsion</b>	
<b>Possession of a knife (IC35-47-5-2.5)</b>	<b>1-10 day In School Suspension/Expulsion Police department shall be notified</b>	<b>Expulsion</b>	
<b>Use/threat with weapon or firearm violation</b>	<b>Expulsion/Police department will be notified</b>		
<b>Firecrackers and other explosives</b>	<b>Suspension/Expulsion Police department will be notified</b>		
<b>Possession of Tobacco ,electronic smoking devices</b>	<b>Detention Police will be contacted</b>	<b>ACP</b>	<b>5-10 Days Out of School Suspension</b>
<b>Smoking, chewing or any use of Tobacco, electronic smoking devices</b>	<b>3 Days Out of School Suspension Police will be notified</b>	<b>5 Days Out of School Suspension</b>	<b>5-10 Days Out of School Suspension/ Expulsion</b>
<b>Alcohol use, possession or under influence</b>	<b>Out of School Suspension with recommendation for Expulsion Police department will be notified</b>		

<b>Drug use, possession/ selling or under influence</b>	<b>Out of School Suspension with recommendation for Expulsion  Police department will be notified</b>
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Consequences for misbehavior may include, but are not limited to, after-school detention, lunch detention, Friday School, Saturday School, ACP (Alternative Classroom Placement), out-of-school suspension, Out of School probation and expulsion from school.

After-school detention (Tuesday, Thursday, Friday) is from 2:50 – 4:50 pm. Buses are available to transport students to selected drop off points in Kentland, Goodland or Brook around 5:00 pm on these days.

Saturday School is from 8:00 – 11:30 am. Parents must provide transportation to and from school. Students will enter through door #10 on the north side of the high school. The doors close and are locked at 8:00 AM with no admittance after that time.

**Grounds for Suspension or Expulsion**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include, but are not limited to, examples of student misconduct or substantial disobedience:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building, corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or substantially damaging any school building or property or attempting to set fire or cause damage to any school building or property.
  - d. Firing, displaying, or threatening the use of firearms, explosives, or other weapons on the school premises for any unlawful purpose. This includes the use or attempted use of pipe bombs, “Molotov Cocktails,” or other explosive or incendiary devices.
  - e. Prevention of, or attempting to prevent by physical act, the convening or continued functioning of any school 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, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing in substance to any school property, vehicle, or activity.

- f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
  - g. Through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee, or other person in fear of harm to oneself, a family member, or personal property. This includes, by way of example, such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's car could be damaged.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  4. Intentionally causing or attempting to cause physical injury or intentionally 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 some other person does not, however, constitute a violation of this provision.
  5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
  6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
  7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, tobacco products, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
  8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, interference with school purposes, or an educational function.
  9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel at any time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to the following:
    - a. engaging in sexual behavior on school property
    - b. disobedience of administrative authority
    - c. willful absence or tardiness of students

- d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
  - f. leaving school property for any reason during any school day without the express permission of the school administration.
  - g. smoking or possessing tobacco, vapes, electronic cigarettes, etc.
  - h. possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of controlled substance (Examples of these drug-related paraphernalia which are not to be possessed or provided to another person are: pipes, clips, rolling papers, needles, syringes, *etc.*)
  - i. tampering with or misusing the firefighting equipment and fire alarm system of the school corporation
  - j. using cards, dice, or other instruments for the purpose of gambling
  - k. wearing articles of clothing that are distracting, unclean, causing maintenance problems or are inappropriate for school activity
  - l. wearing clothing and/or hairstyles that could cause bodily injury in such activities as shop, lab work, physical education, and art.
  - m. fighting
  - n. engaging in speech or conduct, including jewelry, clothing, or forms of body decorating such as piercing or tattooing, as well as written speech on folders and notebooks, which is profane, indecent, lewd, vulgar, or offensive to school purposes and including inappropriate social media toward students or staff members.
12. If social media is used to defame, bully, threaten, harass, etc. fellow students or staff members it is grounds for suspension or expulsion.
13. Engaging in any activity that is gang affiliated. Activity includes recruitment, flashing colors/signs, graffiti, and/or threats, or intimidation of others.
14. POSSESSION OF A FIREARM & DANGEROUS WEAPONS
- a. The school board will not tolerate weapons, devices, instruments, materials, or substances animate or inanimate that are used for, or are readily capable of, causing death or serious bodily injury or other devices designed to inflict bodily harm by anyone while on school property, at a school-related event, or while in route to or from school on a school bus. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  2. the frame or receiver of any weapon described above
  3. any firearm muffler or firearm silencer
  4. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  5. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half inch in diameter
  6. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
15. Students will be required to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge shall subject the student to immediate suspension and potential expulsion from school.
16. Laser devices of any kind can be considered to be a dangerous weapon and violators may be subject to the penalty of a dangerous weapon violation.
17. Any student taking, disseminating, or sharing obscene, pornographic, lewd, or illegal images or photographs may be disciplined under the student discipline code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries as determined by the justice system. In addition to taking any disciplinary action, the device(s) will be confiscated, and parents notified.

*THE GROUNDS FOR SUSPENSION OR EXPULSION LISTED ABOVE 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
- Off school grounds at a school activity, function, or event, or
- Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, 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 criterion which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.)

### **Detention**

Detention is a discipline consequence for students in violation of school rules. Detention periods will be held on Tuesdays, Thursdays, and Fridays for up to two hours. Parents are responsible for providing transportation unless the student rides the activity bus. Any student late for detention will not be allowed to enter and will have to have the detention reassigned. Failure to attend detention may result in Saturday School, ACP (Alternative Classroom Placement), suspension, or expulsion. Students should report to detention with enough study materials for the entire detention period.

### **Saturday School**

Saturday school is a discipline consequence for students in violation of school rules. A student truant from school or assigned an out-of-school suspension may also be assigned Saturday School in order to make up instructional time.

