

NORWELL HIGH SCHOOL

2021-2022 Student-Parent Handbook



WELCOME TO NORWELL HIGH SCHOOL

This student-parent handbook contains information regarding the general operations of our school. This handbook outlines the guidelines and general expectations that constitute the basis of authority for school officials, not limitations. Our goal is to equip each student that attends Norwell High School to maximize and take ownership of their present and future success. The guidelines and expectations found in this document are intended to foster a safe and positive school environment conducive for both teaching and learning. Please feel free to contact any school official should you desire specific information regarding this document.

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

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ABOUT NORWELL HIGH SCHOOL

VISION STATEMENT

Equipping students to maximize and take ownership of present and future success.

SCHOOL SONG

Hail! Norwell High School, Knights proud and bold.
Lift high your banner, glorious blue and gold.
Hail! Knights in armor, sound the battle cry.
Marching to victory is Norwell High!

CONTACT INFORMATION

Address: Norwell High School, 1100 E US 224, Ossian, IN 46777

Telephone: (260) 543-2213

Fax: (260) 543-2591

24-hour attendance line:

- Local: (260) 543-2213
- Bluffton: (260) 565-4647
- Long distance: 1(888) 543-2213

ADMINISTRATOR EXTENSIONS

| | | |
|-----------------|-------------------------------|------|
| David Parker | Principal | 7001 |
| Holly Morgan | Assistant Principal | 7002 |
| Kelby Weybright | Athletic Director | 7004 |
| Kristen Wall | Director of Alternative Educ. | 9990 |

MAIN OFFICE EXTENSIONS

| | | |
|-----------------|--------------------------|------|
| Jodie Shutt | Administrative Assistant | 7000 |
| Kristie George | Treasurer | 7003 |
| Kaley Grzych | Guidance Secretary | 7005 |
| Angela Hulvey | Nurse | 7006 |
| Traci Werling | Guidance Counselor | 7007 |
| Brooke Orellana | Guidance Counselor | 7008 |
| Jason Wilson | Guidance Counselor | 7009 |
| Marcey Melcher | Athletic Secretary | 7014 |
| Curt Hunt | School Resource Officer | 7015 |

A Norwell High School Graduate Profile

A Norwell graduate will be able to...

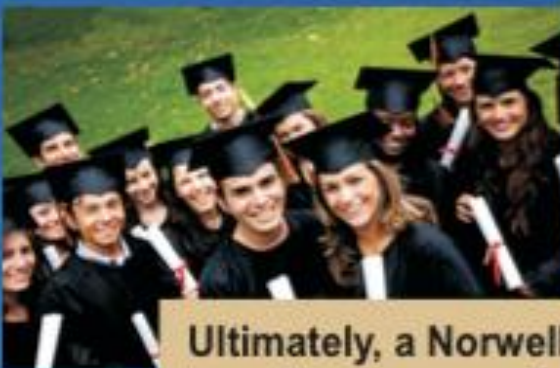
- be a motivated and confident individual
- act in a respectful and respected manner
- be a responsible and self-disciplined person
- behave in a goal-oriented manner with perseverance

A Norwell graduate will be able to...

- display a positive attitude toward learning
- solve problems effectively
- think in an open-minded and reflective manner
- possess a strong work ethic
- monitor his/her progress in a wide variety of areas

A Norwell graduate will be able to...

- communicate thoughts and ideas effectively
- speak, write, and communicate in a responsible and literate manner
- communicate using any technology or medium necessary
- present himself/herself in or maintain a positive appearance



Established June 5, 2012

Ultimately, a Norwell graduate will be able to transition successfully into post-secondary education, the military, or the work place and be a contributing member of an ever-changing society.



NORTHERN WELLS COMMUNITY SCHOOLS

What is the Graduate Profile?

The Graduate Profile is a driving document for Northern Wells Community Schools. It outlines the qualities we as a community wish to instill in our students prior to graduation.

How was the Graduate Profile Created?

The creation of the Graduate Profile began in 2011. The Strategic Planning Committee, which consists of parents, teachers, students, patrons, school board members, and administrators, met many times to create this guiding document. The committee partnered with local business to develop a set of skills that are important for students wishing to enter post-secondary education, the military, or the workplace. The Graduate Profile was completed and board approved on June 5, 2012.

Why have a Graduate Profile?

The Graduate Profile helps NWCS accomplish our overarching aim. The Aim of the Northern Wells Community Schools is to equip students to maximize their present and future success.

How can I learn more?

Have a conversation with your child regarding the skills listed on the Graduate Profile. Find out what they know. You can visit the NWCS website to learn more about the Graduate Profile. Watch for news sent home from your child's teacher or in school wide newsletters. You can also contact your building administrator if you have further questions regarding the Graduate Profile.

SCHEDULES

| Regular Day Schedule (Monday, Tuesday, Thursday, Friday) | |
|---|---|
| Period 1 | 7:40-8:30 |
| Period 2 | 8:35-9:25 |
| Period 3 | 9:30-10:20 |
| Period 4 | 10:25-11:15 |
| Period 5 | 11:20-12:40 |
| A Lunch | (Lunch) 11:15-11:45 (Class) 11:45-12:40 |
| B Lunch | (Class) 11:20-11:45 (Lunch) 11:45-12:15 (Class) 12:15-12:40 |
| C Lunch | (Class) 11:20-12:15 (Lunch) 12:15-12:45 |
| Period 6 | 12:45-1:35 |
| Period 7 | 1:40-2:30 |

| Roundtable Schedule (Wednesday) | |
|--|--|
| Period 1 | 7:40-8:25 |
| Period 2 | 8:30-9:10 |
| Period 3 | 9:15-9:55 |
| Period 4 | 10:00-10:40 |
| Roundtable | 10:45-11:35 |
| Period 5 | 11:40-1:00 |
| A Lunch | (Lunch) 11:35-12:05 (Class) 12:05-1:00 |
| B Lunch | (Class) 11:40-12:05 (Lunch) 12:05-12:35 (Class) 12:35-1:00 |
| C Lunch | (Class) 11:40-12:35 (Lunch) 12:35-1:05 |
| Period 6 | 1:05-1:45 |
| Period 7 | 1:50-2:30 |

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

*Roundtables will not be held on 2-hour delay days

PUBLIC COMPLAINTS AND CONCERNS

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or concerns reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

1. First Level

If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and Corporation administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the person's supervisor or building principal.

2. Second Level

If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the person's supervisor or building principal and in compliance with provisions of a collective bargaining agreement, if applicable.

3. Third Level

If a satisfactory solution is not achieved by discussion with the supervisor, a request for a conference shall be submitted to the Superintendent by the complainant. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

4. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, shall grant a hearing before the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the hearing. The Board's decision on the matter will be final, and it will not provide a hearing to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.

Matters Regarding a Support Staff Member

In the case of a complaint directed toward a support staff member, the complaint is to be directed, initially, toward the person's superior, and the matter then brought as required to higher levels in the manner prescribed as for professional staff members.

Matters Regarding Corporation Services or Operations

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, complaint, or concern relates to a matter of Corporation program, it should be addressed, initially, to the principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member".

Matters Regarding Instructional Materials

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the Corporation, the following procedures shall be followed:

1. The criticism is to be addressed to the principal in writing, on form "request for Review of Materials or Course Content."
2. If the principal cannot resolve the situation, s/he shall submit the information to the Superintendent.
3. Upon receipt of the information, the Superintendent shall, after advising the Board of the complaint, appoint a review committee consisting of the school librarian and one (1) or more professional staff members and others as appropriate.
4. The Superintendent shall be an ex officio member of the committee.
5. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 - a. the appropriateness of the material for the age and maturity level of the students with whom it is being used.
 - b. the accuracy of the material.
 - c. the objectivity of the material
 - d. the use being made of the material.
6. The material in question may not be withdrawn from use pending the committee's decision.
7. The committee's decision shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's decision and advise the Board of the action taken or recommended.

8. The complainant may appeal this decision to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
9. The Board shall review the case and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

CRISIS INCIDENT REPORTING

Northern Wells Community Schools has established a 24-hour link for students to anonymously report information they are aware of that may affect the safety and security of students and staff at our schools. Parents and students are still encouraged to report information directly to the building principal. All student iPads come with a direct link to the NWCS Crisis Incident Report form where concerns ranging from bullying, intent to self-harm or suicidal ideations, suspicious activity, threats, or weapon concerns can be reported. There is an "other" category if a student feels the need to report an incident that does not fall into one of these categories.

Parents and students can also call (260) 543-2213 or 1 (888) 543-2213. Listen to menu options and select the option for the Northern Wells Crisis Hotline.

E-LEARNING DAYS

The aim of an eLearning day is to replace a school's traditional instructional day with an alternative utilizing digital technology that does not require students and teachers to be in the same place at the same time while still providing a meaningful learning experience for students.

1. If an eLearning day is in effect, NWCS will announce, "School Closed-eLearning Day". A make-up school day WILL NOT BE REQUIRED in this situation.
2. eLearning Days will provide continuity for learning.
3. During an eLearning day, teachers will be available via email and by phone to assist students from 9:00 a.m. to 3:30 p.m. Teachers will provide their school email addresses and phone numbers to their students prior to any eLearning day. If a teacher is unable to take a phone call from a student, the student should leave a voicemail message and the teacher will return the call at his/her first opportunity.
4. When an eLearning day occurs, students can expect to use the time normally spent in school as time dedicated to learning activities provided by the teacher and found on the student's iPad. Learning activities will be saved in Schoology for your student(s) to access.
5. The number of consecutive eLearning Days will be limited to four (4).
6. There will be at least a five (5) day grace period after an eLearning day for students who experience technical difficulties preventing them from completing their learning assignments. **This grace period is not intended for students to have an excuse to not participate in the learning activities and assignments required on an eLearning day.**
7. Student attendance will be taken. A student will be marked present in each class that work is successfully completed and submitted. Coursework deadlines will be communicated to students on a per teacher basis.
8. eLearning Day accommodations for special needs students will be determined in case conferences.
9. Compensatory services will be provided to any special needs student when a required service is unable to be provided on an eLearning Day.
10. Student learning will be measured during eLearning by the quality of the performance on the assigned learning activities.
11. Parent and student feedback may be solicited following eLearning Days.
12. Teachers and administrators will have identified the internet capabilities of each student outside of school to the best of their ability.

13. eLearning Days will be determined by the NWCS Superintendent.

Further information is available at <http://www.nwcs.k12.in.us/eLearningInformation.aspx>.

ACADEMICS

GRADING SCALE AND GPA SCALE

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

GRADUATION CEREMONY

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

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

EARLY GRADUATION

Midterm Graduates

Students planning to graduate early must do the following:

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

Junior Graduates

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

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

All students planning to graduate early must obtain a Core 40, Academic Honors, or Technical Honors Diploma. Students will not be allowed to graduate early with a General Diploma or obtain a waiver for the Graduation

Pathways. All early graduates must be in good standing with the school. Students electing to graduate early will not be eligible to participate on athletic teams, or with extra-curricular/co-curricular groups or in NHS affiliated events, performances, or competitions upon course completion.

GRADUATION REQUIREMENTS

Students are required to complete a minimum of forty (40) credits to graduate from Norwell High School. Indiana diploma types: General, Core 40, Academic Honors, or Technical Honors.

In addition to the State of Indiana Diploma Requirements, Norwell High School has the following specific requirements:

- 1 credit in Preparing for College and Careers
- 1 credit from Personal Finance or Adult Roles & Responsibilities

A credit is earned by receiving a passing grade for each semester of each course. Should a student receive an "F" in any of the required classes for graduation, he/she would need to repeat the class to receive the required credit.

