STUDENT HANDBOOK

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24·HOUR ATTENDANCE LINE
457-8101 - EXT. 2100

WELCOME TO NORTHWESTERN HIGH SCHOOL

Welcome to Northwestern High School, home of the "Tigers". We expect every student to be a successful learner and to take pride in himself or herself and this school. It is our hope that the policies, guidelines and procedures contained within, will contribute to the mission of the Northwestern School Corporation.

A Word About This Handbook - This student handbook forms the core of rules, regulations, and guidelines under which we operate this year. Please read it carefully and share it with your parents. Northwestern High School has an outstanding reputation and tradition to maintain. As students enrolled in this building, you share in the responsibility of achieving this goal. This is not a small task and it is one which will require your work and cooperation to become successful. This material is presented in an effort to be fair with *everyone* involved. **Failure to read the handbook will not be accepted as a valid excuse when the code of conduct is violated.**

Emancipation: The policies of the handbook apply to all students regardless of age. Parental responsibilities do not end when a student becomes 18 years old. A student is emancipated after reaching age 18 only upon establishing his or her own residence and self-support. Until such emancipation, parents or guardians are the responsible spokesperson for the student.

Northwestern High School participates in the SHOCAP Safe Policy Program in Howard County.

POLICY NOTIFICATION STATEMENT

It is the policy of the Northwestern School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap, in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971 Title 20), Title VI (Civil Rights Act 1964) the Equal Pay Act of 1973, Title IX (1971 Educational Amendments), and section 504 (Rehabilitation Act of 1973).

Inquiries regarding compliance with Title IX may be directed to Mrs. Geana Moore and Mr. Mike Goodrich and Section 504 may be directed to Mrs. Geana Moore the Corporation Compliance Officer, Northwestern School Corporation, 3075 N Washington St Kokomo, IN. 46901. Telephone: (765) 457-8101.

This handbook was adopted by the Northwestern Board of School Trustees at a meeting held on June 9, 2026 and July 23, 2026.

NORTHWESTERN SPIRIT

NORTHWESTERN SCHOOL SONGS

Victory Song

Go you Northwestern, Make another score.
With your colors flying we will cheer you more and more.
Rah! Rah! Rah!
Go you Northwestern, Fight for Victory!
Spread far the fame of our fair name.
Go Northwestern, Win this Game!

"NHS Alma Mater"

Hail to thee dear Alma Mater
Hail to thee home of Purple Pride,
May your glory reign forever
May your spirit never die;
As we move onward ever upward
Reaching for the highest star,
We'll remember you Northwestern
You have brought us all so far.

SCHOOL COLORS - Purple and White

SCHOOL NICKNAME (MASCOT) - Northwestern Fighting "Tigers"

THE SPIRIT OF NORTHWESTERN

The "Spirit of Northwestern" includes seven cardinal points:

School **loyalty** at all times... a personal pride in the school and all of its endeavors... supports all school policies.

Good **sportsmanship** in the classroom, in club activities, and at all athletic contests.

Courtesy, thoughtfulness, and good conduct which will reflect not only on the training of the pupil, but also the name of the school.

A **pride** in personal appearance and in the appearance of the school, the classrooms, the gymnasium, the school buses, the halls, and the grounds around the school.

Preparedness at all times...all lessons and assignments are carefully prepared and each **pupil** has all the necessary tools with which to work.

Respect for the property of others.

Above all, to endeavor to lead a good, clean, moral life.

NORTHWESTERN HIGH SCHOOL MISSION STATEMENT

Through the quality of its staff, curriculum, instruction, and extra-curricular offerings, Northwestern High School provides a positive and supportive environment that challenges each student to strive for excellence in developing skills in life by learning, communication, problem solving, critical thinking, individual and social responsibility, and a respect for others and self.

School's Core Values and Beliefs

A. Core Values

- Excellence in all that we endeavor
- A quality work ethic
- Positive self-esteem
- Life-long learning
- Reading Comprehension
- Communication skills
- Technology skills
- Diversity
- Flexibility

B. Core Beliefs

- Our students need to develop a deep understanding of essential knowledge and skills.
- Reading comprehension is the foundation of student learning, reasoning, solving problems, and producing quality work.
- All students can learn.
- A positive and supportive school climate is essential.
- Students, parents, and teachers must respect each other and behave responsibly.
- Self-discipline is essential.
- Staff development is essential.
- Our students must develop skills necessary to function productively in society.
- Parents must be involved in their children's education.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Our curriculum and programs must address the diverse needs of each student.

NORTHWESTERN HIGH SCHOOL CODE OF RESPECT*

Respect: courteous esteem felt or shown toward a person. 1. treat with consideration 2. avoid interfering with, harming, degrading, insulting, injuring or interrupting 3. treat with esteem, honor.

I am responsible.

I find ways to make my school and community a better place.

I am polite and courteous to peers and faculty in the classroom, in halls, in athletic arenas, and on field trips.

I have all my assignments in on time.

I value school property and the property of others.

I am ethical.

I am strong enough to do what is right.

I am trusted by my family, school and community. I tell the truth.

I give credit where credit is due.

I abide by the school's policy regarding academic honesty. I stand up to others and choose to do the right thing.

I am self-disciplined.

I use good manners.

I use polite and helpful language. I think before I act.

I make good choices in my personal behavior.

I solve problems with my mind, not with angry words or actions.

I am persevering.

I try my hardest at everything I do.

I stay with an activity even when it is difficult.

I am empathetic.

I speak kindly about others.

I discourage rumors and gossip. I listen to others.

I am compassionate.

I care about others and show kindness to everyone. I treat others the way I would like to be treated.

I am a peacemaker, not a bully.

I am aware of the presence and needs of others. I look out for the other guy.

I am tolerant.

I am open-minded about the opinions of others. I appreciate diversity among people.

I ignore stereotypes.

Endorsed by Northwestern High School Student Council 4/21/04

* Adapted from the Klem South Code of Conduct.

FACULTY/STAFF DIRECTORY

English
Mrs. Rooze
Mrs. Stockdale-Elftman
Mrs. Miller
Mrs. Morrow
Mrs. Pritchard

Social Studies
Mrs. Liggett
Mrs. Hale
Mr. Herrema
Mr. Townsley

World Languages
Mr. Lopez
Mrs. Dubbels
Frau Windell

Science
Mr. Anderson
Mrs. Dahman
Ms. Lourwood
Mr. Whaley
Mr. Williams

Math
Mr. Troyer
Mrs. Kintzel
Mr. Ortmann
Mr. Pier
Ms. Honnold

Family/Consumer
Mrs. O'Neal

Business/Comp. Ed.
Mr. Gilmore
Ms. Wallace

Industrial Tech
Mr. Koetter

Vocational Ag
Mrs. North

Music
Mrs. Bollhoefer
Mr. Snyder

Art
Ms. Cannon

Health/Physical Education
Mrs. Gatlin
Mr. Turnipseed
Mrs. Walters

Nurse
Mrs. Galbraith
Mrs. Smith

Special Education
Mrs. King
Ms. Harshbarger

Instructional Assistants
Mrs. Vent
Mrs. Markham
Mrs. Markley
Mrs. Walter
Miss Walden

Mrs. Lapota
Mrs. Youngquist- High School Media Clerk
Mrs. Hardin - Counselor
Mrs. Nelson - Counselor
Mrs. Echelbarger - Director of Student Services
Mr. Goodrich - Director of Athletics
Mr. Hunt - Microsoft Certified Systems Engineer
Mr. Spence - Technology Support Specialist
Mrs. McCracken - Technology Integration Specialist

Office
Mrs. Fillenwarth - Secretary
Mrs. Davis - Athletics Secretary
Mrs. Lovelace - Secretary/Bookkeeper
Ms. Malson - Student Services Support Assistant
Mrs. Butts - Student Services Secretary

Administration
Mrs. Berkshire - Principal
Mr. Ward - Assistant Principal

NORTHWESTERN SCHOOL CORPORATION
2026-2027 SCHOOL CALENDAR

AUGUST 2026

3 Teacher Organization Day (No Students)

4 Begin Semester 1 (First Day for Students)

SEPTEMBER

7 Labor Day (No School)

OCTOBER

6 End of 1st grading period

14 P/T Conference - 11am - 6pm (No School)

19-23 Fall Recess (No School)

NOVEMBER

25-27 Thanksgiving Break (No School)

DECEMBER

18 End of 2nd grading period

21 Begin Winter Recess/ Teacher Work Day Option 1

JANUARY 2027

6 Teacher Work Day Option

2 (No School)

7 Begin Semester 2 (Students Return)

18 Martin Luther King Jr. Day (Make-Up Day)

FEBRUARY

15 President's Day (Make-Up Day)

MARCH

12 End of 3rd grading period

26 Good Friday (No School)

29-31 Spring Break (3/29 - 4/2) (No School)

APRIL

1-2 Spring Break (No School)

MAY

25 Last Day for Students (Pending Make-Up Days)

26 Teacher Work Day

31 Memorial Day

JUNE

6 Graduation Date Pending Board Approval

NOTE: Snow days will be made up in order on the calendar. Additional days will be made up at the end of the calendar. If there are changes due to legislative action, the calendar will be revised accordingly. Please listen to radio stations WWKI, Shine 99, WIWC (97.1) or WIOU for school closings and delays. Board Adopted: 1-12-17

I. ACADEMICS

ACADEMIC "N" AWARD

In keeping with Northwestern's concern for encouraging academic excellence, this letter will be given to any high school student attaining at least a 3.6 on a 4.0 scale in each of the first 3 grading periods of the school year. The only other criteria is that the student must be enrolled for credit in at least 5 classes each grading period while at Northwestern.

COMMENCEMENT

Any member of the senior class who has at least 42 credits, completed a graduation pathway, and has fulfilled all requirements for graduation as set forth by the Board of School Trustees of the Northwestern School Corporation, may participate in graduation exercises and shall be listed in the graduation program.

Students and parents of students who wish to participate in commencement must agree to the following rules as may be necessary to insure a solemn and dignified graduation for the graduates, the families, and the school.

1. All seniors who expect to participate in the commencement must attend all practice sessions and remain for the duration of the same.
2. Each student graduate is expected to wear a shirt and trousers, dress, shoes, or similar standard of formal clothing under their gown.

DUAL CREDIT

Northwestern juniors and seniors are allowed to attend a post-secondary institution on a part time basis during the school day. This policy allows eligible students to take certain courses at IUK or IVY TECH and receive high school and post-secondary credit for the courses. A student is required to consult with a counselor and to make an application to and receive approval from the high school principal in order to take the dual credit course.

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement,

unless other arrangements have been approved.

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document,
- Court papers allocating parental rights and responsibilities or custody (if appropriate),
- Proof of residency (no homeless child will be denied enrollment based on a lack of proof or residency),
- Proof of immunizations.

In some cases, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance counselors will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When enrolling themselves in school, adult students have the responsibility of both the student and parent.

Non-resident students should refer to the Transfer Policy found on the Corporation website for eligibility requirements to enroll.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

TRANSFER STUDENT ENROLLMENT CONDITIONS

A transfer student may be subject to un enrollment from Northwestern High School if they fail to meet the school's attendance and behavior expectations, as permitted under Indiana Code 20-26-11-32

1. Attendance Requirements: A transfer student who is absent for 10% or more of the school year may be subject to a review for unenrollment. Excessive tardiness or partial-day absences may also be considered as part of the attendance review process.

2. Disciplinary Infractions: A transfer student who receives a total of 10 days of Out-of-School Suspension (OSS) due to disciplinary violations may be considered for unenrollment. If the suspensions result from severe misconduct (e.g., violence, threats, or repeated violations of the Code of Conduct), immediate action may be taken.

FIELD TRIPS

Occasionally a class may take a field trip as a part of the class lesson. Careful attention should be given by the students participating regarding what time to meet, what to wear, how much money to bring along, what supplies need to be brought along (pencils, binoculars, etc.) and what to do in the event of inclement weather or illness at the last minute. If a student is suspended from school and/or has poor attendance the field trip may be denied and the money collected will be forfeited. If a student is suspended out of school and/or has poor attendance any out of state trip will be denied and the money collected will be forfeited. Remember, Northwestern High School is judged by the impression its students leave while on such field trips. School policies are the same on field trips as they are while students are on school grounds. Students are responsible for obtaining all make up work and due dates from an absence relating to a field trip.

GRADE CARDS AND WARNING NOTICES

1. Students' grade cards are issued every nine weeks. Grade cards are posted on Skyward at the end of each quarter.
2. Warning notices are e-mailed in the middle of each nine weeks to parents of students who need some type of special attention. These warnings do not necessarily mean that the student is failing, but a deficiency is noted which needs to be corrected. Acknowledgement of this report by email, a note, phone call, or visit is appreciated.
3. Through the school website, parents who register for Skyward Family Access may access their child's grades any time during the grading period.
4. Semester and final examinations are to be taken during the regularly scheduled test period. Semester and final examinations can be made up by arrangement with the school only when the exam was missed because of illness of the student; a death in the immediate family or other reasons approved by the principal or his designee.

GRADE SCALE

A+ = 98-100+	B+ = 88-89	C+ = 78-79	D+ = 68-69
A = 93-97	B = 83-87	C = 73-77	D = 63-67
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62
Below 60 = F			

GRADUATION REQUIREMENTS

To Receive a NHS Diploma a student shall achieve the following:

1. Attend 7 semesters of assigned classes in grades 9-12.
2. Earn a minimum of 42 credits.
3. Meet Corporation standards for competency.
4. Complete a graduation pathway (or meet waiver requirements).
5. Seniors must complete ALL credits PRIOR to participating in commencement.

Four Types of Diplomas

1. General Diploma (must require an Opt-out meeting with parents & counselor)
2. Core 40 Diploma
3. Core 40 with Academic Honors Diploma
4. Core 40 with Technical Honors Diploma

**See the NHS Diploma Planning Guide for specific diploma details.

For graduation pathway options, contact Student Services at 457-8101.

HONOR ROLL

The High Honor Roll recognizes students who have attained a grade point average of 3.9 or higher for the grading period. The Regular Honor Roll recognizes students who have attained a grade point average of 3.3 for the grading period.

OFF SITE LEARNING PROGRAMS

Junior and senior students may enroll in an off-site career learning program. To participate, students must complete an application, obtain signatures from both the student and parent/guardian, and return it to the school counselor. Tuition costs are covered by Northwestern School Corporation; however, some programs may require students to pay special equipment fees.

Students enrolled in a career program will split their school day between Northwestern High School and the off-site learning center. Participants must be making progress toward graduation and can earn four to six credits per year. Depending on their schedule, students may eat lunch at Northwestern.

Adequate travel time is provided to ensure safe transportation between schools. Students are responsible for providing their own transportation. Students assume responsibility for their safety while traveling, whether driving themselves or riding with another student. Northwestern School Corporation is not liable for student safety during transit.

Students must follow the schedules and policies of both schools. When calendars or schedules differ—such as during Fall Break, snow days, delays, or varying school hours—students are expected to adjust their schedules to meet the requirements of both institutions. Questions regarding scheduling should be directed to the school counseling office.