Program Information:

1. Starts at 8:00 am and ends at 11:30 am.
2. Students cannot be late or absent. If so, they may be given any or all of the following:
  - a. Assigned an extra Saturday school for not showing up for the first one.
  - b. Suspended for two days.
  - c. Facing suspension/expulsion for refusal to attend.
3. If homework has been assigned, the student will complete all homework.
4. Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep busy. No playing cards, games, electronic devices or other such items are permitted.
5. Students who are disruptive, who fail to keep busy on appropriate tasks, who sleep or appear to sleep, or who disobey the supervisor may be sent home, assigned additional time, or recommended for out-of-school suspension.
6. There will be no talking or leaving the seat without consent of the supervisor.
7. No visitors will be admitted, and the student will not be allowed to leave school.
8. Individual learning packets or special programs may be assigned to help the student develop a better attitude about himself/herself, others, and the school. These will be completed during the Saturday school program.



## **Alternate Classroom Placement**

Alternate Classroom Placement (ACP) is a disciplinary option which permits students to avoid external suspension for some violations. ACP is an option, not an automatic right, and its assignment will be at the discretion of the principal or administrative designee. ACP will be withdrawn through a student's failure to follow ACP regulations or violations of the South Newton School Corporation expectations. Students may be suspended out of school for unacceptable behavior while in ACP. Work will be completed at 100% and cell phone use is not permitted. The length of ACP placement will be determined by the building administrator. Students who are in ACP will not be eligible to participate in, or attend extracurricular activities and events for the duration of ACP.

## **Suspension Procedures**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to the following:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and
  - c. The student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student, except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension. Parents will be contacted.
3. Parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Students who are suspended from school will not be eligible to participate in or attend extracurricular activities and events for the duration of the suspension.

## **Expulsion Procedures**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will

be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: 20 U.S.C. 8001, 20 U.S.C. 8002, I.C. 20-33-8-1 *et seq.*

### **Loss of Driver's License**

The following is a summary of the law allowing suspension of a student's driving privileges due to suspension, expulsion, and withdrawal from school or habitual truancy:

1. In accordance with IC 20-33-2-12 (a) each governing body shall establish and include as part of the written copy of its rules and standards "a definition of a student who is designated as a habitual truant."
2. The term suspension, as used in this memorandum, is an out of school suspension as defined in IC 20-33-8-7.
3. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
  - a. Is a habitual truant under IC 20-33-2-11.
  - b. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15;
  - c. Is under an expulsion from school due to misconduct under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16;
  - d. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-21 (a) before graduating.
4. If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school described in Section 1, IC 9-24-2, the bureau shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:

- a. The person becomes eighteen (18) years of age.
- b. One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.
- c. The suspension or expulsion is reversed after the person has had a hearing under IC 20-33-8-19.

### **Driving Privileges**

Any student who wishes to drive a private vehicle to and from school may do so if the requirements below are met and if the student-driver rules and regulations are observed.

1. A student with a valid operator's license who desires to drive to school must file an application signed by both the parent/guardian and student.
2. A student must submit the completed, signed application and drug screening policy to the principal's office and obtain a student sticker at the current cost. He/she must have a sticker in any vehicle driven to school.
3. Students are to park in the front parking lot only, and in appropriate spaces as outlined on the first day of school.
4. Drivers will enter and leave the student parking lot by the assigned entrance and exit only.
5. Ten miles per hour is the speed limit in the parking lot.
6. Vehicles will be parked upon arrival. Students will neither drive nor enter their cars before the designated time after the close of school.
7. It is understood that if a student's driving privileges are suspended, the student will not be allowed to drive (or allow any other person to drive) his/her car to school. If a student that has suspended driving privileges drives to school, the student's vehicle will be towed at the student's expense.
8. Permission granted by the South Newton School Corporation to the student to park on school grounds also gives the school authority to search the student's car. Refer to "Procedure for Search and Seizure and Use of Evidence."
9. Students are to follow the Indiana driving laws.
10. The South Newton School Corporation shall not be responsible for any vehicle or items in a vehicle that are lost, stolen, or damaged as a result of being on Corporation property.
11. If a student fails a random drug test the student's driving privileges will be revoked for 30 school days. The student will then be retested before driving privileges will be restored.
12. Drivers may lose their privilege to be eligible to drive to school if they have more than (1) F. Grades will be checked at the nine (9) weeks.

### **Substance Abuse Policy**

A student shall not

1. possess, provide to another person, or be under the influence of the following:

- a. any substance, which is or contains tobacco, narcotics, depressants, stimulants, hallucinogens, or a prescription drug not prescribed to the pupil.
  - b. any substance represented by the provider to be any of the above listed substances.
2. possess or provide to any person anything used, or designed to be used, primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens on school premises at any time or at any school-sponsored activity at any location including the bus. (Examples: pipes, rolling papers, clips, or paraphernalia)
  3. deal in a substance represented to be a controlled substance. Use of medication by a student prescribed by a medical doctor, or dentist, or other health care provider, authorized by law to prescribe medication for the student, does not violate this rule. (See Corporation Medication Policy)

Any student who is unsure if possession, use or providing another person with any particular medication or substance would violate this rule should contact the school nurse or the principal before possessing, using, or providing the medication or substance.

### **Procedures for Substance Abuse Policy Violations**

Students who possess, use, sell or distribute drugs or alcohol at school, or who arrive on school property or attend a school function under the influence of the same, may be subject to the following procedures.

1. UNDER THE INFLUENCE OR POSSESSION
  - a. First offense, grades 9-12 inclusive, will result in a recommendation of expulsion to the superintendent. The expulsion may be waived if the following criteria are agreed upon and met by the student and parent/guardian:
    1. The student will be suspended five (5) days from school (Saturday school may be substituted).
    2. During the five-day suspension, the student will have an assessment performed by an approved institution.
    3. The student will abide by the recommendation of assessment in at least one of the following manners:
      - a. In-patient treatment commensurate with family ability to pay for such service.
      - b. Approved drug/alcohol rehabilitation program.
      - c. Approved drug/alcohol education program. Any service or materials provided by a school employee shall be without charge to the student. Any service or materials rendered or provided by professional counselors, or other people not school employees, will be at the students and his/her parent's/guardian's expense.
  - b. Second offense, grades 9-12 inclusive, will result in a recommendation of expulsion to the superintendent.

