

**2016-2017  
Student Handbook**

**South Newton High School  
13102 S 50 E  
Kentland, IN 47951**

**Telephone (219) 474-5167  
(888) 763-9866**

**SOUTH NEWTON  
REBELS**

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COMMITTED TO EXCELLENCE

*Adopted by the South Newton Board of School Trustees on 6/27/16*

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Students:

Welcome to the **2016-2017** school year at South Newton High School. We hope that you will approach this year with enthusiasm and determination. Your enthusiasm to learn and your determination to excel will create an opportunity for you to experience success.

You are being provided with this Student Planner to help you make good use of your time. Generally, students experience success when they organize their time, develop good study habits, maintain good attendance, and participate in extra-curricular activities. Your Student Planner provides you with student handbook information, space to record short-term and long-term homework assignments, and an area to list all school extra-curricular activities. This tool will allow you to make the best use of your time this year.

We encourage you to take advantage of the opportunities available to you at South Newton High School. Be positive, make friends, enjoy learning, and you will be successful. Have a great year!

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### *OPENING STATEMENT*

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

### *MISSION STATEMENT*

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

### *PHILOSOPHY OF EDUCATION*

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

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

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

### *ACCREDITATION*

South Newton High School is accredited by the North Central Association of Colleges and Schools.

### *CIVIL RIGHTS*

Educational services, programs, instruction, and facilities will not be denied to anyone in the South Newton High School as the result of his or her race, color, sex, disability, or national origin including limited English proficiency. For further information, clarification, or complaint please contact the following person(s): Principal, South Newton High School, 13102 S 50 East, Kentland, IN 47951, 219-474-5167. For issues of Title IX, Section 504 (disability), see the Americans With Disabilities Coordinator.

Any other information concerning the above policies may be obtained by contacting: Superintendent, South Newton School Corporation; 13232 S. 50 E., Kentland, IN 47951; 219-474-5184.

## *DAILY TIME SCHEDULE*

School begins at 7:50 A.M. and ends at 2:45 P.M.

### **Regular Schedule**

Period 1	7:50 - 8:40
Period 2	8:45 - 9:35
Period 3	9:40 - 10:30
Period 4	10:35 - 11:25
Period 5	11:30 - 12:20
HS Lunch	12:25 - 12:55
Period 6	1:00 - 1:50
Period 7	1:55 - 2:45

### **Wednesday Activity Period Schedule**

Period 1	7:50 - 8:35
Period 2	8:40 - 9:25
Period 3	9:30 - 10:15
Period 4	10:20 - 11:05
HS Lunch	11:10 - 11:40
Activity Period	11:45 - 12:15
Period 5	12:20 - 1:05
Period 6	1:10 - 1:55
Period 7	2:00 - 2:45

### **2 - Hour Delay Schedule**

Period 1	9:50 - 10:24
Period 2	10:29 - 11:03
Period 3	11:08 - 11:42
Period 4	11:47 - 12:21
Period 5	12:26 - 12:56
HS Lunch	1:01 - 1:31
Period 6	1:36 - 2:08
Period 7	2:13 - 2:45

### **Pep Session Schedule**

Period 1	7:50 - 8:35
Period 2	8:40 - 9:25
Period 3	9:30 - 10:15
Period 4	10:20 - 11:05
Period 5	11:10 - 11:55
HS Lunch	12:00 - 12:30
Period 6	12:35 - 1:20
Period 7	1:25 - 2:10
Pep/Convo	2:15 - 2:45

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

## *TUITION*

The South Newton School Corporation may accept a transfer student(s) from outside the school district for educational purposes. Parents/ Guardian will need to meet with the Principal and write a letter to the school board requesting permission to attend South Newton High School. The Superintendent, and school board must approve the request before beginning school at South Newton.

## *ENROLLMENT*

South Newton High School schedules students in the spring for the coming fall semester. Students wishing to enroll may do so at any time prior to the beginning of classes.

No student will be enrolled in South Newton High School after the first ten days of each semester. The three exceptions to this rule are:

1. currently enrolled transfer students from other schools.
2. students with documented medical and legal reasons.
3. students who are considered for Alternative School placement.

### *Transferring Students/ Weighted Grades*

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

### *LAPTOP RENTAL AND FEES*

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

Students are responsible for the care and condition of electronic devices issued. Students are required to pay for lost or damaged laptops.

### *LAPTOP RENTAL/CONSUMABLE /FEES/ REFUND POLICY*

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

Student fees will be refunded based on semesters or quarters. If a student has paid fees for a course to be taken the second semester and withdraws prior to that time, a full refund will be given. If a student withdraws after a semester has begun, there will be no refund given on fees.