If a student is expelled from either Northwestern High School or an off-site learning program, the expulsion will apply to both schools, and the student will forfeit all semester credits. In addition to following Northwestern High School policies, students are also responsible for complying with any additional off-site campus handbooks.

SCHEDULE CHANGES

During the spring of each year, Northwestern students are encouraged to give considerable thought about the classes that they would like to take the following school year. Students are encouraged to sit down with their parents and discuss future plans and goals. Student appointments are made with school counselors for the purpose of selecting classes that will satisfy students' requests and also meet graduation requirements. Because much time and thought should take place during this procedure, schedule changes after the spring scheduling process is complete are limited.

When school opens in the Fall, the counselors will change a student's schedule only to: (1) correct any errors that have been made, (2) balance class size, (3) ensure that the student is meeting course and graduation requirements, (4) accommodate a health problem.

For any other class changes, students must complete the Drop/Add form with their counselor. Students have the first two days of each semester to request a schedule change. No fee refund(s) will be given for these changes. Students who do not have a study hall may request to drop one elective class to add a study hall. This must be done within the first five days of the semester.

The class change policy for the second semester is the same as for the first semester.

Questions should be directed to the student's counselor- Mrs. Hardin counsels students A-K and her telephone extension number is 2031. Miss Martin counsels students L-Z and her telephone extension number is 2032.

DROPPING AN HONORS, AP, OR ACP COURSE

A student may drop an Honors, Advanced Placement, or ACP course according to the schedule change policy. A student may also drop the Honors, AP, or ACP course at the end of the first quarter of the course if an equivalent non-honors, non-AP, or none-ACP course is being taught.

A student may also be removed upon the teacher's request from an Honors, Advanced Placement, or ACP course at the end of the first quarter or first semester of the course due to not meeting the minimum grade requirement.

SCHOLARSHIPS & CONTESTS

A number of scholarship contests and applications are available to students interested in obtaining financial aid to further their education. Available scholarships and contests are posted on the guidance website located on the school website.

SPECIAL EDUCATION

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines a person with a disability as anyone who:

- has a mental or physical impairment that substantially limits one or more major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.

The corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "least restrictive environment." Northwestern High School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly Northwestern High School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the Director of Special Services at 457-8101.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the Director of Special Services at 457-8101.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State Standards and Corporation Policy. In addition to iLearn for Biology I, PSAT, and SAT, group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the Student Services Office. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Northwestern High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Northwestern High School, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the Student Services Office for specific details.

VALEDICTORIAN AND SALUTATORIAN

Candidates for Valedictorian and Salutatorian must have carried a minimum of 42 academic credits before graduation. Grades for all four years will be averaged at the end of the eighth semester to determine the first and second highest grade average in the graduation class. To qualify for either honor, at least two semesters of work must be completed at Northwestern.

WITHDRAWAL FROM SCHOOL

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

II. ATTENDANCE

Northwestern High School considers the development of good attendance habits and punctuality as a vital and desirable undertaking for two essential reasons. First, it is difficult for students to learn if they are not in class. Second, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. It is imperative that students be in attendance each school day in order not to miss any part of their education. IC 20-18-2-2.4 defines "chronically absent" as missing ten percent (10%) or more of a school year for any reason. The school is also concerned about helping students develop a high-quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her

dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The responsibility for the student's regular and punctual attendance to school and to class rests with the student and his/her parents or guardian. Only with parental support of this policy can students hope to develop responsible attendance patterns. For uniformity and consistency, the following attendance policy has been established:

ATTENDANCE POLICY PER SEMESTER

All students enrolled at Northwestern High School must abide by this attendance policy as required by the compulsory attendance law of Indiana.

1. Students must not accumulate more than eight (8) absences from a class per semester. These absences include certified, uncertified, and unexcused. Exempt absences are not included in the day class absence total.

2. If a student accumulates nine (9) absences (excluding exempt absences) in any class during a semester, he/she may lose credit for the respective classes. Students and parents will be notified in writing when a student reaches their 6th, 8th, and 9th absence.

3. When a student reaches their 9th absence The Attendance Review Committee, composed of the Principal's designees, will meet to discuss the possible removal of class credit.

4. If the student/parent wishes to appeal to the committee prior to their decision, they must fill out the appeal form included with their notification of 9 absences within five school days. Students and parents should provide documentation of absences with the appeal form.

5. The student will continue to participate in all of his/her classes until the Attendance Review Committee meets to discuss the appeal and render a decision.

6. If the committee determines that the student will lose a class credit, he/she will be withdrawn from the course with a W code and assigned to a study hall for the remainder of the semester.

7. If there are extenuating circumstances, the Attendance Review Committee may opt to place the student on an Attendance Restriction Contract (ARC). An ARC allows the student to continue working towards earning all of his/her credits as long as he/she is present at school for the remainder of the semester.

8. If a student fails to fulfill the terms of his/her ARC, the student will be removed from a class and placed into a study hall for the remainder of the semester.

9. If a student continues to be absent from school beyond removal from an initial course, the Attendance Review Committee may choose to impose other disciplinary measures such as removal from additional courses, suspension from athletics/ECAs, loss of driving privileges, assignment to in-school suspension, out-of-school suspension, or loss of participation in commencement ceremonies.

10. A student who reaches 15 absences in a single class period—regardless of whether they are excused with a doctor's note—will be required to attend a meeting, either in person or virtually. The meeting will include the student, a parent or guardian, the school counselor, the nurse, and the assistant principal.

ABSENCES FROM SCHOOL

Exempt -students are counted as present

Under certain circumstances, the statute requires the school to authorize the absence and excuse of a student. In each of the following circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school:

- Serving as a page or honoree of the Indiana General Assembly (IC 20-33-2-14)
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15)
- Subpoenaed to testify in court (IC 20-33-2-16)
- Serving as an active duty member of the armed forces, including the National Guard for at least 15 days in a school year (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- Approved Educationally Related Non-Classroom Activity (IC 20-33-2-17.5).
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)
- HEA 1660 adds a new exception for a student who participates in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club (IC 20-33-2-17.8)

Certified Absences -students are reported as absent

- Doctor/ medical – Absence that occurs due to physical or mental illness, injury, or other health related conditions that require the student to seek treatment or recovery. This type of absence is excused when documented by a parent call in, a healthcare provider, or when the nature of the medical issue justifies the absence. The absence is approved based on the student's need for rest, medical care, or recovery that ensures the student's health and wellbeing are prioritized while maintaining compliance with school policies.
- Nurse excused absences
- Funeral/ bereavement- Absence due to the death of a close family member or loved one that requires a student to attend a funeral or engage in related mourning and family responsibilities. The absence is approved based on the student's need to grieve, support their family, or participate in funeral-related activities
- Personal family business (not vacations)
- Administrator approved – Absence from school that has been reviewed and authorized by a school administrator. This approval is based on a variety of circumstances including but not limited to health issues, family emergencies, religious observations, or other personal/extenuating circumstances. The decision to approve is at the discretion of the school administrator, ensuring that the absence meets the criteria set forth by school policies. Planned, non-emergency events may not be approved with excessive absences.

- Providing Education for Students with Long-Term Medical Conditions: A long-term provider note is necessary when a student has been injured or suffers from an illness and is anticipated to be absent for a minimum of 20 instructional days over the course of the school year. 511 Indiana Administrative Code (IAC) 4-1.5-9 requires a school to provide instruction to students under these circumstances if the parent provides documentation from a licensed healthcare provider with prescriptive authority indicating the student will meet the 20-day criteria due to a medical condition. This long-term medical documentation provides the information necessary for a school to create a plan for meeting the student's educational needs during these absences. Further consultation with the licensed healthcare provider may be necessary to determine the student's ability to engage in educational activities and instruction during these absences. If the student is also a student with a disability, the student's Individualized Education Program (IEP) case conference committee will determine services during these absences.

Uncertified Absences -students are reported as absent

- Parent/ guardian call in due to illness
- Family vacations
- Any absence that does not include one of the definitions outlined in the exempt/certified absences
- Principal's discretion may be used in other situations

Unexcused Absences

- An unexcused absence is any absence beyond the eight absences from a class per semester with the exception of doctor's verification of illness, nurse excused, or state exempt. An attempt will be made to communicate with a parent/guardian regarding the absence. An absence that cannot be verified may be considered truancy. Unexcused Absences will count in the total number of overall absences a student receives. The below steps will be taken as part of the attendance policy.

Unexcused Absences	**School's Response**
10 Unexcused Absences	Notify student's family in writing, Update Quest Case Management System notes, Submit Juvenile Habitual Truant Probable Cause Affidavit to Howard County Juvenile Probation and Howard County Department of Child Services officials
15 Unexcused Absences	Notify the student's family in writing, Update Quest Case Management System notes, Referral to Howard County Department of Child Services and/or Howard County Juvenile Probation; DCS and Juvenile Probation will then forward the case to the Howard County Prosecutor's Office for a determination as to whether to prosecute the child in juvenile court and/or to pursue criminal charges against the child's parent/guardians

PARENT RESPONSIBILITY

Parents are responsible for having their children in school. Indiana law prescribes that parents or guardians must have their children in public or private school from the age of seven (7) until the date on which the child:

1. Graduates

2. Reaches at least sixteen years of age but less than eighteen years of age and

a. The student, the student's parent or guardian, and the principal agree to the withdrawal, and

b. At the exit interview the student provides written acknowledgement of the withdrawal and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school; the student, the student's parent or guardian, a school administrator, and guidance counselor may be required to attend the exit interview.

3. Reaches the age of eighteen (18) years.

STUDENT RESPONSIBILITY

Students who arrive in the building may not legally leave until their class day is complete or without approval of the Principal/ Assistant Principal. If a student leaves without permission for any reason, his absence will automatically be considered truant. When it is necessary for a student to leave the school building during the school day for any reason (doctor, dentist appointment, etc.), the student must receive clearance through the attendance office prior to leaving.

Make-up Work

If a student wishes to make up work, they must request it from the school or teacher. When a student misses only the day of a previously scheduled test or assignment, they may be required to make up that test on the first day back in school. Extended illness shall be handled on an individual basis. The designated time limit is one (1) day for each day's absence to a maximum of five (5) days.

Addendums:

- Extra time will not be given for large/multi-week projects or papers due to any type of absence.
- Out-of-school suspension: All work will need to be completed and turned in upon the first day back from out-of-school suspension to receive full credit.

Homework assignment requests should be directed to the Student Services secretary at 457-8101 by 9:00 a.m. and picked up by 3:30 p.m. The assignments may be sent home with another student, but the parent of the absent student must make those arrangements. Homework assignments may be picked up in the Student Services Office.

eLEARNING MAKE-UP WORK

If a student wishes to make up eLearning work, he/she must request it from the school or teacher. When a student misses only the day of a previously scheduled test or assignment, he/she may be required to make up that test or submit the assignment on the first day back in school. Extended illness shall be handled on an individual basis. ELearning make-up work may be done for full credit only in the case of an excused or exempt absence. The designated time limit is one (1) day for each day's absence to a maximum of five (5) days. A student will be allowed the first day upon return to download any work from the eLearning day(s). No credit will be given for missed work due to unexcused absences.

ATTENDANCE PROCEDURES

Northwestern High School is a closed campus and students must observe the following procedures when leaving early or upon return to school.

Absence

1. The parent or guardian should call the attendance office at 457-8101 ext. 2100 to inform school officials of the reason for the absence or the student must submit a note from the parent or guardian to the attendance office within 24 hours explaining the reason for the absence. After notice is given to the parent/student regarding an unverified absence, the parent has 24 hours to verify the absence. Failure to do so may result in disciplinary action. Parents or guardians of off campus learning experiences must verify absences with the off campus learning experience.
2. Students who are twenty minutes late to a class will be counted as absent.

Early dismissal/arriving late

1. All students must sign in or out in the attendance office if they leave or enter the building during their regular school day.
2. For a student to leave school grounds during the day regardless of age, the parent must notify the school prior to the time of departure. Failure to sign out may result in the student being counted truant. If any student aids in another student being truant, both students may be treated as truant. Families are encouraged to make appointments outside the school day.
3. Notes or phone calls should be submitted to the attendance office indicating permission to leave campus.
4. Students should secure a pass from the attendance office.
5. Immediately before departure, students should sign out in the attendance office. Disciplinary action may be taken if a student does not follow departure procedure.

TARDY GUIDELINES

A tardy is defined as not being in an assigned room/seat when the final bell rings without a pass or reasonable excuse by the administration. A tardy that is more than twenty minutes of a class will be counted as an absence. All tardiness is recorded, and students should make every effort to avoid it. The teacher will record student tardies to class. Excused tardies will be given when a student has a pass from a teacher or administrator. Also, each teacher may have individual tardy requirements. Discipline may include parental contact, detention, and/or other appropriate disciplinary action. Tardies will be cumulative and not on a per class basis. Tardies are divided on the basis of to school and to class. Tardies will be counted on a nine-week basis.

Disciplinary Action for Tardiness: Per Nine Weeks

1.	Third Tardy	- Warning
2.	Fourth Tardy	- Detention
3.	Fifth Tardy	- Detention, meet with assistant principal to work on strategies to get to class on time, parent notification
4.	Sixth Tardy	- Detention, parent notification
5.	Seventh Tardy	- In-school suspension, parent notification, office referral
6.	Eighth Tardy	- In-school suspension, parent notification, office referral
7.	9th Tardy	- Additional days of in-school suspension, student may receive a habitual offender referral

TRUANCY

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location without parental knowledge. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within twenty (20) minutes after the official start of the school day. Included in this policy is any student who is outside the school or assigned class without permission during the student's regular day.

Attendance in school is compulsory as provided by Indiana Code 20-33-2. Failure of the child to attend school even one (1) day without excuse is truancy. An unexcused absence or an absence due to suspension, expulsion, exclusion, illness, incarceration, or lawful removal of the student from school by the parent or guardian is not truancy. A child is not truant, or absent, if the child is engaged in activities which are exceptions to compulsory school attendance code. IDOE recommends that truancy be defined as "when a student is absent from school without the permission of parent/guardian." Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year." Under SEA 1, 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**."

A student shall be considered a "habitual truant" when:

- there is a defiance of parental authority in the failure to attend school;
- a repeated, continuous pattern of absences over a period of time such as a grading period; or
- a larger number of aggregate absences over the period of a school year.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

1. No credit will be recorded for work missed as a result of truancy.
2. A record of the truancy will be entered in the student's record file.
3. A parent conference may be held.

In accordance with State law, the building principal and/or attendance officer shall keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license.

OTHER ATTENDANCE GUIDELINES

CURRICULAR/EXTRA-CURRICULAR PARTICIPATION

The school assumes that any student who is unable to attend school for educational purposes is also unable to attend extra-curricular activities later that day. (This includes athletic practice, games, contests, organizational functions, etc.) Any student who misses more than half a day of school is not eligible to attend school events and activities without administrative approval. Students must be in attendance by 10:40 a.m. for a half day and in attendance by 12:00 p.m. in the event of a two hour delay. Verification will be the time you signed in at the office. Any student serving in-school or out-of-school suspension will not be able to participate in any extracurricular activities on the day(s) of suspension. This will also include Saturday and Sunday if the suspension carries from one week to the next.

