



**NORWELL**

**COMMUNITY SCHOOLS**

*Ready for what's next.*

**Student and Parent Handbook  
Norwell High & Norwell Middle Schools**

**2025-2026**

**MISSION**

*Ready for what's next.*

**VISION**

*INnovative Programs*

*INspired Learners*

*INfluential Leaders*

# **Welcome to Norwell Community Schools!**

*We hope that you have a wonderful school year filled with learning and enjoyment.  
We look forward to working with you and following your success throughout the school year.*

## **DISTRICT OFFICE**

1100 E. US 224, Suite 3  
Ossian, IN 46777 (260) 543-2213

Mike Springer, Superintendent	Ext. 1001
Anna Murphy, Assistant Superintendent	Ext. 1002
Mindy Scheumann, Education Services Director	Ext. 1301



## **NORWELL HIGH SCHOOL (NHS)**

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Ossian, IN 46777 (260) 543-2213

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James Feldheiser, Attendance Administrator	Ext. 6004
Jodie Shutt, Administrative Assistant	Ext. 7000
Kristie George, Treasurer	Ext. 7003
Kaley Grzych, Guidance Secretary	Ext. 7005
Angela Hulvey, Nurse	Ext. 7006
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Brooke Orellana, Guidance Counselor	Ext. 7008
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Melissa Chism, Treasurer	Ext. 6003
Katie Lopolito-Meyer, Guidance Counselor	Ext. 6006
Angie McKean, Guidance Counselor	Ext. 6007
Marlene Borkholder, Nurse	Ext. 6010
Emily Threewits, Technology	Ext. 6012
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## **FOREWORD**

This student-parent handbook contains information regarding the general operations of our school. This handbook outlines the guidelines and general expectations that constitute the basis of authority for school officials, not limitations. The guidelines and expectations found in this document are intended to foster a safe and positive school environment conducive for both teaching and learning. Feel free to contact any school official if you want specific information about this document.

# GENERAL INFORMATION

## DIRECTORY INFORMATION

Norwell Community Schools School designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, honors and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work without a grade, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access educational records without a password or PIN or similar code. *(A student's SSN cannot be used for this purpose as prohibited by federal and state law.)*

The corporation may disclose any of these items without prior written consent, unless notified in writing to the contrary.

## STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

Records of all students attending schools in this Corporation shall be maintained. Corporation employees may compile only records mandated by the State or Federal government or specifically permitted by the School Board. The Board hereby authorizes the collection of the following student records, in addition to the membership record required by law:

- Observations and ratings of individual students by professional staff members acting within their sphere of competency.
- Samples of student work.
- Information obtained from professionally acceptable, standard instruments of measurement.
- Authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record.
- Verified reports of serious or recurrent behavior patterns.
- Rank in class and academic honors earned.
- Psychological tests.
- Attendance records.
- Health records.
- Custodial arrangements.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of adult students (eighteen (18) and older), parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the Corporation.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" including, but not limited to those officials with legitimate educational interests as defined in Corporation administrative guidelines.

The Board authorizes the administration to:

- forward education records on request to a school in which a student of this Corporation seeks or intends to enroll;
- provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individual;
- request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student.

### **COMPLIANCE OFFICER**

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Superintendent of Norwell Community Schools, 312 North Jefferson Street, Ossian, Indiana 46777 (260-622-4125).

## **TRANSFERS OUT OF THE DISTRICT**

If a student plans to transfer from Norwell Schools, the parent must notify a counselor or a building administrator. School records shall be transferred within fourteen days after notification from the new school district.

## **TRANSFERS IN TO THE DISTRICT**

Parents who do not reside in NWCS but wish to enroll their child in the school corporation may request a transfer and will be considered for enrollment under the following conditions established in Board Policy 4018: [Active Policies - Norwell Community Schools BoardDocs® LT](#)

## **WITHDRAWAL FROM SCHOOL**

Any student desiring to withdraw from Norwell Schools for any reason should comply with the following procedures:

1. The student must be 18 years old.
2. Prior to the student's last day of attendance, he/she shall report to the guidance office to complete the necessary forms (i.e. grade in progress form, withdrawal form, and principal exit interview form).
3. On the student's last day of attendance, he/she shall present to each of his/her teachers a Notice of Withdrawal slip provided by the guidance counselor. The student shall turn in his/her school-issued electronic device, all his/her rented textbooks and workbooks to his/her teachers. Teachers will not sign off on the withdrawal form unless all required materials are turned in.
4. The withdrawal form will then be turned back into the guidance office.
5. Failure to do the above generally reduces or eliminates fee refunds.
6. The Auto License Branch will be notified when required.

## **SCHOOL RESOURCE OFFICER**

Norwell Community Schools school resource officer will be responsible for establishing and maintaining a close partnership with school administrators in order to provide for a safe school environment, provide law enforcement and police services to the school and school grounds, build personal and working relationships with staff, students, and parents, and work with the administration to prevent juvenile delinquency while assisting students in obtaining the appropriate services.

## **EMERGENCY DRILLS**

Each school conducts emergency preparedness drills in accordance with state guidelines.

## **MASS COMMUNICATION TOOL**

Thrillshare is a mass communication tool utilized by Norwell Community Schools to communicate with parents via e-mail, text, and/or phone. Please make sure the high/middle school office has your updated contact information.

## **VISITORS**

- All visitors must report to the main office door and obtain authorization before accessing other areas of the building.
- On arrival, visitors will be required to provide a state-issued identification so that a background check can be conducted, and a visitor badge can be issued.
- Please schedule a visit to the school building prior to the day of the visit. We are unable to accommodate visits that are not pre-arranged.
- Parents wishing to meet with school staff members are asked to contact the individual, in advance, by email or call the NHS/NMS office for help in scheduling a meeting.

## **DISTRIBUTION OF MATERIALS**

Non-classroom printed materials or other items may not be distributed in the school building, on the school grounds, on the school buses, or at any school-scheduled activity without the approval of the principal.



# ATTENDANCE

## ATTENDANCE POLICY AND PROCEDURES (Board Policy 4320)

Attendance policies and procedures are developed in accordance with the Indiana Code and Norwell School Board Policy. According to IC 20-33-2-5, students shall attend school each day that school is in session. The educational process is a series of daily building blocks. When a student is absent from school, they miss the opportunity to build on previous knowledge that was presented during the absence. Multiple research studies also document that educational achievement is directly related to attendance. While every effort should be made to schedule appointments outside of school hours, some health and medical appointments may need to take place during the school day. Norwell Middle School and Norwell High School record attendance every period. While there are legitimate reasons for students to miss school, we place an emphasis on excellent attendance.

### Parent/Guardian's Responsibility

It is the parent's responsibility to:

- Monitor their student's attendance in PowerSchool.
- Ensure their child regularly attends school. (Indiana Code 20-33-2)
- Call or email the school to report an absence by 8:00 a.m. the day of the absence:
  - 24-Hour Attendance Line, NHS: (260) 543-2213 / NMS: (260) 543-2218
  - Email, [nhs-attendance@nwcs.k12.in.us](mailto:nhs-attendance@nwcs.k12.in.us) / [nms-attendance@nwcs.k12.in.us](mailto:nms-attendance@nwcs.k12.in.us)

### HS and MS Student's Responsibility

It is the student's responsibility to:

- Be in school and in their assigned location at all times.
- Follow up with their parent to ensure that a call has been placed to the school to excuse the absence.
- Bring written documentation of all medical appointments (i.e., eye doctor, pediatrician, dentist, etc.) or email documentation to the school attendance address.

## CLASSIFICATION OF ABSENCES

The documented absence classifications are PEX (Parent-Excused), DEX (Doctor-Excused), UNX (Unexcused), and TRU (Truancy). PEX is the parent notifies the school before 8:00 am, DEX is the parent provides medical documentation, UNX is when the school does not receive notification or medical documentation, and TRU is defined as any absence without the knowledge and approval of a school official or parent. **Students are permitted 10 days of PEX absences (or the class period equivalent thereof) per school year. All absences not designated as excused (PEX or DEX), including absences beyond the 10-day limit, will be considered UNX. Any absence from one (1)**

**class, a portion of a class exceeding ten (10) minutes without permission from a parent and/or the school is considered TRU.** Avoid absences at the end of the grading period.

### **PEX Parent Excused**

According to IC 20-33-2-5, students shall attend school each day that school is in session. NHS/NMS permits a maximum of 10 PEX days per school year. These absences must be reported by the parents to the school. Excused absences may include health-related issues or pre-arranged family events.

### **Pre-Arranged Absences**

Students who wish to be excused from school for vacations or other planned absences, including college visits, must submit a pre-arranged absence form, signed by all teachers and the parent or guardian, five full days before the first of such absence to enable schoolwork to be completed prior to the absence. All absences of this nature count toward any established limits for excused absences. Any days within the pre-arranged request that will extend beyond the established limit for excused absences will not be excused. School administrators may deny pre-arranged absence requests if the student is not in good academic standing. This is at the discretion of the school administrator.

### **DEX Doctor Excused**

According to IC 20-33-2-5, students shall attend school each day that school is in session.

While every effort should be made to schedule appointments outside of school hours, some health and medical appointments may need to take place during the school day. Absences due to medical issues, personal illness, injury, surgery, accident, etc. that are excused by a notice from the health care provider will be documented as DEX. All notices should be provided via email to the school attendance address or delivered to the office upon return to school.

### **UNX Unexcused**

According to IC 20-33-2-5, students shall attend school each day that school is in session.

Examples of UNX absences may include:

- Student is absent with no report by the parent to the school.
- Student refuses to attend school (TRUANT/TRU).
- Student has exceeded the limit of 10 PEX absences per school year.

### **Attendance Action**

**IC 20-33-2-25 Habitual absence from school; report to juvenile intake officer or department of child services**

Sec. 25. The superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 31-40.