## **SOUTH NEWTON HIGH SCHOOL CURRICULAR PROGRAM**

### *CLASSIFICATION OF STUDENTS –HIGH SCHOOL*

42 credits are required for graduation. High school students at South Newton High School are classified as freshmen, sophomores, juniors, and seniors. Students are assigned one of these four groups according to the following classification.

#### Grade

Freshmen	0-10
Sophomores	11-22
Juniors	23-34
Seniors	35-42

Specific class-required credits

English	8
Social Studies	6
Math	6
Science	6
Health	1
PE (2 sem)	2
Electives	13

1. Credit means successful completion of a course. Earning one credit requires 5 days of instruction per week for one semester in grades 9 through 12. Every student is required to take a minimum of six class periods for credit each semester.
2. Any student auditing a course will not receive a grade or credit.
3. Students wishing to graduate early need to apply in writing to the principal. The student and guidance counselor will determine if the student will have completed all course requirements and have met the State requirements ( ECA testing). Students must contact the guidance counselor during the second semester 1 year prior to anticipated graduation. School board approval is necessary to graduate early. Students who graduate early may still participate in the graduation ceremony with their class at the end of the school year or receive his or her diploma at a private ceremony in the principal’s office scheduled at the convenience of the family and the principal. The principal must be informed by the end of the seventh semester as to how the student and his/her parent(s) wish to receive the diploma.
4. Required courses:

<u>Grade 9</u>	<u>Grade 10</u>
English 9	English 10
Physical Ed 1	Physical EducationII
Science Course	Health
Math Course	Science Course
College/Career Readiness	Math Course
Elective	World History & Civilization
<b>Elective</b>	<b>Elective</b>
<u>Grade 11</u>	<u>Grade 12</u>
English 11	English 12
US History	US Government(1 Semester)
Math Course	Economics(1 Semester)
Science Course	Quantitive Reasoning Course
Elective	Elective
Elective	Elective
Elective	Elective
	Elective

4. Suggested curriculum for the college-bound and vocational student can be found in the Course Description Guide located in the Guidance Office, and online under the “academics” tab on school website. See pages 8-9 to the Indiana Core 40 & Honor’s Diploma requirements.

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

Schools may have additional local graduation requirements that apply to all students

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

South Newton School Corporation requires 42 credits to graduate (2 more credits than the State proposal).

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

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

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

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

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

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



### *CHANGE OF COURSE GUIDELINES*

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

Valid reason for changing a course:

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

Requests that will NOT be honored include:

- Teacher Preference
- Period Preference

### *COURSE CHANGE PROCEDURE*

Students must pick up the Course Change Form from the guidance office.

Drop/Add Timetable:

- First 3 Days: No record or grade
- After first 3 Days THROUGH 1<sup>ST</sup> Midterm (9 weeks)- Grade "W" with effect on GPA, or "W" if student has a passing grade in the class.
- After 1<sup>ST</sup> Midterm (9 weeks)-"WF" (withdraw/fail), counts as an F towards GPA, or "W" if student has a passing grade in class.

All requests initiated after the first 3 days, student will only be allowed to add a study hall or get approval from teacher to pick up an elective class.

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

### *STUDY HALL*

Students are expected to take six (6) classes per day.

Students may have only one study hall per semester unless they are reassigned from a class by the administration. A study hall is a WORK PERIOD. Thus, students are expected to:

1. Be in their seat when class begins.
2. Bring enough daily work to keep them busy all period.
3. Refrain from visiting.
4. Other more specific rules will be handed out the first few days of the semester.

### *ON-LINE COURSES*

South Newton High School will offer on-line classes via Odysseyware for credit recovery purposes to meet graduation requirements. Students will be allowed to work on assignments 24/7. However, tests and quizzes will only be taken during school hours (7:30 – 2:45). Additional times to take tests/quizzes would be during detentions (Tuesday, Thursday and Friday after school and Saturday School). Courses must be completed two weeks before the end of the semester to receive credit. Failure to complete the course in this length of time will result in having to start the course over with no previous grades given. See the High School Counselor for details.

### *WEIGHTED GRADES*

South Newton High School uses a weighted grading system for its Advanced Placement courses only. All other classes receive the normal point assignment. Below is a comparison of the two grade point systems.

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

### *ADVANCED PLACEMENT COURSES*

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

### *DUAL CREDIT COURSES*

Selected courses for high school credit will be offered to South Newton students that will also receive college credit. See the Guidance Counselor for details.

### *REPEATING A CLASS*

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

1. The semester average is below a C-.
2. The student does not have the prerequisite skills to continue to the next level within a course sequence or the student desires greater mastery before progressing to the next, more difficult course

or

3. The student with a grade higher than a D+ has approval of the teacher and administration. When repeating a class, the student may receive up to a grade of B+ which is the highest grade possible for a repeated class.