- c. Students who possess, use, sell, or distribute tobacco/nicotine products will result in the following:
  - 1. First offense: 3-day out of school suspension
  - 2. Second offense- 5-day out of school suspension
  - 3. Third offense - expulsion
- d. The decision to request or accept assistance will be voluntary on the part of the student and parent/guardian.

2. DEALING:

- a. Dealing is defined as selling or sharing alcohol or other unauthorized drugs, narcotics, or prescription medication. The first offense will result in a recommendation of expulsion to the superintendent.

**Harassment**

Harassment of any kind is contrary to the commitment to provide a physically and psychologically safe environment in which to learn. It may also be in violation of federal or state laws.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Uses of racial or ethnic statements are considered harassment. Sending or posting harassing communications (pictures/messages/etc.) or otherwise using the internet or other electronic means for such towards a student or staff member is considered harassment.

Incidents of harassment should be reported immediately to the building principal or (designee). This report may be done orally, but a written description of the incident must follow. All reports will be investigated. Anyone found to have violated this harassment policy will be subject to disciplinary action up to and including suspension or expulsion.

**Bullying**

Section 5, Indiana Code 20-33-8-0.2 reads: “Bullying” means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

Intervention will apply when a student is 1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; 2) off school grounds at a school activity, function, or event; 3) traveling to or from school or a school activity, function, or event; or 4) using property or equipment provided by the school. (IC 20-33-8-13.5)

Any student at South Newton that participates in a bullying act will be subject to disciplinary actions. The discipline, depending on the severity of the bullying, could involve one or all of the following: student reprimand, assignment to an instructional program, detention, Friday night detention, Saturday School, ACP, suspension, or expulsion.

### **Restricted Items**

Certain items may disrupt the educational process or create a safety threat to the students and should not be brought into the building. Examples: lighters, glass bottles, lasers, tasers, electronic cigarettes, etc. Vaping on school property at any time is prohibited. This includes field trips and South Newton School Corporation transportation.

### **Energy Drinks**

Energy drinks are high in sugar and caffeine. Additionally, they contain herbal ingredients that work as stimulants. Many manufacturers state their products are not recommended for children. The health risks associated with the use of these products include, but are not limited to, increased risk of heart irregularities including arrhythmias, disturbances of the central nervous system, gastrointestinal problems, high blood pressure, insomnia, and stroke. All energy drinks are banned from campus. It is prohibited to possess and/or consume these products during school hours and school activities.

### **Corridor and Grounds**

The students of South Newton High School are expected to observe the rules of good conduct. When several hundred students are closely associated, it is necessary to observe certain regulations.

1. When moving through the corridors, or when going to lunch or other places, there should be no running, or major disruptions beyond normal passing.
2. When classes are in session, students should refrain from being in the hallways.
3. Students are not permitted to enter the parking lot or go to their automobiles after the beginning of classes each day, unless they have permission from the main office or have been excused to leave school.
4. Students are encouraged to maintain the cleanliness of the school. Please keep in mind that the cleanliness of the school is a direct representation of the student body.
5. During lunch – students are to remain in the cafeteria or the main hallway.

### **Tornado Drills**

Tornado drills are conducted throughout the school year. Staff members will go over tornado safety procedures the first day of school. Tornado warnings are conducted by means of the intercom system. TORNADO DRILLS, LIKE FIRE DRILLS, SHOULD NEVER BE TAKEN LIGHTLY.

## **Fire Drills**

To assure orderly and efficient movement of the student body, fire drill direction signs have been posted in each classroom. All students should be prepared to change directions of travel if an emergency arises. The signal for fire drills in our school is the continuous sounding of the buzzer. With the sounding of this alarm, students and teachers should walk briskly, quietly and in an orderly manner to assigned exits.

## **Unstructured Drills**

These will be announced, and students will take appropriate safety measures as directed by the administrative team.

## **Closing School**

Occasionally it is necessary to close school due to weather-related or mechanical problems. Parents/guardians and students are advised to listen to one of the media stations listed below. Also, it may be necessary to sometimes dismiss school early for similar reasons. In this instance, parents should have some plan arranged in advance, which their children would follow. Please do not call the school during these emergencies unless it is absolutely necessary. Automated notifications will be used to contact parents of any delay or school closings.

**School Board Guideline: Whenever a school is closed due to a calamity such as hazardous weather, utility failure, and the like, all school-sponsored activities are to be considered cancelled until further notice or the resumption of school.**

At the high school level, if conditions improve later in the day, the principal will be responsible for recommending to the Superintendent which, if any, school-sponsored activities may take place. The determination is to be made using the following criteria:

1. Staff, students, and/or parents can be notified effectively and without unbudgeted costs about the necessary details related to attendance requirements, location, schedule, and the conduct of the activity.
2. The staff needed to conduct the activity properly is available and there are no unscheduled or unapproved costs to the Corporation.
3. Students have been informed that their participation is not required, and they will not be penalized for nonparticipation.
4. Any necessary transportation is readily available, and the road conditions have been deemed to be safe by the sheriff's department or the State police.

If the activity has been scheduled to take place at a non-corporation location, particularly at another school corporation, the athletic director should find out whether or not the activity is still scheduled and assess the weather and other conditions between the Corporation and the location and at the location.

If the activity is to take place within the Corporation, it can be scheduled providing the above criteria have been met. However, regardless of the location of the activity, the athletic director should have determined how many of the Corporation's students who would normally participate will not be participating and what will be the effect of their absence.