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

| | General Diploma* | Core 40 Diploma |
|-------------------------------------|--|--|
| English | 8 credits: (See Norwell requirements) | 8 credits: (See Norwell requirements) |
| Math | 4 credits: 2 credits from Algebra I 2 credits from any math course Math or Quantitative Reasoning course during grades 11 and 12 | 6 credits: 2 credits from Algebra I 2 credits from Geometry 2 credits from Algebra II Math or Quantitative Reasoning course during each year of HS. |
| Science | 4 credits: 2 credits from Biology I 2 credits: one must be in Earth & Space OR Physical Science | 6 credits: 2 credits from Biology I 2 credits from Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits from additional Core 40 sciences |
| Social Studies | 4 credits: 2 credits from US History 1 credit from US Government 1 credit from Economics or World History | 6 credits: 2 credits from World History 2 credits from US History 1 credit from US Government 1 credit from Economics |
| College & Career Pathway | 6 credits from areas of career exploration | |
| Health | 1 credit | 1 credit |
| Physical Education | 2 credits | 2 credits |
| World Languages | Optional | Optional |
| Fine Arts | Optional | Optional |
| Flex Credits | 5 credits that expand the Career Academic Sequence (see other) | |
| Directed Electives | | 5 credits in World Languages, Fine Arts and/or Career Technical |
| Other | To earn the 5 flex credits, a student must complete on of the following: Expand the Career Academic Sequence Courses that involve work-place learning Advanced career-technical education, college credit Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages, or Fine Arts | A minimum of 6 additional elective credits are required to meet the required 40 credits. |
| Total Credits | 40 credits | 40 credits |

***A General Diploma may limit students wanting to attend a four-year college or university.**

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including four-year course plan) is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

| | Academic Honors Diploma | Technical Honors Diploma |
|-------------------------------------|---|---|
| English | 8 credits (See Norwell requirements) | 8 credits (See Norwell requirements) |
| Math | 8 credits: 2 credits from Algebra I 2 credits from Geometry 2 credits from Algebra II 2 credits from Probability/Statistics and Trigonometry, Pre-Calculus, or AP Statistics Math or Quantitative Reasoning course during each year of HS. | 6 credits: 2 credits from Algebra I 2 credits from Geometry 2 credits from Algebra II Math or Quantitative Reasoning course during each year of HS. |
| Science | 6 credits: 2 credits from Biology I 2 credits from Chemistry I, Physics, or ICP 2 credits from additional Core 40 sciences | 6 credits: 2 credits from Biology I 2 credits from ICP, Chemistry I or Physics 2 credits from additional Core 40 sciences |
| Social Studies | 6 credits: 2 credits from World History 2 credits from US History 1 credit from US Government 1 credit from Economics | 6 credits: 2 credits from World History 2 credits from US History 1 credit from US Government 1 credit from Economics |
| College & Career Pathway | | 6 credits from state-approved Pathway and: Industry based certificate or 6 college credits |
| Health | 1 credit | 1 credit |
| Physical Education | 2 credits | 2 credits |
| World Languages | 6 credits from one language or 4 credits each in two languages | Optional |
| Fine Arts | 2 credits | Optional |
| Flex Credits | Optional | Optional |
| Directed Electives | Optional | Optional |
| Other | <p>Prior to 2020-21, earn a grade of "C" or above in required courses, earn a 3.0 GPA or above, and complete one of the following (A-D):</p> <p>A. 4 credits from AP (Advanced Placement) courses and take corresponding AP exams</p> <p>B. Academic, transferrable dual high school/college courses resulting in 6 college credits</p> <p>C. One AP course and exam and academic transferrable dual high school/college credit resulting in 3 college credits</p> <p>D. Score 1250 or higher with a minimum score of 560 on the math and a 590 on the evidence-based reading and writing section or score a 26 Composite ACT</p> <p>Beginning in 2021-22, earn a grade of "C-" or above in required courses, earn a 3.0 GPA or above and complete one of the items listed above (A-D).</p> | <p>Prior to 2020-21, earn a grade of "C" or above in required courses, earn a 3.0 GPA or above, and complete one of the following:</p> <p>Any one of A-D of AHD OR:</p> <p>Score the following on WorkKeys: Workplace Documents (6), Applied Math 6, Graphic Literacy (5)</p> <p>Score the following on Accuplacer: Writing 80, Reading 90, Math 75</p> <p>Score the following on Compass: Algebra 66, Writing 70, Reading 80</p> <p>Beginning in 2021-22, earn a grade of "C-" or above in required courses, earn a 3.0 GPA or above and complete one of the items listed above.</p> |
| Total Credits | 47 credits | 47 credits |

HONOR ROLL

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

- Distinction students must have no grade lower than an A-.
- High Honor student must have a GPA of at least 3.3/4.0 and no grade lower than a B-.
- Honor students must have no grade lower than a B-.

GRADUATION HONORS

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

- Distinction students must have no grade lower than an A-.
- High Honor students must have a GPA of at least 3.7/4.0.
- Honor students must have a GPA of at least 3.3/4.0.

GRADUATION PATHWAYS

Students in the class of 2023 (and beyond) will be required to complete the Indiana Graduation Pathway Diploma Requirements below. Students graduating prior to 2023 may also use the Graduation Pathways to meet their graduation requirements.

| Graduation Requirements | Graduation Pathway Option |
|--|---|
| <p>1) High School Diploma</p> | <p>Meet the statutorily defined diploma credit and curricular requirements.</p> |
| <p>2) Learn and Demonstrate Employability Skills (Students must complete <u>at least one</u> of the following.)</p> | <p>Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> of the following:</p> <ul style="list-style-type: none"> • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience |
| <p>3) Postsecondary-Ready Competencies (Students must complete <u>at least one</u> of the following.)</p> | <ul style="list-style-type: none"> • Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR • ACT: College-ready benchmarks; OR • SAT: College-ready benchmarks; OR • ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR • State- and Industry-recognized Credential or Certification; OR • Federally recognized Apprenticeship; OR • Career-Technical Education Concentrator: Must earn a <u>C average</u> in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study. For the class of 2025 and beyond, students must complete a Next Level Program of Study (NLPS) with a C average that includes a Principles, Concentrator A, and Concentrator B course; OR • AP/IB/Dual Credit/Cambridge International Courses or CLEP Exams: Must earn a <u>C average</u> or higher in at least three courses; OR • Locally created pathway that meets the framework from and earns the approval of the State Board of Education. |

ATTENDANCE

ATTENDANCE POLICY AND PROCEDURES

The educational process is a series of daily building blocks. When a student is absent from school, they miss the opportunity to build on previous knowledge that was presented during the absence. Multiple research studies also document that educational achievement is directly related to attendance.

Parent/Guardian's Responsibility

It is the parent's responsibility to:

- ensure their child regularly attends school. (Indiana Code 20-33-2)
- call the school to report an absence by 9:00 a.m. the day of the absence. A 24-hour phone number is available for this responsibility: 1 (888) 543-2213. In those few cases where access to a phone is not available, the parent must send a note within 2 days of the student's return to school.

Student's Responsibility

It is the student's responsibility to:

- be in school and in their assigned classroom at all times.
- follow up with their parent/guardian to ensure that a call has been placed to the school to excuse the absence.
- bring written documentation of all medical appointments. (i.e. eye doctor, pediatrician, dentist, etc.)

School's Responsibility

It is the school's responsibility to:

- make a "reasonable attempt" to call the parent if no notification has been received by 9:00 a.m. This attempt is to assure each child's safety.
- send written notification when the student's attendance total including: parent excused, unexcused absences, and truancies, for the semester has reached six (6) days,

CLASSIFICATION OF ABSENCES

Norwell High School records attendance every period. Students are only permitted eight (8) days of parent-excused absences in any semester. Attendance is monitored on a daily and period-by-period basis. When a student is absent, their record will reflect one of the following:

Absences that are counted as Present Not in Attendance (PNA)

- Absences caused by quarantine, provided the student joins remotely.
- Absences caused by attendance at school activities or school business (marked as PNA, OTH or ACT).
- Service as a page in the Indiana General Assembly.
- Service on the Precinct Election Board or as a helper to a political candidate on the day of election.
- Appearance in court after receiving a subpoena or serving Jury Duty.
- Service in the Indiana National Guard for not more than ten (10) days in a school year.
- Service in the Indiana wing of the civil air patrol for not more than five (5) days in a school year.
- Placement in a hospital or other juvenile facility that provides instruction and/or allows schoolwork to be completed.
- Student or member of student's household exhibits or participates in the Indiana State Fair.
- Homebound instruction.

Excused Absences

- Absences caused by illness provided the student is confined to his/her home during the school day. Limit 8 per semester. Any absence beyond eight (8) in a single class, other than those ordered/excused by a physician/school nurse, will be marked unexcused.
- Absences ordered by a physician. Every effort should be made to schedule doctor's appointments after school hours. When doctor's appointments must be scheduled during school hours, students are expected to attend classes before and/or after the appointment. Students must have a physician's certificate verifying the absence. Days not verified by a doctor's note will be counted as parent excused

days. Students experiencing hospitalizations or long-term chronic illnesses should request an incapacitation form from the office. This form is to be signed by a licensed physician and returned to the office. (IC 20-33-2-18). Absences approved by parents and communicated to the school within two (2) days of a student's return. Parent excused absences will only be marked as excused provided they fall within a student's 8-day (per semester) limit. Absences due to vacations, etc. should be communicated to NHS office staff and teachers in advance.

- Absences approved by the school nurse.
- Absences due to a death in the immediate family of the student.
- Absences for pre-arranged reasons, which are approved in advance by the administration. These count as parent excused days.

Unexcused Absences

- Unexcused absences are absences without parent notification. Parent communication is expected the day of the absence; however, parent notes and/or calls verifying the absence will be accepted up to two (2) days after the student returns to school. Any absence not verified within two (2) days upon a student's return will be counted as unexcused.
- Any absence beyond eight (8) in a single class period will be counted as Unexcused, other than those absences ordered/excused by a physician/school nurse.
- Unexcused absences may be counted as truanancies (see truancy policy and consequences).

Tardy

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

Truancy

- Any absence from one (1) class, a portion of a class exceeding ten (10) minutes without permission from a parent and/or the school is considered a truancy.
- Truanancies accumulate throughout the entire school year.
- Students who are declared by the school to be habitually truant will be referred to the Probation Department, may have their driver's license suspended (IC 20-33-2-11, IC 20-33-2-25) and/or have their work permit revoked for the following semester (IC 22-2-18-20, IC 22-2-18-28). *Habitual truancy* 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" (IC 20-33-2-11).

Single Period Truancy

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

Partial/Full Day Truancy

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

ATTENDANCE CODES ON POWERSCHOOL*Late to class*

| | |
|-------|-----|
| Tardy | TAR |
|-------|-----|

Days that count toward 8-day limit

| | |
|---------------------|---------|
| Excused (by parent) | PEX |
| Truant | TRU |
| Unexcused | UNV/UNX |

Days absent which do not count toward 8-day limit

| | |
|---------------------------------|-----|
| Doctor's written note | DEX |
| Funeral | OTH |
| Medical dismissal per NHS Nurse | NRS |
| Out-of-school suspension | OSS |
| College visit | OTH |

Counted as present

| | |
|---------------------------|-----|
| Homebound | HBD |
| In-school suspension | ISS |
| Alternative placement | AP |
| Field trip | ACT |
| Present Not in Attendance | PNA |
| Virtually present | VP |

COLLEGE VISITATIONS/JOB SHADOWS

College visitations and job shadows must be pre-arranged and approved by a guidance counselor or administrator at least five (5) days prior to the visit in order to be excused. Parent/guardian approval is also required. Juniors and Seniors are allowed two college days per year. Sophomores interested in college days should see their counselor and will be considered on a case-by-case basis.

EARLY DEPARTURES

Norwell High School strongly encourages all appointments be scheduled after school hours. If an appointment during school time cannot be avoided, then the parent/guardian must call the school to excuse the release of the student. The student will be given a pass to leave class at the appropriate time. Prior to leaving the building the student must sign out in the office.

FIELD TRIPS

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

LOSS OF CREDIT DUE TO ATTENDANCE

Students will have the opportunity to earn credit in a class provided the total days missed when the combination of the absence categories listed below is not more than eight (8) days in a given class.

- UNX Unexcused
- PEX Parent excused
- TRU Truancy

Each period will be counted individually and for this policy all totals will reset to zero at the beginning of each semester. If a student exceeds this limit, a letter will be sent home verifying the loss of credit. In certain circumstances, students may be allowed to remain in classes where credits have been lost/revoked due to chronic absenteeism. In these instances, students may appeal the loss of credits near the end of the semester.

MAKE-UP WORK

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

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

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

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

Students cannot participate in athletic practices or events, extra-curricular activities or events, co-curricular activities or events, or other Norwell High School events unless they attend school for at least 50% of the school day. Exceptions may be made by school administration in certain situations.

GENERAL

ANNOUNCEMENTS

Announcements will be made each day via PA system and/or video monitors in classrooms, the commons area and the cafeteria. All announcement requests must be signed by a member of the faculty and must be submitted to the office one day in advance, if possible, of the announcement date.

AWARDS

Norwell High School recognizes students who have made outstanding achievements throughout the year. Departments present the Golden Shield Awards to those students who have demonstrated outstanding achievement within the department. Other students are recognized and presented with various awards and/or scholarships.

BOOK BAGS

When the school day starts, students are expected to keep book bags stored in their assigned locker.

CLASS DUES

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

CLASSROOM SNACK/FOOD POLICY

Snacks, cookies, cupcakes and all other treats to be shared with students in the classroom must be purchased at retail stores and brought to school in their original, sealed packages. This policy is for the health and safety of all students. Teachers will specify their own nutritious snack policy.

COMPLIANCY OFFICER

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

DIRECTORY INFORMATION

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". Student "directory information" is defined as a student's name; address; date and place of birth; photograph/video; 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; listing on an honor roll; and scholarships. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within twenty (20) days after receipt of the Corporation's public notice.

The Superintendent is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made. To ensure all parents and students have this opportunity, Norwell High School will allow any student in grades 10-12 to opt out at the start of the 2016-2017 school year.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order. The Corporation may disclose "directory information" on former students without student or parental consent.

Students and parents shall be adequately informed each year regarding their rights to:

1. Inspect and review the student's education records;
2. Request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
4. File a complaint of Corporation non-compliance with the Department of Education;
5. Obtain a copy of the Corporation's policy and administrative guidelines on student records.

Procedural guidelines shall be developed for:

1. The proper storage and retention of records
2. Informing corporation employees of the Federal and State laws concerning student records

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines. IC 20-33-7-2; The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g; Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.; Northern Wells School Corporation 8330

DISTRIBUTION OF MATERIALS

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

APEX – ONLINE LEARNING SYSTEM

Under certain conditions, students may take online classes utilizing the APEX software. Due to limited licenses, enrollment in the APEX program will be prioritized in the following manner:

1. Students who desire to recover credit(s) for a course(s) previously failed if the course does work in the student's schedule
2. Students who desire to improve grade(s) as needed to achieve an honors diploma
3. Students who desire to accelerate their course work needed to fulfill their desired plan of study, but only if those courses cannot be scheduled regularly

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

EMERGENCY DRILLS

Fire and tornado drills and lockdown procedures will be conducted to acquaint students with quick, orderly methods of leaving the building or seeking protective cover. Students should move quietly and orderly as directed by the instructions posted in each room. If the fire alarm sounds, students should follow the instructions of a teacher, administrator, or designee. An announcement will be made to return to classes. During tornado drills and lockdown procedures, students are to move to the designated areas, remain quiet, and wait for further instructions.