COLLEGE VISITATION DAY

Juniors and seniors may have college visitation as long as good attendance has been maintained. The student must complete the "College Visitation Day" form and turn it into the attendance secretary. Written verification is required upon return to school.

JOB SHADOWING

Students may plan a job shadowing as long as good attendance has been maintained. The student must complete the "Job Shadowing" prior to the experience and turn it into the attendance secretary. Written verification is required upon return to school.

OFF SITE LEARNING PROGRAMS

Absences from vocational/cooperative classes at off-site learning programs will be treated as any other absence. Students who are excessively absent or who fail their vocational classes may not be allowed to continue in the vocational program. Attending an off-site learning program is a privilege and students who abuse attendance or who fail to pass their vocational classes may be removed from the program. The corporation pays tuition for vocational courses and students are expected to follow the same attendance standards as they would at the NHS campus. A parent/guardian must call/write a note to both vocational and Northwestern High School to report absences. If a student has attendance issues at an off-site learning program, the administration within the off-site learning program can request that the aforementioned student not return the next school year.

SKIP DAY

There is NO authorized skip day for any class, group, or individual.

III. STUDENT ACTIVITIES

STUDENT PARTICIPATION AND MEMBERSHIP CODE FOR EXTRA CURRICULAR ACTIVITIES

Our extra-curricular activity program is designed for students in grades 9-12. All high school students are urged to participate in one or more extra-curricular activities, to be a "doer" and not a "watcher." Students are urged to join activities that interest them and then to commit themselves to the activities they join, not just for the benefit of the organization, but for the students themselves. All students who represent Northwestern High School in extracurricular activities are expected to exhibit the highest standards of personal behavior and maintain academic accountability. Therefore, every student shall conscientiously fulfill all the expectations established for membership and participation in any extracurricular activity. Students participating in any extracurricular activities are representing Northwestern High School and *serve* as role models at school and in the community at all times. Students who cannot accept this challenge and responsibility should not become involved with Northwestern's extracurricular activities. There is a legitimate school interest and expectation by the School Board, administration, sponsor, coaches, and faculty at Northwestern that students follow the Participation and Membership Code whether on school premises, or off, during, before, or after school hours, or during vacation periods, including summer vacation.

Extracurricular is defined as any and all school activities, other than the regular classroom activity, including, but not limited to, the following:

- Extracurricular activities include participation or membership in those activities which are an extension of and outside the normal school day for which academic credit or grades are earned. Examples are band and choir.
- Athletic teams and *events* including participation, membership, or attendance in all athletics including all teams, student managers, and student spectators. Examples include: varsity football, grade 9 basketball, track, and softball.
- All other school activities including participation or membership in all school sponsored clubs and organizations for which no academic credit or grades are earned and commencement for seniors. Examples of some school activities include: cheerleading, Student Council, FFA, Academic Teams, National Honor Society, class officers, commencement, drama and SADD.

In order to participate (except as a spectator) a student must *have* earned *five* passing grades the previous grading period for athletes and *have* a good academic standing for other activities. Other rules and regulations may be adopted by the school, sponsor, or coaches that do not conflict with this code. All entering ninth grade students are declared eligible for the first grading period. After the first grading period, entering ninth grade students as well as all other students must *have* passed a minimum of *five* classes the previous grading period. A student who did not pass *five* classes the previous grading period is declared ineligible the following grading period. Semester grades take precedence *over* second and fourth grading period grades.
Students declared academically ineligible after the fourth grading period may become eligible if summer school classes are successfully passed and the total of summer school grades and second semester grades equal *five* passing semester grades. A student who violates any of the following rules may be restricted from participation in any or all extracurricular activities for a period not exceeding three hundred sixty-five days. This restriction may extend into the following school year:

- Knowingly possessing, using, transmitting, selling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, steroid, alcoholic beverage (including all beer and wine substitutes with any alcoholic content), or intoxicant of any kind in or out of school or on or off school premises. Use of a drug authorized by a medical prescription for a student from a licensed physician is not a violation of this code.
- Firing, displaying, or threatening use of firearms, explosives, or other weapons in or out of school or on or off school premises for any unlawful purpose.

- Setting fire to or deliberately causing damage to property in or out of school or on or off school premises.
- Stealing or knowingly possessing stolen property in or out of school or on or off school premises.
- Use of abusive language and/or vulgar, indecent language, or gestures which can reasonably be foreseen as likely to cause a disruption or interference with an extracurricular activity.
- Engaging in any unlawful activity in or out of school or on or off school premises.
- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any persons in or out of school or on or off school premises. Self defense or reasonable action undertaken on the belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
- Smoking, vaping, or the use of tobacco/ E-cigarettes in or out of school or on or off school premises. (Including all non-tobacco/non-nicotine snuff)
- Failing to comply with the directions or rules of coaches or sponsors of an extracurricular activity.

Infractions of the Participation and Membership Code will be handled with administrative discretion based on the severity of the infraction. It is to be understood that all seasons are not the same number of days in length. The seasons for athletics will be based on the dates established by the IHSAA. Seasons for students involved in other than athletics will be based on the term of the activity unless multiple offenses occur. The summer season for athletes and non-athletes is defined as the period of time between the end of IHSAA seasons and the beginning of IHSAA seasons.

In the event of a student being restricted from an extracurricular activity outside the regular school day, that student's grade will be based solely on his or her classroom participation. Violations of the code may cause some students to go on an "inactive status" up to 180 days.

Any student serving in-school or out-of-school suspension will not be able to participate in any extracurricular activities on the day(s) of suspension. This will also include Saturday and Sunday if the suspension carries from one week to the next.

Students may lose their eligibility for participation and membership in extra-curricular activities and removed by the sponsor for the following reasons:

- Grades (must earn 5 passing grades the previous grading period)
- Disciplinary Referrals
- Poor Attendance
- Failure to fulfill responsibilities required by the club/activity/council

Procedure for alleged violations

An alleged violation of this Code shall be reported first to the Principal, his designee, or the Athletic Director, and then is to be followed by an investigation. No decision shall be made by the principal, his designee, or the Athletic Director, without an informal hearing between the Principal, his designee, or the Athletic Director, and the student. At the informal hearing the student shall be entitled to:

1. a written or oral statement of the charges against the student;
2. if the student denies the charges, a summary of the evidence against the student; and
3. an opportunity to explain his or her conduct.

At the conclusion of the investigation, the Principal, his designee, or the Athletic Director shall present the charges and restrictions to the student and the student's parent(s). The final decision rests with the Principal.

* A student shall not practice or participate in extracurricular activities at Northwestern High School until the Extracurricular Participation and Membership agreement has been completed, signed, and returned to the school.

CHEERLEADERS - GRADES 9-12

The cheerleaders of Northwestern High School are dedicated to maintaining enthusiasm and school spirit at football and basketball games. In order to be eligible for any of the squads a student must be passing in five school subjects at all times. The squads shall be Varsity and Junior Varsity. Tryouts for all squads will be held in the spring of each year. Cheerleaders are subject to their Code of Conduct from the time they are selected to the squad until the last basketball game of the year.

CLUB ACTIVITIES

Any student who participates in a club activity is required to be in attendance of this chosen activity with all regular classroom attendance rules in effect.

DANCES

Dances are to be cleared through the assistant principal's office with all arrangements made well in advance. Each dance must be properly chaperoned by faculty members, parents and a school resource officer. If a student's behavior does not meet the school standards, that student will be asked to leave and may be subject to discipline procedures by the school administration. The following rules will be enforced.

- All dances are for currently enrolled Northwestern High School students.
- Only pre-registered guests will be admitted to a dance. Guest dance forms can be found in the high school office, only one guest per person is allowed, no person under high school age or 20 or older will be allowed to attend, and Northwestern students are responsible for their guest's behavior.
- Proper dress and behavior is expected from all participants.
- All Northwestern High School rules will apply.
- Once a student leaves a dance, they cannot return.
- Only face to face dancing is permitted.
- All dance tickets will be pre-sold during advertised presale windows. Any student without a ticket will not be allowed entry into the dance.

NATIONAL HONOR SOCIETY

The object and purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to do school and community service, to promote positive leadership, and to encourage development of character in students. To be eligible for election, students must have a GPA of at least a "B" 7.9 on 12.0 scale) and be evaluated on their service, leadership, and character. Candidates must complete application and verification forms by the set deadline to be considered.

PANORAMA

The function of the NHS yearbook is to serve as a year-end review for the student body of a successful school year. It is a pictorial record of sports teams, the enrollment of the school, extra-curricular, and curricular activities of the students of Northwestern. The Panorama helps the student body, faculty, and community gain an awareness of what is happening at NHS. Yearbooks may be ordered in the fall semester of each school year.

STUDENT ASSISTANTS

Student assistants volunteer from their study hall. These assistants greatly help teachers and the overall operation of the building. However, since academics and student conduct hold a high priority, student assistants will be expected to maintain all grades at a "C-" or above and must maintain good self discipline. If a student assistant receives a grade lower than a "C-" in any nine week grading period, the assistant will be reassigned to study hall. First semester grades will supersede the second nine weeks grades. Student misconduct may result in the denial of the privilege to be a student assistant and reassigned to study hall. The student must be requested by the teacher, who will inform the study hall teacher of the request. The study hall teacher will compile a list of student assistants and submit it to the office.

STUDENT COUNCIL

This organization is not a club or social group, but a body of elected students who listen to student ideas and problems. They act as a spokesman for the student body on such matters as school policies, curriculum, and activities. Students from each grade level serve on the Student Council.

IV. STUDENT CONDUCT

Northwestern's reputation of desirable student conduct both at school and away has always been high. This is because each student at Northwestern is proud to have their name associated with the school.

The following rules have been formulated to ensure an orderly administration of the educational process.

The Student Discipline Code outlined in this handbook will apply when a student is:

- on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or *event;*
- traveling to or from school or a school activity, function, or *event;* or
- during summer school.

RULES OF THE BUILDING

Refusal to comply with staff requests **in** the following areas may result in a referral to an administrator for willful disobedience. The absence of a behavior from this list of rules does not mean that the behavior is not a violation of the disciplinary code or cannot be punished. For a detailed listing consult the Student Discipline Code in the Appendix.

1. The school building is not open for general passage by students until 7:00 AM.
2. All students should leave the building by 2:50 PM unless under the supervision of a faculty member.
3. No student may leave the building (including going to the parking lot) without permission from an administrator, attendance secretary or nurse, if the departure takes place before the end of the last period class.
4. Food and drink is prohibited in the library. Other instructional areas are up to the discretion of the teacher.
5. Running, skateboards, roller blades, etc. are prohibited in the building.
6. Passes are required anytime students are to be out of any class or study hall.
7. Items brought into the building to be posted, displayed or distributed require administrative approval.

CODE OF CONDUCT

The code includes the types of misconduct that will subject a student to disciplinary action. This handbook contains a list of major areas that could result in disciplinary action. The absence of a behavior from this list does not mean that the behavior is not a violation of the disciplinary code or cannot be punished.

Book Bags

Due to the resolution of construction and in an attempt to promote student safety while reducing hallway and classroom congestions, students are no longer allowed to carry a book bag from class period to class period. Students may bring a book bag to school at the start of the school day and store their book bag in the locker until the end of the school day. Students may carry a pencil pouch (7-9 inches long, 3-4 inches high, and 1-2 inches wide), classroom materials, a zipper organizer case with dimensions no larger than 13 inches in height and 13 inches in width. Students are allowed to carry water bottles. Each student will be assigned a school locker to store a book bag throughout the school day. Please know that any carried items that are a disruption, distraction, etc. to the learning environment will result in being kept in the student locker and/ or office with the expectation of the student no longer bringing the items.

Failure to comply with bookbags expectations will result in:

- 1st occurrence: referral, parent notification, required use of locker
- 2nd occurrence: referral, parent notification, required use of locker
- 3rd occurrence: referral, parent notification, required use of locker, detention
- Additional violations: additional detentions, in-school suspension, student may be identified as habitual offender

Bullying

Bullying is prohibited. Violations should be reported to the high school administration.

Bullying is defined by the Act as *"overt,* repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

The bullying rule applies when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or *event;* traveling to or from school or a school activity, function, or *event;* or using property or equipment provided by the school.

Bus Behavior

Because of its rural location, it is necessary for high school students to ride to and from school. Students should learn the rules of their school bus, and remember the rules of the school are also the rules of the bus. Students who fail to comply with the rules of their bus will be disciplined. A change in a student's regular assigned bus may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change. The principal must approve this request.

Cheating/Plagiarism

The following guidelines are designed to inform and assist students, teachers, parents and administrators in promoting honesty in all aspects of schoolwork, in hopes of enabling students to acquire honor and self-respect and to experience genuine academic achievements.

1. Cheating is defined as, but not limited to:
    - Copying work or allowing work to be copied for any assignment by any method.
    - Using unauthorized aid on quizzes, tests, or exams.
    - Stealing, possessing or viewing a copy of a test/quiz beforehand.
    - Giving or receiving help on a test/quiz.
    - Taking someone else's work and submitting it as yours.
    - Scanning, altering, or forging any document.
    - Plagiarism, meaning the use of words or ideas of another with the intent of representing them as one's own without giving proper documentation.
    - The use of artificial intelligence (AI) or any other technological tools to complete assignments, exams, or any academic work without proper authorization is considered a form of cheating and academic dishonesty. This includes using AI to generate essays, answers, or any other work that is intended to be completed independently by the student. It is expected that all students complete their work honestly and to the best of their ability, without relying on unauthorized resources.
    - Changing of grades in any manner. A student that alters grades in any manner will be subject to disciplinary action from possible suspension up to expulsion.
2. If a student cheats/plagiarizes, then he/she will receive a zero on the assignment. If a student allows his/her paper to be used by another person without designation of co-authorship, both students will receive a zero on their papers.
3. Cheating and plagiarism is a serious offense and will result in a failing grade/zero for the assignment/test in question. The teacher will write a student referral for any cheating/plagiarism offense.
    - 1st- 3rd occurrence: see Northwestern High School Disciplinary Chart
    - Additional occurrences: Any subsequent offenses reported during the school year (which could occur in one or more classes) will result in removal from one of the classes in which cheating occurred. The student will be assigned to study hall, will receive no credit for the course they were removed from, and will receive a W code on their transcript. This may result in possible expulsion due to the number of classes falling below the required five credit limit.
4. A student who alters or destroys all or part of the work of another and then resubmits the part or whole as his own or keeps the originator from submitting his own work, shall be guilty of plagiarism and or destruction of personal property and subject to both a "zero grade" and disciplinary actions of willful destruction of property.

Classroom Rules and Regulations

Each individual teacher may establish his/her own classroom rules in addition to those outlined in this handbook. Repeated failure to follow a teacher's rule(s) may result in a referral to the office for disciplinary action.