## TELEVISION

Channel 18 – Lafayette

## WEBSITES

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

[www.wlfi.com](http://www.wlfi.com)

## RADIO STATIONS

AM	WRIN 1560	RENSSELAER
FM	WLQI 98.7	RENSSELAER
AM	WGFA1360	WATSEKA
FM	WIBN 98.1	EARL PARK
FM	WGFA94.1	WATSEKA
FM	WIVR 101.7	KANKAKEE

## **Notifications/Email Address/PowerSchool Password**

Sign up is available through the Guidance Office/Student Services. All parents/guardians are encouraged to create a PowerSchool account for their children. This can be used to follow grades, discipline, attendance, and cafeteria activity. When a student is absent, this will be how to receive homework assignments. All progress reports and report cards will be sent to the email address(es) provided. No student account will be set up unless a parent email account is on file. In the event of a school closing, delay or other important information deemed necessary for parents, the automated notification system will be utilized.

## **Health Related Services**

Health-Related Services are available in the health suites located adjacent to the high school guidance waiting room and in the elementary front office. When injury or illness occurs at school, the student should be seen and treated in the health suite. If a student's stability is questionable, the student should be escorted to the health suite in case of an emergency en route. Routine medication, as well as "as needed" medication is dispensed in the health suite. During the nurse's absence, these services could be rendered by designated personnel. Students in need of additional medical advice and or other counseling services are welcome to make an appointment with the nurse. Emergency numbers must be updated with changes. It is expected that students be picked up within 30 minutes when ill.

## **Health Suite Procedures**

When a student needs health services, the student should first obtain written permission on a health office visit form from their teacher, counselor, principal or other school official, and then report to the health suite.

A student should be allowed no more than a total of 1 class period in the health suite during any school day. If it becomes necessary for the student to leave school, arrangements must be made by the nurse, designated personnel, or other school official. Students are not to make arrangements to be picked up from school with student electronic devices. Failure to comply can result in disciplinary actions. The student must sign out in the front office before leaving school premises.



## **Medication at School**

A student's medication should be administered at home by parents whenever possible.

*Medication that is prescribed three times a day can be given before and after school, and at bedtime. Medication labeled twice a day should be given at home in the morning and at bedtime.* Medication is to be brought to school by the parent. If this is not possible, the parent should call the school nurse to make the necessary arrangements. All medication will be given only by the school nurse or person designated by the principal.

Medication coming to school in a plastic bag, envelope, or anything other than the original bottle, **WILL NOT** be accepted or administered at school.

Verbal phone orders will NOT be accepted. We must have signed consent before any administration of any medication. Medication forms can be found on-line.

## **Dispensing of Prescription and Non-Prescription Medication**

1. PRESCRIPTION MEDICATION must include a doctor's order, MD medical professional signature (MD, NP, DO), and parent signature. Medications must be brought in the original pharmacy container with the student's name, name of medication, the date it was ordered, prescribing physician, dosage, and time to be administered. If you need a separate bottle for school, please ask your pharmacy.
2. NON-PRESCRIPTION MEDICATION must have a medication school form filled completely out by the parent. It must be signed by the parent. Medications must be brought in the original container with the student's name clearly marked on the container by the parent.
3. All medicine will be kept under lock and key.
4. A written record of administration is kept in the nurse's office.
5. The school will never take the word of the student as to the taking of medication.
6. All medication will be destroyed or returned to the parent when no longer used or needed. Destruction will be done in such a manner as to ensure that no other person can obtain possession of it. If medication is not picked up or pickup arrangements have not been made by a parent/guardian by the last day of school, it will be destroyed.
7. It is a student's responsibility to come to the nurse's office when it is time to take the medication.

***The state of Indiana provides REQUIRED reading to ALL parents regarding certain infections/diseases/immunizations. Please go to: 1.) SNSC website, 2.) students/parents 3.) Health Services to read the updated required reading.***

## **Media Center Policies and Procedures**

The South Newton Middle/High School library may be used by any student or staff member from 7:30 A.M. to 3:05 pm during any school day. Additional hours may be available as needed. Materials available for student check out include books, magazines, camera, and replacement devices in the 1:1 environment. Students in the media center should plan to use the space for school-related work or for personal reading time. Space may also be available for group or individual project work and students are expected to be considerate of the needs of others using the workspace. Students who interfere with the ability of others to concentrate may be asked to leave; repeated offenses may result in restricted library time.

Use of the media center computers is for educational purposes only and privileges will be revoked for any violation to the South Newton School Corporation's Internet Acceptable Use

Policy. Students who use their personal technology devices at South Newton should expect to follow the corporation's AUP policies. Failure to do so may result in the loss of BYOT (Bring Your Own Technology) privileges.

Media center materials may not be taken from the room unless checked out properly. The student is responsible for any materials signed out by him/her. Books, both fiction and nonfiction, may be checked out for two (2) weeks. Some reference materials are limited to one-day check out or to in-library use only. Seriously overdue media center materials may result in the assignment of a Friday detention. Any loss, damage or destruction of library materials will be assessed, and fees for the damage or the replacement cost of the materials may be charged to the borrower.

A specific list of library rules and regulations follow:

1. Students are limited to two (2) items at check out, unless by special permission of library staff.
2. Students may not check out new items while they have overdue materials and will be held responsible for lost or damaged items.
3. When printing from the computer, students should plan to do a "print preview" to see how many pages are being printed. Cutting and pasting to a word document will eliminate the printing of multiple unnecessary pages. Printing for personal reasons is discouraged.
4. Students who report to the library for test make up must check in with library staff upon arrival.
5. Food and/or drink is NOT allowed in the media center unless approved by library staff.
6. Students are expected to help keep the media center's workspaces attractive for others and are encouraged to push in chairs, return materials, or discard trash before leaving.

### **Internet Acceptable Use Policy**

SNSC's Internet Acceptable Use Policy on school-provided access to electronic information, services, and networks.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the internet, South Newton School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. South Newton School Corporation expects that faculty will blend thoughtful use of the internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing school-provided internet access must first have the permission of and must be supervised by the South Newton School Corporation's professional staff. Students utilizing school-provided internet access are responsible for appropriate behavior online just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

The purpose of school-provided internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the South Newton School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, sexually explicit, or threatening language;
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission; and,
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- to harass/bully any student or staff member on social media.
- to interfere or cause disruption of service to any other user.