FOOD/DRINK POLICY

Food and drinks may be allowed in classrooms at the discretion of the classroom teacher. If allowed, all food should be pre-packaged and sealed. Homemade items will not be allowed.

INSTANT CONNECT

Instant connect is a mass communication tool utilized by Northern Wells Community Schools to communicate with parents via e-mail, text, and phone. Please make sure the high school office has your updated contact information.

LIBRARY/MEDIA CENTER

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

LOCKERS

Each student is assigned a hall locker with a combination lock. Locker doors are to be kept locked. Locker combinations are not to be shared with other students. Never leave money or valuables unattended. Lockers are not to be shared. Students are cautioned not to bring large amounts of money, electronic devices, or cameras to school. Students, not the school, are responsible for their own property. The locker is the property of the school and is subject to inspection.

The school is not responsible for lost personal items. Unfortunately, the school does not have the time or resources to investigate every lost or stolen personal item device that is reported. The security of personal electronic devices is the sole responsibility of the student.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they may be claimed by the owner.

LUNCH

Lunch hour is closed. All students are expected to stay on school property during the lunch hour. A hot lunch is served each day at no cost for the 2021-2022 school year. An A La Carte line is also provided with individual item pricing. Sack lunches may be brought from home. Adult lunches may be purchased at a cost of \$3.60.

Students will be assigned a one-half hour lunch. During the half-hour lunch period, students are to remain in the cafeteria area only. Students may go to their lockers only during the first and last three minutes after being dismissed for lunch. No students are to be in any hallway, the gym or gym lobby during their lunch period. Students needing to use the restroom during lunch should use the restrooms in the main hallway just east of the gym.

The lunchroom management and your fellow students will appreciate your cooperation in:

- During lunch, all food items should be eaten in the cafeteria. No food shall be carried out of the cafeteria at any time.
- Drinks and food are not allowed in the classroom unless students have received prior approval from their classroom teacher.
- Lunch guests are not permitted. This does not include adult relatives of students or other adults working with our students.
- No food shall be carried in from outside restaurants unless approved by the administration (Pizza Hut, McDonald's, etc.).
- Norwell High School welcomes parents to come to school and eat lunch with their children. An adult lunch may be purchased through the regular lunch line. Parents who bring food in from home are strongly encouraged to bring healthy items to model good eating habits in front of the students.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

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

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

SCHOOL CLOSINGS AND DELAYS

All school closings or delays will be announced over radio stations WOWO, WMEE, WBCL, and WNUY. The announcement will also run over ABC, CBS, and NBC. Parents may also sign up with Instant Connect and various stations to receive text messages when school is delayed or closed. School officials will do their best to post information on social media as well.

SCHOOL RESOURCE OFFICER

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

STUDENT INSURANCE

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

TECHNOLOGY/TEXTBOOKS

Textbook rental includes all textbook rental fees and lab fees. Book rental does not cover consumable items. A statement will be given to each student showing the amount of book rental and fees to be paid. This amount should be paid on the specified date. Please use check or money orders. Save your receipt or canceled check to assure credit for this payment. If you are unable to pay the rental fee, see the high school Treasurer to make special arrangements. Students are responsible for returning all school owned books or other material at the end of the semester, school year, or time of withdrawal from school. If a student withdraws from school in the middle of a semester and requests a refund, a portion of the money paid for book rental will be refunded. The amount of the refund will be based upon how long the student attended school that semester.

VISITORS

All visitors must report to the NHS main office (entrance #1). Visitations involving building access beyond the main office area must be arranged in advance. Visitations that are not prearranged will not be permitted before or during the school day, including lunch periods. Background checks may/will be requested for all visitations. Norwell High School utilizes School Check-In to manage visitors. Visitors will need to provide a driver’s license. Approved visitors will be issued a yellow visitor’s badge to be worn throughout the building.

GUIDANCE SERVICES

GUIDANCE AND COUNSELING

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

Norwell counselors are trained to do personal, social, educational, and career counseling. They may also assist the student in locating the proper outside agency to assist with special problems.

SCHEDULE CHANGES

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

Other schedule changes will be permitted as follows:

- Dropping a class for a study hall is permitted, with parent permission, within the first 4 weeks of the semester. Only one study hall per semester is allowed.
- Dropping a class after the first four weeks of the semester will result in a W/F (withdraw fail).
- All exceptions must be approved by the principal.

STUDENT RECORDS

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

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

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

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

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

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

The Board authorizes the administration to:

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

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

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

TRANSFERS OUT OF THE DISTRICT

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

WITHDRAWAL FROM SCHOOL (DROP OUT)

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

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

WORK PERMITS

Students between the ages of 14 and 18 who are interested in working no longer need to go through the school system to obtain a work permit.

From the Indiana Department of Labor:

The Indiana Department of Labor's new Youth Employment System, or YES, is now live, opening the door for Hoosier employers to begin using the system to comply with a new youth-employment law that goes into effect July 1, 2021.

The new law requires Indiana employers who hire five or more minor employees (under age 18), per location, to list those employees in the new YES registry. The change is part of amendments to Indiana Code 22-2-18.1-26 made during the 2020 state legislative session, which also mandated implementation of the YES registry and effective date of employer registration by July 1, 2021.

The new requirement will shift the responsibility of tracking and reporting youth employment from schools to employers.

Required information will include the employers' corporate and individual facility location, and minor employee information, such as name and age, once the minor is officially employed. Upon termination of employment, the employer must remove the minor's information from the YES active-employee registry. As of July 1, employers who fail to comply with the new registration requirements may face penalties of up to \$400 per infraction.

The new YES requirement will not impact the state's work-hour requirement for minors, and all employers must still comply with the Teen Work Hour Restrictions and Prohibited and Hazardous Occupation restrictions for minors.

Youth employment eligibility will continue to be reviewed at the conclusion of each quarter. Student employment eligibility may be revoked due to failing grades and/or chronic absenteeism.

More information on youth employment can be found at: <https://www.in.gov/dol/youthemployment.htm>

NURSE

The school has a licensed nurse on duty during the school day. The school nurse provides many services including: emergency care, health referrals, hearing testing, maintains health records, parent conferences, and student conferences.

The nurse also accommodates students with special health or handicap situations and assists teachers in special needs for these students. Appointments with the nurse may be made directly or through the main office. Parents will be required to complete a form providing information to be used in case of emergency. This form must be accurate and on file within five (5) days after the beginning of school each year. Health care forms MUST be signed and returned to the school office or nurse every year in order to keep student medical information current and up-to-date. The parent must also provide information to the nurse every year regarding current and up-to-date health problems their son/daughter may have with detailed treatment necessary or medical situations. In the event of a serious injury, the parents will be notified immediately and, if necessary, an ambulance will be called to transport the student to an emergency care facility.

If a student becomes ill or injured at school, he/she must report the illness or injury to a teacher, the nurse, or to the office before going to the clinic. If a brief stay in the clinic does not help, the parents will be notified to assist in arranging to take or send the student home. No student is to leave school because he/she is ill without first securing permission from the administration/ or designee. A parent excuse will be used for students that arrive at the nurse's office before school starts.

CONTROL OF CASUAL AND NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

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

IMMUNIZATION

The School Board requires that all students be properly immunized as required by Indiana statutes and the Indiana State Health Department.

The Superintendent shall require parents to furnish, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days. Any updated immunizations (Tetanus, Hepatitis B, etc.) should be reported to the nurse, so that the student's records can be current. Exemptions to the immunization requirements shall be granted only for medical, religious, or other reasons allowed by the Indiana State law, Indiana Code 20-8.1-7-9.5,10.1.

MEDICATION

Medication brought to school MUST be given to the building nurse with written permission to administer as directed from the parent/guardian. NHS requests the parent/guardian contact the building nurse, in advance, if prescription or non-prescription medication is coming and how much is being sent to school. All medication must be brought in the original container and must not be expired. Parent/guardian needs to include on their signed permission form the number of pills or amount of liquid that is being turned in to the nurse, unless it is received by the school in its factory sealed condition.

In order for a student to take a non-prescription medication at school, the school must have the following:

1. Written permission from the parent/guardian stating the date, student's name, name of medication, time to administer medication, parent/guardian signature and amount being sent.
2. The medication must be sent in the original container and taken to school nurse's office where it will be kept in a secure location.

In order for a student to take a prescription medication at school, the school must receive the information listed above AND a Doctor's order (or the prescription label with the order on it may be used). Any student with a chronic disease or medical condition may self-administer medication at school if the school receives, in writing, two statements- one from the parent/guardian and a signed care plan from the physician. Care plans are listed on the NWCS clinic websites.

The physician must state the following in writing:

1. The student has an acute disease or medical condition for which the physician has prescribed the medication.
2. The student has been instructed on how to self-administer the medication.
3. The nature of the disease or medical condition that requires emergency administration of the medication (the physician determines what is acute or chronic, not the school).
4. The authorization and Care Plan must be filled out annually.

A student in grades K-8 MAY NOT take home any medication from the school. The parent must pick up the medication OR authorize, in writing that someone of age eighteen (18) or over may pick up and take home the medication.

Medication MAY be sent home with a student in grades 9-12, if the student's parent/guardian sends written permission to the building nurse for the student to receive the medication and take it home. All medication must be picked up by the last student day.

DISTRIBUTION OF LOW THC HEMP EXTRACT (IC 24-4-21)

Low THC Hemp Indiana law defines "low THC hemp extract" as a product:

1. derived from Cannabis sativa L., that meets the definition of industrial hemp;
2. that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and
3. that contains no other controlled substances.

Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:

1. Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. Product is in the original packaging and is UNOPENED;
3. Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
4. Product has been approved by: (1) the federal Food and Drug Administration or the federal Drug Enforcement Agency as a prescription or over the counter drug* or (2) meets the packaging requirements of state law (IC 24-4-21-4).

Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being administered.

To date, the agency has not approved a marketing application for cannabis for the treatment of any disease or condition. FDA has, however, approved one cannabis-derived and three cannabis-related drug products. These approved products are only available with a prescription from a licensed healthcare provider. The FDA has approved Epidiolex, which contains a purified form of the drug substance CBD for the treatment of seizures associated with Lennox-Gastaut syndrome or Dravet syndrome in patients 2 years of age and older. That means FDA has concluded that this particular drug product is safe and effective for its intended use. More information on CBD products from the FDA can be found by following the link below:

<https://www.fda.gov/news-events/public-health-focus/fda-regulation-cannabis-and-cannabis-derived-products-including-cannabidiol-cbd>

MENINGITIS

Meningitis, an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain, is usually caused by a viral or bacterial infection. Viral meningitis is usually resolved without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. Before the 1990s, *Haemophilus influenzae* type b (Hib) was the leading cause of bacterial meningitis, but new vaccines being given to all children as part of their routine immunizations have reduced the occurrence of meningitis due to *Haemophilus influenzae*. Today, *Streptococcus pneumoniae* and *Neisseria meningitidis* are the leading causes of bacterial meningitis.

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of two years. These symptoms can develop over several hours or one to two days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, sleepiness, and seizures.

While some forms of bacterial meningitis are contagious through the exchange of respiratory and throat secretions, bacterial meningitis is not as contagious as the common cold or flu and is not spread by casual contact or by simply breathing the air where a person with meningitis has been. However, the bacteria that cause meningitis can spread to other people who have had close or prolonged contact with a patient with meningitis caused by *Neisseria meningitidis* (also called meningococcal meningitis) or Hib. People in the same household or day-care center, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be considered at risk. There are vaccines against Hib and some strains of *Neisseria meningitidis* and many types of *Streptococcus pneumoniae*.

Resources for families to obtain information about this disease, in addition to their local physician/healthcare provider and local health department, include the following websites:

- The Centers for Disease Control and Prevention
<https://www.cdc.gov/meningitis/>
- The American Academy of Pediatrics
<https://healthychildren.org/English/Pages/default.aspx>

Please contact your health care provider for specific instructions regarding your child.

STUDENT BEHAVIOR EXPECTATIONS

ALTERNATIVE DRUG & ALCOHOL PROGRAM OPTION

At any time during the expulsion process, a student may choose to pursue an alternative program which may allow the student to return to school earlier than the expulsion request date, provided that certain conditions are met. These conditions include, but are not limited to, the following:

1. The student will provide school officials with the results of a drug and/or alcohol intake evaluation from an approved treatment facility.
2. A treatment plan will be followed when prescribed by the intake evaluation. A release of information will be signed so the treatment facility and our guidance department can work together to monitor the student's progress. If no treatment plan is recommended, the student will set up individual counseling with our guidance department.
3. The student will consent to, and pass, random drug tests to be administered at the school's request for a time period of one calendar year.
4. The student will not incur any major violations of the Parent/Student Handbook.

If any of the above conditions are violated, the initial expulsion will automatically go into effect.

BUS TRANSPORTATION

Bus transportation is provided for all Norwell High School students. The corporation has adopted the following bus regulations:

1. Each student upon entering the bus must go immediately to his/her assigned seat on the bus.
2. No student shall stand or move from place to place on the bus.
3. Students shall enter and leave the bus only after the bus has come to a complete stop and the entrance door has been opened by the driver.
4. Students shall be quiet at all railroad crossings.
5. Students shall follow directions of the bus driver the first time they are given.
6. Students must stay in their seats with their feet on the floor and out of the aisles and keep their hands and feet and objects to themselves.
7. Students must refrain from using inappropriate language, loud talking, or teasing and using rude gestures.
8. All students must enter and leave their respective building when loading and unloading the buses.
9. Student passengers should be waiting at their boarding station when the school bus arrives. In case of an emergency causing a late arrival by the student at his/her station, the bus driver will stop and blow his/her bus horn. The bus driver is not required to wait.
10. Additional rules may be posted on individual buses.
11. All school rules apply to behavior on the bus as well as at the bus stop.
12. Students will only be permitted to ride their bus, as assigned by NWCS.