Dress Code

Students are expected to exercise maturity and responsibility in all matters including their dress and personal grooming. The administration will determine what constitutes appropriate attire and appearance. Any attire or appearance that does not conform to the standards of common decency and propriety is forbidden.

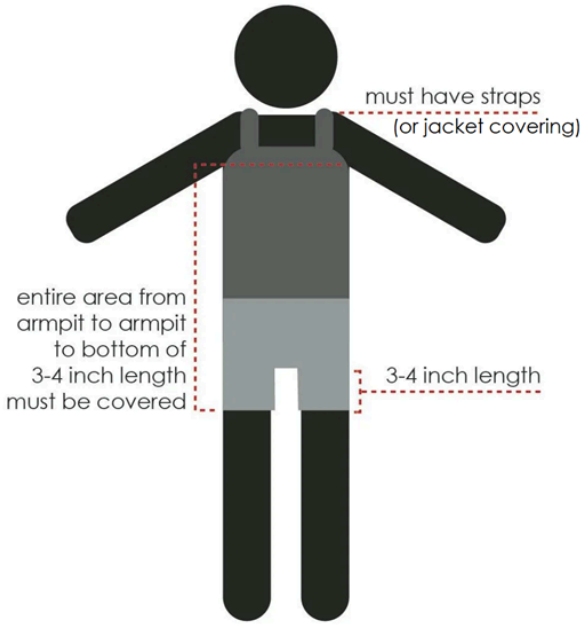
All students representing the school in any public performance (athletic, musical, dramatic, speech, etc.) shall be properly groomed. Extracurricular participation is a privilege and the school officials may properly govern it. Shop and/or labs may have additional dress code requirements for student safety.

The Student Council will designate certain days to wear clothing for the purpose of increasing student spirit and activity. These are the only days when students should plan any type of dress which would tend to disrupt the normal school day.

If it is determined that a student must be sent home to change clothing, that student will be unexcused for the time period he/she is absent.

Any clothing not specifically identified in this section is not necessarily acceptable. Student dress must not be a distraction to the learning environment.

Some guidelines (but not limited to) are as follows:



1. All students are expected to follow the dress code depicted in the above image. All students are expected to be covered in solid (non-see-through) clothing from armpit to armpit to the bottom of a 3-4 inch length covering for legs. Students must have straps, sleeves, or jacket coverings.
2. Hats and hoods are not to be worn without classroom teacher or administrator approval. Religious head coverings are permitted.
3. No clothing that states, implies, or displays anything inappropriate is prohibited. This includes, but is not limited to, references to drugs, alcohol, tobacco, related paraphernalia, sexual references, and inappropriate language.
4. Any clothing items and/or accessories that could be used as weapons, or any other jewelry that could endanger students and may be considered a safety risk to the individual wearing them and others, is prohibited.
5. Footwear must be worn at all times (wearing only slippers or socks is not considered footwear)

If a student fails to adhere to the above-mentioned criteria, the following penalties will apply:

Students may be required to remain in the office until a change in attire/appearance is complete.

- 1st offense = Change of attire/appearance and/or warning, and parent notified
- 2nd offense = Change of attire/appearance, 1 detention, and parent notified
- 3rd offense = Change of attire/appearance, referral for insubordination (See Discipline Chart page 54), and parent notified
- 4th offense = Change of attire/appearance, referral for insubordination (See Discipline Chart page 54), and parent notified

Drugs and Alcohol

It is a violation of the disciplinary code of Northwestern High School to possess, provide to another person, use, or be under the influence of any substance which is or contains amphetamines, alcohol, barbiturates, narcotic drugs, a stimulant, an inhalant, an intoxicant of any kind, a depressant, marijuana, 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 listed substances: (This includes all non-alcoholic beer and wine substitutes and drug look-alikes, substitutes, and synthetic drug (synthetic drug look-alike):

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

It is also a violation to possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, synthetic drug (synthetic drug look-alike), or hallucinogens. Examples are pipes, rolling papers, clips, quick hitters, or other devices.

Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without prescription.

The school has a “drug-free” zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution of drugs, alcohol, fake drugs, controlled substances, steroids, inhalants, synthetic drugs (synthetic drug look-alike), or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials will be contacted. Many drug offenses are also felonies.

The principal may arrange for a breath test for blood alcohol to be conducted on a student whenever he has individualized reasonable suspicion the student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant; except when the student may need medical attention. If the result

indicates a violation of school rules as described in this handbook. The student will be disciplined in accordance with the disciplinary consequences chart on pages 24-26.

The principal may arrange for a drug test to be conducted on a student whenever he has individualized reasonable suspicion the student has used/consumed an illegal substance. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has used/consumed any drugs. The amount of consumption is not relevant; except when the student may need medical attention. If the result indicates a violation of school rules as described in this handbook. The student will be disciplined in accordance with the disciplinary consequences chart.

Earbuds and Headphones

We believe in fostering a respectful and productive learning environment. While we understand that earbuds and headphones can be useful tools for learning, their use must be balanced with classroom focus, student safety, and community respect.

- When earbuds are allowed:
    - Students may use earbuds in non-instructional times, such as before school and after school, lunch, (unless otherwise directed by staff), study hall (with staff approval), F2F (with staff approval). In class, earbuds/ headphones may only be used with explicit permission from the teacher. In the office, nurse's office, and school counselor earbuds may only be used with explicit permission from the supervising staff member.
- When earbuds are not allowed:
    - Earbuds are not permitted during school-wide events, assemblies, or emergency drills or while speaking with staff or in any official meeting (for example office, counselor). Students must be able to remove earbuds immediately if asked to do so by any staff member.
- Consequences for violations:
    - 1st offense: Reminder and verbal warning
    - 2nd offense: Confiscation for the day; student retrieves from office, office referral
    - 3rd offense: Parent notified; item held until picked up by parent/guardian, office referral
    - Ongoing offenses: Referral to administration; possible loss of device privileges, office referral, possible habitual offender log entry

Fighting

Fighting or provoking a fight is never in order. Intentionally doing bodily harm to any student or school employee will not be tolerated. Attacking or harming a school employee may result in a recommendation for expulsion. Students can avoid a suspension for engaging in a fight if they select an appropriate alternative such as: (a) walking away from the person who wishes to fight and refusing to engage in that sort of solution, or (b) seeking the help of a staff member to avoid a fight.

Forgery

Forgery is the act of falsely and fraudulently marking or altering a document or statement (i.e. physician note, parent note, passes, etc.) or falsely representing a situation.

Habitual Offender

A student will be classified as a habitual offender when that student has failed in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he/she is properly under their supervision, and where such failure constitutes an interference with school purposes or any educational functions. A student may be designated as a habitual offender when eight (8) disciplinary referrals are made to the office or four (4) disciplinary referrals are made to the office for the same offense.

Hall Passes

Students are not permitted in the halls during class periods unless accompanied by a teacher or unless they have a hall pass from an authorized staff member. High School students should not be in the middle school wing unless on specific business. All library passes for high school students are to the high school library, unless specifically stated. A pass entitles the student to go only to the area designated on the pass.

Harassment by a Student

The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including, but not limited to, the following: verbal, nonverbal, cyber bullying of any type, video transmission of any sort, phone or physical contact.

Hate Speech

Northwestern High School prohibits any action that can be construed as hate speech or hate violence. Hate speech includes the use of epithets or negative comments based on race, ethnicity, national origin, religion, disability, gender identity, or sexual orientation. Hate violence includes willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Violations may result in immediate consequences including but not limited to suspension, expulsion, and/or any other actions deemed appropriate by the administration.

Insubordination

Insubordination is when any student intentionally fails to comply with the reasonable directions of teachers, supervisors, or administrators during any period of time when s/he is under the school's supervision.

Lunch Hour Rules and Regulations

Students are assigned a 30-minute lunch period. No visitors are allowed at lunch unless administrative approval is given.

Improper behavior will not be tolerated. Disciplinary action will be brought against those students who cut in line, throw food, leave trays on tables, or act in a manner to disrupt the normal school environment. Students will not eat in any area other than the cafeteria unless directly supervised by a staff

member or administrator. All food and drink should remain in the cafeteria. Other areas of the building (i.e.,classrooms, gyms, pools, band room, and locker rooms) and areas outside of the building are off limits without administrative approval. Exceptions must be cleared with the administration.

Locker Decorations

All locker decorations must be approved by the principal. Only masking tape, sticky tack, or magnets can be used on lockers. No duct tape or two-sided tape.

Mobile Learning Devices (MLDs) and Wireless Communication Devices

Senate Bill 78. Under the new law, personal electronic devices must be powered off and inaccessible throughout the school day, including during lunch and passing periods. This includes cell phones, smart watches and earbuds connected to personal devices, and wearable technology such as Meta glasses and similar devices. Devices must be powered off and secured in lockers from the first bell to the last bell, aiming to reduce distraction, with exceptions for emergencies, IEPs and medical needs.

Students that fail to comply with this policy will follow the following progressive discipline model:

- 1st occurence: write up, phone kept in the high school office, parent notified
- 2nd occurrence: write up, parent notification, parent request to please pick up the phone
- 3rd occurrence: write up, parent notified, parent request to please pick up the phone
- Additional occurrences may result in additional log entries, parent notification, parent pick up, detentions, or in-school suspensions

Obscenities

Obscenities are remarks which are written or spoken and are offensive to prevailing notions of decency. Gestures, pictures, apparel and student conduct may be offensive to prevailing notions of decency as well. Parents of the offending students are to be notified of the problem. This rule also applies to the decorating of lockers.

Other Rules

Northwestern High School Departments and the coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Public Displays of Affection

While at school or school sponsored activities, students are expected to conduct themselves as ladies and gentlemen. The school is not the place for social relationships that offend or embarrass others. Kissing is not acceptable at school. The school will notify parents and enlist their support in curbing the behavior. Disciplinary action will be taken as needed. The severity of the situation may result in suspension or a recommendation for expulsion.

Smoking and/or Possession of Tobacco

Northwestern High School is a smoke free environment. Smoking and/or possession of tobacco, including smokeless tobacco, e-Cigarettes, and nicotine vapes and by students of Northwestern is forbidden in school buildings, on school grounds, at school sponsored events, and on school buses at all times. Possession means in the immediate area of your person.

"Lookouts" are those students who warn smokers of teachers approaching. This behavior will not be tolerated and "lookouts" will be dealt with just as smokers. The judgment of the administration in such cases will be used in determining whether or not there is a reason to believe the student is aiding others in this illegal practice. (Included in this policy is all non-tobacco/ non-nicotine snuff, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, or any tobacco/nicotine substitute or look-a-like).

Student Driving Privileges

Students driving to school must be in the random drug testing pool.

Students that drive to school give consent to the unlocking, opening, and inspecting of the automobile and its contents while on school premises, based on the reasonable suspicion by a school administrator that the vehicle or its contents may violate law or school rules.

No vehicle will have threatening, intimidating, vulgar, or advertising of illegal substances on or in their car that could cause a safety concern or distraction to the educational process while parked on the Northwestern campus.

Students driving their automobiles must park them in the student parking lot. All areas not designated student parking are off limits to students between the hours of 7:00 a.m. to 3:15 p.m. on school days. Students are to lock their cars upon arriving in the morning and come directly into the building. **The student parking lot is off-limits during the school day to all students.** Automobiles are not to leave the parking lot during the lunch period, nor are students to sit in their automobiles during the school day. Automobiles driven to school will remain parked in the student lot and not driven back and forth from the lot to another location for meetings, practices, meals, etc. Automobiles are not to be moved until the student is prepared to leave for home.

All student drivers must hold a valid driver's license and their automobiles must be registered with the assistant principal. No individual may drive a motor vehicle on school property that is not registered to the student or his/her parent/guardian. Automobiles can be registered during registration for the school year and all automobiles must be registered by the end of the first week of school. The registration of automobiles is a service to the students. It helps to find an automobile owner whose lights are left on, or other similar minor emergencies. It also helps ensure that only Northwestern students are parking in the student lot. It is the student's responsibility to present the office with updated and current information during the year regarding different cars driven and license plate number changes.

Student drivers are to display a Northwestern-parking permit from the rear view mirror of their automobile. Failure to register a student's automobile or display a parking permit, or parking in an unauthorized area, or parking improperly may result in suspension of parking/driving privileges. Permits are available in the high school office for a nominal fee of $5.00.

Students are expected to park between the designated lines for parking in their assigned parking space. Vehicles exiting the west drive area are to head west and those exiting the east drive must head east. No vehicle is to be driven around the west and south sides of the building. There will be no speeding, speeds over 5 miles per hour, or any other form of reckless driving on the school grounds.

Student drivers must be punctual to first period classes.

Each student who wishes to drive to school must accept the responsibility to be on time to their first period assignment. Drivers must realize that absences or tardies because of flat tires, engine trouble, traffic tickets, etc. are unexcused. Student lateness because of bad roads is unexcused unless

corporation buses are not on schedule. It is recommended that students use the bus service during inclement weather. Tardiness to school can result in a loss of driving privileges.

Students are to drive street- legal vehicles. Students are not to ride bicycles, mopeds, or three or four wheelers on school property. Skateboards and rollerblades are also prohibited. The school cannot assume responsibility for lost, stolen, or damaged property.

Indiana law has delegated school personnel the authority to regulate the operation of motor vehicles on school property. Any violation of the rules may result in either the revocation of a student's driving permit or other disciplinary measures that are deemed necessary.

It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicle, and/or suspension from school may occur when violations of these regulations occur. The parking lot will be checked periodically. Failure to respond to a notice on a student car will be grounds for suspension of driving privileges. When driving/parking privileges are suspended, the suspension applies to all vehicles. The administration *has the* right under *the* "extenuating circumstances" *clause to use their* administrative *discretion to* increase or *decrease the disciplinary impact.* **NOTE:** Days of suspension will carry over to the next school year.

Remember driving to school is a privilege, not a right. Any student under 18 years of age who has been suspended a second time from school, or expelled from school will have their drivers' license suspended by the state of Indiana under P.L. 121-1989. (IC 20-8)

Use of Private Auto

A student must complete a use-of-private-auto form signed by a parent, the sponsor, the principal, and the Superintendent of schools, when:

1. Students are requested by a sponsor to be at a school sponsored event, AND,
2. The student chooses to provide his own transportation, or, the student chooses to ride with someone other than his/her parent or guardian, AND,
3. The school provides transportation and the student chooses to use a private auto rather than school- provided transportation, or, when the school does not provide transportation.

When school transportation is provided, there must be good rationale provided to use one's own auto. Discretion to vary from these rules is the responsibility of the administration.

Student Hazing

Hazing activities of any type are inconsistent with the educational process and are prohibited at any time in school facilities, on school property, and at any school-sponsored event.

Hazing is 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 does not remove the prohibition of the behavior.

If hazing or planned hazing is discovered, the students involved will be informed of the prohibitions contained in this handbook and will be ordered to end all hazing activities or planned activities immediately. Failure to abide by this anti-hazing policy may result in suspension and/or expulsion.