### **Exceptions**

According to IC-20-33-2, there are some exceptions to compulsory attendance. Some examples of absences that are excused by the school include:

- Service as a page in the Indiana Legislature
- Serving as a poll worker on election day or helper to a political party or candidate
- Active duty with the Indiana National Guard
- Civil Air Patrol participation
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)

## **TRUANCY PREVENTION PROCEDURES**

### **Single Period Truancy**

- 1<sup>st</sup> offense = 90-minute detention
- 2<sup>nd</sup> offense = Friday Night School
- 3<sup>rd</sup> offense = 1 day of ISS
- 4<sup>th</sup> offense = habitually truant, may result in suspension, loss of driving privileges for the remainder of the semester or school year.

### **Partial/Full Day Truancy**

- 1<sup>st</sup> offense = Friday Night School
- 2<sup>nd</sup> offense = 2 days of ISS
- 3<sup>rd</sup> offense = may result in suspension, referral to probation, loss of driving privileges for the remainder of the semester or school year.

When a student has accumulated five (5) unexcused absences within a 10-week period, the attendance officer will send a letter to the parent or guardian. When the student has accumulated seven (7) unexcused absences within a 10-week period, a parent conference will be scheduled with the Attendance Officer. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a second mandatory meeting of the parent and student with the Attendance Officer. Within this meeting the parent and student will be required to sign an attendance plan contract. The attendance plan contract will include:

1. A description of the behavior required and/or prohibited for the student.
2. Identified wraparound services, including a referral to counseling and/or mentoring (and required parent participation, if applicable).
3. The effective time period for that plan, but not to exceed 45 instructional days.
4. Disciplinary actions the school will take if the student does not comply with the plan.
5. The signature of the student and the parent.
6. Report being sent to juvenile court or the Department of Child Services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.

## **TARDIES**

- Arriving late to class, but within 10 minutes of the start of the period.
- 4<sup>th</sup> offense = 45-minute detention
- 5<sup>th</sup> offense = 90-minute detention
- 6<sup>th</sup> offense = Friday Night School
- 7<sup>th</sup> offense (and beyond) = habitual tardiness may result in suspension, referral to probation, loss of credit, loss of driving privileges for the remainder of the semester or school year.
- A student's tardy count will reset at the beginning of each semester.

## **EXTRA/CO-CURRICULAR PARTICIPATION ON THE DAY(S) OF AN ABSENCE**

Students cannot participate in athletic practices or events, extra-curricular rehearsals, activities or events, co-curricular rehearsals, activities or events, or other Norwell High School events unless they attend school for at least 4 periods of the school day. Students who are not scheduled in the 7 traditional NHS on campus courses (ex: ICE students, internship students, etc.), must attend all in person, traditional NHS on campus class periods as assigned in PowerSchool. Exceptions may be made by school administration in certain situations. Questions regarding participation and attendance should be directed, in advance, to NHS admin.

## **SCHOOL CLOSINGS AND DELAYS**

When school is closed, delayed, or dismissed early, the local radio and TV stations will be notified. Delays or closings will also be posted on the Norwell Community Schools website and communicated through our mass notification system.

# SCHEDULING

## REGULAR DAY SCHEDULE

Period 1	7:30-8:22
Period 2	8:27-9:15
Period 3	9:20-10:08
Period 4	10:13-11:01
Period 5	11:06-12:31
A Lunch	(Lunch) 11:01-11:31   (Class) 11:31-12:31
B Lunch	(Class) 11:06-11:31   (Lunch) 11:31-12:01   (Class) 12:01-12:31
C Lunch	(Class) 11:06-12:01   (Lunch) 12:01-12:31
Period 6	12:36-1:24
Period 7	1:29-2:20

## ROUNDTABLE SCHEDULE

Period 1	7:30-8:10
Period 2	8:15-8:55
Period 3	9:00-9:40
Period 4	9:45-10:25
Roundtable	10:30-11:20
Period 5	11:25-12:50
A Lunch	(Lunch) 11:20-11:50   (Class) 11:50-12:50
B Lunch	(Class) 11:25-11:50   (Lunch) 11:50-12:20   (Class) 12:20-12:50
C Lunch	(Class) 11:25-12:20   (Lunch) 12:20-12:50
Period 6	12:55-1:35
Period 7	1:40-2:20

### 2-HOUR DELAY SCHEDULE

Period 1	9:30-10:00
Period 2	10:05-10:35
Period 3	10:40-11:10
Period 4	11:15-12:40
A Lunch	(Lunch) 11:10-11:40   (Class) 11:40-12:40
B Lunch	(Class) 11:15-11:40   (Lunch) 11:40-12:10   (Class) 12:10-12:40
C Lunch	(Class) 11:15-12:10   (Lunch) 12:10-12:40
Period 5	12:45-1:15
Period 6	1:20-1:50
Period 7	1:55-2:20

### ELEARNING SCHEDULE

Period 1	9:50-10:20
Period 2	10:25-10:55
Period 3	11:00-11:30
Lunch	11:30-12:15
Period 4	12:15-12:45
Period 5	12:50-1:20
Period 6	1:25-1:55
Period 7	2:00-2:30

### SCHEDULE CHANGES

Students and parents are strongly encouraged to choose courses carefully. Course requests are submitted directly to the scheduling software via the Internet. All scheduling for the following year must be completed by May. Schedule changes are permitted prior to the start of each semester. Schedule changes after the start of the semester must be approved by the principal.

Other schedule changes will be permitted as follows:

- Dropping a class for a study hall is permitted, with parent permission, within the first 4 weeks of the semester. Only one study hall per semester is allowed.
- Dropping a class after the first four weeks of the semester will result in a W/F (withdraw/fail).
- Any schedule changes involving Honors, AP, or DC courses need to happen within the first 4 weeks of the course pending teacher/admin. approval.
- All exceptions must be approved by the principal.

# ACADEMICS

## GRADING SCALE

Letter Grade	Grading scale (%)	*Weighted GPA	Unweighted GPA
A+	97-100	5.3	4.3
A	93-96	5.0	4.0
A-	90-92	4.7	3.7
B+	87-89	4.3	3.3
B	83-86	4.0	3.0
B-	80-82	3.7	2.7
C+	77-79	3.3	2.3
C	73-76	3.0	2.0
C-	70-72	2.7	1.7
D+	67-69	2.3	1.3
D	63-66	2.0	1.0
D-	60-62	1.7	0.7
F	Below 60%	0.0	0.0

\*The weighted grading scale is used for all AP and Dual Credit courses.

## NHS SCHOLASTIC HONOR ROLL

A scholastic honor roll is issued each semester. In order to attain this honor, a student must be enrolled at Norwell full-time in at least five classes and meet the following qualifications:

- Principal's List students must have no grade lower than an A-.
- Honor Roll students must have no grade lower than a B-.

## NMS HONOR ROLL

The following criteria have been set for qualifying for the honor roll categories. Results will be sent to the Ossian Journal and the Bluffton News-Banner. Distinction GPA of 4.0 or higher with all grades A- or above; Honor Roll GPA of 2.7 or higher with all grades B- or above.

## **NHS GRADUATION REQUIREMENTS**

Norwell High School offers a wide variety of curricular programs. It is important for a student and his/her parent to plan a four (4) year outline for the program that is most beneficial to the student. A meeting with guidance personnel may help in establishing such a program outline. Completing required coursework and earning the necessary credits determine a student's progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office or online at: [Diploma Information | Norwell High School \(nwcs.k12.in.us\)](http://nwcs.k12.in.us)

## **NHS GRADUATION HONORS**

Norwell recognizes three (3) types of graduation honors – Summa Cum Laude, Magna Cum Laude, and Cum Laude. In order to attain one of these honors, a student must graduate with the following achievements:

- Summa Cum Laude students must have a weighted GPA of 4.4 or higher.
- Magna Cum Laude students must have a weighted GPA between 4.1-4.39.
- Cum Laude students must have a weighted GPA between 3.7-4.09.

## **NHS GRADUATION CEREMONY**

Students wanting to participate in the graduation ceremony must meet the following criteria:

- Meet all graduation requirements.
- Credits must be earned by the last day of school.
- Attend graduation practice.
- Have all fees and/or fines paid.
- Purchase a cap, gown, and tassel through Norwell High School.
- Adhere to the graduation ceremony guidelines and expectations (dress code, no cap decorations, etc.)



## **NHS EARLY GRADUATION**

### **Midterm Graduates**

Students planning to graduate early must do the following:

- Obtain a Core 40 Diploma, Technical Honors Diploma, or Academic Honors Diploma.
- Complete a Graduation Pathway.
- Submit the midterm graduation completion form to the guidance office prior to the end of the student's 6<sup>th</sup> semester of high school.
- Have all fees paid.
- Have all materials accounted for and returned.
- No longer participate on athletic teams, extra-curricular/co-curricular groups, events, or competitions.

### **Junior Graduates**

Students planning to graduate at the conclusion of their junior year must do the following:

- Obtain a Core 40 Diploma, Technical Honors Diploma, or Academic Honors Diploma.
- Complete a Graduation Pathway.
- Submit the Junior Graduation Application form to the guidance office prior to the end of the student's 4<sup>th</sup> semester of high school.
- Have all fees paid.
- Have all materials accounted for and returned.

**All students planning to graduate early must obtain a Core 40, Academic Honors, or Technical Honors Diploma. Students will not be allowed to graduate early with a General Diploma or obtain a waiver for the Graduation Pathways. All early graduates must be in good standing with the school. Students electing to graduate early will not be eligible to participate on athletic teams, or with extra-curricular/co-curricular groups or in NHS/NMS affiliated events, performances, or competitions upon course completion.**

## **NMS PROMOTION AND RETENTION**

Norwell Middle School provides the best total and continuous development for each student. Some students may benefit from the opportunity to develop academic skills by repeating a grade level. In the situation where a student is not making satisfactory progress, the parent will be informed early so that the school and home may cooperate to help the student improve. A conference with the parents is recommended to inform them of their child's academic difficulties and strategies shared to help their student.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade to improve his/her ability or lengthen his/her eligibility to participate in school activities or programs.