It is the student's responsibility to get to school. If a student misses the bus, he/she will:

1. Notify parents (if they are not at home).
2. Notify the school office if they can find no way to get to school.

If a student chooses to break a rule, the following steps will be followed. Depending on the severity of the offense, a step may be skipped to a more significant consequence.

1. Driver will do any or all of the following options documented on bus Misconduct Form and have the student sign Misconduct Form and:
 - a. Move student to another seat
 - b. Make student last off bus
 - c. Have a conference with the student
2. Driver will do any or all of the following options documented on Bus Misconduct Form and signed by the student

- a. Move student to another seat
 - b. Make student last off the bus
 - c. Have a conference with the student
 - d. Parent contacted by the driver
3. Driver will issue a Bus Misconduct Form, contact the parent directly, and do any or all the following options:
 - a. Move student to another seat
 - b. Make student last off the bus
 - c. Have a conference with the student
 - d. Invoke a one-day suspension of riding privileges (Require before referral to administration).
Parent must be notified of this one-day suspension by transportation department
 4. Driver will refer students to building administration
 - a. Could result in suspension of riding privileges.

Possible consequences for violations of bus Rules:

1. One (1) day loss of bus privileges, parents will be notified.
2. Three (3) days loss of bus privileges, parents will be notified.
3. Five (5) days loss of bus privileges, parents will be notified.
4. Loss of bus privileges for the remainder of the semester or school year, parents will be notified.

BUS VIDEOTAPES

The School Board has authorized the installation of video cameras on school buses for the purpose of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the administration and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with federal and state law.

CODE OF CONDUCT

Self-discipline is a prerequisite for an educational environment. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this corporation.

ACADEMIC DISHONESTY/CHEATING:

Webster's dictionary defines plagiarism as: "to steal and pass off the ideas, words, or images of another as one's own, without properly crediting the original source; literary theft." It also defines cheating as: "any act of intentional academic dishonesty, through which a student attempts to gain an unfair advantage through dishonest means." The administration shall be informed of all actions in this area. The teacher involved will make a parental contact in all instances.

ALCOHOL (SELLING, DEALING, DISTRIBUTING, USE OR POSSESSION):

This policy prohibits alcohol or any substance represented by the provider to be alcohol. Any paraphernalia connected with this item is also prohibited.

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

BULLYING:

Northern Wells Community Schools and Norwell High School strive to be proactive in regard to bullying and will act in accordance with IC 20-33-8 and Northern Wells Community School policy 5517.01.

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

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

Bullying will not be tolerated at Norwell High School. To be effective in dealing with bullying issues, all students and faculty are to report such incidents to school administrators immediately. Punishment for violations of bullying will be fair, firm, and consistent ranging up to expulsion and/or referral to law enforcement. Educational outreach and training will be provided to school personnel and students concerning the identification, prevention and intervention of bullying.

This applies when a student is:

1. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event;
4. Using property or equipment provided by the school.
5. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
6. Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

IC 35-45-2-2. Harassment; "obscene message" defined – Section 2

- (a) A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication;
 - (1) make a telephone call, whether or not a conversation ensues;
 - (2) communicates with a person by telegraph, mail, or other form of written communication;
 - (3) transmits an obscene message, or indecent or profane words, on a Citizens Radio Service channel; or
 - (4) uses a computer network (as defined in IC 35-43-2-3(a)) or other form of electronic communication to:
 - a. communicate with a person; or
 - b. transmit an obscene message or indecent or profane words to a person; commits harassment, a Class B misdemeanor.
- (b) A message is obscene if:
 - (1) the average person, applying contemporary community standards, finds that the dominant theme of the message, taken as a whole, appeals to the prurient interest in sex;
 - (2) the message refers to sexual conduct in a patently offensive way; and
 - (3) the message, taken as a whole, lacks serious artistic, literary, political, or scientific value.

CBD/LOW THC HEMP EXTRACT PRODUCTS:

Northern Wells Community Schools does not strictly prohibit the use of CBD products. However, the FDA has released the statement below (www.fda.gov):

“To date, the agency [FDA] has not approved a marketing application for cannabis for the treatment of any disease or condition. FDA has, however, approved one cannabis-derived and three cannabis-related drug products. These approved products are only available with a prescription from a licensed healthcare provider.

FDA has approved Epidiolex, which contains a purified form of the drug substance CBD for the treatment of seizures associated with Lennox-Gastaut syndrome or Dravet syndrome in patients 2 years of age and older. That means FDA has concluded that this particular drug product is safe and effective for its intended use.”

The agency also has approved Marinol and Syndros for therapeutic uses in the United States, including for the treatment of anorexia associated with weight loss in AIDS patients. Marinol and Syndros include the active ingredient dronabinol, a synthetic delta-9- tetrahydrocannabinol (THC) which is considered the psychoactive component of cannabis. Another FDA-approved drug, Cesamet, contains the active ingredient nabilone, which has a chemical structure similar to THC and is synthetically derived.

It is the responsibility of the student and his/her family to understand the validity of the CBD products consumed, if desired. Because of the FDA’s stance stated above, any substance consumed will be addressed and disciplined according to the results received from a drug test. Providing the original packaging for the substance consumed will not release a student from disciplinary action based on the results received from a drug test.

Disciplinary action for athletics will be consistent with this stance as well.

CLASSROOM DISRUPTION:

Including, but not limited to, excessive noise, disrespect, horseplay, refusal to complete activities assigned during class. Prior to referring the student to the office, the teacher will attempt multiple corrective actions. If the student is removed from class, the teacher will set up a conference with the student’s parent/guardian and an administrator.

CONDUCT UNBECOMING A STUDENT AT NHS:

Including but not limited to undue display of affection, disrespectful conduct, uncooperative behavior, lying, littering, graffiti, horseplay, disruptive behavior, forging passes or notes, and use of vulgarity, profanity, or abusive language.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY:

The School Board of Northern Wells Community Schools prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. The Board also prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically: (IC 35-45-9-1)

- (1) Either: (A) Promotes, sponsors, or assists in; or (B) Participates in; or (C) has one (1) of its goals; or
- (2) Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult, or a battery included in IC 35-42-2.

Gang Activity is defined as a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

The NWCS policy relating to Criminal Gangs and Criminal Gang Activity can be found on the school's website and in school board policy.

DANGEROUS OBJECTS:

Carrying, possessing, displaying or using dangerous objects or objects resembling dangerous objects. (Examples include bullets, air-soft guns, all kinds of knives including pocket, pen, x-acto, fireworks, stink bombs, mace, etc.). A student who accidentally arrives at school with an item that violates this policy may self-report to avoid the approved consequences.

DRESS CODE AND PERSONAL APPEARANCE:

It is the AIM of Northern Wells Community Schools to equip our students to maximize their present and future success, through profound learning experiences. At Norwell High School, it is our goal to establish a standard of excellence in how students present themselves. With this idea in mind, your dress reflects the quality of your school, of your conduct, and of your schoolwork. As general guidelines for reasonableness, the administration will require that students wear footwear and clothing that meet standards of decency, safety, and cleanliness. Apparel and appearance deliberately planned to disrupt will not be tolerated. No student will be permitted to dress or appear in any manner that is unhealthy, obscene, or distracting. School authorities will follow the practice of requiring a change of attire and/or calling the parent if a student appears at school in questionable attire. In certain extra-curricular activities, the school retains the right to impose specific dress and grooming requirements as a condition of participation.

Guidelines for appropriate dress include, but are not limited to, the following:

1. Students will wear appropriate footwear at all times.
2. Hats, hoods, sunglasses, or headgear of any kind should not be worn, while in the building.
3. Exposed shoulders, backs, cleavage, undergarments, or midriffs are not allowed at any time. Shirts without sleeves must cover 3 inches of the shoulder to be considered appropriate. Examples of shirts not to be worn without an appropriate shirt underneath include: muscle shirts, spaghetti straps and see-through tops.
4. Pants are to be worn above the hips and no undergarments may be seen. Holes (tears, rips, etc.) in pants must be below fingertip length.
5. Clothing that has pictures and/or writing that alludes to or has double meanings that relates to drugs, alcohol, sex or tobacco, or is vulgar, suggestive, indecent, disruptive, or otherwise offensive as determined by the administration is not permitted. Tattoos that fall into this category shall be covered.
6. Shorts, skirts, and dresses should be at least fingertip length at the shortest point.
7. Yoga pants, leggings, jeggings, tights, or any clothing made of thin, tight material may not be worn unless covered by shorts, skirts, shirts, sweaters, etc. that are at or below crotch level in both the front and back at all times.
8. No pajamas, slippers, or blankets are to be worn or used.
9. Gang or secret organization paraphernalia/apparel is not permitted at school or at school related activities. Any clothing or items considered by the school administration to be disruptive to the education process will not be permitted.
10. Accessories that may be detrimental to the learning environment or are a potential safety issue are not permitted.
11. Due to the constantly changing variety of apparel styles; the administration reserves the right to make the final judgment concerning the appropriateness of the student's attire.

DRUGS OR DRUG PARAPHERNALIA (USE OR POSSESSION):

The use and/or possession of any prescription or non-prescription drug including by not limited to marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether prescription or sold over the counter

(without a prescription) or any substance represented by the provider to be any of the above listed substances is prohibited. The use and/or possession of drug paraphernalia is also prohibited.

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

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

ELECTRONIC DEVICES OTHER THAN SCHOOL ISSUED DEVICES:

(Cell phones, iPods, MP3 players, etc.) These devices are not to be in use during class unless specifically approved by the classroom teacher. Electronic devices that are being used in a manner that is disruptive to the school process may be confiscated. Photographing, audio recording, video recording or otherwise recording individuals without their permission is strictly prohibited. Photographing, audio recording, and video recording in restrooms and locker rooms is strictly prohibited. The exception to this would be if it is at a school related performance. Any student who uses an electronic device to endanger or threaten another in a way that could be considered a disruption to the educational process of others could be subject to suspension, expulsion and/or prosecution.

If an electronic device is confiscated for a second offense or more, every effort will be made to contact parents that the electronic device will remain at school until it is picked up by a parent. If the electronic device is not picked up prior to the office closing, the device will be held in a secure location overnight or until a parent picks it up.

The school is not responsible for lost or stolen electronic devices. Unfortunately, the school does not have the time or resources to investigate every lost or stolen electronic device that is reported. The security of personal and/or school provided electronic devices is the sole responsibility of the student.

FIGHTING:

Physical aggression between students or toward a student causing or attempting to cause bodily harm.

FIREARM OR WEAPON:

No student shall possess, handle, or transmit any firearm (IC 35-47-1-5) or weapon on school property, including vehicles, or at a school function. The penalty is mandated to be expulsion for one calendar year (IC 20-33-8-16). This code also empowers school officials to expel a student, for one calendar year, who brings a deadly weapon or destructive device (IC 35-31.5-2-86, 35-47.5-2-4) to school or possesses a deadly weapon on school property.

HABITUAL OFFENDER:

When a 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 an education function, the student has demonstrated insubordination and will be subject to suspension and/or expulsion.

HARASSMENT/INTIMIDATION:

It is a violation of this school board policy for any employee, volunteer, or student to harass another employee, a volunteer, or a student through electronic methods, unwelcome conduct or communication as defined in the policy. "Harassment" includes not only sexual harassment, but also harassment based upon gender, religion, race, color, ethnicity, age, and/or disability. Sexual harassment may include, but is not limited to, the following unwelcome activities:

1. Verbal harassment or abuse.
2. Repeated remarks with sexual or demeaning implications.
3. The circulated graphic or printed materials in which content has sexual or demeaning implications.
4. Unwelcome touching or pressure to participate in sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or implicit threats.

To report an incident of suspected harassment or to file a complaint, students should see a building administrator, classroom teacher, or counselor.

IMPROPER PEER RELATIONS:

Includes, but is not limited to, hurtful language, hateful notes, inappropriate gestures, sharing of rumors, electronic communication.

INSUBORDINATION:

Failing to follow a reasonable directive from school personnel.

LEAVING THE BUILDING:

Students may not leave the building without permission from the office. Students leaving the building without permission will be considered truant.

SEXUAL HARASSMENT

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

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

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

THEFT:

The stealing of another student's property or school property is regarded as a major disciplinary offense and students found guilty will be punished and be expected to make full restitution. Law enforcement may also be informed of such matters.

TOBACCO/SMOKING/VAPING:

Use or possession of items connected with smoking, chewing, look alike substances, etc. Items (tobacco, cigarettes, e-cigarettes, hookah pens, water vapor pens, lighters, matches, tobacco free and/or nicotine free dips, JUULs, JUUL pods, CBD/hemp cigarettes and cigars, etc.) found in a student's possession will be confiscated and not returned. If the student is under the age of 21 and in possession of a tobacco product, a law enforcement officer may be summoned to issue a citation to the student for illegal possession of the tobacco product (IC 35-46-1-10.5).

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

UNINTENTIONAL DAMAGE TO SCHOOL PROPERTY:

The student involved should report accidental damage to school property to the office. The principal or assistant principal shall determine a fair fee to be charged to the student.