Any violation of school policy and rules may result in loss of school-provided access to the internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The South Newton School Corporation makes no warranties of any kind, either expressed or implied, for the internet access it is providing. The school corporation will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The school corporation will not be responsible for the accuracy, nature, or quality of information stored on hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided internet access. The school corporation will not be responsible for personal property used to access school computers or networks or for school-provided internet access. South Newton School Corporation will not be responsible for unauthorized financial obligations resulting from school-provided access to the internet. South Newton School Corporation reserves the right to prevent personal devices from accessing school networks if the need arises.

Parents of students in the South Newton School Corporation shall be provided with the following information:

- South Newton School Corporation is pleased to offer student access to the internet. The internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The internet is a tool for lifelong learning.
- Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While South Newton School Corporation's intent is to make internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should South Newton School Corporation institute technical methods or systems to regulate students' internet access, those methods could not guarantee compliance with the school's acceptable use policy. That notwithstanding, South Newton School Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, South Newton School Corporation makes the school's complete internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

**ATTENTION PARENTS:** The Directory Information Restriction and Internet Non-Consent forms are located at each building level office. Those are available upon request.

### **Lunch Period and Cafeteria**

1. Menus can be found on the school website.
2. Students will enter serving areas through the designated entrances.
3. Students are encouraged to prepay for lunches in advance. Payment should be deposited in the main office or in the cafeteria before 10:00 am. Student's name and pin number should be written on the envelope and/or check. Students must have money in their account to purchase A la carte items. The lunch and textbook assistance program is available. See the office for details or log on to the school website for an application.
4. Every effort should be made to keep the cafeteria clean. It is the responsibility of each student to return all paper, uneaten food and his/her tray to the dish room conveyor belt. As a courtesy to others who will also be using the tables, students SHOULD NOT leave debris, food, or trays on the tables or floors.
5. During the lunch period, students will be restricted to the following areas: gym, main lobby and cafeteria. (NOTE: Students using the gym during their lunch period must remove their street shoes.)
6. Lunch Account Refund: If a student is leaving the school district and has a balance of more than \$5.00 remaining in his/her account, parents/guardians are asked to call the Food Service Department at 219-474-5167 ext. 1137 to request a refund.

7. Students who require special meal accommodations will need to submit a dietary form which can be found on South Newton website.
8. In compliance with the National School Lunch Program and the school's Wellness Policy, no food or drink will be permitted to be brought into the school by outside vendors unless previous permission is granted.
9. Breakfast is offered in the cafeteria before school between 7:30 – 7:45 am.
10. Food items purchased in the cafeteria should remain in the cafeteria.

### **Procedure for Student Lunch/Meal Accounts/Charging Policies**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. South Newton School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins.
- A student may charge up to 5 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" items, including extra main entrees including a second student tray or make purchases in the A La Carte Line.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- If the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal but cannot use that money to purchase food items in the A La Carte Line
- An alternative meal will be provided (cheese sandwich, fruit and milk) to a student who pays reduced or full price and does not have the required payment for that day. This is after the 5 meals have been charged and no payment has been made.
- The food service director will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- The food service manager will also send home emails each week to parents of students who carry negative balances of \$5.00 and above.
- All accounts must be settled by the last day of each month. Letters will be sent home approximately 10 days before the last day of each month to students who have any negative balances. Negative balances of more than \$50 not paid in full 5 days prior to the last day of school will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$5 or more left in their lunch/meal food service account will be notified by the food service director and given the option to transfer the funds to another student or to receive a refund. If no response is received within 10 days the student's lunch/meal account will be closed and the funds will no longer be available. Unclaimed remaining balances will be transferred to the school lunch fund.

## **Guidance Services**

The high school counselor provides a variety of services for the school community. Social, emotional, college & career readiness counselor as well as individual & group counseling needs are met. These services are available to all students.

## **Right to Inspect Certain Instructional Materials**

The parent or guardian of a child enrolled in a school within the South Newton School Corporation shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation, that is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes.

## **Convocations**

The Student Council and the administration select convocations at South Newton High School. Students are expected to exhibit proper behavior during convocations.

## **Lost and Found**

Lost and found items are located in the main office. At the close of each semester, unclaimed articles will be removed, destroyed, or given to charity.

## **Visitors**

Students are not permitted to have visitors during the school day. Authorized individuals who have a legitimate reason for visiting our campus must register with the school office and will be issued a visitor tag while on school grounds.

## **Bulletin Boards**

The bulletin boards located in the main lobby are for school use only. Displays or advertisements relative to school events or neighboring schools may, if approved by the principal, be permitted. No student is permitted to place any personal display, writing, drawing, poster, *etc.* on these boards. Clubs, organizations and classes are permitted to display information of interest to students.

## **Rebel Bulletin**

The Rebel Bulletin is the official weekly bulletin of South Newton High School. This publication is distributed in the office. It can be accessed through: <http://www.newton.k12.in.us>. This bulletin contains a schedule of school events for the next week and immediate future. It also contains the weekly menu, important announcements and information. News or announcements, which students and teachers desire to be published, must be turned into the study hall supervisor.

## **Transportation**

The South Newton School Corporation provides bus transportation for all students in the corporation attending South Newton Schools. Students riding buses are under school jurisdiction from the time they enter the bus in the morning until they exit in the afternoon. Students are expected to comply with all rules and regulations established by the South Newton School Corporation and to conduct themselves in an orderly fashion.

Please note that Indiana School of Law states: “A pupil may be excluded from the bus for disciplinary reasons by the principal, and his/her parents shall provide for his/her transportation to and from school during the period of such exclusion.”

Below is a listing of the rules of behavior that govern students who use the privilege of riding a school bus to and from school, on field trips, to and from co-curricular events.

#### At Bus Stops:

- Be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Be at the bus stop five minutes before the bus is scheduled to arrive.
- Always cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver’s signal.
- Do not run toward or run across the street in front of a school bus while it is in motion.
- Never stand in the road while waiting for the bus. Wait in an orderly line off the highway or street. Wait until the bus stops, watch for the driver’s signal and then walk to the door and board the bus in an orderly manner. **DO NOT PUSH AND SHOVE.**
- Pupils shall board the bus and immediately take their assigned seat and not move within the bus while it is in motion.
- Remember that fighting at bus stops and on the way to and from school bus stops is subject to disciplinary action (to be reported to the school principal or Dean of Students).