## MAKE-UP WORK

It is the responsibility of the student to ask the teacher for make-up work. Make-up work should be completed during an interval equal to the days of absence.

If a student misses a test day and was present for the review, he/she may be required to take the test on the day of return. For out-of-school suspensions, students will be allowed to make up all tests, homework, and quizzes upon returning to school.

If an incomplete grade has been given at the end of a grading period, all work must be finished within five (5) days after the end of the grading period. After the five days, work not completed will be given a zero and a final grade will be calculated.

## EDMENTUM – ONLINE LEARNING SYSTEM

**Credit Recovery/Grade Improvement:** Student must attempt to recover the credit(s) in person. Edmentum and Achieve will only be used in the event of scheduling conflicts. Admin. approval is required.

**Advancement:** Students are expected to take NHS classes in person when offered. Edmentum and Achieve will only be used in the event of scheduling conflicts. Admin. approval is required.

**Summer School:** The guidelines listed above will be used for enrollment in summer school courses.

**Extra-Curricular/Co-Curricular Students:** Students who are participating in an extra or co-curricular and completing an Edmentum course as a 5th credit will be required to remain in the building through the first day of the second nine weeks of the semester upon early completion of the course.

Edmentum enrollment is at the discretion of the Norwell Community Schools administration. Students are expected to complete the course(s) that they are enrolled in by the end of the enrolled semester. Student progress will be monitored and students not making adequate progress may lose the opportunity to utilize the online learning system in the future.

## HOMESCHOOL TRANSFER CREDITS

High School and Middle School admin. and guidance will review transcripts to consider accepting transfer credits for courses completed with an accredited homeschool. If courses were not completed with an accredited homeschool, the student may complete an end of course exams to earn credit/grades for each course.

# STUDENT RESPONSIBILITIES

## DRESS CODE

At Norwell Community Schools, it is our goal to establish a standard of excellence in how students present themselves. With this idea in mind, your dress reflects the quality of your school, of your conduct, and of your schoolwork. Below are expectations concerning appropriate clothing or inappropriate clothing when attending school.

1. Shoes must be worn. Shoes will be of a type that does not damage or mar the floors.
2. Hats, hoods, sunglasses, or headgear of any kind should not be worn while in the building.
3. Students are not to wear jackets or coats to class or in the hallways. It is suggested that students keep a sweater or sweatshirt in their locker for cooler temperatures.
4. Any clothing that is disruptive, suggestive, contains profanity, or otherwise hinders school activities will not be permitted. This includes clothing that contains hand written markings of any description.
5. Clothing that has pictures, words, etc. that promotes, is suggestive of, advertises, or has double meanings relating to drugs, alcohol, tobacco, or sex is not permitted. Tattoos that fall within this category shall be covered. Interpretation of such meaning is at the discretion of the administration.
6. Shorts will be permitted year-round. This rule can be individually rescinded for students who have trouble choosing appropriate clothing. Acceptable shorts, skirts, or dresses are those that extend to fingertip length. Biker shorts are not allowed.
7. Clothing that contains holes, rips, cuts, or tears above fingertip length should be covered or patched so that bare skin is not exposed.
8. Trousers, pants, or shorts are to be secured at the waist, so that underwear cannot be seen, and so that the length does not create a danger to students.
9. Tights, yoga pants, and leggings may be worn when accompanied by skirts, dresses, shorts, or shirts that extend below crotch level in both front and back at all times.
10. Bare midriff, bare shoulders, bare back, low necklines, exposed cleavage, or exposed undergarments are not permitted.
  - MS – Examples of shirts that are not permitted include tank tops, sleeveless shirts, sheer, strapless and camisole shirts.
  - HS – Examples of shirts that are not permitted, tank tops less than 3 inches at the shoulder, sheer, strapless, spaghetti strap.
11. Gang-related paraphernalia/apparel is not permitted at school or at school-related activities.
12. Accessories that may be detrimental to the learning environment or are a potential safety issue are not permitted.

Due to constantly changing clothing styles, the school administration has the authority to determine if any clothing item or accessory is appropriate for school attire. Violation of the school dress code may result in disciplinary action, including but not limited to, a change of clothing from the Swap Shop.

## **BAGS, COATS, AND PERSONAL ITEMS**

When the school day starts, students are expected to keep bags, coats, and personal items stored in their assigned locker.

## **LOST AND FOUND**

The school is not responsible for lost personal items. Unfortunately, the school does not have the time or resources to investigate every lost or stolen personal item that is reported. The security of personal items is the sole responsibility of the student. Students who find lost articles are asked to take them to the office where they may be claimed by the owner.

## **CELL PHONES**

Per Senate Bill 185 IC 20-26-5-40.7, Norwell Community Schools will limit cell phone usage while in the buildings unless medically necessary or specifically approved by building administration. Cell phones should be kept in students' assigned lockers.

- High school students can only have their phones at lunch and between classes.
- Middle school students cannot use their phones at all during the school day and must be kept in their assigned locker.

## **LOCKERS**

The locker is the property of the school and is subject to inspection. Each student is assigned a hall locker with a combination lock. Locker doors are to be kept locked. Lockers and locker combinations are not to be shared. Students, not the school, are responsible for their own property. Approved locker decorations related to school events, teams, clubs, or classes may be displayed on lockers using materials that will not damage the locker.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a hall pass from an authorized staff member. High school students are not to be in the Middle School during the day without permission from the High School office. When in the Middle School, students are to report immediately to the Middle School Office. Middle School students are not to be in the high school.

## **TECHNOLOGY/TEXTBOOKS**

Based on guidance from the state, Norwell Community Schools will provide a statement for each student of any fees to be paid. This amount should be paid on the specified date. Please use check, money orders, and online payment through the school website. Save your receipt, canceled check, or confirmation to assure credit for this payment. If you are unable to pay a fee, see the high school Treasurer to make special arrangements. Students are responsible for returning all school-owned books or other materials at the end of the semester, school year, or time of withdrawal from school. If a student withdraws from school in the middle of a semester, the amount of any applicable refund will be based upon how long the student attended school that semester.

## **FEES/FINES**

Students owing money for library fines, textbook damage or other acts or non-acts of the student must satisfy this financial obligation when due or make satisfactory arrangements with the administration. Failure to pay textbook rental fees and other charges owed may result in the withholding of student diplomas and/or the ability to attend prom, commencement, field trips, etc.

## **NHS – CLASS DUES**

Class dues are a one-time fee of seven dollars and fifty cents (\$7.50). Class dues are collected during the student's freshman year.



# TRANSPORTATION

## BUS TRANSPORTATION

Students and parents can access NWCS transportation practices and procedures here:

[25-26 NWCS Transportation Practices and Procedures](#)

Questions can be directed to [transportation@nwcs.k12.in.us](mailto:transportation@nwcs.k12.in.us) or 260.622.1016

## BUS RULES

**Items A through L are procedures expected of all riders at all times:**

- A. Each student upon entering the bus must go immediately to his/her assigned seat on the bus.
- B. No student shall stand or move from place to place on the bus.
- C. Students shall enter and leave the bus only after the bus has come to a complete stop and the entrance door has been opened by the driver.
- D. Students shall be quiet at all railroad crossings.
- E. Students shall follow the directions of the bus driver the first time they are given.
- F. Students must stay in their seats with their feet on the floor and out of the aisles and keep their hands, feet, and objects to themselves.
- G. Students must refrain from using inappropriate language, loud talking, teasing, and using rude gestures.
- H. All students must enter and leave their respective buildings when loading and unloading the buses.
- I. Student passengers should be waiting at their boarding station when the school bus arrives. In case of an emergency causing a late arrival by the student at his/her station, the bus driver will stop and blow the bus horn. The bus driver is not required to wait.
- J. Additional rules may be posted on individual buses.
- K. All school rules apply to behavior on the bus as well as at the bus stop.
- L. Students will only be permitted to ride their own bus, as assigned by Norwell Transportation Department.

### **Student Discipline Procedures**

- If student behavior is severe enough to inhibit the bus driver's ability to safely transport students, the bus driver may suspend the student's transportation privilege for up to 3 days. Transportation suspensions of more than 3 days may only be issued by a building administrator. A suspension of 3 or more days will include a meeting with the driver, the building administrator, and the parent/guardian.
- For bus rule violations that do not result in a suspension of transportation privileges, the following progressive consequences will be used:

1. Verbal warnings from the bus driver.
2. Bus driver assigns the student to a different seat that allows for more effective monitoring and redirecting of behavior issues.
3. Bus driver contacts the student's parent/guardian regarding the student's repeated violations of bus rules.
4. Bus driver and building administrator conference with the student on the bus following AM drop-off.
5. Building administrator issues a detention (lunch, after-school, etc.).
6. Building administrator assigns an in-school suspension.
7. Building administrator assigns an out-of-school suspension.

\*Intentional student behavior/actions resulting in bus equipment being damaged may result in repair charges being assessed to the student's family.

## DRIVING REGULATIONS

Driving to school is considered a privilege. A student driver is responsible for the conduct and safety of those who ride in or drive his/her vehicle. Students who drive a vehicle to school must:

- Complete a vehicle registration form and purchase a parking tag.
- Drive the vehicle directly to school and park in the assigned school parking lot. Once a vehicle enters the school parking lot it may not leave without permission. A student must enter the building immediately after parking their vehicle and may not be in a vehicle during the school day without permission.
- Observe speed limits for school areas while school is in session and at school activities (10 MPH in the parking lot).
- Students are not to park in visitor parking spots.
- If driving privileges are suspended, no other student may drive the suspended student's vehicle.
- The school assumes no responsibility for anything that might happen to a vehicle while on school property.
- Smoking or any other use of tobacco/drugs in vehicles while on school grounds is prohibited.
- Continual tardiness may result in a loss of driving privileges.
- When the buses start moving at dismissal, all student vehicles will remain stationary until all the buses have vacated the parking lot.
- Parking in areas other than those designated for students may result in loss of driving privileges.
- Reckless driving (i.e. donuts, burnouts, weaving, etc.) is prohibited while entering and exiting the school parking lot.
- One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent of the student to allow a search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of the search request shall be cause for terminating the privilege.