VANDALISM/INTENTIONAL DAMAGE TO SCHOOL PROPERTY:

Any student who recklessly, knowingly, or intentionally causes significant damage to school property may be charged with a criminal misdemeanor and/or face disciplinary action including, but not limited to detention, suspension, expulsion, and/or financial restitution.

VERBAL CONFLICT:

Students will not participate in ongoing arguments. Arguing verbally, in writing, or via electronic means is a violation of this policy.

DANCES/SOCIAL EVENTS

Dances and other social events will be held throughout the school year by various organizations. Very rarely will dances will be held during the school week. The following guidelines should be followed when planning dances or social activities:

1. During the week, all activities will typically end by 9:00 p.m. and on weekends by 11:00 p.m.
2. All dances will be chaperoned by the organization's sponsor, additional faculty members, and at least two parent couples before approval can be given.
3. School attire will be worn unless otherwise specified. Proper conduct will be expected.
4. Attendance at these activities is reserved for students of Norwell High School and their dates. Guests from outside the high school may be required to complete the appropriate paperwork to attend.
5. Once students have been admitted, any student who leaves will not be re-admitted except in a case of emergency where prior approval has been granted by the faculty.

DISCIPLINARY GUIDE

DISCIPLINARY ACTIONS

Disciplinary actions shall consist of verbal reprimands, parent conferences, detentions, Friday Night School, in-school and out-of-school suspensions and expulsions, all as defined by this handbook and IC 20-33-8.

SCHOOL BEHAVIOR, RIGHTS, RESPONSIBILITIES, AND REGULATIONS

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

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate community resources, to help each student gain acceptable self-discipline standards.

Reprimand, corporal punishment, probation, detention before/after school, or at lunch, referral to special personnel in the schools (counselor, principal), parent conferences, suspension and expulsion are courses of action available to school personnel in dealing with students involved in school discipline problems.

Certain student misconduct will be grounds for suspension or expulsion of students from school. Such misconduct is defined to include, but not be limited to the following acts:

1. Using violence, force, noise, coercion, threat, intimidation, fear, bullying, passive resistance or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - A. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
 - B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - C. Setting fire to or damaging any school building or property.
 - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function or of any meeting or assembly on school property.
 - E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Unauthorized possession of school or private property without proper authorization.
6. Threatening, bullying, or intimidating any person for any purpose including obtaining money or something of value from any person.

7. Physically, sexually, and/or psychologically harassing a person(s) by other person(s).
8. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #17 below. The following devices are considered to be deadly weapons as defined in IC 35-31.5-2-86: "A loaded or unloaded firearm", "A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-9-1), equipment, chemical substance, or the other material that in the manner it: (A) is used; (B) could ordinarily be used; or (C) is intended to be used; is readily capable of causing serious bodily injury." "An animal (as defined in IC 35-46-3-3) that is: (A) readily capable of causing serious bodily injury; and (B) used in the commission or attempted commission of a crime."
9. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product of any kind, vapor pens/e-cigarettes, any device associated with smoking, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule if the medication policy is followed (page 28).
10. Possessing, using, or transmitting any substance which represents, looks like, smells like, or creates an aroma like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product of any kind, nicotine, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including, but not limited to, Spice, K-2, and inhalants.
11. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens. Examples of items, which are not to be possessed or provided to another person, are pipes, rolling papers, clips, etc.
12. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
13. Failing to comply with the smoking restrictions for school buildings as established in the "Bylaws and Policies Manual" of the Board of Education.
14. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
15. 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.
16. Lying to school personnel during the investigation of misconduct.
17. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
18. Gambling between and among students on school property is expressly forbidden. Violators will be subject to disciplinary measures appropriate to the specific situation.
19. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - A. engaging in sexual behavior on school property;
 - B. disobedience of administrative authority;
 - C. willful absence or tardiness of students;
 - D. habitual non-attendance and/or unexcused absences
 - E. possessing, using, or transmitting any substance that is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;

- F. possessing, using, transmitting, or being under the influence of caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - G. engaging in speech or conduct, including the wearing of clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - H. insubordination.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
22. Possessing a firearm
- A. No student shall possess, handle or transmit any firearm on school property
 - B. The following devices are considered to be a firearm under this rule:
 - i. any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
 - ii. the frame or receiver of any weapon described above
 - iii. any destructive device that 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
 - iv. any weapon that will, or that may be readily converted to, expel a projectile by the action of any explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - v. 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 is destructive device may be readily assembled
 - vi. an antique firearm
 - vii. a rifle or a shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes

The grounds for suspension or expulsion listed above (#1-22) apply when a student is:

- 1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
 - 2. Off school grounds at a school activity, function, or event; or
 - 3. Traveling to or from school or a school activity, function, or event.
23. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with a 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, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

Disciplinary Actions Matrix

| Offense | Step 1 | Step 2 | Step 3 |
|--|---|--|---|
| Academic dishonesty | Zero for the assignment | "F" for the grading period | |
| Alcohol (Selling, use or possession) | Police report, 10 days suspension, expulsion recommendation | | |
| Bus referral | Loss of riding privilege for 1 day | Loss of riding privilege for 3 days | Loss of riding privilege for 5 days |
| Classroom disruption | AP and/or detention | AP/Detention/FNS/ISS | ISS/Conference/Removal from class |
| Conduct unbecoming a student at NHS | Detention | Friday Night School | Suspension |
| Dangerous objects | 10 days suspension, possible police report, possible expulsion recommendation | 10 days suspension, police report, expulsion recommendation | |
| Dress Code | Change | Change, detention | Change, Friday Night School |
| Driving | Loss of driving privileges for 5 school days | Loss of driving privileges for 20 school days | Loss of driving privileges for 90 school days |
| Drugs/Paraphernalia (Dealing, use or possession) | Police report, 10 days suspension, expulsion recommendation, loss of driving privileges | | |
| Electronic Devices | Classroom policy | Detention – item may be picked up at the end of the day | Friday Night School – item must be picked up by a parent/guardian |
| Fighting | 3-5 days suspension | 5-10 days suspension | 10 days suspension, expulsion recommendation |
| Firearm or Weapon | Police report, 10 days suspension, expulsion recommendation for one calendar year | | |
| Habitual offender of individual or multiple policies | 4 days suspension | 6 days suspension | 10 days suspension, expulsion recommendation |
| Harassment/intimidation | Up to 3 days suspension | Up to 5 days suspension | Up to 10 days suspension, expulsion recommendation |
| Improper peer relations | 1 day ISS | 2 days suspension | 4 days suspension |
| Insubordination | Up to 10 days suspension | Up to 10 days suspension | Up to 10 days suspension, expulsion recommendation |
| Missed detention/Friday Night School | Reassign and-increase from previous assignment | | |
| Profanity directed toward a student | Up to 2 days suspension | Up to 5 days suspension | Up to 10 days suspension |
| Profanity or threat directed toward staff | Up to 5 days suspension | Up to 10 days suspension | 10 days suspension, expulsion recommendation |
| Referral from AP/ISS | 2 days suspension | 4 days suspension | 6 days suspension |
| Theft | Restitution/2 days suspension | Restitution/4 days suspension | Restitution/10 days suspension, expulsion recommendation |
| Tobacco/vaping use or possession | 3 days suspension/loss of driving privileges for 45 school days | 5 days suspension/loss of driving privileges for 1 calendar year | 10 days suspension, expulsion recommendation/permanent loss of driving privileges |
| Truancy | See attendance Information on page 18 | | |
| Unintentional damage to school property | Restitution | Restitution/2 days suspension | Restitution/4 days suspension |
| Vandalism | Restitution/2 days suspension | Restitution/4 days suspension | Restitution/10 days suspension, expulsion recommendation |
| Verbal conflict | 1 day ISS | 2 days suspension | 4 days suspension |

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

All consequence steps reset at the beginning of each school year except for fighting, dangerous objects, theft, tobacco, and vandalism. The steps for these exceptions are cumulative during the student's high school career.

Offenses not specifically listed in these policies will be dealt with in an appropriate manner based on the severity of the act involved.

DETENTIONS

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

FRIDAY NIGHT SCHOOL (FNS)

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

ALTERNATIVE PLACEMENT (AP)

- Students may only be assigned to AP by NHS administration.
- Students assigned to AP will be required to turn in any non-school issued electronic devices to the administration. Personal electronic devices will be returned to students.
- Students are expected to work on school-related assignments. No disruptions will be tolerated. Students, who are removed from AP for disciplinary reasons will be assigned additional disciplinary consequences.
- Students who are placed in AP are excluded from all extra-curricular activities, i.e. assemblies, athletics, clubs, etc., until their AP time has elapsed.

IN SCHOOL SUSPENSION (ISS)

- Students may only be assigned to ISS by NHS administration.
- Students assigned to ISS will be required to turn in any non-school issued electronic devices to the administration. Personal electronic devices will be returned to students.
- Students are expected to work on school-related assignments. No disruptions will be tolerated. Students, who are removed from ISS, for disciplinary reasons, will be assigned additional disciplinary action.
- Students who are placed in ISS are excluded from all extra-curricular activities, i.e. assemblies, athletics, clubs, etc... until their ISS time has elapsed.
- ISS is similar to AP, except it is for at least a full school day.

OUT-OF-SCHOOL SUSPENSION PROCEDURES (OSS)

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

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - A written or oral statement of the charges;
 - If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Students who are placed in OSS are excluded from all extra-curricular activities, i.e. assemblies, athletics, clubs, etc... until OSS time has elapsed.

COMPULSORY EXPULSION

A student who is identified as bringing a firearm to school or on school property; or in possession of a firearm on school property must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

EXCLUSION

Grounds for exclusion of any student from school are:

- a. If he/she has a dangerous communicable disease, which poses a substantial threat to the health and safety of the school community.
- b. Where his/her immediate removal is necessary to restore order or to protect persons or School Corporation. This includes conduct off school property where on account thereof of the student's presence in school would constitute an interference with school purposes.
- c. Where he/she is mentally or physically unfit for school purposes.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - legal counsel
 - a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student, and the student, or the student's representative shall have the option to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting. The Board of School Trustees has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court. The Board authorizes the Superintendent to develop administrative guidelines to provide for a program whereby a student performs community service in lieu of a suspension or an expulsion.

DRIVER'S LICENSE

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

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

Probation referrals

Working with the Wells County Probation Department and the Community Corrections Office of Wells County, Norwell High School will refer certain matters that fall under the jurisdiction of the Probation Department to that agency. The student, as a result, may be required by the Community Corrections Office to perform specific community service as a part of the referral to the Probation Department. This may require parent involvement.

DRIVING REGULATIONS

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

- Complete a vehicle registration form and purchase a parking tag.
- Drive the vehicle directly to school and park in the assigned school parking lot. Once a vehicle enters the school parking lot it may not leave without permission. A student must enter the building immediately after parking their vehicle and may not be in a vehicle during the school day without permission.
- Observe speed limits for school areas while school is in session and at school activities (10 MPH in the parking lot).
- Students are not to parking in visitor parking spots.

In addition, the follow also applies:

- If driving privileges are suspended, no other student may drive the suspended student's vehicle.
- The school assumes no responsibility for anything that might happen to a vehicle while on school property.
- Smoking or any other use of tobacco/drugs in vehicles while on school grounds is prohibited.
- Continual tardiness may result in a loss of driving privileges.
- When the buses start moving at 2:40 p.m., all vehicles will remain stationary until all the buses have vacated the parking lot.
- Parking in areas other than those designated for students may result in loss of driving privileges.
- Reckless driving (i.e. donuts, burn outs, weaving, etc.) is prohibited while entering and exiting the school parking lot.

FEES/FINES

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

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a hall pass from an authorized staff member. High school students are not to be in the Middle School during the day

without permission from the High School office. When in the Middle School, students are to report immediately to the Middle School Office.

INTERNET/COMPUTER

Students who use the Internet must abide by the Northern Wells Community Schools board policy. Students who violate any portion of this policy may have their access privileges revoked, school disciplinary action may be taken, and/or appropriate legal action. The entire policy is available on the school website.

IPAD

All Norwell High School students will be provided with an iPad for their educational purposes. Students are to utilize these devices in a manner that is consistent with the acceptable use policy. Student issued iPads are subject to search by administration. Students who are in violation of the acceptable use policy may have restrictions placed on their device. If a student's iPad is seized as evidence in a school or law enforcement investigation, the student may be responsible for the replacement cost.

PROM

The members of the junior class sponsor the prom to honor the seniors. The dance and activities are held in late April or early May. Juniors, seniors, and faculty members may attend. Norwell students planning to attend the prom need to have class dues paid prior to purchasing a ticket. A junior or senior from Norwell High School may invite freshman, sophomores, and students from other high schools. All students and guests entering the prom will be required to show a photo ID. Anyone wishing to bring a guest who does not attend Norwell High School will be required to turn in a Social Function Guest Form to the high school office ten (10) school days prior to prom. A guest of a Norwell student must be either:

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

SEARCH AND SEIZURE

It is the policy of Northern Wells Community Schools that any student or his/her personal property, possessions or vehicle may be subject to search and seizure by school officials pursuant to the NWCS search and seizure policy. Evidence of a violation of a school rule or law uncovered during the search may in addition to its use in school disciplinary proceedings, be turned over to law enforcement officials.