Substitute Teachers

At times, it may be necessary for the school to employ a substitute teacher to fill in for the regular classroom teacher. Students should remember that substitute teachers have as much authority as any regular teacher, and students are expected to show the same respect for substitutes as they would for their regular teacher.

Theft

Theft is the unlawful taking of property belonging to another person on school grounds. This includes during an educational event or function off school grounds, or when traveling to or from school or such educational event or function.

Threatening, Harassing, Intimidating Students, or Bullying

Threatening, harassing, or intimidating any student(s) shall be considered student misconduct. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. Incidents of this nature should be reported to the principal or his designee.

Sexual harassment of any kind is in total disregard to the culture of Northwestern High School and will not be tolerated. Sexual harassment constitutes discrimination and is unlawful under federal, state and local laws. Sexual harassment may include a range of subtle and not- so-subtle behaviors and may involve individuals of the same or different gender.

Vandalism

Destruction of school property will result in the student and/or his parents being responsible for the replacement of destroyed property either by their own labor or by payment in full for all articles, parts, and labor incurred. In the case of substantial damage, the student will be subject to expulsion from school.

Weapons

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish administrative guidelines on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge any subject the student to immediate suspension and potential expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile

delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Items pre-approved by the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy: (Working firearms and any ammunition will never be approved as part of a presentation.)

Knives must not be brought to school. This includes pocket knives. These items are prohibited.

I.C. 20-8.1-12.5	I.C. 35-41-1-4.3 20	Revised 11/22/94
I.C. 35-47-9	U.S.C. 7151	Revised 1/13/99
I.C. 35-41-1-8		Revised 2/10/03

V. STUDENT DISCIPLINE GUIDELINES

In this code of conduct the school has set forth certain disciplinary action for infractions of rules. The severity of discipline increases as the student repeats the same infraction. However, when the severity of the rule violation (even though the first) warrants, the penalty will be much more severe. When extenuating circumstances prevail, the administration will handle the situation appropriately. The principals will deal with serious misconduct at their discretion and under the disciplinary authority given them by state statutes and school board regulations. **The disciplinary actions outlined in this section are only a guide and should not be construed to be absolute.**

STUDENTS RIGHT AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

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

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason this is not possible, the student should seek help from the appropriate staff member.

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

REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

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

1. **Removal from Class or Activity - Teacher:** A high school teacher will have the right to remove a student from his/her class or activity for a period of up to 5 school days if the student is assigned regular or additional work to be completed in another school setting.
2. **Suspension from School- Principal:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **Expulsion:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

GROUNDS FOR SUSPENSION OR EXPULSION

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

- on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or event,
- traveling to or from school or a school activity, function, or event, or
- during summer school.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
   - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
   - Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
   - Setting fire to or damaging any school building or property.
   - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any

meeting or assembly on school property.

- Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. 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 some other person does not constitute a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
6. 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.
7. 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.
8. Possessing, using, transmitting, or being affected by any controlled substance, **prescription drug,** narcotic drug, hallucinogenic drug, synthetic drug (synthetic drug look-alike), 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.
    a. Exception to Rule 8: 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:
        1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
        2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        3. The student has been instructed in how to self administer the prescribed medication.
        4. The student is authorized to possess and self administer the prescribed medication.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug (synthetic drug look-alike), alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is property under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - engaging in sexual behavior on school property
    - disobedience of administrative authority
    - willful absence or tardiness of students
    - engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes
    - failing to tell the truth about any matter under investigation by school personnel
    - possessing or using a laser pointer or similar device
17. Using a mobile learning device during classroom instruction without teacher consent.
18. Any unanticipated conduct disruptive to the educational process.
19. "Bullying" means overt, repeated acts or gestures, including:
    - verbal or written communications transmitted;
    - physical acts committed; or
    - any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

B. 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 which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
    - the frame or receiver of any weapon described above
    - any firearm muffler or firearm silencer
    - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four

ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- an antique firearm
- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.

3. **For purposes of this rule, a destructive device is:**
   - an explosive, incendiary, or overpressure device that is configured as a bomb, 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 similarly 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 is expelled under this rule.

C. 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 as defined in l.C., 35-41-1-8:
   - 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 in 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.
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** notify the **appropriate law enforcement agency** when a student is expelled under this rule:

D. Student Well-Being

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

All students must have an emergency medical card, completed, signed by a parent or guardian, and filed in the school office.

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician, to the school office.

E. Unlawful Activity

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

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 and/or the transfer application was not completed.

RIGHT TO APPEAL

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

LEGAL REFERENCE: I.C. 20-8.1-5.1-1 et seq., I.C.35-47.5-2-4, I.C.35-41-1-8, I.C.35-47-1-5

DISCIPLINARY OPTIONS

Class Suspension Option

This option is provided to teachers as a means for handling minor classroom discipline problems. Teachers can suspend a student to the office for a maximum of five days. The teacher will assign regular or additional work to be completed.

Detention Option

Detention is assigned to students for a variety of usually minor rule violations.

Students will be told where and when to report for their detention. It is the student's responsibility to arrange transportation from detention. Detention may be assigned before or after school at the convenience of the teacher. Students who fail to report for detention as assigned must explain why it was not served. The detention may be doubled originally scheduled. When students miss detention for any reason that is legitimate, (i.e. absence from school, doctor's appointment, etc.) they must reschedule their time with their teacher. During detention, strict rules of conduct will be followed.

Students not following these rules, or failing to serve detention are subject to suspension.

1. The teacher is to state the time, date, and place that the student is to serve their detention under a teacher's immediate supervision.
2. The teacher will notify the assistant principal and detention supervisor when the student is assigned to the detention room.
3. If detention occurs often, a student/parent/teacher/ administrator conference may be necessary.
4. Any student who fails to serve a detention will be asked to explain why it was not served. The detention may be doubled for failing to serve the detention.
5. All other discrepancies will be handled by the administration.

Disciplinary Probation

A student who has exhibited serious behavioral problems will be assigned disciplinary probation for the remainder of the school year. Any student who is suspended for repeated violations of rules is placed on disciplinary probation. Any future serious school problem then results in a recommendation for expulsion for the semester/year.

Also, any student who is suspended out of school on three separate occasions during the school year is placed on disciplinary probation for the remainder of the school year. If the student is suspended for a FOURTH occasion he/she will be recommended for expulsion for the remainder of the semester/year.

Expulsion

This option will be used when other options fail or when the infraction requires severe consequences. This option will also be used for frequent or repeat offenses. A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon.

In-School Suspension

In-school suspension is a full day assignment intended to isolate the student from the classroom and his/her peers. This option is intended to provide supervised environments for students who need disciplinary action requiring a high level of supervision. Only administrators can assign students to in-school suspension and students will complete classroom assignments for credit as provided by teachers. During in-school suspension and while in the in-school suspension office students are not allowed to have mobile learning devices or wireless communication devices, are expected to complete school work, and remain awake. Students can use their school issued iPad as required to complete school work.

Out-of-School Suspension

Out-of-school suspension shall be reserved for serious disciplinary infractions or for those students who are habitual offenders. Full credit for work missed will only be given if the work is completed and turned in upon the first day of the student's return to school. Students will be allowed to make up any test or major project. Any student serving out-of-school suspension will not be able to participate in any extracurricular activities on the days(s) of suspension. This will also include Saturday and Sunday if the suspension carries one week to the next.

Social Probation

This option may be used for any infraction of school rules. This means that a student may not participate in any extracurricular activity whatsoever when he is on social probation. He may attend school during normal school hours, but must leave school property at 2:40 p.m. and not return until the next day's classes. Social Probation may be given for a week or any length of time up to a semester to a student who misbehaves. It is usually used for misbehavior that occurs during extra-curricular activities.

When a student fails to remain in "good standing" due to an infraction of the school rules and they hold a position of responsibility within the school, he/she may be removed from that position of responsibility.

OTHER DISCIPLINE PRACTICES

Under Indiana law the superintendent, principal, any administrative personnel, or any teacher of the school corporation is authorized to take any action in connection with student behavior which is reasonably, desirable, or necessary to help any student, to further school proposes, or to prevent interference therewith. These actions include:

1. Counseling with a student or group of students
2. Conference with a parent or group of parents
3. Assigning students additional work
4. Rearranging class schedules
5. Requiring a student to remain after school or to come in early
6. Clean-up duty
7. Assigned seat
8. Removal from class
9. Failed assignment
10. Loss of credit
11. Change inappropriate dress
12. Disciplinary probation
13. Athletic probation
14. Social probation
15. Denied lunch room privileges
16. Denied bus privileges
17. Denied parking/driving privileges
18. Denied pass privileges
19. Denied field trips
20. Denied convocations
21. Denied participation
22. Denied commencement participation
23. Withholding diplomas
24. Stopping commencement

25. Rehabilitation and counseling for drug, alcohol, and tobacco problems
26. Removal of office leadership role
27. Paying for lost, stolen, or damaged articles
28. Restrict areas of the building, property, etc.
29. Confiscate articles which should be considered to be an interference with the educational process; or
30. Any other disciplinary actions deemed necessary to prevent an interference with the educational process.

NORTHWESTERN HIGH SCHOOL DISCIPLINARY CHART

The following list of violations and penalties is provided to aid in the communication of our expectations and obligation to the student body to insure a proper school atmosphere. Each student who is subject to disciplinary action by the school administration may be dealt with according to this list. However, the unique circumstances of each individual's case will be considered before a decision regarding punishment is made. This list is not intended to be the "last word" concerning penalties. The merits of each case require flexibility; however, this list is provided to demonstrate a conscientious attempt to deal consistently and fairly with each individual. Misbehaviors not listed here will also be handled with this stated intent in mind. In cases involving expulsion, the Student Due Process will be followed. The contents of this chart do not limit the scope or severity of the penalties for violations. Please read the chart detailing the possible discretionary disciplining consequences for violations of rules and guidelines. Copies of mailed disciplinary referrals are kept in the student's discipline file.

DISCRETIONARY DISCIPLINARY CONSEQUENCES

Infraction	First Occurrence	Second Occurrence	Third Occurrence
Behaving in a manner that may result in a physical injury	Warning up to ten days out-of-school suspension, recommendation for expulsion depending on severity	Warning up to ten days out-of-school suspension, recommendation for expulsion depending on severity	Up to ten days out-of-school suspension, recommendation for expulsion
Bus behavior violation	Conference, warning, possible suspension	Suspension of bus privileges, one day	Suspension of bus privileges, one to five days, and parental conference
Book bag violation	Referral, parent notification, required use of locker	Referral, parent notification, required use of locker	Referral, parent notification, required use of locker, detention
Cheating, plagiarism	Zero on test/quiz/assignment etc. parent notified with referral.	Zero on test/quiz/assignment, etc. parent notified with referral.	Withdrawn from the class, W code entered, and assigned to study hall and parent notified with referral
Classroom rules violation	Referral, warning up to class suspension	Referral, warning up to class suspension	Referral, in-school suspension, or removed from class, W code entered, and assigned to study hall
Computer violation	Loss of privileges up to ten days out-of-school suspension with a recommendation for expulsion pending seriousness of the matter	Loss of privileges up to ten days out-of-school suspension with a recommendation for expulsion pending seriousness of the matter	Loss of privileges up to ten days out-of-school suspension with a recommendation for expulsion pending seriousness of the matter
Discriminatory harassment (racial, ethnic, religious, sexual or other forms), intimidation, bullying or threat	Reprimand to ten days out-of-school suspension with a recommendation for expulsion pending seriousness of the matter	Reprimand to ten days out-of-school suspension with a recommendation for expulsion pending seriousness of the matter	Reprimand to ten days out-of-school suspension with a recommendation for expulsion pending seriousness of the matter
Driving/parking lot violation; including no "sticker" or no school driving form filled out	Warning up to loss of driving privileges and/or suspension	Warning up to loss of driving privileges and/or suspension	Warning up to loss of driving privileges and/or suspension
Fighting, battery	Law enforcement notified, ten days out-of-school suspension and a recommendation for expulsion		
Firecracker and other fireworks	Five days out-of-school suspension up to a recommendation for expulsion	Recommendation for expulsion	
Forged hall pass, falsifying forged hall pass, progress report, falsifying school documents, and/or phone calls for absences or early	Detention	One day in-school suspension	One day out-of-school suspension

dismissals			
Gambling	Warning up to detention	One day in-school suspension	One day out-of-school suspension
Habitual offender	Notified of being an habitual offender; the individual will have two days out-of-school suspension in a semester	Three to five days out-of-school suspension	Ten days out-of-school suspension and recommended expulsion
Hate speech (race, ethnicity, national origin, religion, disability, gender identity, or sexual orientation)	Reprimand to ten days out-of-school suspension with a recommendation for expulsion pending seriousness of the matter	Reprimand to ten days out-of-school suspension with a recommendation for expulsion pending seriousness of the matter	Reprimand to ten days out-of-school suspension with a recommendation for expulsion pending seriousness of the matter
Earbuds and Headphones	Reminder and verbal warning	Referral, confiscation, parent notification	Referral, confiscation, parent required to secure item
Inappropriate display of affection (kissing)	Conference and parent notified	One detention	Double detention
Inappropriate use/abuse of prescription or over the counter medication	Law enforcement notified, ten days out-of-school suspension and a recommendation for expulsion		
Insubordination	Three days of class suspension	Two days out -of-school suspension	Five days out-of-school suspension
Leaving class without permission, cutting, not reporting to the office	Detention	Double detention	One day of in-school suspension
Major disruption of school or classroom	One day suspension up to expulsion		
MLD and wireless communication device	Referral, confiscation, parent notification	Referral, confiscation, parent required to secure item	Referral, confiscation, parent required to secure item
Obscenity/profanity, inappropriate language	Double Detention	One day in-school suspension	Two days out-of-school suspension
Obscenity/profanity, inappropriate language directed at a staff member	Three to five days out-of-school suspension	Five to ten days out-of-school suspension	With recommendation for expulsion
Possessing, using, distributing, or being under the influence of marijuana, intoxicant, paraphernalia or any other kind of illegal substance	Law enforcement notified, ten days out-of-school suspension and a recommendation for expulsion		
Possessing, using, or being under the influence of tobacco/tobacco product, a controlled or regulated substance, alternative, or possession of paraphernalia	Law enforcement notified five days out-of-school suspension up to ten days out-of-school suspension and a recommendation for expulsion	Law enforcement notified, ten days out-of-school suspension and a recommendation for expulsion	
Possession of a weapon, or the threatened use of a weapon	Law enforcement notified, ten days out-of-school suspension and expulsion		
Pulling fire alarm	Ten days out-of-school suspension and a recommendation for expulsion		

Refusal for administration to conduct a search due to reasonable suspicion	Three days out-of-school suspension	Ten days out-of-school suspension and a recommendation for expulsion	
Selling, distributing and/or possessing controlled or regulated substance, alternative, synthetic drug (synthetic drug look-alike) , and/or look-alike	Law enforcement notified, ten days out-of-school suspension and a recommendation for expulsion		
Sex offense	Five days out-of-school suspension up to a recommendation for expulsion	Ten days out-of-school suspension up to a recommendation for expulsion	Ten days out-of-school suspension up to a recommendation for expulsion
Student attack on a staff member	Up to ten days out-of-school suspension and/or recommendation for expulsion	Up to ten days out-of-school suspension and/or recommendation for expulsion	
Theft	Two days out-of-school suspension and restitution required	Five days out-of-school suspension and restitution required	Ten days out-of-school suspension and restitution required
Truancy/skipping school/leaving without permission	Double detention	One day in-school suspension	Two days out-of-school suspension
Use or possession of alcohol or being under the influence of alcohol	Law enforcement notified, five days out-of-school suspension	Law enforcement notified, ten days out-of-school suspension and a recommendation for expulsion	
Vandalism	Two days out-of-school suspension and restitution required	Five days out-of-school suspension and restitution required	Ten days out-of-school suspension and restitution required

***Penalties can carry over to the next school year.**

***In addition to the above disciplinary consequences, various restorative practices will be implemented as warranted.**

MODIFICATIONS AFFECTING THE DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Students who participate in special education programs are required to maintain all rules and regulations within the student handbook. In some instances, State and Federal laws modify this procedure. Those modifications include:

- A Manifestation Determination must be held when a student is recommended for a long term out-of-school suspension (more than a total of ten days of out-of-school suspension in any academic year) or an expulsion
- If a special education student is recommended for expulsion, the student shall remain in the current educational placement until a causal case conference is held.
- If the special education student presents a danger to others or himself/herself, or a substantial disruption to the educational process, alternatives may be implemented. (Refer to Article 7, Section 511 1 AC7-15-2).
- Students in special education who have individual educational plans that address specific behavioral components have built in modifications different from those contained in the discipline/attendance section of the handbook.