# HEALTH SERVICES

IMMUNIZATION (Board Policy 4030)

MEDICATION (Board Policy 4210)

STUDENT INSURANCE

This insurance is supplemental health insurance and should not be considered as a replacement policy. Enrollment for this policy occurs during the first two weeks of school and is optional. Athletic insurance needs should be discussed with your coach and/or the athletic director because you must have proof of medical insurance to participate.



# TECHNOLOGY

## Technology Responsible Use Policy (Grades 6–12)

Norwell Community Schools (NWCS) provides students with access to district-owned devices, digital tools, and the internet as essential resources for learning, creativity, communication, and collaboration. With access to these resources comes the responsibility to use them respectfully, responsibly, and safely in accordance with district policies and values.

This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus. This Responsible Use Policy applies to both school-owned technology equipment and privately owned devices utilizing the NWCS network, the NWCS internet connection, and/or private networks/internet connections accessed from school-owned and privately owned devices at any time. As relevant new technologies emerge, NWCS will seek to provide access to them. The policies outlined in this document cover all available technologies, now, and in the future, not just those specifically listed or currently available.

### Respectful Use

- **Students should treat others with courtesy and respect** in all digital communications, including emails, chats, shared documents, and classroom platforms.
- **Appropriate language and behavior** must be used in online environments.
- **Cyberbullying, harassment, or any form of digital misconduct is prohibited.**
- **Students must respect others' privacy** and not post or share photos, videos, or personal information about others without their consent.

### Responsible Use

- **Technology must be used for educational purposes only** while at school or on school devices, as directed by teachers and staff.
- **Students may access only websites, platforms, and applications** approved by the school or as part of a class activity.
- **Usernames, passwords, and accounts must be kept secure.** Students should never share their credentials or use someone else's login.
- **Inappropriate content or problems should be reported immediately** to a teacher or staff member.

### Safe Use

- **Students must protect their personal information.** Full names, addresses, phone numbers, passwords, or other identifying details should not be shared online.
- **Technology should be used in a physically safe manner.** Students should avoid extended screen time without breaks and take care of equipment.

## **Prohibited Behaviors**

Students may not:

- Access, create, or distribute obscene, threatening, or inappropriate material.
- Interact with strangers online. If something feels wrong or uncomfortable, it should be reported.
- Use devices or accounts to cheat, plagiarize, or gain unfair academic advantage.
- Tamper with or attempt to bypass school filters, firewalls, or security settings.
- Engage in any form of hacking or unauthorized access.
- Use school technology for commercial purposes, personal gain, or illegal activities.
- Record audio, video, or take photos without explicit permission.
- Use video or camera functions in areas, such as locker rooms and restrooms, where privacy is expected.

Violations of this policy may result in disciplinary action, including restricted access, confiscation of devices, detention, suspension, or other consequences as outlined in the Student Code of Conduct.

## **Responsible Use of Artificial Intelligence (AI) Tools NWCS Board Policy 5335**

Norwell Community Schools recognizes that emerging technologies like Artificial Intelligence (AI) can be powerful tools for learning, creativity, and problem-solving. When appropriate, students may have access to generative AI tools to support these learning outcomes. These AI tools must be used responsibly and in ways that enhance, not replace, original thinking and effort.

Students should:

- Use approved AI tools only when permitted by their teacher or assignment instructions.
- Clearly acknowledge any content generated by AI, whether it is text, images, code, or other media.
- Not submit AI-generated work as entirely their own without appropriate citation or teacher permission, as this constitutes a form of academic dishonesty.
- Understand that using AI to complete assignments without proper attribution or approval is similar to plagiarism or cheating and may result in disciplinary action.

Teachers and staff will help students learn how to responsibly and ethically incorporate AI tools into their work as part of developing digital fluency and citizenship.

## **Norwell Community Schools Device Care Policy**

To ensure all students have reliable access to technology, NWCS expects students to treat school-issued devices with care and responsibility.

## General Device Care

- Devices should be turned off and restarted consistently.
- Devices should be kept free of food, drinks, and other substances that may cause damage.
- Only appropriate accessories (chargers, USBs, headphones) should be inserted and removed gently.
- Devices should be carried with the screen closed, using two hands when possible.
- Devices should not be crammed into lockers or backpacks to avoid damage.
- Devices should not be left in hot or cold environments and must return to room temperature before use.

## Transporting the Device

Although NWCS Windows devices are built to withstand daily use, students should transport them in protective cases. Devices should not be tossed, dropped, or stacked with heavy items.

## Screen Care

- Screens are fragile. Students should not press on them or close the lid with items (like pens or papers) inside.
- Leaning on devices or placing heavy items on them is not allowed.
- Screens should be cleaned with a soft microfiber or anti-static cloth. Liquids should never be sprayed directly onto the device.

## Use at School and Home

### At School:

- Devices must be brought fully charged every day.
- Devices should be used in class as directed by teachers.
- Some classes may require specific programs or tools that must be accessed on the device.

### At Home:

- Devices should be charged each night.
- NWCS filters internet content at home and school for safety and CIPA compliance.

## Audio Use

- Devices must be muted unless sound is required for learning.
- Headphones may be used only with teacher permission.

## Saving Work and File Management

- Students should use Microsoft OneDrive to store files. It backs up work automatically and allows access from any device.
- Files should not be saved directly to the hard drive, as they may be lost during repairs or reimaging.

## **Personalization and Software**

- Students may not place stickers, draw on, or mark the device or insert paper under the protective cover.
- Only district-approved software may be installed.
- Students cannot install or uninstall apps; this is managed by IT.
- Apps may be added or removed based on class needs.

## **Security and Virus Protection**

- Devices include antivirus software. Students must avoid suspicious sites and downloads.
- Use of VPNs (Virtual Private Networks) is prohibited and may result in disciplinary action.

## **Device Inspection and Maintenance**

- Devices may be inspected at any time by staff.
- Students should report malfunctioning devices to the Tech Office promptly.
- Devices may be reset to factory settings during repair. Students should ensure important files are being saved to their OneDrive.

## **Device Identification**

- Each device has a serial number and NWCS asset tag. These labels must not be removed, damaged, or altered.

## **Storage and Security**

- Devices should never be left unattended in classrooms, hallways, vehicles, or public places.
- Devices must be stored securely when not in use and brought home daily for charging.
- Unattended devices may be confiscated, and disciplinary action may follow.

## **Damage, Repair, and Replacement**

- Students are responsible for damage resulting from neglect, abuse, or vandalism.
- Families may be billed for repairs up to full replacement cost, replacement chargers, or lost devices.
- Loaners may be issued during repairs when available.
- Repaired devices may be wiped clean—saving work to OneDrive is critical.

## **Lost or Stolen Devices**

- Lost or stolen devices must be reported immediately to school personnel.
- Theft requires a police report.
- False claims will be treated as disciplinary matters.

By using school technology, including AI tools and devices, students agree to follow these expectations as part of the district's commitment to fostering digital citizenship and academic integrity.

# STUDENT SUPPORT

## GUIDANCE AND COUNSELING

Each student will be assigned a counselor who will assist them throughout high school in the areas of personal, social, educational, and career counseling. Counseling services include 4-year high school course planning, classroom guidance (stress management, conflict management, college admission, and job application), individual course selection, postsecondary planning (college options, college application, college requirements, military options, job opportunities), personal and crisis counseling, and career exploration. Counselors may also assist students in locating outside agencies to assist with special issues.

## CRISIS INCIDENT REPORTING

Norwell Community Schools has established a 24-hour link for students to anonymously report information they are aware of that may affect the safety and security of students and staff at our schools. Parents and students are still encouraged to report information directly to the building principal. All school issued devices have a direct link to a form where concerns ranging from bullying, intent to self-harm or suicidal ideations, suspicious activity, threats, or weapon concerns can be reported.

Parents and students can also call (260) 543-2213 (NHS) / (260) 543-2218 (NMS). Listen to menu options and select the option for the Northern Wells Crisis Hotline.

# ADDITIONAL SCHOOL INFORMATION

## MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

In compliance with Indiana Code (IC 20-30-5-0.5), Norwell Community Schools have established a daily observance of a “moment of silence” during which students may exercise their right either to engage in or to refrain from religious observation. While there will be no coercion from school staff for students to engage in or refrain from any religious observation during this time, school staff will assure that all students remain silent and make no distracting display that would interfere with, distract, or impede another student in the exercise of the student’s individual choice.

In compliance with Indiana Code, Norwell Community Schools will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance under the supervision of school staff. While no student will be required to participate in this group activity, all students will be expected to refrain from any activity that would interfere with, distract, or impede other students who choose to participate in this group activity.

## LUNCH AND BREAKFAST

Lunch hour is closed. All students are expected to stay on school property during the lunch hour. A hot lunch is served each day. An A La Carte line is also provided with individual item pricing. Sack lunches may be brought from home.

### **NHS & NMS Meal Prices (2025-2026)**

	<b>Full Pay Cost</b>	<b>Reduced Cost</b>	<b>Adult Cost</b>
<b>Breakfast</b>	\$1.85	\$.30	\$2.50
<b>Lunch</b>	\$2.95	\$.40	\$4.25

- Students will be assigned a one-half hour lunch.
- During the half-hour lunch period, students are to remain in the cafeteria area only.
- Students may visit lockers only during the first and last three minutes after being dismissed for lunch.
- No students are to be in any hallway, the gym or gym lobby during their lunch period without adult supervision/approval.
- Students needing to use the restroom during lunch should use the cafeteria area restrooms.
- During lunch, all food items should be eaten in the cafeteria. No food shall be carried out of the cafeteria.
- No food shall be carried in or delivered from outside restaurants unless approved by the administration.
- Lunch guests are not permitted.