#### Riding the Bus:

- The driver is in charge of the bus and students. Follow directions the first time they are given.
- Students shall ride their assigned bus.
- No persons other than those assigned to the bus shall be allowed to ride another school bus except with permission from the principal.
- Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray the full cost of repairs before riding privileges are restored.
- Students shall not engage in any activity which might divert the driver’s attention away from driving the bus and cause an accident, such as but not limited to a) loud talking or laughing or unnecessary confusion; b) unnecessary conversation with the driver; c) extending any part of the body out of the windows or doors.
- The following activities are prohibited at all times:
  1. improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts
  2. smoking on the bus
  3. eating or drinking on the bus
  4. possessing knives or sharp objects
  5. bringing animals on the bus
  6. throwing articles or objects in or from the bus
  7. tampering with mechanical equipment, accessories or controls of the bus
  8. placing musical instruments or other articles at the door by the driver
  9. obstructing the aisle in any manner

10. occupying more space in a seat than required (all items which students bring on a bus must be held in the lap of the student and cannot protrude into the seating area of other students)
11. littering the bus
12. violating school dress code while riding the bus

Violations of the Rules and Regulations for Riding a School Bus will result in the following actions:

- First Offense - Bus driver may have a talk with the student.
- Second Offense - A Misconduct Report may be filed with the principal or Dean of Students and parent or guardian. Pupil may not be allowed back on the bus until the parent has signed and the pupil returns a copy of the Misconduct Report to the driver. The driver may suspend a student for one day and parents will be notified by the driver.
- Third Offense - A second Misconduct Report is filed and the principal or Dean of Students may suspend bus riding privileges for not less than 2 days or more than 10 days.
- Fourth Offense - A third Misconduct Report is filed and the principal or Dean of Students may suspend bus riding privileges for the remainder of the school year.

Some offenses are of such a serious nature that they can be deemed to warrant suspension of bus riding privileges without following the procedures outlined above. Included in these offenses are, but not limited to the following:

- use or possession of alcohol, drugs, or narcotics
- fighting or scuffling
- use of profane language
- throwing objects (no food, candy or beverages allowed on bus)
- vandalism (as a minimum, must pay for damages before privileges are restored)
- using, operating or tampering with the operation or controls of the school bus
- failure to ride only their assigned bus
- failure to comply with the authority of the bus driver on the regulations of pupils riding the school bus
- possession of a firearm or weapons

On the Trip Home:

- Passengers are permitted to leave the bus only at the regular, designated stop except in the event of an emergency. Permission from the school principal or Dean of Students must be obtained in order to leave the bus at a different stop.
- If a student lives on the opposite side of the road from the bus stop, the student should go to the front of the bus and wait until the driver gives the signal to cross the road. NEVER cross the road in the rear of a stopped school bus.

Responsibility of Parents:

- Any complaints of drivers, pupils, or parents shall be reported promptly to the Director of Transportation then to the principal or Dean of Students.
- Parents should report any misconduct on school buses to the bus driver, principal or Dean of Students.
- Parents should report all traffic hazards and the bus numbers of all buses observed being operated carelessly; call the Transportation Director, Chris Bell, at 219-474-5167.



- Parents should see that their children are at the bus stop five minutes before the bus is scheduled to arrive.

### **Deliveries**

We would prefer that local florists deliver balloons, flowers, etc. after 1:20 pm. The items will be kept in the office and delivered to the students at the end of the school day.

### **Extra and Co-Curricular Activities**

#### **Co-Curricular**

Co-curricular activities have become an important educational experience and an integral part of our school program. Co-curricular activities are connected to what students are learning and directly affect the grade and meet after school and/or on the weekend. Clubs and organizations act as a laboratory for developing leadership, desirable attitudes, and abilities which are necessary in today's society. Many clubs and organizations provide valuable services for our school and community. The students should bear in mind that their actions and behavior directly reflect on themselves, their family, their organization, and their school.

At the present time, the following co-curricular activities are offered to high school students:

#### **FFA, Band, and Choir**

#### **Extra-Curricular**

Extra-curricular activities fall outside the realm of the normal curriculum. Each organization must have a constitution and a yearly program of work. Accurate minutes and records will be kept. Each organization has a faculty adviser or advisers.

At the present time, the following organizations/activities are offered to high school students:

Student Council	FBLA	Drama
FFA/Greenhands	Yearbook	National Honor Society
Bring Change 2 Mind	Art Club	Spanish Club
Interact Club	Geek Squad	

Each student is urged to join student organizations/activities.

Meetings: Clubs will meet during Tuesday/Thursday PRIDE time and before or after school.

New Organizations: Any group desiring to organize a club must meet with the principal.

### **School Board Guidelines for Extra/Co-Curricular Activities**

No practices, meetings, or similar student activities will be conducted after 6:00 pm on Wednesdays. No practices will be scheduled on holidays. Any such proposed student activity during these periods must be approved in writing, in advance, by the Superintendent.

It is also desirable to limit Sunday activities and not to have regularly scheduled games on days when final exams are given.

Note: This guideline is not applicable to adult community recreation, booster meetings, adult classes, etc. on Wednesdays.

## **Student Council**

The primary purpose of the Student Council shall be to organize the student body into a civil body politic, so that just laws and regulations may be framed and enacted to preserve and further the good name, spirit and traditions of SNHS. Other purposes of this council shall be to produce and practice good citizenship, advance the quality of leadership, cultivate better understanding between faculty and students, teach the art of cooperation, stimulate a healthy school spirit, uphold educational goals of the school and to promote the general welfare of the students, faculty and community.

## **Class Organizations and Activities**

Each class at South Newton will elect a president, vice-president, secretary, treasurer, and Student Council representative. The election of high school class officers will be held in the spring for the next year. Candidates for all class officers must file in writing and state why they desire to be an officer.