VI. DRUG TESTING POLICY

EXTRA-CURRICULAR ACTIVITIES AND STUDENT DRIVER DRUG TESTING POLICY

The entire policy & consent form are available in the office.

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a proactive approach to a drug free school. Through driving or participation in extracurricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effect of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular 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 from driving to and from school or participating in extracurricular 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 program is non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified “positive” test conducted by his/her school under this program other than stated therein.

INTRODUCTION

This program does not affect the current policies, practices, or rights of Northwestern School Corporation with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Northwestern School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

REASONABLE CONCERN

Northwestern School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in Northwestern School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

SCOPE

Participation in extracurricular activities is a privilege. This policy applies to all Northwestern School Corporation students in grades 6-12 who wish to participate in extracurricular activities that may include, but are not limited to the ones listed below:

- Athletics (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel), Music (Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests.), Academic Teams, Drama, FFA, National Honor Society, Student Government, Student Drivers, SADD

CONSENT FORM

It is **MANDATORY** that each student who participates in extracurricular activities or drives to or from school signs and returns the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in nonparticipation and/or no issue of a student driving permit to school.

At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the District and joins an activity, all students wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. Up to 10% of eligible students will be randomly tested on up to a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extracurricular Northwestern School activities or drive.

Each participant shall have on file a "consent form", which shall be dated and signed by the student and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Northwestern School Corporation or is stating he/she does not plan to participate in extracurricular activities. Any student who fails to sign and return a consent form by the selection date and then decides to participate in an extracurricular activity program at a later date must submit to urinalysis. The student and/or parent/guardian will be financially responsible for the urinalysis.

NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances.

The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Northwestern School Corporation Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Northwestern School Corporation Board of Education, to the extent permitted by such subpoena or legal process.

BANNED SUBSTANCES

For the purpose of this policy, the following substances or their metabolites that can be tested for are considered illicit or banned for Northwestern School Corporation students.

Alcohol	Benzodiazepines	Methadone	PCP	Nicotine
Amphetamines (Meth Amphetamines Included)	Cocaine	Methaqualone	Phencyclidine	Heroin
Anabolic Steroids	LSD	Opiates	Propoxyphene and Methadone	Other Specified Drugs
Barbiturates	Marijuana	Opioids		

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's and other student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities and restrict him/her from driving to or from school.
2. The principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal/designee will notify the student and his/her parent/guardian following guidelines for notification established by the Superintendent. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.
3. If the test is verified "positive", the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.
4. If a student is unable to produce a sample within the designated test window, the result will be considered a false positive. This outcome will be treated in accordance with procedures outlined for verified positive results.

A student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Code of Conduct. A student involved in non-athletic extracurricular activities will be subject to the disciplinary consequences outlined in the Student Activities Code of Conduct. A student driver who tests positive for alcoholic beverages, tobacco products, and any form of nicotine, including but not limited to vaping devices and

e-cigarettes will have his/her driving privileges suspended for forty-five (45) school days. A student driver who tests positive for banned substances other than alcoholic beverages, tobacco products, and any form of nicotine, including but not limited to vaping devices and e-cigarettes will have his/her driving privileges suspended sixty (60) school days. Suspensions of driving privileges may carry over to the following school year. A student driver suspended for alcoholic beverages, tobacco products, and any form of nicotine, including but not limited to vaping devices and e-cigarettes may have his/her suspension reduced to 25 school days if the student successfully completes a prevention program at a licensed drug and/or alcohol rehabilitation center or with a licensed therapist. A student driver suspended for banned substances other than alcoholic beverages, tobacco products, and any form of nicotine, including but not limited to vaping devices and e-cigarettes may have his/her suspension reduced to 30 days if the student successfully completes a drug program at a licensed drug and/or alcohol rehabilitation center or with a licensed therapist.

VII. STUDENT RIGHTS

DUE PROCESS PROCEDURES - SUSPENSION/EXPULSION

A student who has committed a disciplinary infraction will be afforded due process in proportion to the disciplinary action taken by school officials. Guidelines for due process are as follows:

Suspension Procedure

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. a written or oral statement of the charges;
   b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
   c. the student will be provided an opportunity to explain his 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. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Students under suspension are not to be on school premises, participate in or attend curricular activities, extra-curricular activities, or any school functions except by direction of the school administration.

Expulsion Procedure

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

1. The superintendent (or designee may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   a. legal counsel
   b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An Attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

Right to Appeal

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

Probation or other Minor Disciplinary Action

A student will be given an oral statement of the charges against him, and, if the charges are denied, an oral summary of the evidence against him and an opportunity to explain his conduct. A student may be placed on probation for a trial period by the principal or this designee, with specified conditions for release from probation set by the principal or his designee.

DUE PROCESS PROCEDURES - WITHDRAWAL

All students are subject to due process and possible expulsion and may be withdrawn from attendance at Northwestern High School for one of the reasons listed below:

1. **Failure to enroll properly:** When a student fails to properly enroll he may be withdrawn by the administration; or if a student fails to pick up this semester schedule within eight days from the start of the semester he/she may be withdrawn.
2. **Violation of Attendance Policy Due to Absences:** When a student has violated the attendance policy and lost credit in a class, he may be placed in a study hall receiving a grade of "W". When a student has lost credit in three (3) classes due to lack of attendance, he may be recommended for

expulsion from school for the remainder of the semester and lose all credits in course enrolled.

3. **Disciplinary Reasons:** When a student is suspended, pending an expulsion request, he will be withdrawn from attendance upon formal expulsion and after all due process procedures have been instituted.
4. **Expulsion Grading Policy:** A student who is expelled from Northwestern High School shall be withdrawn from all classes with a grade of "w" and shall lose all credits in which he/she was enrolled, unless the principal and/or hearing officer determines otherwise.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 certain rights with respect to the student's education records.

1. The right to inspect and review the student's education record within 45 days of the day the school corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Union County/College Corner Joint School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school corporation decides not to amend the record as requested by the parent or eligible student, the corporation will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FEPPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving the school board; a person or company with whom the school corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the school corporation to comply with the requirements of FERPA. The name and address of the office that administers FEPPA is:

   Family Policy Compliance Office

   U.S. Department of Education

   600 Independence Avenue, S.W.

   Washington, D.C. 20202-4605
5. The right to refuse to allow the school district to disclose "directory information":

   It is the policy of the school district to make available, upon request, certain information known as "directory information." The school board designates student "directory information" as: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of policy, if disclosed. "Directory information" shall not be provided to any organization for profit-making purposes. Parents or eligible students may refuse to allow the school district to disclose any or all of such "directory information" upon written notification to the school district within fourteen (14) days after receipt of this public notice.

PARTICIPATION IN SURVEYS

No student may be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings. Surveys need administration approval.

RELEASE OF STUDENT RECORDS

Directory Information

Northwestern schools maintain records on all students K-12. These records may include directory information such as:

- Name, address, telephone, name of parent/guardian
- Date and place of birth
- Participation in school activities and athletics
- Dates of school attendance
- Honors and awards
- Other similar information such as honor roll, height and weight, information generally found in yearbooks, college plans, and other institutions attended.

Only the directory information which is appropriate for the legitimate agency will be released. Parents or guardians wishing to deny the release of any directory information items pertaining to their youngster may obtain a **"Denial to Release Directory Information"** form from the Principal's Office.

Transcripts

Upon student request, an "official" transcript of student records will be forwarded directly to other schools, colleges or after-high school educational programs to which the student transfers, applies for admission, or enrolls. "Official" transcripts may also be requested and sent to scholarship and financial aid sponsors to whom the student is making an application. A transcript is "official" only if it is signed and sealed by a school official and mailed directly from Northwestern High School to another institution. Transcripts carried or mailed by a student or parent will be stamped as "unofficial" and will not be signed or certified by any school official. Students wanting to hand carry or mail their own "unofficial" transcript must

complete a transcript request form which takes a parent signature for students under age 18. Electronic transcripts are the preference of most colleges and universities as well as the NCAA. Juniors need to register for the "etranscript" program via the Guidance web site. The high school counselor or Secondary School Report (ESSER) may also be requested to save paper and postage. Transcript requests may be made this way during the entire senior year and after graduation.

Student Information Release Policy

1. The release of ANY student records, other than in the areas specified, require the written consent of the parent or the eligible student.
2. A parent or an eligible student (18 years of age, or older) may inspect the student's education records by making an appointment with the student's counselor. The request for an appointment must be honored within a reasonable period of time.
3. If a parent or eligible student believes the student's educational record contains information which is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, a request for amendment may be made.
   a. The principal of the school will act upon the request for amendment of records within a reasonable period of time.
   b. If the request to amend the record is denied, the parent or eligible student will be notified of the right to a hearing.
   c. If the hearing officer decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students, the school shall:
      1. Amend the record accordingly, and
      2. Inform the parent or eligible student of the amendment in writing.
   d. If the hearing officer, as a result of the hearing, decides that the record is not inaccurate, misleading, or otherwise in violation of the privacy or rights of the student, the parent of the eligible student shall be informed of the right to place a statement in the record commenting on the contested information.
      1. The statement of the parent of eligible student shall become a part of the student's educational record for as long as the record is maintained; and
      2. The statement will be disclosed whenever that portion of the record to which the statement is related is disclosed.

STUDENT RIGHTS OF EXPRESSION

Northwestern High School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet Northwestern High School guidelines.

A. A material cannot be displayed or distributed if it:

- Is obscene to minors, libelous, indecent, or vulgar,
- Advertises any product or service not permitted to minors by law,
- Intends to be insulting or harassing,
- Intends to incite fighting; or
- Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

**Items brought into the building to be posted, displayed or distributed require administrative approval.

STUDENT SEARCH - LOCKER

Statement of Locker Policy

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, to maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

Locker Policy

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations.

1. **Locks:** The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students will be expected to keep their lockers in a clean and orderly manner.

Authority to Inspect

The school corporation shall retain the right to inspect lockers to insure they are being maintained in accordance with the conditions in this policy. All inspections of student lockers shall be conducted by the principal or a member of the staff designated in writing by the principal.

The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational

function, or which are forbidden by state law or school rules.

Before a particular student's locker is inspected, the student, if present on the school premises shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless certain circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as possible.

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, or superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules.

If a general inspection of a number of lockers is necessary, then **all** lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (1) lockers from time to time in accordance with a posted general housekeeping schedule, (2) the locker of a student no longer enrolled in the school, or (3) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

STUDENT SEARCH - SEARCH OF PERSON

Statement of Policy

The principal, assistant principal, or another member of the administration acting at the direction of the principal, may search the person of a student during a school activity **if** the principal has reasonable grounds for suspecting that the search will produce evidence of a violation of school rules or state laws. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student,
2. any object in the possession of the student such as a purse or briefcase and/or
3. a "pat down" of the exterior of the student's clothing.

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

Use of Dogs

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

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

VIII. GENERAL INFORMATION

ASBESTOS-CONTAINING MATERIALS

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

DRILLS

FIRE DRILLS

Fire drills are required by state law and are an important safety precaution. This alert is signaled by a continuous on/off horn sounding in the hall, with flashing red lights. It is essential that when the fire alarm is sounded, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible, and proceeds outside and across the parking lot areas to safety. Notices of evacuation are posted in every classroom and students should take note of these before the drill. Under **no** circumstances are the students to remain in the building when the alarm has been set off. **Students are to remain quiet during such drills and are also to remain outside the building until the return bell is sounded.**

The penalty for pulling a false alarm is expulsion from school, and possible legal prosecution. The potential for injury to others is great in any fire drill. The school cannot tolerate endangering students as a prank.

SEVERE WEATHER DRILLS

Severe weather drills are required by law and are especially stressed during the spring months. Unlike the fire drill, during a severe weather drill students remain in the building. The alert is signaled by the continuous on/off warble sound of the P.A. system. Severe weather drill directions are posted in each room and should be reviewed by the teacher in each class. It is essential that directions be closely followed and students remain silent during the severe weather alert. Students are to avoid standing near glass areas and may return to their rooms when the bells are sounded unless other directions are given over the public address system.

OTHER EMERGENCY DRILLS (I.E. Lock-Down Drills, etc.)

Students are to remain calm and quiet and listen to specific instructions. During these drills, stay away from windows.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, NHS will notify you via Skyward. It will also be posted on the Northwestern School Corporation website. In addition, local radio stations (WIOU 1350 AM, WZWZ 92.5 FM, WWKI 100.5 FM) will make the announcement.

GUIDANCE AND COUNSELING

Guidance services are available for every student. These services include assistance with educational planning, scholarships, career information, personal problems, or any topic the student may feel he would like to discuss. Each student is assigned a counselor according to the student's last name.

A student may talk to his assigned counselor or other available counselors if desired. Guidance offices are located in the counseling suite.

HEALTH SERVICES

If a student becomes ill while at school, he/she should be excused from class by his teacher and then report directly to the nurse. **Under no circumstances are students allowed to leave the building because of illness without authorization.** The Health Clinic is not a place to get "cured." Only first aid may be administered in the Health Clinic.

Prescription Medication Procedures: Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee in the health clinic and administered or taken there. This medicine must be brought in by a parent/guardian.