## CLASSROOM SNACK/FOOD POLICY

Food and drinks will not be allowed in classrooms. The only exception is water bottles.

## LIBRARY/MEDIA CENTER

- **Hours:** Monday through Friday, 7:30 a.m. – 2:45 p.m.
- **Circulation:** Return items promptly: fines may accrue. If items are destroyed or lost, patrons will be responsible for replacement costs.
- **Passes:** Students must have a pass to use the LMC during the school day. The subject teacher must write the pass.
- **Behavior:** Rudeness and disrespect toward other patrons and the library staff will not be tolerated.

## FIELD TRIPS

Students participating in field trips will be required to be in good standing (grades, attendance, behavior, etc.). Teachers and administrators reserve the right to make the final judgment concerning student participation.

## DANCES/SOCIAL EVENTS

Dances and other social events will be held throughout the school year by various organizations. The organization's sponsors or school administration will supervise these events and will provide information and rules specific to the event.

## PROM

The members of the junior class sponsor the prom to honor the seniors. The dance and activities are held in late April or early May. Juniors, seniors, and faculty members, and approved chaperones may attend. Norwell students planning to attend the prom need to have class dues paid prior to purchasing a ticket. A junior or senior from Norwell High School may also invite a freshman, sophomore, or student from another high school. All students and guests entering the prom will be required to show a photo ID. Anyone wishing to bring a guest who does not attend Norwell High School will be required to turn in a Guest Form to the high school office prior to purchasing prom tickets. A guest of a Norwell student must be either:

1. A high school graduate or a guest no longer enrolled in a high school that has not yet reached his or her 21st birthday.
2. A freshman, sophomore, junior or senior in good standing from another high school. Student guests may be required to present an "in good standing" statement or form signed by the principal or designated administrator from their school.

Guests of NHS students will be approved, in advance, by NHS administrators. Guests of NHS students may be subject to background checks.

# STUDENT CONDUCT

## **SCHOOL BEHAVIOR, RIGHTS, RESPONSIBILITIES, AND REGULATIONS**

The responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the School Corporation. The purpose of discipline is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

### **GROUNDINGS FOR SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed in Section A below apply when a student is:

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

A school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

#### **A. Student Misconduct and/or Substantial Disobedience**

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

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

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
  7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
  9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract as defined by state law is excluded from this rule.

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

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

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

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

14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.

15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help, or wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. Sexting or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, racist, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation acceptable use of technology policy or rules;
  - g. violation of the school corporation administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.

29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.

30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## **B. Bullying**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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.

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

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct

including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.

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

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

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

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

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

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

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

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

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

### **C. Possessing a Firearm or A Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:  
any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **D. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.

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

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

#### **E. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **F. Legal Settlement**

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

LEGAL REFERENCES: I.C. 20-33-8, I.C. 35-31.5-2-86, I.C. 35-47.5-2-4, I.C. 35-47-1-5

## **STUDENT DISCIPLINE RULES AND CONSEQUENCE MATRIX (Board Policy 4300)**

*The consequences listed below are to be used as a guideline for corrective actions. The severity of a violation and the circumstances surrounding a violation could result in a lesser or greater consequence. Offenses not specifically listed in these policies will be dealt with in an appropriate manner based on the severity of the act involved.*

<b>Offense</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Academic dishonesty	Zero for the assignment	"F" for the grading period	
Alcohol (Selling, use or possession)	5 days suspension	10 days OSS, expulsion recommendation, police report filed	
Bus referral	<i>See bus rules</i>		
Classroom disruption	1 period AP	1 day ISS	3 days ISS, Parent/Teacher/Admin. Conference, Possible Removal from class
Conduct unbecoming a student at NHS/NMS	Detention	Friday Night School	Suspension
Dangerous objects/objects used as weapons	10 days OSS, police report, possible expulsion recommendation	10 days OSS, police report, expulsion recommendation	
Dress Code	Change	Change, detention	Change, Friday Night School
Erratic/Dangerous driving – parking lot and around school vicinity	Loss of driving privileges for 5 school days	Loss of driving privileges for 20 school days	Loss of driving privileges for 90 school days
Drugs/Paraphernalia (Dealing, use or possession)	Police report, 10 days suspension, expulsion recommendation		
Electronic device/Cell Phone violation	Phone may be picked up at the end of the day	Detention and parent must pick up phone	1 day ISS and parent conference.
Inappropriate Physical Contact	Detention	1 day suspension	3 days suspension
Physical Aggression/ Fighting (severity will determine consequence)	3 days suspension, possible police report	5 days suspension, police report	10 days suspension, police report, possible expulsion

Firearm or Weapon	Police report, 10 days suspension, expulsion recommendation for one calendar year		
Habitual offender of individual or multiple policies	4 days OSS	6 days OSS	10 days OSS, expulsion recommendation
Harassment or intimidation	3 days OSS	5 days OSS	10 days OSS, expulsion recommendation
Improper peer relations	1 day ISS	2 days OSS	4 days OSS
Insubordination	3 days OSS	5 days OSS	10 days OSS, expulsion recommendation
Missed detention/Friday Night School	Reassign and increase from the previous assignment.	1 day ISS	3 days ISS
Profanity/racial slurs	1 day suspension	3 days suspension	5 days suspension
Profanity or threat directed toward staff	5 days suspension	10 days OSS, expulsion recommendation, police report filed	
Threat	3 days suspension possible police report	5 days suspension possible police report	10 days suspension, police report, expulsion recommendation
Sexual misconduct	10 days OSS, recommendation for expulsion		
Theft	Restitution 2 suspension, possible police report filed	Restitution and 5 days suspension, possible police report filed	Restitution and 10 days suspension, police report filed, expulsion recommendation
Nicotine/ vaping use or possession All cartridge vapes may be tested for THC. Cost is the responsibility of the student.	3 days suspension, ticket issued	5 days suspension, ticket issued, mandatory awareness program	10 days suspension, ticket issued, mandatory awareness program
Truancy	See attendance Information		
Unintentional or minor damage to school property	Restitution	Restitution/2 days suspension	Restitution/4 days suspension

Vandalism – Destruction of property	Restitution and 5 days suspension., police report filed	Restitution and 10 days suspension, police report filed	Restitution/10 days suspension, police report filed, expulsion recommendation
Verbal conflict	1 day ISS	2 days OSS	4 days OSS

### **Detentions**

- Detentions may be assigned to a student by teachers or administration as a consequence for any code of conduct violations.
- Detentions will be held after school on Tuesdays and Thursdays.
- Regular school rules apply during detentions. If a student is late to a detention, talks during a detention, does not attend an assigned detention, or is disruptive during a detention, the result will be additional disciplinary actions.
  - An unserved 45-minute detention may be reassigned as a 90-minute detention.
  - An unserved 90-minute detention may be reassigned as a Friday Night School.
- Detention time periods will be 45 or 90 minutes in length.
- Students will report to the office right after school for detention. Detention locations will be determined by the administration.

### **Friday Night School (FNS)**

- Friday Night School will be held immediately after school until 4:30 p.m.
- Friday Night School dates will be assigned by administration and will be held in the NHS main office area.
- Regular school rules apply during Friday Night School. If a student is late to a Friday Night School, talks during a Friday Night School, does not attend an assigned Friday Night School, or is disruptive during a Friday Night School, the result will be additional disciplinary actions.
  - An unserved Friday Night School will be reassigned as a full day of In-School Suspension (ISS).

### **Alternative Placement (AP)**

- Students may only be assigned to AP by administration.
- Students assigned to AP will be required to turn in any non-school issued electronic devices to the administration. Personal electronic devices will be returned to students.
- Students are expected to work on school-related assignments. No disruptions will be tolerated. Students, who are removed from AP for disciplinary reasons will be assigned additional disciplinary consequences.

### **In School Suspension (ISS)**

- Students may only be assigned to ISS by administration.
- Students assigned to ISS will be required to turn in any non-school issued electronic devices to the administration. Personal electronic devices will be returned to students.

- Students are expected to work on school-related assignments. No disruptions will be tolerated. Students who are removed from ISS, for disciplinary reasons, will be assigned additional disciplinary action.
- Students who are placed in ISS are excluded from their co-curricular and extra-curricular activities that take place on the day of that ISS assignment. The excluded student will not travel with the team, participate in, or attend the activity/event as a member of the group/team.
- Students may resume activities the day following the end of the suspension.
- ISS is similar to AP, except it is for at least a full school day.

### **Out-of-School Suspension Procedures (OSS)**

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:
  - A written or oral statement of the charges;
  - If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - The student will be provided an opportunity to explain his or 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.
3. Students who are placed in OSS are excluded from their co-curricular and extra-curricular activities that take place on the day of that OSS assignment. The excluded student will not travel with the team, participate in, or attend the activity/event as a member of the group/team.
4. Students may resume activities the day following the end of the suspension.

### **Driver's License**

Indiana Code 9-24-2-4 and 9-24-2-1(a) stipulates that any student under the age of eighteen (18) shall have their license invalidated or have their license or permit not issued by the BMV when notified by the student's principal that the student has been expelled from school for misconduct, is considered habitually truant, or has been suspended from school for the second time in the school year. The student's driver's license or permit shall be invalidated until the earliest of the following:

- the student becomes eighteen (18) years of age.
- one hundred twenty (120) days after the student is suspended.
- one hundred eighty (180) days after the student is expelled for misconduct.

### **Probation Referrals**

Working with the Wells County Probation Department and the Community Corrections Office of Wells County, Norwell Community Schools will refer certain matters that fall under the jurisdiction of the Probation Department to that agency.