1. **Lockers**: All lockers are the property of NWCS and may be searched at any time for any reason. No student shall have any expectation of privacy with respect to such locker or its contexts.
2. **Vehicles**: Any person parking a vehicle on any NWCS grounds is deemed to consent to allow school officials, upon reasonable suspicion that a search would uncover evidence of a violation of law or a school rule, to search the vehicle. A vehicle owner's consent to such searches is implied from the granting of authorization to drive the vehicle to school.
3. **Personal Property**: All book bags, purses, jackets, briefcases, and the like are subject to search, upon reasonable suspicion, if brought onto NWCS property. All such personal property shall be subject to canine sniff search at any time, with or without individual suspicion.
4. **Refusal to submit**: If any student refuses to consent to a search authorized pursuant to the NWCS search and seizure policy, NWCS will presume that the search would have yielded evidence of a violation of school rules or law and shall proceed based upon the presumption to assess appropriate penalties.
5. **Use of Canines**: NWCS policy authorizes the use of specifically trained canines to detect the presence of drugs or devices such as bombs on school property.
6. **Reasonable cause/reasonable suspicion**: Reasonable cause and/or reasonable suspicion shall be deemed to exist when, from the inception, circumstances are determined to exist which would cause a reasonable person to believe that the search would lead to the discovery of evidence of a violation of a school rule or of law. The alert of a trained search canine shall be deemed to create reasonable suspicion.

7. Security Cameras: Security cameras are in operation in several locations throughout the school building and grounds which may or may not be monitored and which may be used in disciplinary matters.

STUDENT RESPONSIBLE USE AGREEMENT FOR USE OF INTERNET, COMPUTER EQUIPMENT, AND OTHER TECHNOLOGY AT NORTHERN WELLS COMMUNITY SCHOOLS

INTRODUCTION

Northern Wells Community Schools (NWCS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop progressive technology and communication skills.

NWCS is committed to providing educational opportunities for all students and maintains compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, we provide the privilege of access to technologies for student and staff use.

This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally--owned devices on the school campus.

- The Northern Wells Community Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- Using an internet filter and other technologies, Northern Wells Community Schools makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

TECHNOLOGIES COVERED

NWCS may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Responsible Use Policy applies to both school--owned technology equipment utilizing the NWCS network, the NWCS internet connection, and/or private networks/internet connections accessed from school--owned devices at any time. This Responsible Use Policy also applies to privately owned devices accessing the NWCS network, the NWCS internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, NWCS will seek to provide access to them. The policies outlined in this document cover *all* available technologies, now, and in the future, not just those specifically listed or currently available.

USAGE POLICIES

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know.

WEB ACCESS

NWCS provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been

blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the teacher, who may contact his/her building principal.

EMAIL

NWCS may provide users with the privilege of email accounts for the purpose of school—related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

SOCIAL / WEB 2.0 / COLLABORATIVE CONTENT

Recognizing the benefits collaboration brings to education, NWCS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

STUDENT SOCIAL MEDIA POLICY

Social media shall be defined as internet-based applications that turn communication into interactive dialogue between users. These policies are established for the protection of everyone involved.

Online behavior should reflect the same standards of honesty, respect, and consideration that is used face to face.

1. Students should be aware of what they post online. Social media venues, including wikis, blogs, photo and video sharing sites, etc. are very public. Students should not post anything they wouldn't want others to see.
2. Students should follow the school's handbook guidelines when writing online. It is acceptable to disagree with someone else's opinions; however, it should be done in a respectful way. What is inappropriate in the classroom is inappropriate online.
3. Students should never give out personal information, including but not limited to last names, phone numbers, addresses, birthdates, and pictures. Students should not share their passwords with anyone besides teachers and parents.
4. Students should do their own work. Students should not use other people's intellectual property without that person's permission. It is a violation of copyright law to copy and paste others' thoughts without giving credit. When paraphrasing another's ideas students should cite sources accurately. Pictures may also be protected under copyright. Students should have permission to use the image or should verify that it is under Creative Commons attribution.
5. Students should not use any device to capture, record, or transmit the words (audio) and or images (pictures or video) of any student, staff member, or other person in the school, in locker rooms or bathrooms.
6. Students should not use social media sites to post comments, photos, or videos with the intent of scaring, embarrassing, hurting, bullying, or intimidating someone else.

MOBILE DEVICES POLICY

NWCS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to user's care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school—issued mobile devices off the school network may be monitored.

PERSONALLY OWNED DEVICES POLICY

In some cases, a separate network may be provided for personally owned devices. Please remember, this Responsible Use Policy applies to privately owned devices accessing the NWCS network, the NWCS internet connection, and private networks/internet connections while on school property.

SECURITY

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or mobile device they are using might be infected with a virus, they should alert IT. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

DOWNLOADS

USERS SHOULD NOT DOWNLOAD OR ATTEMPT TO DOWNLOAD OR RUN PROGRAMS OVER THE SCHOOL NETWORK OR ONTO SCHOOL RESOURCES WITHOUT EXPRESS PERMISSION FROM IT STAFF.

Users may be able to download other file types, such as images, videos, files, and apps. For the security of the network users should download such files only from reputable sites, and only for education purposes. It is important, however, to remember that devices have limited storage capacities. It will be important for users to manage storage with the understanding that all school-related apps and files take precedent over others.

NETIQUETTE

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

PLAGIARISM

Users should not plagiarize (or use as their own, without citing the original creator) content, including words, music, or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff if at school; parent if using the device at home).

CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not be mean or send emails or post comments with the intent of scaring, hurting, embarrassing or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that online activities may be monitored and retained.

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.

EXAMPLES OF RESPONSIBLE USE

I will:

- Use school technologies for school—related activities.
- Bring my device to school fully charged and in its protective case.
- Keep private information private. My password and identity are mine and not to be shared with anyone other than my parent / guardian.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational purposes.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

EXAMPLES OF IRRESPONSIBLE USE

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or myself.
- Agree to meet in person someone I meet online.
- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Use other students' iTunes accounts.
- Take inappropriate pictures and / or record inappropriate audio/video of other people. The school staff or subjects of such pictures, audio, or video will determine the appropriateness of these actions.

- Pretend to be anyone other than myself when online or creating accounts.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

LIMITATION OF LIABILITY

NWCS will not be responsible for damage or harm to persons, files, data, or hardware.

While NWCS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

NWCS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

VIOLATIONS OF THIS RESPONSIBLE USE POLICY

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention, suspension, or expulsion from school and school---related activities;
- Legal action and/or prosecution.

Staff, Students and Parents/Guardians shall be required to sign Northern Wells Community Schools’ Responsible Use Agreement annually before Internet or network access shall be allowed.

***Students will have the opportunity to sign off virtually.**

Student Name: _____

Student Signature: _____

Date: _____

If student is under eighteen (18) years of age, parent/guardian signature is required.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Updated: 5/29/2014

RANDOM DRUG TESTING POLICY

AIM

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

A STATEMENT OF NEED AND PURPOSE

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

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

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

INTRODUCTION

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

REASONABLE CONCERN

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

SCOPE

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

Participation is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be the agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco/vaping products, if selected, in accordance with the testing program. This drug-testing

program will be applied to all high school and middle school students (grades 6-12), male and female, who participate in any one or combination of the following:

- A. Extra-curricular activities (sports, clubs, student government, etc.)
- B. Co-curricular activities (band, choir, musical, theatre, National Honor Society, FFA, etc...)
- C. Drive a vehicle to, from, or during school
- D. Students enrolled in driver's education through Northern Wells Community Schools
- E. Any student whose parent/guardian or custodian elects to enroll his/her student in the random drug testing policy.

FORMS

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

CONSENT FORM

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

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

NON-CONSENT FORM

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

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

WITHDRAW OF CONSENT FORM

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

TESTING PROCEDURES

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

- A. The selection of students/participants to be tested will be done randomly by the testing facility and selections will be made from time to time throughout the school year. Names will be drawn from two pools of those agreeing to be tested. The first pool will include students in grades 6, 7 and 8. The second pool will include students in grades 9-12. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students/participants conscious of the possibility of being tested at any time during the year. Each student/participant will be assigned a number that will be placed in the drawing. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing. Ten students/participants will be selected randomly and tested weekly – two from the middle school and five from the high school with three alternates.
- B. No student/participant will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- C. The drug screen will test for the following: Amphetamines, Cocaine, Opiates, Methamphetamines, Oxycodone, THC, and Cotinine (Tobacco/nicotine products).
- D. Upon being selected for a drug test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian or custodian, or a follow-up test, a student/participant will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the testing. All students will remain under school supervision until they have produced an adequate specimen.
- E. If it is proven that tampering or cheating has occurred during the collection, the drug test will be considered positive. This will be reported to the parent/guardian or custodian.
- F. If a student/participant refuses to submit to the drug test, it will be considered a positive test.
- G. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, nicotine, and “street drugs”, (which may include all drugs listed as controlled substances under the laws of the state of Indiana).
- H. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA).

PICK-UP PROCESS

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

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

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

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

CERTIFYING SCIENTIST RESPONSIBILITIES

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

- A. The certifying scientist determines if any discrepancies have occurred in the “Chain of Custody”.
- B. Depending on the substances found in the sample, if necessary, the principal/designee will contact the parent/guardian or custodian to determine if the student/participant is on any prescribed medication from a physician.

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

RANDOM DRUG TESTING GUIDELINES CHAIN OF CUSTODY

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

NOTIFICATION PROCEDURE FOR A POSITIVE TEST

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

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

CONSEQUENCES

The student/participant will be prevented from participating in activities listed under these guidelines until the consequence in all situations that apply to the student/participant is served and after a "follow-up" test is conducted and the results are negative.

First offense for athletes and co-curricular band and/or choir members:

- A. 50% suspension of the maximum number of scheduled contests events for that season.
- B. If the entire 50% cannot be served within the season the violation occurred, the remaining percentage will be served during the next contest event season.
- C. Offense becomes part of the student/participant's extra-curricular record.
- D. While under suspension for the first offense, the student/participant may continue to practice with the approval of the administration/athletic director and coach/director. The student/participant may continue to travel with their respective squad to away contests events, with the approval of the administration/athletic director and coach/director. The student/participant may continue to be on the sideline, bench area, etc... while under suspension, with the approval of the administration/athletic director and coach/director. The student/participant must not wear any part of the competitive uniform or team warm-up to the contests events while under suspension.
- E. The student/participant, at the parents' expense, has a follow up drug test and the result is negative.
- F. The student/participant will be required to have at least one non-random test within the next six months from the date of the first positive test on a date the school chooses. This drug test will be at the parents' expense.

First offense for all other extra-curricular and/or student drivers:

*The student/participant will be ineligible to participate in any extra-curricular activity and will not be allowed to drive on school property for 45 school days. In addition, the following steps must be taken:

- A. The student/participant, at the parents' expense, has a follow up drug test and the result is negative.
- B. The student/participant will be required to have at least one non-random test within the next six months from the date of the first positive test on a date the school chooses. This drug test will be at the parents' expense.

Second offense for athletes and co-curricular band and/or choir members:

- A. Student/participant is suspended from all contests/events for one calendar year from the time the offense is proven.
- B. A conference will take place within 5 school days for drug or alcohol related offenses. The conference may include: the participant, the parent(s), guardian(s), the principal, the assistant principal, the athletic director, the coach or director, and the school counselor.
- C. Offense becomes part of the student/participant's extra-curricular record.
- D. While under suspension for the second offense, the student/participant may continue to practice with the approval of the administration/athletic director and coach/director. The student/participant may continue to travel with their respective squad to away contests events, with the approval of the administration/athletic director and coach/director. The student/participant may continue to be on the sideline, bench area, etc... while under suspension, with the approval of the administration/athletic director and coach/director. The student/participant must not wear any part of the competitive uniform or team warm-up to the contests/events while under suspension.

In addition, the following steps must be taken:

- A. A letter from an out-of-school licensed counseling agency has been received by the school verifying the student/participant has completed a drug rehab program at the parents' expense.
- B. The parent has signed a consent allowing the school and the out-of-school counseling agency to exchange information.

- C. The student/participant, at the parents' expense, has a follow-up drug test at or near the end of the suspension and the result is negative.
- D. The student/participant will be required to have at least one non-random test within the next six months from the date of the previous positive test on a date the school chooses. This drug test will be at the parents' expense.

Second offense for all other extra-curricular and/or student drivers:

*The student/participant will be ineligible to participate in any extra-curricular activity and will not be allowed to drive on school property for one calendar year. In addition, the following steps must be taken:

- A. The student/participant, at the parents' expense, has a follow-up drug test at or near the end of the suspension and the result is negative.
- B. The student/participant will be required to have at least one non-random test within the next six months from the date of the previous positive test on a date the school chooses. This drug test will be at the parents' expense.

Third offense for athletes and co-curricular band and/or choir members:

- A. Student's/participant's participation in all activities is terminated for their high or middle school career.
- B. Parents will be notified by the administration within 5 school days.
- C. Notification will be both written and verbal.
- D. At this time, parents and the student/participant may meet with a drug dependency agency for evaluation and possible treatment if drugs and alcohol are involved.
- E. Parents may submit written results of their action with a chemical dependency agency for possible appeal process to regain eligibility.

Third offense for all other extra-curricular and/or student drivers/driving students:

*The student/participant will be ineligible to participate in any extra-curricular activities and co-curricular activities and will not be allowed to drive on school property for the remainder of their school career.