Control of Casual-Contact Communicable Diseases and Pests

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

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

Control of Casual-Contact Communicable Diseases

The Corporation has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel or resource people including the County Health Department. Northwestern High School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

IMMUNIZATIONS

Schools are required by law (IC 20-34-4-2) to ensure that all students have received all immunizations required or have an authorized waiver. If a student does not have the necessary vaccines or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the Corporation Nurse.

Required School Immunizations, Indiana for Students Enrolled in Grade 6-12.

- 5 doses of DTap, DTP, or DT vaccine
- 4 doses of Polio vaccine
- 3 doses of Hepatitis B vaccine
- 2 doses of Hepatitis A vaccine
- 2 doses MMR vaccine
- 2 doses Varicella (chickenpox) vaccine. Physician documentation of disease history, including month and year, is a proof of immunity for children entering preschool through 12 th grade. Parent report of disease history is NOT acceptable.
- 1 dose Tdap vaccine
- 1 dose MCV4 vaccine for grades 6-11.
- 2 doses MCV4 vaccine for grade 12.

Statement of immunization history; waiver; rules: IC 20-34-4-5 Sec. 5 (a) Each school shall require the parent of a student who has enrolled in the school to furnish not later than the first day of school a written statement of the student's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school. (b) The statement must show, except for a student to whom IC 20-34-3-2 or IC 20-34-3-3 applies, that the student has been immunized as required under section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization. (c) A student may not be permitted to attend school beyond the first day of school without furnishing the written statement, unless: (1) the school gives the parent of the student a waiver; or (2) the local health department or a physician determines that the student's immunizations will not be completed before the first day of school. The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days. If subdivision (2) applies, the parent of the student shall furnish the written statement and a schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations. Neither a religious objection under IC 20-34-3-2 nor an exception for the student's health under IC 20-34-3-3 relieves a parent from the reporting requirements under this section. **Religious objections: IC 20-34-3-2** Sec. 2 (a) Except as otherwise provided, a student may not be required to undergo any testing, examination, immunization, or treatment required under this chapter or IC 20-34-4 when the child's parent objects on religious grounds. A religious objection does not exempt a child from any testing, examination, immunization, or treatment required under this chapter or IC 20-34-4 unless the objection is: (1) made in writing; (2) signed by the child's parent; and (3) delivered to the child's teacher or to the individual who might order a test, an exam, an immunization, or a treatment absent the objection. *The written document, signed by the parent, must state that the objection to immunization is based on religious grounds. The Indiana State Department of Health policy requires that the written statement be verified by the parent each year. **Exception for student's health: IC 20-34-3-3** Sec. 3 If a physician certifies that a particular immunization required by this chapter or IC 20-34-4 is or may be detrimental to a student's health, the requirements of this chapter or IC 20-34-4 for that particular immunization is inapplicable for the student until the immunization is found no longer detrimental to the student's health.

Injury and Illness

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

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

Medication

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. The Medication Request and Authorization Form 5330 Fl must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the nurse's office. All medication, prescription, and over-the-counter, must be in the original container. Medication that is brought to the office will be properly secured. This should be arranged in *advance.* A two to four (2-4) week supply of medication is recommended. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year. The parents shall *have* sole responsibility to instruct their child to take the medication at the scheduled time. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release. Medication that is brought to the office will be properly secured and medication shall be *conveyed* to school directly by the parent/guardian/caregiver.

A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during school hours or at school functions. The student's parent must file a 5-part authorization with the student's principal/nurse for the student to possess and self-administer the medication. This authorization must be completed by the student's physician and the parent and must be filed annually.

Medication that is possessed by a school for administration during school hours or at school functions may be sent home with a student in grades 9 through 12 if the student's parent/guardian provides written permission for the student to receive the medication.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by Northwestern High School. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact Student Services.

SAFETY AND SECURITY

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to Northwestern High School to prevent any inconvenience.

SCHOOL INSURANCE

Student insurance (pending availability) may be obtained at a nominal cost and is optional. When a student insured under this plan is injured, he will be given a claim form from the high school office. This form must be completed by his parents and presented to the doctor or hospital. The school merely acts as an intermediary in supplying the insurance and assumes no liability, either for the injury, or the subsequent negotiations with the insurance company.

STUDENT TECHNOLOGY RESPONSIBLE USE GUIDELINES

The Northwestern School Corporation (hereafter referred to as NWSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help our 21st century learners by allowing students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of these guidelines and agreements are subordinate to school, local, state and federal law. NWSC has the duty to investigate any suspected violations of this policy.
The Responsible Use Guidelines sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets consequences for those who choose to violate the guidelines. Students should remember that access to technology is a privilege not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a global, technological world. Technology includes:

- all computer hardware and software
- PDAs, cell phones, handheld technologies and personal storage devices
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology
- servers, routers, hubs, switches, and Internet gateways including wireless access

- administrative systems, media systems, and learning information systems including
- online applications
- related and future systems and technologies.

Personally owned devices are included in the Responsible Use Guidelines when on school property or connected to the school infrastructure. NWSC is NOT responsible for any damage done through the network connection. This includes but is not limited to power surges, viruses or malicious acts from other users. Personal technology brought for use at school must meet minimum NWSC requirements including approved virus protection software.

The following uses of personally owned, school-provided or curricular-based technology are prohibited:

a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
b. to remove or copy school-owned software from school computers
c. to use technology to harass, bully, or threaten another individual
d. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
e. to vandalize, damage, alter, or disable the property of NWSC
f. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
g. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
h. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
i. to participate in gambling or on-line games
j. to send unsolicited emails or participate on chat lines unless there is a curricular connection approved by the teacher
k. to send chain letters or to broadcasting messages to lists or individuals and other types of use that would cause congestion of the network or otherwise interfere with the work of others
l. to disclose personal email addresses of others through a group or chain email
m. to shop, barter, or use credit cards on-line
n. to utilize the school corporation technology for commercial purposes or financial gain
o. to install or use encryption software on any computer
p. to send non-school related audio, video or data communication to school staff members
q. to use social networks at school unless approved for curriculum
r. to attempt to circumvent NWSC policies or network restrictions. The use of proxy websites is prohibited. It is a criminal offense to hack into a school system computer and criminal charges may be filed.

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

a. The student's actions violate a legitimate school policy or law.
b. The school can show a substantial disruption or legitimate safety concern.

Important Notice: The Northwestern School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate or blocked material and reporting incidents should they occur. Students should not post personal information about themselves or others nor should they contact individuals they meet online. Personal information includes names, home/school/work addresses, telephone numbers, and personal photographs.

NWSC will not be responsible for unauthorized financial obligations resulting from school- provided access to the Internet.

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

Any violation of the corporation policy and rules may result in the loss of privileges to use corporation-provided technology including the Internet. Students who violate this policy may also lose their ability to bring in or use technology at school. In addition, the falsification of information regarding equipment may result in disciplinary action. Further disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

Important Notice: Each individual is responsible for any and all data stored on the device whether personal or school-owned. If non-RUP compliant material is found, disciplinary action will be taken.

Networks - Internet/Local and Wide Area

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

Hardware/Software

NWSC has the right to regulate hardware/software technologies including online applications that are on its network or used within the school environment. This includes personally owned devices and/or media used on NWSC property or with NWSC technological infrastructure.

Documents/Files/Web Based Applications

The NWSC has final editorial authority over students creating websites that are stored on NWSC equipment or whenever students are given school credit for designing, editing, or updating the websites.

File-sharing by students is not allowed unless specifically requested for a class by the teacher. The NWSC local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing.

Internet Safety Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

A. Age appropriate materials will be made available for use across grade levels.

B. Training on online safety issues and materials implementation will be made available for administration, staff and families.

No Expectation Of Privacy

All information/documents/files that are created, sent or received from a school computer including e-mail messages are school corporation property, should not be considered confidential, and may be accessed by school personnel at any time. Electronic messages and files stored on school based computers may be treated like school lockers.

- Personal information sent to school computers should not be considered private.
- Personal information (whether from school-owned or personal technology devices) sent to school-enabled accounts should not be considered private.
- Personal equipment brought to school is subject to school rules and may be detained and searched by building administration with valid cause.
- Students using school-owned computers should store personal information on external drives (external hard drive or flash drive) and not on the computer's hard drive.

School Owned Technology

In some situations, school-owned equipment may be loaned or rented to students. The following expectations apply:

- Person receiving equipment is solely responsible
- Person receiving equipment is responsible for care and maintenance
- Person receiving equipment will use device for designated curriculum purposes
- School is not responsible for unauthorized information (games, music) added to device nor will school try to maintain information if repair is needed
- Person receiving equipment is responsible for creating and maintaining backup of any personal data.

The district makes no warranties of any kind, expressed or implied, for Internet services. Use of any information obtained via the Internet is at each user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

A student's Parent(s) or Guardian(s) who wish/wishes to deny Internet access to the NWSC network, the student must request a Deny Internet and Computer Usage form and return the signed copy to the office of the school within two weeks of registration of their child(ren) at the respective school.

DENY INTERNET AND COMPUTER USAGE

I, legal parent/guardian of (Name of Parent/Guardian) (Name of Student) do hereby deny permission for the above named child to access the Internet or to use computers owned/leased and/or operated by the Northwestern School Corporation for the year.(School Year)

(Signature of Parent/Guardian) (Date)

1:1 Digital LearningInformation, Guidelines, and Procedures

OVERVIEW

Northwestern School Corporation is excited about 1:1 Digital Learning. 1:1 Digital Learning provides equitable 21st Century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program.

The individual use of a digital device is a way to empower students to maximize their full potential and to prepare them for their educational and career future. Teaching and learning through the integration of technology not only will increase student engagement and ownership of learning, but it also allows for effective transformation of curriculum that can take place anywhere and at any time. By using technology effectively, we believe it will lead to increased student engagement thereby improving student achievement in all areas. All students will be immersed in a technology rich environment which motivates, engages and challenges students to learn 21st century skills as it will be an integral part of their future.

The information contained within this section of the Student Handbook applies to all of Northwestern School Corporation iPads used in our schools including any other device deemed by the administration to come under these guidelines. The information found here represents a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this learning environment. Northwestern School Corporation reserves the right to make any additions or alterations to these guidelines as necessary, in order to ensure the effectiveness of digital learning as well as the safety and well-being of our students.

The information contained in this section is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Northwestern Schools as well as the Student Responsible Use Guidelines as stated in the Student Handbook. Teachers may set additional requirements for use in their respective classes.

The iPad remains the property of the Northwestern School Corporation at all times. Therefore, there is no assumption of privacy. Northwestern School Corporation reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad may result in disciplinary action.

Above all, the 1:1 Digital Learning program at Northwestern Schools is an academic program, and the guidelines governing the use of the iPad support its academic use. To maintain the integrity of this program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

1:1 DIGITAL LEARNING GOALS

- To increase student engagement in learning.
- To prepare learners with digital resources that they will experience within their future careers and/or post-secondary education.
- To enrich the curriculum through the use of digital resources
- To differentiate instruction for all learners by using technology.
- To promote student pride through creative learning opportunities.

1:1 is…

- *An environment in which each student utilizes a technology device, increasing the opportunity for self-directed and differentiated learning, enhanced global awareness, and increased more relevant feedback from teachers and other students.*
- *A chance to provide a tool for students to expand critical thinking, problem solving, technology, media literacy, and communication skills.*
- *An opportunity for students to create, collaborate, and innovate.*

1:1 is not…

- *Apple vs PC. The goal is that one day the device will be as much a part of the learning environment as a whiteboard.*
- *All about test scores. We believe that test scores are important but not the main factor driving innovation in our schools.*
- *A silver bullet to learning and engagement. Education is still a people's business.*
- *A replacement for the teacher. The teacher/student interaction is the core of the learning process.*
-

1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student iPad use at Northwestern School Corporation. Teachers may set additional requirements for use in their classroom.

1.1 Receiving your iPad

iPads will be distributed during the month of August. The specific date will be set by each school.

1.2 Returning your iPad

iPads will be returned back to Northwestern School Corporation during the last week of the school year. All students will need to return all power accessories, including power block and cable at the end of the school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Northwestern School Corporation for any reason must return their individual school iPad with accessories on the date School Resource Officer.

1.3 Personal iPad

Students are not allowed to use personal iPads in place of district issued iPads. This is to provide equity and consistency for our teachers and students to create the best technology environment possible. In addition, it is important to utilize a mobile device management system to ensure efficient deployment of apps for student use.

2.0 CARE OF THE IPAD

2.1 General Care

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Students are responsible for keeping their iPad battery charged each day using an Apple Certified iPad charger and cord.
- iPads should be closed in cases and away from food and liquids when students are eating.
- Avoid exposure to long-term temperature extremes.
- Do not alter the iPad in any manner that will permanently change the iPad.
- Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads will need to be taken to the school office (Elementary) and the TigerTech Support Room (Middle School and High School).
- Do not upgrade the iPad operating system (IOS software update) unless directed by technology staff.
- Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jail-breaking” the device.
- Do not sync the iPad with a district or home computer. Student documents or files will be emailed or saved to a cloud based storage app (Dropbox, Box, Google Drive, or others).
- Students will be permitted and encouraged to take the iPad home unless of special circumstances.

2.2 Carrying and Transporting iPads

- The iPad must always remain within **any district issued case at all times.** Failure to do so could lead to higher repair rates if the iPad is damaged.
- Do not leave the iPad unattended at any time during class, extra-curricular activities, lunch, locker room, etc.

2.3 Screen Care

- When cleaning the iPad screen, use a soft, dry, anti-static cloth.
- Do not lean on or place anything heavy against the screen.
- Do not drop the iPad as the screen will most likely break.
- Avoid touching the iPad screen with a pencil or pen. Use an appropriate stylus if needed.

2.4 Security and Identification

- It is highly recommended for students/parents to turn on the **Find My iPad** feature on the iPad settings.
- Students are responsible for the safety and security of their school-owned iPad.
- iPads should not be stored in a vehicle and should never be left in view inside a locked or unlocked vehicle.
- Labels, stickers or screen protectors placed on the iPad by the technology department shall not be removed.
- Each iPad will be registered with the district by an asset tag along with the serial number which should never be altered or removed.
- Do not lend the iPad to a classmate, friend or family member.

3.0 USING YOUR IPAD AT SCHOOL

iPads are intended for use during school each day. Students must bring their iPad to all classes.

3.1 iPads Left at Home

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when the assigned iPad has been sent in for repair.

3.3 Charging your iPad

Students are responsible for ensuring that their iPads are charged and ready to go for school each day. It is recommended to charge the iPad at home each evening.

3.4 Screensaver/Background Photos

A standard screensaver or background will be present on the iPad. Any changes to the background must be school appropriate.

3.5 Sound, Music, Games, or Programs

Sound must be muted while in class unless permission is obtained from the teacher. All content (music, games or programs) on the iPad must be appropriate, used in a responsible manner and at the discretion of the teacher.

3.6 Use of Camera and Video

Each student iPad is equipped with a digital camera feature which includes the ability to take HD video. The camera will allow students to utilize a 21st century tool to develop learning skills.