Class dues are not permitted at South Newton. Surplus balances, after prom and senior class expenses, following graduation are discouraged. Balances remaining beyond those expenses may be spent on school-related purchases, with a vote of its members and principal approval. Balances remaining after a year following the class graduation date will be transferred to the high school student activities extracurricular account.

Class meetings will be scheduled during PRIDE.

## **Participation Policy**

Coaches, directors and sponsors are expected to schedule activities to avoid conflicts for students. Students are encouraged to participate in a variety of activities and should not be restricted or penalized because of scheduling. All activities which occur outside of the regular schedule of classes are extracurricular, and none has precedence over the other.

When unavoidable conflicts arise, the following guidelines shall be used to reach a resolution:

1. Contests and performances always have priority over practices and rehearsals.
2. When conflicts occur between contests and/or performances, the coaches, directors, and sponsors should attempt to resolve the conflict mutually.
3. When conflicts cannot be mutually resolved by coaches, directors and sponsors, the student shall choose to participate in the activity which he/she feels is in his/her best interest.
4. When school-related conflicts arise between contests and/or performances, no penalty shall be imposed on the student missing a contest or performance.
5. Students must realize that membership in any organization carries the responsibility of attendance and that missing contests, performances and practices for personal reasons is unacceptable and penalties shall be imposed.

## **Academic Requirements for Participation in Extra/Co-Curricular Activities**

To be eligible to participate in any extra-curricular activity a high school student must have no more than one (1) "F" on his/her report card.

An incomplete grade "I" counts as an "F" for athletics, extracurricular, and co-curricular activities. Students who have more than one (1) "F" on their report card who are members of co-curricular activities (Band, Choir, FFA) may participate in evening and weekend activities, but

will not miss class time for activities scheduled during the school day. Grades will be checked at the end of the grading period.

#### ELIGIBILITY DATES 2021-22

	End Date	Eligibility Date Change
1 <sup>st</sup> grading period	10/13/2021	10/22/2021
2 <sup>nd</sup> grading period	12/17/2021	1/4/2022
3 <sup>rd</sup> grading period	3/9/2022	3/18/2022
4 <sup>th</sup> grading period	5/26/2022	6/3/2022

#### **School Sponsored Trips**

All students must travel to and from school sponsored events from SNHS in transportation provided by the school. The only exceptions are in the case of the following:

1. injury to a participant, which would require alternate transportation.
2. prior arrangement between the participant's parent/guardian and the coach/sponsor for the student to ride with the parent/guardian.

#### **Soliciting and Selling**

Any South Newton student organization, who is to sell any item during school or at out-of-school functions or who desires to conduct any type of fund-raising project must make an application to the principal and be approved by the principal before sales begin. The application need not be made by organizations assigned concession sales.

#### **School Dances**

Classes or student organizations may sponsor dances with the approval of the principal. All dances, with the exception of prom, will be held within the SNSC. Students are not permitted to leave and later return to a dance. Middle school students will not be permitted to attend high school dances, and high school students will not be permitted to attend middle school dances. Students who have misbehaved in school may be denied attending the dance until their behavior has improved. SNHS students who invite students from other schools are to complete a Guest Pass form, which is available in the office. Students are responsible for their guests at all times.

The junior class of each year may sponsor a Prom with the approval of the Principal. The Prom may be held at an offsite location that is of sufficient capacity for the entire junior/senior class and one (1) guest per student. Underclassmen may be allowed as a guest of an upperclassmen with purchase of a couple's ticket. Underclassmen will not be allowed to purchase Prom tickets. A guest from outside of South Newton High School enrollment may be invited and must complete a Guest Pass Form. This form must be signed by his/her respective school principal and turned in at least two weeks before the Prom date. If said guest is under the age of 21 but not enrolled in school, a Guest Pass form must be completed by the former principal/designee from which the student was in their senior year. Also, a limited history background check must be completed by the South Newton School Corporation office two weeks prior to Prom. No guests 21 years of age or older will be allowed to attend Prom. Students who have had disciplinary actions against them within the particular year that resulted in repeated suspensions and or expulsion will not be permitted to attend Prom. South Newton students are responsible for the actions of their guests at all times while attending Prom.

## **Family Education Rights and Privacy Act**

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

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

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

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

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

Information inquiries may be sent to the Family Policy Compliance Office via the following email addresses: PERPA@ED.Gov; and PPRA@ED.Gov

**Athletics** (see Athletic Handbook) **Mascot: Sir Newton**

### **School Song**

“Rebel Rouser” (Tune of Illinois Loyalty)

“Go Rebels, Fight Rebels, Go, Fight, Win  
We're loyal to you Newton High  
Our opponents we all will defy  
United we stand, we're the best in the land  
Fight on for South Newton High Fight, Fight!!!  
We're red and we're gray Newton High  
Our spirit will live never die  
Fight on for South Newton's fame  
And then we will make a name  
For the Rebels of South Newton High”

## SOUTH NEWTON HIGH SCHOOL RANDOM SCREENING POLICY & PROCEDURES

### **Purpose**

SNHS believes that all students can be successful. This is especially true when obstacles that impede success are removed. The implementation of a random drug screening policy will offer students of SNHS substance abuse-free environment. The purpose of this program is to create a supportive environment in which students are able to make responsible and healthy choices.

### **Scope**

This program will include every student who participates in any school sanctioned extra-curricular activity, such as athletics, clubs, work programs, etc. Any student who wishes to drive to school will also be required to participate. Participation in the drug screening program is a condition of participation. Students or their parents/guardians who do not give consent will not be allowed to participate in a school sanctioned activity or drive to school until consent has been given. All students who fall into these categories will be required to submit a urine sample if they are selected during the random screening process. Failure to give consent to participate or submit a sample will be considered as a positive result. This policy and procedure will not violate the rights or liberties of any participant in accordance with local, state, and federal laws. A positive result will not be subjected to suspensions.

The effective date of this program is January 1, 2006.