## **NHS EXTRACURRICULAR (ECA) CODE OF CONDUCT**

The Norwell High School extracurricular program is an integral part of the school's program offering ECA participants the means to develop self-discipline, work within a team concept, accept responsibility, and make decisions to prepare for the adult world. We believe learning is a never-ending process and that extracurricular participation helps to develop a positive set of values to help young people through life. It is a privilege to participate in Norwell extracurricular programming. This privilege is extended to all Norwell ECA participants who are willing to accept the responsibility. The responsibilities of an ECA participant involved in education-based extracurriculars at Norwell High School include:

1. Being a good ECA participant academically, socially, and displaying good citizenship.
2. Displaying good sportsmanship and being a good teammate.
3. Respecting other ECA participants, spectators, and those in authority.
4. Using language that reflects well on family, school, and self.
5. Being a positive leader by example, words, and/or actions.
6. Developing skills to a competitive level.
7. Having respect for one's own body, including the discipline to maintain excellent physical and mental condition, and to refrain from any form of self-abuse.

In our role of promoting education-based extracurriculars and protecting the health of our ECA participants, the Norwell extracurricular departments, coaching staffs, and sponsors recognize the rights of all ECA participants, including the right to enjoy a safe and supportive environment. We expect our ECA participants to respect each other and not discriminate against, harass, bully, intimidate or treat others physically and emotionally in an inappropriate manner. ECA participants are asked to be respectful of other ECA participants' physical boundaries and be aware that any physical contact must include consent from both parties and be appropriate for a school environment. ECA participants who feel they have been treated inappropriately must report that conduct to a coach, sponsor, or an administrator immediately. ECA participants who witness or have been made aware of inappropriate and/or nonconsensual actions should make a report to a coach, sponsor, supervising adult, or administrator immediately.

### **Attendance**

ECA participants may not participate in extracurricular practices or events, extra-curricular rehearsals, activities or events, co-curricular rehearsals, activities or events, or other Norwell High School events unless they attend school for at least 4 periods of the school day. ECA participants not scheduled in the 7 traditional NHS on campus courses (ex. ICE ECA participants, internship ECA participants, etc.) must attend all traditional NHS on-campus class periods as assigned in PowerSchool. Exceptions may be made by the school administration in certain situations. Questions regarding participation and attendance should be directed, in advance, to the school administration.

### **Extracurricular Rules**

1. No use or possession of tobacco/nicotine in any form at any time. This would include the use or possession of items connected with smoking, chewing, look-like substances, etc. Items (tobacco, cigarettes, e-cigarettes, hookah pens, water vapor pens, lighters, matches, tobacco free and/or nicotine free dips, JUULs, JUUL pods, CBD/hemp cigarettes and cigars, etc.)

2. No use or possession of illegal drugs at any time. This would include the use and/or possession of any prescription or non-prescription drug including but not limited to marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the above listed substances is prohibited. The use and/or possession of drug paraphernalia is also prohibited.
3. No drinking or possession of alcoholic beverages at any time.
4. ECA participants shall not knowingly use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, marijuana, or substance represented as a controlled substance, or possess, use, or transmit paraphernalia for use of such substance. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule).
5. Any individual identified on a social networking site which depicts illegal or inappropriate behavior will be considered in violation of the code of conduct and subject to suspension per guidelines. Inappropriate behavior will be defined as any illegal or legal action considered obscene, indecent or that portrays sexual conduct. It also covers images that demonstrate or insinuate the use of alcohol, tobacco, nicotine, or illegal drugs. Images recovered before the discovery will be considered part of the initial offense. Images discovered to have occurred after the initial discovery will be considered an additional offense.
6. ECA participants shall not take part in any type of hazing activities. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
7. ECA participants shall not commit acts of sexual harassment as defined as such in the Norwell High School Student and Parent Handbook.
8. No attendance at parties or gatherings where alcoholic beverages or drugs are being used. If this situation arises unexpectedly, the individual should leave immediately. ECA participants should be accompanied by their parents at adult functions where alcohol is being served.
9. Norwell ECA participants are expected to follow the rules of the school. Their general conduct in and out of school shall bring no discredit to themselves, their school, or their teammates. If an ECA participant violates conditions in the school's student-parent handbook not specifically mentioned in the extracurricular code of conduct, it can be treated as a code of conduct violation. Disciplinary action will be determined by the high school administration.

### **Discipline for Violations**

The consequences listed are to be used as a guideline for corrective actions. The severity of a violation and the circumstances surrounding a violation could result in a lesser or greater consequence.

### **Violation of rules will be as follows:**

#### **FIRST VIOLATION:**

- The ECA participant shall attend contests but shall not be dressed in the team's uniform.
- The ECA participant shall not participate in any contests/competition (including warm-up activities) for 25% of his/her current/next sport/competition season. If the entire 25% cannot be served within the season the violation occurred, the remaining percentage will be served during the next contest season.

- The ECA participant may continue to practice with the team. In addition, the student must travel to and attend all events but may not be in uniform or participate in any pre-game activities.
- Within 10 days of the violation, a mandatory meeting will be scheduled to write an action plan/contract intended to deter future violations.
- Participants in the meeting must include the ECA participant, the parent(s)/guardian(s) and a building administrator. The ECA participants sponsor/coach and guidance counselor will be included when available.
- The action plan/contract must include the following:
  1. The specific rule violation as identified by the coach, sponsor, or administrator.
  2. A statement from the ECA participant accepting responsibility for his/her actions.
  3. An assigned awareness course aligned with the violation to be completed by the ECA participant.
  4. A meeting schedule with the assigned guidance counselor (frequency may vary per plan).
  5. Signatures by all participants to comply with and complete the plan.
  6. Failing to sign or complete the plan will result in an immediate removal from the extracurricular activity for the remainder of the season.

#### **SECOND VIOLATION:**

- The ECA participant shall attend contests but shall not be dressed in the team's uniform.
- The ECA participant shall not participate in any contests/competition (including warm-up activities) for 50% of his/her current/next sport/competition season. If the entire 50% cannot be served within the season the violation occurred, the remaining percentage will be served during the next contest season.
- The ECA participant may continue to practice with the team. In addition, the student must travel to and attend all events but may not be in uniform or participate in any pre-game activities.
- Within 10 days of the second violation, a mandatory meeting will be scheduled to review and revise the original action plan/contract intended to deter further violations. Original meeting participants should be included in the second meeting.
- The revised action plan MUST include the following:
  1. All components of the original plan.
  2. If the second violation involves nicotine products or drugs, the plan must include regular drug tests, one within 30 days of the offense and one within 90 days of the offense. A failed test will result in a third violation. The participant and/or parent/guardian will be responsible for the cost of the follow-up drug tests.
  3. If the second violation is for anything other than nicotine or drug products, the plan must include 10 hours of community service. Failure to complete the community service requirements will result in a third violation.

#### **THIRD VIOLATION:**

- The ECA participant shall be restricted from any extracurricular activities for 365 days from the date of the third violation.

- ECA participants on a 365-day restriction MAY NOT practice or participate in extracurricular activities in any way, including traveling with the team.

#### **FOURTH VIOLATION:**

- The ECA participant shall be restricted from extracurricular activities for the remainder of his/her high school experience.

ECA participants shall not be convicted of a felony. Any ECA participant convicted with a felony will not be allowed to participate in extra-curricular activities for the remainder of his/her high school experience.

#### **Administration and Procedure**

The Extracurricular Code of Conduct is included in the school's student-parent handbook. An alleged violation of the Extracurricular Code shall be reported to the assigned building administrator. The notice of violation should include the name of the ECA participant, the rule violated, the specific details of the violation, and the date of the violation.

1. Upon receipt of the notice of violation, the assigned building administrator shall notify the ECA participant and the ECA participant's parent/guardian of the alleged violation and the procedure available for the determination of the violation, as set out herein.
2. Any ECA participant who has been determined to be in violation of the Extracurricular Code shall be subject to the discipline contained within this policy. The assigned building administrator shall send written notification of the discipline to parent/guardian.
3. Within three (3) days of receiving the Notice of Violation of the Extracurricular Code and assigned disciplinary action, the ECA participant or his/her parent/guardian may submit a written appeal of the allegations to the Building Principal and Assistant Superintendent for Secondary Programming. If the appeal is not requested within the time specified, all rights to contest and appeal the determination will be waived. Within five (5) days of receiving the written request to appeal, the Building Principal and Assistant Superintendent shall meet with the ECA Participant and his/her parent. Within two (2) days of the appeal meeting, the Building Principal and Assistant Superintendent will notify the ECA participant and parent(s) of the final determination.

#### **Athletics-Specific Eligibility**

Norwell is a member of the IHSAA and follows all by-laws and rules of the IHSAA. Norwell athletes must:

1. Have a completed IHSAA physical and consent form on file with the athletic office before the first scheduled tryout of the season. Physical must have been administered after April 1<sup>st</sup> of the previous school year.
2. Have proof of health insurance coverage on file in the athletic office.
3. Have amateur standing and have not accepted unauthorized awards, gifts, or prizes (including money).
4. Have no unsanctioned participation.
5. Have NOT reached their 20<sup>th</sup> birthday by the State Finals in the sport in which they are participating.
6. Be in good standing with the school per the school's student-parent handbook.
7. Consent to the random drug testing program.

8. By signing off that you have received and reviewed the school's student-parent handbook, you are acknowledging that you are aware of the extracurricular guidelines set forth and that these guidelines apply year-round.
9. Be enrolled and passing in five (5) full credit subjects offered in a Norwell High School program with only one (1) dual enrollment or other approved course offering that may be used toward determining athletic eligibility. Athletic eligibility will be determined every nine weeks. Freshmen entering Norwell High School will be automatically eligible to participate in the 1<sup>st</sup> nine weeks.