Examples of Use:

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures.

3.7 Photos and Videos

All videos, photos and images that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time.

3.8 Home Internet Access

Students are allowed to set up wireless networks on their iPads for use while at home. Parent supervision is an expectation while the iPad is used at home. The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents

Students may save work directly on the iPad through DropBox or another cloud-based storage (i.e. Box, Google Drive, etc.). Documents may be emailed to their teachers or themselves as a backup. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Printing from iPads

Printing is not currently allowed from the iPads at school. If printing is necessary, students must email the document to a student email account or save the document to be printed to a cloud-based storage.

4.3 Network Connectivity

Northwestern School Corporation makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

4.4 Google Classroom

Northwestern utilizes Google Classroom as our learning management system. Google Classroom makes it easier to move files between the school and home and also lets students turn in documents electronically to their teachers. The teachers can review the work and send it back to the student.

5.0 CONTENT MANAGEMENT

5.1 Originally Installed Software

The software/apps and profiles originally installed by Northwestern School Corporation must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the district may add/remove apps for use in a particular course. Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required apps or added apps that are not appropriate for school use.

5.2 App Management

- Apple restricts ownership of iTunes accounts for students under the age of 13. However, for students ages 12 and under you may use a "Family" iTunes account for the student to use. This account could then be supervised by the parent/guardian.
- All downloaded Apps/music must be appropriate and recommended for educational use.
- Students from time to time will need to add/remove apps from the MDM app portal. This is where district purchased apps would be located. Removing a district purchased app from your iPad does not permanently remove the app, as it is moved back to the MDM portal for future use if needed.

5.3 Inspection

- Northwestern School Corporation owned iPads may be inspected by district staff at any time.
- Northwestern School Corporation staff maintain the right to delete any App, song, video, picture, book, or file that is not deemed appropriate for student use.
- Storage/space on the iPad and iCloud is limited. Any non-required Northwestern School Corporation apps, songs, videos, pictures, books, or files will be subject to removal and deleted to preserve storage space.

5.4 Restoring of iPad

If technical difficulties occur or non authorized software/apps are discovered, the iPad may need to be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

5.5 IOS Upgrades

Upgrade versions of licensed apps/software are available from time to time. Students may be required to check in their iPads to Technology Services for maintenance to apply upgrades and app updates.

6.0 RESPONSIBLE USE

6.1 Statement of Responsibility

The use of the Northwestern School Corporation technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted.** Disciplinary action will follow district policy and the guidelines contained within each respective school's Student Handbook.

6.2 Parent/Guardian Responsibilities

- Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the iPad, and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.
- The parents release Northwestern School Corporation and its personnel from any and all claims and damages of any nature arising from their child's use, or inability to use the district technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase products or services.
- The parents understand that it is impossible for Northwestern School Corporation to restrict access to all controversial materials and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.
- Parent supervision is an expectation of the 1:1 Digital Learning Program. The district cannot control all aspects of student use while the student is off site. Please remember that students are subject to the same guidelines while not in school

6.3 School Responsibilities

Northwestern School Corporation reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My iPad in order to track an iPad while on our school network in order to locate an iPad if lost or stolen. The school agrees to provide:

- Internet and Email access to its students.
- Curricular Apps and content.
- Internet blocking of inappropriate materials as able.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document and those within the district's Student Technology Responsible Use Guidelines.

6.4 Students Responsibilities

- Use computers/devices in a responsible and ethical manner.
  - Follow the guidelines within this document.
  - Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable.
  - Return their iPad at the end of each school year following district procedures. Students will be receiving the same iPad during the next school year.
  - Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Northwestern School Corporation for any other reason must return the district issued iPad and all additional items (case, charger and cable) by the date of termination to their respective building office
  - Check in your iPad for periodic IOS updates. Do not update the iPad IOS unless you are told to do so.

- Students are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- Students should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited giving credit to the original authors.
- Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

6.5 Student Activities Strictly Prohibited

- Using the school network for illegal activities such as copyright and/or license violations.
- Using the iPad as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the iPad.
- Accessing and/or using websites or materials that is not in direct support of the curriculum and is inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Programs that are capable of hacking the network should not be possessed or used.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individuals.
- Using and/or allowing use of another person's login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Participate in cyber-bullying of any person.
- Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying or using username/passwords of others.
- Modifying files belonging to another student.
- Attempting to access or accessing websites blocked by the school's Internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.

6.6 Cyber-Bullying

The National Crime Prevention Council defines cyber-bullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."

- Cyber-Bullying will not be tolerated and is strictly forbidden.
- The user should remember that digital activities are monitored and retained.
- Report cyber-bullying immediately to school personnel.

6.7 Student Discipline

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the district Student Technology Responsible Use Guidelines, the respective school Student Handbook and Board Policy.

6.8 Student Technology Responsible Use Guidelines

Northwestern School Corporation Student Technology Responsible Use Guidelines can be found on the district website.

7.0 Behaviors and Discipline Related to Student iPad Use

Technology Related Behavior Violations	***Equivalent "Traditional" Classroom Violations***
Failure to Bring iPad to school	· Coming to class unprepared
Missing Cover	· Not having required supplies
Email, texting, FaceTime, Internet surfing, etc.	· Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. to iPad	· Vandalism/Property damage to school owned equipment
Using account belonging to another student or staff member	· Breaking into someone else's locker or classroom
Accessing inappropriate material	· Bringing inappropriate material to school in print form
Cyber-Bullying	· Bullying/Harassment
Using profanity, obscenity, racist terms	· Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as his/her own and/or copy.	· Cheating, copying assignment, plagiarism
Violations unique to the NWSC 1:1 Digital Learning Program	
Not having iPad fully charged when brought to school	
Attempts to defeat or bypass the district's internet filter and/or security settings	
Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.	

Unauthorized downloading/installing of apps.

7.1 Progressive Discipline

Discipline Steps

- One and Done! Game playing on the iPads is up to the discretion of the classroom teacher. If the student is off task and is playing games when not allowed, the student will have the App Store removed and all loaded Apps that are not a part of the District App Portal will be removed on the student iPad. The App Store will be reinstated at the beginning of the next semester. Parents will be contacted when this occurs.
- Parents can request to have the App Store removed.
- Any further disciplinary infraction will be handled by building administration and may result in loss of iPad privileges.

8.0 Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, case or USB charging cable/charger if the property is:

- Not returned.
- Intentionally damaged.
- Lost or damaged because of negligence.
- Stolen and report must be filed with the district School Resource Office by the end of the next school day.

9.0 Damaged and Lost iPads

The Northwestern School Corporation recognizes that with the implementation of the 1:1 Digital Learning Program there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection.

- Student/Parent must report any damaged, lost, or stolen iPads **immediately** to a teacher, school administrator, or technology services staff member.
- Student/Parent will bring damaged iPad to the Main Office (Elementary) and TigerTech Room (Middle and High School) for assessment.
- The TigerTech students and staff will be able to do minor troubleshooting and repair.
- Technology Services Staff will make final determination of what needs to be done with the iPad.
- ***Damaged NWSC iPads that are not in a district issued case will be the financial responsibility of the student/parent.***

Beginning with the 2020-2021 school year, each iPad will be covered by AppleCare+ for a four year period. Each year, the coverage begins again. For example, if a student has damaged an iPad twice in a given school year, the first repair incident would be $50.00. The second repair incident would be $75.00. The next school year, the coverage begins again and the repair incidents start over. This new coverage allows for two iPad damage repair incidents for each of the four years. If a student incurs a third or more iPad damage repair incident in a given school year, the repair charge would be $100.00 per incident. Students/Parents are responsible for the repair and/or replacement costs based on the situations listed in the table below:

Damaged iTems	
First iPad Incident*	$50.00
Second iPad Incident*	$75.00
Additional iPad Incidents*	$100.00
iPad Case	Grades K-2: $30.00 Grades 3-12: $50.00
Apple Certified Charging Block	$20.00
Apple Certified Charging Cable	$20.00
All students will initially receive an Apple Certified charging block and cable. The charging block and cable is now covered under the AppleCare+ warranty. If the charging block and/or cable is damaged or no longer working, please return to TigerTech Support and a replacement will be provided. A determination will be made if the block/cable is considered a warranty (no charge) replacement or non-warranty (charged) replacement. If a charging block or cable is lost or stolen, it is the responsibility of the Student/Parent to replace the charging block and/or cable with an Apple Certified replacement. It is recommended to purchase through Northwestern School Corporation's TigerTech Support.	

- **Per year of the 4 Years of AppleCare+ Coverage (Beginning in the Fall of 2020)**

Additional Items:

- An Apple Certified charging block and/or cable must be used at all times. Additional damage to the iPad may occur if using a non-Apple Certified charging block and/or cable.
- Any damages or repairs that need to be made to the school issued iPad will be billed to the student/parent and will be due 30 days upon receipt. If repair/replacement fees are not paid within the designated time frame, late fees and court costs may apply. Please reference the costs listed in section 9.0 above.
- If a student enrolls or withdrawals during the current school year, the iPad rental payment will be prorated.

Additional Information: In cases of theft, vandalism and other criminal acts, a police report must be filed with the district School Resource Officer or other Law Enforcement officials. A copy of the police report must be provided to the respective building's main office. The cost of a replacement iPad will be charged to the student's account until the iPad is found and returned. It is the responsibility of the parent/guardian to return or pay for a replacement iPad.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages to their individual iPad or to another student's iPad. Administrators will make final determinations on what costs will be passed onto the Student/Parent on a case by case basis.

10.0 iPad Costs and Payment

The cost for the iPad device rental is as follows:

Students	Package	Total Cost	Annual Rental Fee
Grades K-2	iPad, 4Yr AppleCare+ & STN Dux Case	$427.95	$75.00
Grades 3-12	iPad, 4Yr AppleCare+ & Logitech Keyboard Case	$477.95	$85.00

The 1:1 Digital fee will be charged and added to the student's fees in Skyward. In addition, any iPad or case damage/repair/replacement fees will be added to the student's Skyward Fees. Any time an iPad is presented for repair, parents will be notified by note and/or phone call. Repair fee structure is listed in Section 9.0 above. The parent/guardian will have 30 days to make payment or arrange to enter into a payment plan with the district. If payment is not made in a timely manner, late fees, in addition to court costs, may apply. Court costs can lead to an additional cost of over $120.00.

Northwestern School Corporation Artificial Intelligence (AI) Policy

1. Intro/Stance: The responsible and ethical integration of Artificial Intelligence (AI) into Northwestern School Corporation's educational environment is a necessary consideration as technology continues to evolve. By harnessing Artificial Intelligence, we believe we will enhance learning, teaching, and administrative processes while upholding our values of academic excellence and integrity. This policy supports our commitment to evolving educational practices, ensuring students are prepared to thrive in a dynamic, technology-driven world.

2. Purpose: This policy guides Northwestern School Corporation students, staff, and school communities on the appropriate and responsible use of Artificial Intelligence (AI), particularly generative AI tools, in classroom instruction, school management, and systemwide operations. AI offers opportunities to enhance instructional effectiveness, increase engagement, and streamline administrative processes. However, its use also presents risks that must be managed through ethical practices, human oversight, and adherence to existing district policies. AI should not substitute empathetic, personalized interactions and relationships between teachers and students.

3. Scope: This policy applies to all students, teachers, staff, administrators, and third-party vendors who develop, implement, or interact with AI Technologies in Northwestern School Corporation.

It governs AI tools used for:

- Instruction (e.g., tutoring systems, AI writing or art tools, learning apps)
- Administration (e.g., data analytics, scheduling, communication automation)
- Operations (e.g., facilities, transportation, HR processes)

4. Guiding Principles for AI Use: The following principles reflect Northwestern School Corporation's commitment to using AI ethically, responsibly, and for the benefit of all learners.

Principle	District Commitment
Access	AI will support learning opportunities for all students. All teachers and staff will also have managed access to these tools to support their professional responsibilities.
Compliance & Regulation	AI use will align with FERPA, COPPA, and all applicable laws.
AI Literacy	Age-appropriate students and all staff will continually be educated on AI's functions, ethics, and limitations.
Opportunity & Risk Awareness	The district will explore AI's benefits while mitigating bias and misinformation. Continually educate all AI users concerning privacy issues.
Academic Integrity	AI will be used to promote honesty, trust, fairness, respect, and responsibility.
Human Agency	AI will support, not replace, human decision-making, instruction, and relationships.
Periodic Review	The district will monitor, audit, and update AI practices and policy regularly.

5. Responsible Use of AI Tools: Responsible use promotes creativity, efficiency, and learning while maintaining ethical standards and oversight. AI may be used, but not limited to, the examples outlined below.

Student Learning: Brainstorming ideas or enhancing creativity, Supporting collaboration and communication, Translating text or providing accessibility supports, Summarizing or organizing information, Tutoring or skill-building under teacher supervision

Teacher Support: Designing or differentiating instructional materials, creating formative assessments or feedback, Recommending strategies for instruction and professional development, Supporting curriculum planning and resource gathering

School Management and Operations: Draft communications or translations, Automate scheduling and reporting, Improve administrative efficiency and workflow

All users must review and critically assess AI-generated outputs before using or submitting them.

6. Prohibited Use of AI Tools: To safeguard our community, the following AI uses are strictly prohibited.

Student Learning: Using AI to impersonate, harass, or bully others, Submitting AI-generated content as original work without disclosure, Relying on AI to complete assignments unless approved by a teacher. Creating inequitable access by allowing use only for some students

Teacher and Staff Use: Using AI to grade or evaluate without human review or input, Employing AI for staff or student surveillance, Using AI-generated content without verifying accuracy, Using AI in ways that compromise privacy or security, Deploying tools that do not meet district data-sharing standards, Sharing personally identifiable information with non-approved systems

7. Special Consideration: Advancing Academic Integrity AI should strengthen the district's commitment to honesty, trust, fairness, respect, and responsibility.

District Commitments: Teachers will define when AI use is allowed in assignments.Students must cite or disclose AI use when applicable. AI detection tools will not be used as the sole basis for disciplinary action. Teachers will design assignments that promote original thinking and reflection.

8. Special Consideration: Security, Privacy, and Safety: Northwestern School Corporation will implement security and privacy measures when adopting or approving AI systems.

District Commitments: All AI tools must comply with federal and state laws (FERPA, COPPA, etc.), Personally identifiable information may not be entered into non-approved AI systems, Vendors must disclose data storage, access, and retention practices, Users must be informed when they are interacting with an AI system

9. Review and Continuous Improvement: This policy will be reviewed annually, or sooner if laws, technologies, or district needs

change.

Policy Review Date: Approximately one year from approval date

Next Review Cycle: Annual

Responsible Party: NWSC District AI Team

Approval Authority: School Board

Sources: AI Guidance Document; Indiana Department of Education, CCSD Policy on Generative Artificial Intelligence (AI); Chappaqua Central School District, Chappaqua, NY, AI Policy for Educators; Taliaferro County Schools, Crawfordsville, GA, Bringing AI to School; ISTE, Five Star Technologies

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