**Students drivers who test positive only for cotinine and who are enrolled in an academic program that necessitates student transportation to an off-campus educational program may make a written request to the school administration, asking to be allowed to continue to drive to school. Upon approval of the request, student will commit to 10 hours of community service as assigned/approved by administration.*

APPEALS

Upon receipt of the notice of violation of the RDT policy Athletic Code of Conduct, and/or Co/Extra-Curricular Code of Conduct the student or their parent/guardian may deliver a written request of the principal, in person or by mail, within five (5) school days after receipt of the notice, to have the original specimen tested again by the certified laboratory at a cost to the student/participant or his/her parent/guardian or custodian and to initiate a hearing on the determination of the discipline. During the appeal, the consequences of the offense will be enforced. All appeals will be made on a case by case basis by the superintendent/administration. If a request to retest the specimen or to hold an appeal hearing is not requested within the time specified, all rights administratively and judicially, to contest and appeal the determination will be waived. If a hearing is requested, the principal and/or the athletic director shall set a time, date, and place for a hearing on the determination of whether or not a violation has been committed. A Review Committee that will consist of the principal, athletic director, assistant principal, head coach/director/sponsor, and a coach/teacher to be selected by the athletic director/administration shall conduct the meeting. After acceptance of all evidence at the hearing, the Review Committee shall make a determination as to whether or not a violation has occurred. The Review Committee shall prescribe the discipline to be imposed for the violation if they should determine that the violation has, in fact, occurred.

SELF-REPORT CLAUSE

It is the intent of Northern Wells Community Schools to assist students/participants with developing responsibility for their actions and to encourage honesty. Therefore, any student/participant who voluntarily reports on himself/herself as to a violation of the Code of Conduct may be permitted leniency. This report must be student/participant initiated and without school officials being able to learn about the incident by any other means. This means that once the student/participant is caught by legal authorities, reported by other sources, or requested to provide a sample for a drug screen, it is too late to use the self-report clause to lessen the penalty. The Self-Report Clause can be used only once during the student/participant's four-year high school career and may be used only for the first offense. The student/participant may pay a lesser penalty for the infraction than stated; he/she will not be permitted to participate in less than a number of contests/events/performances that equals 25% or at least two scheduled contests/events/performances. Consequences for student drivers will be reduced by one-half. In cases of substance use, the self-reporting student/participant must participate in a Drug/Alcohol Needs Assessment approved by NHS administration.

Northern Wells Community Schools reserves the right to continue testing at any time during the remaining school year any participating student/participant who tested "positive" and did not make satisfactory explanation.

FINANCIAL RESPONSIBILITY

- A. Under this policy, Northern Wells Community Schools will pay for all random drug tests and all reasonable suspicion drug tests.
- B. All follow-up tests are the responsibility of the student/participant and/or parent/guardian or custodian.
- C. The student/participant or parent/guardian or custodian may appeal by requesting that the original specimen be tested again by a certified laboratory at a cost to the student or his/her parent/guardian or custodian.
- D. A mandatory drug test will be given to a student/participant who chooses to participate after the selection date of a school year, and it is the financial responsibility of the student/participant or parent/guardian or custodian.
- E. Counseling and subsequent treatment by non-school agencies, which are not funded by the school or grants received by the school, are the financial responsibility of the student/participant or his/her parent/guardian or custodian.
- F. If a parent/guardian requests a drug test, the parent/guardian is responsible for paying for the testing.

ATHLETICS

ATHLETIC CODE OF CONDUCT

The Norwell High School athletic program is an integral part of the school's program offering students the means to develop self-discipline, accept responsibility and make decisions to prepare for the adult world. Athletes can also develop social conscience as well as intellectual faculties. We believe that learning is a never-ending process and that athletic participation helps to develop a positive set of values to help young people through life. It is a privilege to participate in the Norwell Athletic Program. This privilege is extended to all Norwell students who are willing to accept the responsibility. The responsibilities of a student-athlete involved in education-based athletics at Norwell High School include:

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

ELIGIBILITY

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

1. Have a completed IHSAA physical and consent form on file prior with the athletic office prior to the first scheduled tryout of the season. Physical must have been administered after April 1st of the previous school year.
2. Have proof of health insurance coverage on file in the athletic office.
3. Have amateur standing and have not accepted unauthorized awards, gifts, or prizes (including money).
4. Have no unsanctioned participation.
5. Have NOT reached their 20th birthday by the State Finals in the sport in which they are participating.
6. Be in good standing with the school per the Norwell High School Parent-Student Handbook.
7. Have a signed Random Drug Testing form on file with the main office.
8. Have a signed athletic code of conduct form on file in the athletic office acknowledging that they are aware of the athletic guidelines set forth and that these guidelines apply year-round.
9. Be enrolled and passing in five (5) full credit subjects offered in a Norwell High School program with only one (1) dual enrollment or other approved course offering that may be used toward determining athletic eligibility. Athletic eligibility will be determined every nine weeks. Freshman entering Norwell High School will be automatically eligible to participate the 1st nine weeks.

In our role of promoting education-based athletics and protecting the health of our athletes, the Norwell athletic department and coaching staffs recognize the rights of all athletes, including the right to enjoy a safe and supportive environment. It is our expectation that our student-athletes respect each other and that they don't discriminate against, harass, bully, intimidate or treat others physically and emotionally in an inappropriate manner. Student-athletes are asked be respectful of other student's physical boundaries and be aware that any physical contact must include consent from both parties and be appropriate for a school environment. Student-athletes who feel they have been treated in an inappropriate manner need to report that conduct to a coach or administrator immediately. Students who witness or have been made aware of inappropriate and/or nonconsensual actions should make a report to a coach, supervising adult or administrator immediately.

ATHLETIC RULES

1. No use or possession of tobacco/cotinine in any form at any time. This would include the use or possession of items connected with smoking, chewing, look alike substances, etc. Items (tobacco, cigarettes, e-cigarettes, hookah pens, water vapor pens, lighters, matches, tobacco free and/or nicotine free dips, JUULs, JUUL pods, CBD/hemp cigarettes and cigars, etc...
2. No use or possession of illegal drugs at any time. This would include the use and/or possession of any prescription or non-prescription drug including but not limited to marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the above listed substances is prohibited. The use and/or possession of drug paraphernalia is also prohibited.
3. No drinking or possession of alcoholic beverages at any time.
4. Athletes shall not knowingly use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, marijuana or substance represented as a controlled substance, or possess, use or transmit paraphernalia for use of such substance. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule).
5. Any individual identified on a social networking site which depicts illegal or inappropriate behavior will be considered in violation of the code of conduct and subject to suspension per guidelines. Inappropriate behavior will be defined as any illegal or legal action considered, obscene, indecent or that portrays sexual conduct. It also covers images that demonstrate or insinuate the use of alcohol, tobacco, nicotine, or illegal drugs. Images recovered prior to the discovery will be considered to be part of the initial offense. Images that are discovered to have occurred after the initial discovery will be considered to be an additional offense.
6. Athletes shall not take part in any type of hazing activities. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
7. Participants should not commit acts of sexual harassment as defined as such in the Norwell High School Parent-Student Handbook.
8. Athletes shall not be convicted of a felony, misdemeanor, or commit any act which is punishable as a felony or misdemeanor if committed by an adult. The privilege of continued participation in interscholastic athletics during the pendency of any formal charge, whether in adult or juvenile court, shall be at the discretion of the athletic director, principal, and coach.
9. Athletes should not commit acts of vandalism or theft of property, whether charged as an offense in any court.
10. An athlete should not contribute to poor team morale at any time, or in any way disrupt team harmony.
11. Athletes should not participate in unsportsmanlike conduct at any time.
12. No attendance at parties or gatherings where alcoholic beverages or drugs are being used. If this situation arises unexpectedly, the individual should leave immediately. Athletes should be accompanied by their parents at adult functions where alcohol is being served.
13. Athletes, as students of Norwell High School, are expected to follow the rules of the school. Their general conduct in and out of school shall be such as to bring no discredit to themselves, their school their teammates. If a student-athlete violates conditions in the student handbook that are not specifically mentioned in the athletic code of conduct, the violation can be treated as a code of conduct violation. Disciplinary action will be determined by the high school administration.

DISCIPLINE FOR VIOLATIONS

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

Violation of rules 1 through 7 will be as follows:

- A. **FIRST VIOLATION:**
If a violation occurs, the athlete shall not participate in any contests for 50 % of his/her current/next sport season. The athlete may practice at the discretion of the Head Coach, Athletic Director, and Principal. If the entire 50% cannot be served within the season the violation occurred, the remaining percentage will be served during the next contest season.
- B. **SECOND VIOLATION:**
If a second violation occurs, the result shall be suspension from participation in all athletic events for 365 days from the date of the second violation. If the athlete indicates a desire to continue participation in athletics after the suspension, a conference must be initiated by the athlete and parents that will include the athlete, the parent(s), the athletic director and the principal for the purpose of reinstating the athlete at the conclusion of the suspension. Results of the conference will be submitted to all the parties involved.
- C. **THIRD VIOLATION:**
If a third violation occurs, athletic participation in all sports shall be terminated from the time the violation occurs. The Athletic Director will notify parents of the violation in writing.

Violation of rule 8 will be as follows:

- A. **FIRST VIOLATION:**
If a violation occurs, the athlete shall not participate in any contests for his/her current/next sport season. The athlete may practice at the discretion of the Head Coach, Athletic Director, and Principal. If a violation occurs during the second half of a current sport season, the athlete will not be allowed to participate in any remaining contests for that season and will not complete the season in good standing with the team.
- B. **SECOND VIOLATION:**
If a second violation occurs, the result shall be suspension from participation in all athletic events for 365 days from the date of the second violation. If the athlete indicates a desire to continue participation in athletics after the suspension, a conference must be initiated by the athlete and parents that will include the athlete, the parents, the athletic director and the principal for the purpose of reinstating the athlete at the conclusion of the suspension. Results of the conference will be submitted to all the parties involved.
- C. **THIRD VIOLATION:**
If a third violation occurs, the athletic career in all sports is terminated from the time the violation occurs. The Athletic Director will notify parents of the violation in writing.

Violation of Rules 9 through 11:

- A. **FIRST VIOLATION:**
If a violation occurs, the athlete shall not participate in any contests for 25% of the current/next sport season.
- B. **SECOND AND SUBSEQUENT VIOLATIONS:**
If a second or subsequent violation occurs, the result shall be suspension for 50% of the current/next sport season. If the suspension cannot be served prior to the end of the current sport season, the athlete will not complete the season in good standing.
- C. **PROBATION:** Probation shall be a time during the suspension for a first violation that – upon agreement of the Athletic Director, Principal, and Coach – the suspension may be reduced. However, if a second violation of Rules 6 through 8 of the Athletic Code occurs, the remaining suspension for

the first violation and the entire suspension for a second violation must be served beginning with the date of the second violation.

Violation of rule 12:

A. FIRST VIOLATION:

If a violation occurs, the athlete shall not participate in any contests for 33% of the current/next sport season. The athlete may practice at the discretion of the Head Coach, Athletic Director, and Principal.

B. SECOND AND SUBSEQUENT VIOLATIONS:

If a second or subsequent violation occurs, the result shall be suspension for 50% of the current/next sport season. If the suspension cannot be served prior to the end of the current sport season, the athlete will not complete the season in good standing

Violation of rule 13:

Violations of rule 13 will be dealt with according to the Norwell High School discipline policy. If an athlete is placed in ISS or out-of-school suspension, including being recommended for expulsion, he/she will NOT practice or participate in a contest until he/she has fulfilled his/her suspension.

ADMINISTRATION AND PROCEDURE

Each participant shall receive a copy of the Athletic Code that is included in the Student/Parent Handbook. An alleged violation of the Athletic Code shall be reported to the Athletic Director. The notice of violation should include the name of the participant, the rule violated, the specific details of the violation, the date of the violation and the names of any witnesses to said violation.

1. Upon receipt of the notice of violation, the Athletic Director shall notify the participant and the participant's parent/guardian of the alleged violation and the procedure available for the determination of the violation, as set out herein.
2. Any participant who has been determined to be in violation of the Athletic Code shall be subject to the discipline contained in this policy. The Athletic Director shall send written notification of the discipline to parent/guardian.
3. Upon receipt of the notice of violation of the Athletic Code, the student or his parent/guardian may deliver a written request of the Principal, in person or by mail, within five (5) business days after receipt of the notice, to initiate a hearing on the determination of the discipline. If a hearing is not requested within the time specified, all rights administratively and judicially, to contest and appeal the determination will be waived. If a hearing is requested, the Principal and the Athletic Director shall set a time, date, and place for a hearing on the determination of whether or not a violation has been committed. A Review Committee that will consist of the Athletic Director, Assistant Principal, Head Coach, Principal, and a coach to be selected by the Athletic Director shall conduct said hearing. After acceptance of all evidence at the hearing, the Review Committee shall make a determination as to whether or not an Athletic Code rule has been violated. The Review Committee shall prescribe the discipline to be imposed for the violation if they should determine that the violation has occurred.