### **Other Regulations**

1. Once a non-cut sport team begins their regular season contests, students must have administrative approval to participate.
2. To try out for an extracurricular team, a student-athlete must participate in tryouts prior to the selection of the team and must be:
  - a. In good standing per NWCS Board Policy and Norwell Code of Conduct
  - b. Enrolled and attending classes during tryouts
  - c. Meet all IHSAA requirements
  - d. Meet all Norwell Extracurricular Department requirements
3. An athlete may make a written request to the Extracurricular Director asking to participate in multiple sports during the same season. In all cases, one sport must be deemed first choice in case of conflicts. The NHS administration will approve or deny submitted requests. If the request is first approved, the corresponding coaches and athlete will develop a calendar acceptable to them. If the corresponding coaches and athlete (participant) cannot create an acceptable schedule, the student participant will need to choose one sport to participate in.
4. Changing sports in one season will eliminate points in the first sport. To change sports during one season requires the permission of both coaches and approval of the Extracurricular Director.
5. All student-athlete extracurricular records, including participation points, varsity letters received, and discipline issues will be kept on file in the extracurricular office.
6. Athletes must realize the risks involved in participation, understand that serious injury, and even death, is possible in such participation, and choose to accept such risks.
7. Testing of athletes for illegal substances may be required, through the school's random testing policy.
8. Athletes in grades 10 through 12 who are on suspension cannot join an extracurricular team for the first time to serve their suspension. Suspension will be served in the next sport season in which a student-athlete has previously participated.
9. When a suspension for a percentage of the season is required, the athlete must complete the sport season in good standing to consider the suspension served. -
10. The Extracurricular Code of Conduct is in force for all athletes from the first day of IHSAA sanctioned practice for fall sports their freshman year until the final competition of their senior year including summer months and sport seasons when they are not participating in a sport.
11. The coach will make the final determination on team selection.
12. The school administration reserves the right to make the final judgment regarding all disciplinary actions.

### **Athletic Awards Point System**

- A member of a varsity team – 2 points
- A member of a freshman, reserve, or other team – 1 point
- Managers – 1 or 2 points
- Coaches award points earned by athletes and managers.

### **Qualifications for Athletic Awards**

- Jacket Award – Letter jacket N's are earned when an athlete has accumulated 5 points – 2 of which must be varsity points. Upon earning their jacket awards, ECA participant athletes will be presented with their N's and given information on how and where to purchase jackets.
- Senior Letter Blanket Award are earned when an athlete accumulates a total of 15 points – including 4 varsity points earned during their senior year. The Extracurricular Department will purchase the varsity blanket.
- Jackets will be approved at the close of the sports season, (fall, winter, spring) in which the athlete completes his/her point requirements. Senior letter blankets will be presented at the spring award presentations.
- If an ECA participant does not finish a sport season in good standing, they shall not earn awards or points in that sport.

## NMS ACTIVITIES CONDUCT CODE

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Participating in activities at Norwell Middle School is a privilege. Students are expected to conduct themselves in a manner that reflects being a positive role model to others. Students are expected to exemplify good conduct during the school day and at school activities. Sportsmanship and proper etiquette must be practiced at all times. Students must always represent Norwell Middle School in a positive manner. Student athletes are required to sign an athletic code of conduct each school year. Administrators, coaches, or sponsors may revoke participation privileges for students who present behavior problems. Privileges may be revoked permanently or for a particular number of games, quarters, matches, meets, practices, events, or meetings. This code also applies to special events such as dances, convocations, etc. At Norwell Middle School, parents, teachers, and administrators recognize the importance of activities as a valuable asset in the total development of a child. Participation is encouraged, and much value is placed on the beneficial outcomes associated with involvement in school activities. To be eligible for participation, students must meet minimal academic requirements and guidelines.

### Activity Eligibility Guidelines

- A. All 6th grade students are academically eligible at the beginning of the school year.
- B. Academic eligibility at the beginning of the school year for 7th & 8th grade students is subject to grades earned on the final report card of the previous school year.
  1. Any student receiving one (1) failing grade at mid[1]term or on a 9 weeks report card will be placed on academic probation. A student on academic probation may try-out for and practice with any school activity group, athletic team, cheer group, or academic group, but cannot participate in competitions, games, or programs. A student on academic probation may attend extracurricular activities such as dances and all activities open to the general public.
  2. Any student receiving two (2) or more failing grades at mid-term or on a 9 weeks report card will be ineligible for participation in school activity groups. A student who is academically ineligible may attend such activities that are open to the public such as athletic contests, performances and concerts. However, they are prohibited from attendance at activities such as dances or other activities that are restricted to Norwell Middle School students.
  3. Academic status will be reviewed each 4½ weeks at the midterm/quarter dates.
- C. These eligibility guidelines pertain to activities that exist beyond the school day, not those events linked to courses. Students who take courses with requirements outside of school hours are not impacted by these eligibility guidelines. Students are obligated to meet course requirements for performances, concerts, etc.
- D. Students must have a pre-participation exam (physical) signed by a physician before participation in athletics. Physicals completed after April 1 are valid for the following school year.
- E. Students are not eligible for athletic participation if they are 16 years of age or older.
- F. Students and parents must sign an acknowledgment of risk and code of conduct form for participation in athletics.
- G. Eligibility rules apply to athletes, cheerleaders, managers, clubs, and performing groups.

- H. Students participating in school activity groups activities must establish enrollment at NMS for at least one period per day in order to be eligible to participate. The exception to this policy applies to Bethlehem Lutheran students, who, as sixth graders, are not yet enrolled in NMS classes. These students who meet other eligibility criteria, will be permitted to participate in school activity opportunities available to sixth grade students.
- I. Students who are placed in alternative placement or suspension are ineligible to tryout, practice, perform or compete on the day or days when the suspension is served.

# ADDITIONAL POLICIES & PROCEDURES

## SEARCH AND SEIZURE (Board Policy 4401)

### DRUGS OR DRUG PARAPHERNALIA (USE OR POSSESSION)

The use and/or possession of any prescription or non-prescription drug including but not limited to marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the above-listed substances is prohibited. The use and/or possession of drug paraphernalia is also prohibited.

Norwell Community Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco/nicotine and/or drug and/or alcohol usage. Upon being selected for a drug test either by random draw, reasonable suspicion, request of a parent/guardian or custodian, or a follow-up test, a student/participant will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the testing. All students will remain under school supervision until they have produced an adequate specimen. If it is proven that tampering or cheating has occurred during the collection, the drug test will be considered positive. This will be reported to the parent/guardian or custodian. If a student/participant refuses to submit to the drug test, it will be considered a positive test. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, nicotine, and "street drugs", (which may include all drugs listed as controlled substances under the laws of the state of Indiana).

The use and/or possession of such substances may result in the loss of driving privileges.

### RANDOM DRUG TESTING POLICY

The NWCS Random Drug Testing Policy aims to support parents and families in helping children say no to drugs, resist negative peer pressure and promote a healthy lifestyle.

#### A Statement of Need and Purpose

Students using drugs illegally pose a threat to their own health and safety, as well as that of other students. Therefore, a program of deterrence will be instituted as a proactive approach to strive for a drug-free school environment. In addition to the aim, the purpose of the random drug-testing program is to encourage students who use drugs illegally to participate in drug treatment programs.

Students/participants involved in driving to and from school and extra-curricular/co-curricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students/participants from driving to and from school or participating in extra-curricular/co-curricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle.

The primary purpose of this program is not intended to be punitive or disciplinary in nature. However, there are consequences for a positive test result. A positive test result in the random drug-testing program will not result in suspension or expulsion from school, and it will not be documented in the student's academic records. A positive test result will, however, result in consequences tied to driving privileges or participation in extra/co-curricular activities.

### **Introduction**

The Random Drug Testing program was initiated at the beginning of the 2014-2015 school year. This program does not affect the current policies, practices, or rights of Norwell Community Schools with tobacco/vaping and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Norwell Community Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco/vaping and/or drug and/or alcohol usage.

### **Reasonable Concern**

A substance abuse-free environment must be the stated goal of the school district, and the support and cooperation of the entire community are essential if the goal is to be realized. Norwell Community Schools has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining a safe and secure educational environment at Norwell Community Schools requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular/co-curricular activities.

### **Scope**

The extra-curricular/co-curricular activity programs of Norwell Community Schools, herein referred to as extra-curricular activities, are an integral part of the school system and the community. Extra-curricular activities are school-sponsored activities. The recognized value of the extra-curricular activity to a student's personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in extra-curricular programs of the school but believes the opportunity for such participation is not a right.

Participation is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be the agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco/vaping products, if selected, in accordance with the testing program. This drug-testing program will be applied to all high school and middle school students (grades 6-12), male and female, who participate in any one or combination of the following:

- A. Extra-curricular activities (sports, clubs, student government, etc.)
- B. Co-curricular activities (band, choir, musical, theatre, National Honor Society, FFA, etc.)
- C. Drive a vehicle to, from, or during school
- D. Students enrolled in driver's education through Norwell Community Schools

- E. Any student whose parent/guardian or custodian elects to enroll his/her student in the random drug testing policy.

### **Forms**

Any student/participant who refuses to consent to random drug testing will be ineligible to participate in all extra-curricular activities and from driving to or from school. Any student/participant who fails to electronically provide their consent or sign and return a consent form by the selection date set by the building principal and then decides to participate in an extra-curricular activity program at a later date must submit to a drug test, which must be negative, and sign the consent form. The student/participant and/or parent/guardian or custodian will be financially responsible for the drug test.

### **Consent Form**

It is MANDATORY that each student/participant who participates in extra-curricular and co-curricular activities or drives to or from school consent to random drug testing. Consent can be given electronically at registration or by signing and returning the “consent form” by the selection date set forth by the building principal.