### **Legal Obligation**

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of the school to assist children found to be ill or in need of treatment.

### **Drug Education**

The administration will inform the parents of students of the conditions and expectations of the screening program and will provide a consent form. The consent form must be signed and returned prior to participation.

### **Philosophy**

The philosophy of the program is to assist students in making healthy life choices. The purpose of this program is to educate, help, and direct students away from substance and alcohol abuse; and towards a healthy and substance-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by the school under this program other than those stated therein. However, a student will be suspended from extra-curricular activities and/or driving privileges if found in violation of this policy.

### **Testing Procedures**

The testing procedure will consist of established procedures of the company contracted to take and process the samples given by the students. A copy of these procedures will be made available to parents, guardians, or students upon request.

1. Students' names will be placed into a pool/database and assigned a number. A list of student's numbers will be randomly selected by the testing company. The list will be sent to South Newton High School. Students will be given no advance notice or early warning

of testing. The administration will bring each student whose number was selected to submit a sample. An area for sample collection will be provided that will ensure privacy and the integrity of the sample. The sample will be collected by a representative of the testing company.

2. If the student shows signs of reasonable suspicion, the administration may call the student's parent/guardian to ask that a student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her child. All samples will remain under the supervision of the administration of South Newton High School. The sample will be analyzed by the testing company. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. All students will remain under the administration's supervision until they have produced an adequate sample. If the student is unable to produce a sample, the student may be given up to twenty-four (24) ounces of fluid. If the student is still unable to produce a sample within one hour, the student's parent/guardian will be notified that the student will not be able to participate in the activities in which he or she is currently involved, which includes driving privileges to and from school, until the screen is produced. An additional screen because of a failed test is at the expense of the parent/guardian, see athletic handbook page 10.
4. If it is proven that tampering or cheating has occurred during the collection of the sample, the student will become ineligible for all activities until results are produced by the parent/guardian at their own expense.
5. The laboratory selected must follow the standards set by the Department of Health and Human Services and must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA).

### **Chain of Custody**

1. The student will be escorted to the testing site by an administrator/designee. All students will not be sent to the testing site simultaneously. Testing four to five students at a time allows the testing to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class.
2. Once at the health suite (testing area), the student must sign in and, as soon as called by the collection technician (or designee), provide a specimen.
3. The collection technician (or designee) will give each student being tested a specimen container. At that time the student will sign a verification form indicating the specimen container is untainted. The specimen container will remain in the student's possession until a seal is placed upon the specimen container by the collection technician (or designee). The student and collection technician (or designee) will sign that the specimen has been sealed. The seal may be broken or opened only by the laboratory testing the specimen.
4. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid, and will be discarded without being tested.
5. The students will enter the restroom provided by the collection technician (or designee). Students will be instructed to remove coats and wash their hands in the presence of the

supervisor. The door will be closed with the student by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample. Students will be instructed not to flush the toilet.

6. The laboratory personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results to the principal (or designee).

### **Positive Test Results and Appeal**

In the event a student tests positive by the laboratory, that result will be sent to a Medical Review Officer. The Medical Review Officer shall be a licensed physician with knowledge of substance abuse disorders. The role of the Medical Review Officer is to review and interpret positive test results. The Medical Review Officer is a physician knowledgeable in the medical use of prescription drugs and pharmacology and toxicology of illicit drugs. It will be the Medical Review Officer's role to determine any valid medical reason for the positive test. The Medical Review Officer will contact the principal (or designee) of the results. The principal (or designee) will contact the custodial parent/guardian and the student about these results. If an acceptable reason for the positive test is not established, the test will be considered "failed," and then the principal (or designee) will be contacted regarding the results.

In the event of a failed test, the student and custodial parent/guardian will be told that a restriction from participating in any of the listed activities and/or driving to school will be imposed for thirty (30) days. The student or his/her custodial parent/guardian may appeal by requesting that the urine sample (kept by the lab for a year) be tested again by the laboratory (or another accredited laboratory) at a cost to the student or his/her custodial parent/guardian.

To be able to resume the privilege of participating in activities and/or driving to school, the student will be tested again after the 30 days at the expense of the student or his/her custodial parent/guardian. This testing may occur at any time. The student will also be required to receive substance abuse assessment from an outside agency at the expense of the student or custodial parent/guardian. The results of this assessment may be forwarded to the principal (or designee).

If the student fails a test a second time, the student will be restricted from activities and/or driving to school for one calendar year. This restriction begins from the time the student or custodial parent/guardian is notified. Multiple failed tests are indicative of continued substance use and will mean that the student will be referred for professional evaluation to be paid for by the custodial parent/guardian.

### **WCMS Collection Procedures**

Both WCMS and its collectors ensure the integrity and security of the specimen throughout the entire collection process. Our collectors are DATIA certified and follow all DOT regulations. We rely on our collectors to perform their job professionally and provide the donor's modesty and privacy.

- Step 1: Student checks in with collector and removes coat and empties pockets.
- Step 2: Collector writes the students assigned ID number on chain of custody, and has the student sign his/her name on copy 2 of the chain of custody, student then initials both specimen labels.
- Step 3: Collector gives students a collection container to provide a specimen.

- Step 4: Collector prepares the restroom for the donor (the stool will have dye and faucets turned off).
- Step 5: Collector explains to the student, he/she will need to void about half way into the specimen container, not to flush and bring the specimen out to the collector when finished.
- Step 6: Student enters the restroom by him/herself, closes door, provides sample, hands specimen to collector. Students will not leave or have his/her sample out of their view until WCMS completes the remaining steps.
- Step 7: Collector checks specimen temperature and color.
- Step 8: Collector pours specimen into 2 vials (opened in front of student) then seals bottles and places specimen labels (initiated by student) on sealed bottles.
- Step 9: Collector places the sealed specimen and chain of custody in the plastic bag and seals the specimen bag.
- Step 10: Sealed bag with all items will be secured and transported back to WCMS, where they will be picked up and sent out to our lab.

Consent forms will be located in the High School office. A consent form needs to be signed and kept on file in the Athletic Director's office.