OTHER ATHLETIC REGULATIONS

1. Once a non-cut sport team begins their regular season contests, athletes must have administrative approval to participate.
2. In order to try out for an athletic team, a student-athlete must participate in tryouts prior to the selection of the team and must be:
 - a. In good standing per NWCS Board Policy and NHS Code of Conduct
 - b. Enrolled and attending classes during tryouts
 - c. Meet all IHSAA requirements
 - d. Meet all NHS Athletic Department requirements

3. An athlete may make a written request to the Athletic Director asking to participate in multiple sports during the same season. In all cases, one sport must be deemed first choice in case of conflicts. The NHS administration will approve or deny submitted requests. If the request is initially approved, the corresponding coaches and athlete will develop a calendar that is acceptable to corresponding coaches and the athlete. If the corresponding coaches and athlete are unable to create an acceptable schedule, the athlete will need to choose one sport in which to participate.
4. Changing sports in one season will eliminate points in the first sport. To change sports during one season requires permission of both coaches and approval of the Athletic Director.
5. All student-athlete athletic records, including participation points, varsity letters received and discipline issues will be kept on file in the athletic office.
6. Athletes must realize the risks involved in participation, understand that serious injury, and even death, is possible in such participation, and choose to accept such risks.
7. Testing of athletes for illegal substances may be required, through the school's random testing policy.
8. Athletes in grades 10 through 12 who are on suspension cannot join an athletic team for the first time to serve their suspension. Suspensions will be served in the next sport season in which they a student-athlete has previously participated.
9. When a suspension for a percentage of the season is required, the athlete must complete the sport season in good standing in order to consider the suspension served. In addition, any pre-season contest or scrimmage will not be counted as part of the regular season or factored into the equation when figuring percentages for sanctions. Lastly, if an athlete is suspended for the first contest of a season, they will not be allowed to participate in any pre-season contest or scrimmage.
10. The Athletic Code of Conduct is in force for all athletes from the first day of IHSAA sanctioned practice for fall sports their freshman year until the final competition of their senior year including summer months and sport seasons when they are not participating in a sport.
11. The coach will make the final determination on team selection.
12. The parent/guardian must sign the "Knight Contract" and "Authorization for Release of Information" for students to participate in athletics.
13. School Administration reserves the right to make the final judgment regarding all disciplinary actions.

SELF-REPORT CLAUSE

It is the intent of Northern Wells Community Schools to assist students/participants with developing responsibility for their actions and to encourage honesty. Therefore, any student/participant who voluntarily reports on himself/herself as to a violation of the Code of Conduct may be permitted leniency. This report must be student/participant initiated and without school officials being able to learn about the incident by any other means. This means that once the student/participant is caught by legal authorities, reported by other sources, or requested to provide a sample for a drug screen, it is too late to use the self-report clause to lessen the penalty. The Self-Report Clause can be used only once during the student/participant's four-year high school or two-year middle school career and may be used only for the first offense. The student/participant may pay a lesser penalty for the infraction than stated; he/she will not be permitted to participate in less than a number of contests/events that equals 25% or at least two scheduled contests/events. In cases of substance abuse, the self-reporting student/participant must participate in a Drug/Alcohol Needs Assessment by an organization that appears on the administration's list of approved organizations and then follow the prescribed program.

Self-reports immediately prior to RDT tests will count as positive tests with a reduction in penalty; follow-up tests will still be required.

AWARD POINT SYSTEM (ATHLETICS)

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

QUALIFICATIONS FOR AWARDS (ATHLETICS)

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

Grade: _____

Sports: _____

KNIGHT CONTRACT

Since I have been selected as a member of a Norwell High School athletic team, I have read and hereby agree to abide by the rules and regulations of the Norwell High School Athletic Department. I also understand that I must abide by the team rules established by my coach.

Signature of Athlete

Date

Since my son/daughter has been selected as a member of a Norwell High School athletic team(s), I/we agree that I/we have read the rules and regulations and that I/we will do all that I/we can to help enforce the Knight Code of Conduct.

Signature of Parent(s)/Guardian(s)

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

I request and authorize: Wells County Probation Department, Wells County Law Enforcement Agencies, Wells County Family Centered Services, and Wells County Teen Court to release the following designated information to: Norwell High School Athletic Department, 1100E US 224, Ossian, IN 46777.

I authorize the above parties to exchange information verbally or in writing concerning probation or supervision rules or activities or information concerning the commission of any offense that may be in violation of the Norwell High School Athletic Code of Conduct.

Regarding: _____ Date of Birth: _____
(Print Athlete's Name)

Address: _____
(City) (State) (ZIP)

This information is for the purpose of continuity of goals between the student, student's parents, School Corporation, and the above listed Wells Count Agencies.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

ELIGIBILITY

Students participating in Norwell extra-curricular and co-curricular activities must be passing five (5) credit classes to be eligible to participate in their activities. Grades will be checked on a quarterly basis. Students not passing or earning 5 credits will be ineligible to participate until the next grade check. Second semester seniors who earned at least five credits the first semester and who are enrolled in less than five credit classes during the second semester that are involved in non-athletic school sponsored activities will be allowed to participate through the entire semester. Each coach or sponsor will furnish each participant with any other specific rules and/or regulations, which apply, as the sponsor deems necessary. Seasons will be determined by the administration in collaboration with coaches and sponsors.

Extra-Curricular/Co-Curricular Rules:

1. No use or possession of tobacco/vaping products in any form at any time.
2. No use or possession of illegal drugs at any time.
3. No drinking or possession of alcoholic beverages at any time.
4. Participants shall not knowingly use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, marijuana or substance represented as a controlled substance, or possess, use or transmit paraphernalia for use of such substance. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule.)
5. Participants shall not be convicted of a felony, misdemeanor, or commit any act which is punishable as a felony or misdemeanor if committed by an adult. The privilege of continued participation in extra-curricular/co-curricular activities during the pendency of any formal charge, whether in adult or juvenile court, shall be at the discretion of the administration and coach.
6. Participants should not commit acts of vandalism or theft of property, whether charged as an offense in any court.
7. Participants should not contribute to poor team morale at any time, or in any way disrupt team harmony.
8. Participants should not commit acts of sexual harassment as defined on page 37 of this Parent-Student Handbook.
9. Participants should not participate in unsportsmanlike conduct at any time.
10. No attendance at parties or gatherings where alcoholic beverages or drugs are being used. If this situation arises unexpectedly, the individual should leave immediately. Participants should be accompanied by their parents at adult functions where alcohol is being served.
11. Participants, as students of Norwell High School, are expected to follow the rules of the school. Their general conduct in and out of school shall be such as to bring no discredit to themselves, their school, or their teammates.

DISCIPLINE FOR VIOLATIONS

Violation of Rules 1 through 4 will be as follows:

1. **FIRST VIOLATION:** If a violation occurs, the participant shall not participate in any contest/events for 50% of his/her current/next season. The participant may practice or attend events at the discretion of the administration and coach/sponsor. If the entire 50% cannot be served within the season the violation occurred, the remaining percentage will be served during the next season.
2. **SECOND VIOLATION:** If a second violation occurs, the result shall be suspension from participation in all events for 365 days from the date of the second violation. If the participant indicates a desire to continue participation in extra-curricular/co-curricular activities after the suspension, a conference must be initiated by the participant and parents that will include the participant, the parent(s), the coach/sponsor, and the principal for the purpose of reinstating the participant at the conclusion of the suspension. Results of the conference will be submitted to all the parties involved.

3. **THIRD VIOLATION:** If a third violation occurs, extra-curricular/co-curricular participation in all activities shall be terminated from the time of the violation occurs. The principal or designee will notify parents of the violation in writing.

Violation of Rule 5 will be as follows:

1. **FIRST VIOLATION:** If a violation occurs, the participant shall not participate in any contests/events for his/her current/next season. The participant may practice or attend events at the discretion of the coach/sponsor and principal. If a violation occurs during the second half of a current season, the participant will not be allowed to participate in any remaining contests/events for that season and will not complete the season in good standing with the team.
2. **SECOND VIOLATION:** If a second violation occurs, the result shall be suspension from participation in all events for 365 days from the date of the second violation. If the participant indicates a desire to continue participation in extra-curricular/co-curricular activities after the suspension, a conference must be initiated by the participant and parents that will include the participant, the parents, the coach/sponsor, and the principal, for the purpose of reinstating the participant at the conclusion of the suspension. Results of the conference will be submitted to all parties involved.
3. **THIRD VIOLATION:** If a third violation occurs, participation in all extra-curricular/co-curricular activities is terminated from the time the violation occurs. The principal or designee will notify parents of the violation in writing.

Violation of Rules 6 through 8 will be as follows:

1. **FIRST VIOLATION:** If a violation occurs, the participant shall not participate in any contests/events for 25% of the current/next season.
2. **SECOND AND SUBSEQUENT VIOLATIONS:** If a second or subsequent violation occurs, the result shall be suspension for 50% of the current/next season. If the suspension cannot be served prior to the end of the current season, the participant will not complete the season in good standing.
3. **PROBATION:** Probation shall be a time during the suspension for a first violation that—upon agreement of the principal and coach/sponsor—the suspension may be reduced. However, if a second violation of the Rules 6 through 8 of the Extra-Curricular/Co-Curricular Rules occurs, the remaining suspension for the first violation and the entire suspension for a second violation must be served beginning with the date of the second violation.

Violation of Rule 9 will be as follows:

1. **FIRST VIOLATION:** If a violation occurs, the participant shall not participate in any contests/events for 33% of the current/next sport season. The participant may practice at the discretion of the coach/sponsor and principal. If a Drug/Alcohol Needs Assessment is completed by an organization, which appears on the athletic department list of approved organizations, and the prescribed program followed, suspension shall be reduced to 20% (minimum suspension of one (1) contest/event). Written documentation of such assessment and program completion must be presented to school officials prior to the end of the suspension.
2. **SECOND AND SUBSEQUENT VIOLATIONS:** If a second or subsequent violation occurs, the result shall be suspension for 50% of the current/next season. If the suspension cannot be served prior to the end of the current season, the participant will not complete the season in good standing.

Violation of Rule 10 as follows:

These violations will be dealt with according to the Norwell High School Discipline policy. If a participant is placed in AP or out-of-school suspension, he/she will not practice or participate in a contest/event until he/she has fulfilled his/her suspension.

EXTRA-CURRICULAR AND AFTER SCHOOL TIME

Students must leave the building by 3:00 p.m. unless supervised by a teacher, sponsor, or coach. School rules apply at all extra-curricular events. Remember that every student is a representative of Norwell high school.

PERFORMING ARTS

BAND/CHOIR

Award letters will be given to students at the conclusion of the activity that has earned their 6th point in either band or choir or at the spring awards banquet, during their sophomore, junior, or senior year. All money must be paid that is owed the Music Booster organization before an award is given.

Achievement award – for every four points after a letter is earned, a student will receive a gold bar pin to put on their letter. All money must be paid that is owed the Music Booster organization before an award is given.

POINTS RECEIVED:

- 2 points each semester for the Marching Knights
- 1 point for Winter Percussion Ensemble
- 1 point per year for jazz and/or pep band
- 1 point per year for winter color guard
- 1 point per year for concert band
- 1 point each semester for General Choir
- 2 points each semester for Knight Moves
- 1 point per year for Knight Moves instrumental and crew
- 1 point for Music Theory Class

All points must be completed and approved by the music director.

Students are required to order and pay for the jacket/sweater. The Music Boosters will pay for the letter when earned.

Recognition plaque - Special recognition plaques will be awarded to graduating seniors who have been in the music program all four years of high school. It will be given at the annual spring award activity.

THEATRE ARTS

The Theatre Arts Department awards letters to students at the conclusion of the school year that has earned their sixth point in theatre arts, with participation as a cast or crew member of a school play a requirement for the initial letter. For every four points after a letter is earned, a student will receive a star. All points must be completed and then approved by the theatre arts director. The theatre arts will pay for the letter or star when earned.

POINTS RECEIVED:

- 2 points each semester for the school play (cast)
- 1 point each semester for the school play (crew—costumes, lights, sound, stage)
- 1 point for completion of each theatre class (Technical Theatre, Theatre Arts, Advanced Technical Theatre, Advanced Theatre Arts)
- 1 point for serving as assistant director for a production
- 1 point for serving as stage manager for a production

NATIONAL HONOR SOCIETY

Selection Process

1. Submit class rank list of junior class and senior class.
2. From class rank list, determine students who are eligible scholastically.
3. Students who rank 3.7 or above on a 4.0 scale qualify for membership consideration.
4. Students who qualify scholastically are given an activity sheet that they are to complete and return to the advisor(s).
5. A faculty committee, comprised of 5 appointed members, rates each student in the areas of leadership, service, and character.

6. The faculty committee convenes to determine the selection.

Membership Requirements

1. Each member must complete 25 hours of group/individual service.
2. Each member must adhere to the National Honor Society code of conduct.
3. Each member must maintain the GPA from his or her selection process.

Dismissal Procedure

A dismissal procedure has been established and is on file in the offices of the principal and of the guidance counselors. Once dismissed, a student cannot be reinstated.

SCHOOL ACTIVITIES AND ORGANIZATIONS

School activities during the week should terminate by 9:00 p.m. and by 11:00 p.m. on weekends unless special permission is granted. Arrangements for scheduling school-related activities should be made at least two weeks in advance. The School Board must approve any request for an activity on a Sunday before being recorded on the calendar. Sponsors are responsible for scheduling and attending meetings. Students or groups of students remaining at school may do so ONLY when supervised by a sponsor or teacher.

CONSENT FORM

2021-2022 NORTHERN WELLS COMMUNITY SCHOOLS EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES & STUDENT DRIVER

I, _____, desire to participate in the Random Drug Testing program of Northern Wells Community Schools, and hereby, voluntarily agree to be subject to its terms for the entire school year. I further understand that a copy of the board approved "Northern Wells Community Schools Extra-curricular/co-curricular Activities & Student Driver Random Drug Testing Program" is located on-line in the Student-Parent handbook. I accept the method of specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Student Signature

Date

Parent/Guardian or Custodian Signature

Date

NON-CONSENT FORM

2021-2022 NORTHERN WELLS COMMUNITY SCHOOLS EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES & STUDENT DRIVER

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

Student Signature

Date

Parent/Guardian or Custodian Signature

Date

WITHDRAW FORM

**2021-2022
NORTHERN WELLS COMMUNITY SCHOOLS
EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES &
STUDENT DRIVER**

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

Student Signature

Date

Parent/Guardian or Custodian Signature

Date