Each student/participant shall be provided the opportunity to consent to random drug testing. This opportunity will be given electronically through the registration process or with a “consent form,” which shall be dated and signed by the student/participant and by the parent/guardian or custodian. In so doing, the student/participant is agreeing to participate in the random drug-testing program at Norwell Community Schools. Consent is required each school year.

### **Non-Consent Form**

A student/participant denying consent is stating he/she does not plan to participate in extra-curricular activities or drive to or from school for that current school year. If a student/participant wishes to participate in extra-curricular or drive to or from school at a later date that same school year, he/she must submit to a drug test, test negatively, and sign the consent form. The student and/or parent/guardian or custodian will be financially responsible for the drug test, and the drug test must be negative.

Each student/participant shall be provided the opportunity to deny consent to random drug testing. This opportunity will be given electronically through the registration process or with a “non-consent form,” which shall be dated and signed by the student/participant and by the parent/guardian or custodian.

### **Withdraw of Consent Form**

If a student/participant wishes to withdraw from the random drug-testing pool, he/she must sign a “Withdrawal of Consent Form.” The “Withdrawal Consent Form” must be signed by the student/participant and custodial parent/guardian or custodian before the student/participant is removed from the pool. Once the form is signed, all corresponding privileges will no longer be available to the student/participant for 365 days. After the 365 days has elapsed, he/she may reenter the testing pool by signing a “Consent Form” and by testing negative. The student/participant and/or parent/guardian or custodian will be financially responsible for the drug test.

### **Testing Procedures**

The selection date is defined as the date set forth by the building principal.

- A. The selection of students/participants to be tested will be done randomly by the testing facility and selections will be made from time to time throughout the school year. Names will be drawn from two

pools of those agreeing to be tested. The first pool will include students in grades 6, 7 and 8. The second pool will include students in grades 9-12. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students/participants conscious of the possibility of being tested at any time during the year. Each student/participant will be assigned a number that will be placed in the drawing. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing. Ten students/participants will be selected randomly and tested weekly – two from the middle school and five from the high school with three alternates.

- B. No student/participant will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- C. The drug screen will test for the following: Amphetamines, Cocaine, Opiates, Methamphetamines, Oxycodone, THC, and Cotinine (Tobacco/nicotine products).
- D. Upon being selected for a drug test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian or custodian, or a follow-up test, a student/participant will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the testing. All students will remain under school supervision until they have produced an adequate specimen.
- E. If it is proven that tampering or cheating has occurred during the collection, the drug test will be considered positive. This will be reported to the parent/guardian or custodian.
- F. If a student/participant refuses to submit to the drug test, it will be considered a positive test.
- G. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, nicotine, and “street drugs”, (which may include all drugs listed as controlled substances under the laws of the state of Indiana).
- H. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA).

### **Pick-Up Process**

The school is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the “Chain of Custody” form properly annotated.

### **Statistical Reporting and Confidentiality of Drug Test Results**

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without express written consent of the Norwell Community Schools’ Board of Trustees. However, the lab will provide the building principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive specimens.

Under this drug testing program, any staff, coach, or sponsor of Norwell Community Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Norwell Community Schools’ commitment to confidentiality with regard to the program.

### **Certifying Scientist Responsibilities**

The certifying scientist will review all results of drug testing. Any specimen testing positive for illicit or banned substances will be handled in the following manner:

- A. The certifying scientist determines if any discrepancies have occurred in the “Chain of Custody.”
- B. Depending on the substances found in the sample, if necessary, the principal/designee will contact the parent/guardian or custodian to determine if the student/participant is on any prescribed medication from a physician.
- C. If the student/participant is on medication, the parent/guardian or custodian will be asked to obtain a letter from the prescribing physician, within 2 business days, to document what medications the student/participant is currently taking. Failure to provide such requested information will be considered a positive result.
- D. The certifying scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
- E. Finally, the certifying scientist, based on the information given, will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results.
- F. The certifying scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the certifying scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- G. The certifying scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the building principal in a confidential manner.

#### **Random Drug Testing Guidelines Chain of Custody**

- A. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student’s/participant’s random pool number, not name, will be used.
- B. Before the student's/participant’s specimen is tested by the laboratory, students/participants will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student/participant chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- C. A sanitized kit containing a specimen container will be given to each student/participant. The container will remain in the student's/participant’s possession until a seal is placed upon it. The student/participant will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
- D. If the seal is tampered with or broken after leaving the students/participant’s possession and prior to arriving at the lab, the specimen is invalid. The student/participant will be called again as soon as possible. The student/participant will remain eligible for extra-curricular/co-curricular activities subsequent to this retest.
- E. After it has been sealed, designated personnel will send the specimen to the testing laboratory. The testing laboratory will report the results of the first drug test back to the school designee only. If the first drug test is “positive,” the parents will be notified by the school.
- F. In order to maintain confidentiality, the container will not have the name of the student on the container. Instead, the student's/participant’s random pool number will appear on the container. The student/participant will initial the specimen container and/or date and sign the chain of custody form. Also, the result sheet for the drug test will be mailed back to the principal/administrative designee with no name attached; only the student’s/participant’s random pool number will appear on the results sheets.

### **Notification Procedure for a Positive Test**

When a principal/designee is notified that a student/participant has tested positive, the principal will notify the student/participant and parent/guardian or custodian of the positive test result and give the student/participant and the parent/guardian or custodian the following information:

- A. The substance(s) they tested positive for in the drug test.
- B. The student/participant and/or parent/guardian or custodian may submit any CURRENT documented prescription, explanation, information or doctor's letter within 2 business days, which will be considered in determining whether a "positive" test has been satisfactorily explained.
- C. The consequences of the positive drug test will be determined by the administration based on school policy and explained to the student/participant and/or parent/guardian or custodian.

### **Violation of rules will be as follows:**

#### **FIRST VIOLATION:**

- The ECA participant shall attend contests but shall not be dressed in the team's uniform.
- The ECA participant shall not participate in any contests/competition (including warm-up activities) for 25% of his/her current/next sport/competition season. If the entire 25% cannot be served within the season the violation occurred, the remaining percentage will be served during the next contest season.
- The ECA participant may continue to practice with the team. In addition, the student must travel to and attend all events but may not be in uniform or participate in any pre-game activities.
- Within 10 days of the violation, a mandatory meeting will be scheduled to write an action plan/contract intended to deter future violations.
- Participants in the meeting must include the ECA participant, the parent(s)/guardian(s) and a building administrator. The ECA participants sponsor/coach and guidance counselor will be included when available.
- The action plan/contract must include the following:
  1. The specific rule violation as identified by the coach, sponsor, or administrator.
  2. A statement from the ECA participant accepting responsibility for his/her actions.
  3. An assigned awareness course aligned with the violation to be completed by the ECA participant.
  4. A meeting schedule with the assigned guidance counselor (frequency may vary per plan).
  5. Signatures by all participants to comply with and complete the plan.
  6. Failing to sign or complete the plan will result in an immediate removal from the extracurricular activity for the remainder of the season.

#### **SECOND VIOLATION:**

- The ECA participant shall attend contests but shall not be dressed in the team's uniform.
- The ECA participant shall not participate in any contests (including warm-up activities) for 50% of his/her current/next sport/competition season. If the entire 50% cannot be served within the season the violation occurred, the remaining percentage will be served during the next contest season.
- The ECA participant may continue to participate in practices. In addition, the student must travel to and attend all events but may not be in uniform or participate in any pre-game activities.

- Within 10 days of the second violation, a mandatory meeting will be scheduled to review and revise the original action plan/contract intended to deter further violations. Original meeting participants should be included in the second meeting.
- The revised action plan MUST include the following:
  1. All components of the original plan.
  2. If the second violation involves nicotine products or drugs, the plan must include regular drug tests, one within 30 days of the offense and one within 90 days of the offense. A failed test will result in a third violation. The participant and/or parent/guardian will be responsible for the cost of the follow-up drug tests.
  3. If the second violation is for anything other than nicotine or drug products, the plan must include 10 hours of community service. Failure to complete the community service requirements will result in a third violation.

**THIRD VIOLATION:**

- The ECA participant shall be restricted from any extracurricular activities for 365 days from the date of the third violation.
- ECA participants on a 365-day restriction MAY NOT practice or participate in extracurricular activities in any way, including traveling with the team.

**FOURTH VIOLATION:**

- The ECA participant shall be restricted from extracurricular activities for the remainder of his/her high school experience.

**Norwell Community Schools 2025-2026**  
**EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES & STUDENT DRIVER**

I, \_\_\_\_\_, have decided not to participate in the Norwell Community Schools Extra-curricular/co-curricular Activities & Student Driver Random Drug Testing Program. I understand that I will not be allowed to participate in any extra-curricular/co-curricular activities and/or drive to or from school for this current school year. In order for me to participate in the extra-curricular/co-curricular activity program at a later date or to begin driving to and from school for this current school year, I understand that I must submit to a drug test (which must be negative), and *I understand that my parent/guardian or custodian and I are financially responsible for the drug test.*

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**Norwell Community Schools 2025-2026**  
**EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES & STUDENT DRIVER**

I, \_\_\_\_\_, have decided to withdraw my name from the random drug testing pool. By doing so I understand that once signed, I will not be allowed to participate in any extra-curricular/co-curricular activities or drive to or from school for 365 days. After the 365 days have elapsed, I may then reenter into the testing pool with a "Consent Form" and by testing negative. I understand that this reentry drug test will be paid for by the student and/or parent/guardian or custodian.

## **CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS (Board Policy 4305)**

### **SEXUAL HARASSMENT (Board Policies 3002, 3020, 4002, 4003)**

According to Title IX laws and the US Department of Education, in accordance with 34 CFR Part 106, *sexual harassment* means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The school must have *actual knowledge* of sexual harassment. "*Actual knowledge*" means notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient, or to any employee of an elementary and secondary school. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the recipient with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the recipient. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in § 106.8(a).