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

#### *CLASS RANK*

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

#### *AWARDS*

Award programs are scheduled each year to recognize students who have excelled in the classroom, have had perfect attendance, and/or have provided valuable school service. Special awards will also be presented at these award programs. Students will be recognized for their academic achievements. Certificates will be presented to students in these three categories:

**STUDENTS OF DISTINCTION** —To be a student of distinction, a student must earn no more than one B and the rest A's for his/her grades for each semester.

**STUDENTS OF HIGH DISTINCTION** —To be a student of high distinction, a student must earn all A's for his/her grades for each semester.

**STUDENTS OF HIGHEST DISTINCTION** —To be a student of highest distinction, a student must earn all A's and at least one A+ for his/her grades for each semester.

For the purpose of this academic recognition, the final grade in any course taken during the semester will count as a final grade. This includes final grades in courses that are not a semester in length, such as nine-week courses.

#### *NATIONAL HONOR SOCIETY*

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

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

### *ACADEMIC HONOR STUDENTS*

To receive this award and designation, a senior is required, at the end of seven semesters or its equivalent, to have a cumulative grade index from 3.50 to 3.75 and must never have been convicted by a court of law for any violation except minor traffic violations.

### *ACADEMIC SCHOLARS/ACADEMIC HALL OF FAME*

To be designated an Academic Scholar, a student, at the end of seven semesters or its equivalent, must have a cumulative grade index of 3.75 and must never have been convicted by a court of law for any violation except minor traffic violations. Academic Scholars are automatically members of the Academic Hall of Fame which is located in the school's main lobby. It recognizes individual students for outstanding achievements and accomplishments in academics. Students qualifying for the Hall of Fame have their portraits mounted on the display board.

### *SCHOLARSHIPS*

The administration will make available to all students the local scholarships offered by organizations in the community. Students are encouraged to apply and will be given applications upon request. A scholarship committee, composed of faculty, organization representatives, and non-senior parents, will award most of the local scholarships; others will be decided upon by the sponsoring organizations themselves. All scholarships will be available via the guidance website to download and fill out electronically. Paper applications are no longer available

### *SELECTION OF VALEDICTORIAN/SALUTATORIAN*

In case of close competition for the Valedictorian/Salutatorian awards, final course grades in the competitors' classes will be tabulated and turned in by the teachers five (5) calendar days prior to commencement. This will allow time to calculate equivalent GPA, determine rank, and print commencement programs.

### *COMMENCEMENT*

Commencement will be held as determined by the board of school trustees. The speakers are the senior class president, the class valedictorian, the class salutatorian and the senior president of the Student Council. If the valedictorian or salutatorian hold the position of class president or president of student council then the fourth speaker would proceed as follows. National Honor Society President, National Honor Society Vice President, Senior Class Vice President.

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

### *CHEATING POLICY*

Some examples of cheating shall include:

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

### *PLAGIARISM POLICY*

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

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

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

The penalties for plagiarism will follow the guidelines set up for cheating in the section below.

### *CONSEQUENCES FOR CHEATING/PLAGIARISM*

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

In instances where grade reports show unsatisfactory progress, parents are encouraged to contact the teachers.

Satisfactory grades in regular courses of study cannot be maintained by most students without doing some home study.

The following grades indicate the quality of work done by the pupil:

- A Excellent
- B Very Good
- C Average
- D Passing
- F Failing
- I Incomplete
- W Withdrawn- No grade assigned
- WF Withdrawn with a failing grade

### Grading Percent Scale:

A+	=	100
A	=	93 to 99
A-	=	90 to 92
B+	=	87 to 89
B	=	83 to 86
B-	=	80 to 82
C+	=	77 to 79
C	=	73 to 76
C-	=	70 to 72
D+	=	67 to 69
D	=	63 to 66
D-	=	60 to 62
F	=	00 to 59
NA	=	00 to 00
P	=	00 to 00
CR	=	00 to 00

All courses will determine a semester grade by averaging the percentages for the two nine weeks. Getting 84% (B) one nine weeks and 72% (C-) the second nine weeks will result in a "C" for the semester because the average is 76%. The magic number is 120. If the two nine weeks percentages do not total 120 or more, a student will fail the course. We want students to work hard throughout the entire semester, and this system will reward the consistent, hard worker.

Incomplete grades may be given in cases where the student has been absent for extended periods of time and has been unable to complete the assigned work. When the student returns to school, the work must be made up and the incomplete grade changed to a regular grade within a time period not to exceed the number of days the student was absent from school. An incomplete grade counts as an "F" for eligibility for athletics, extracurricular, and co-curricular activities.

### *GRADE REPORT/PROGRESS REPORTS*

Grade reports are issued after the end of each nine-week period. Progress reports will be issued at the midterm of a grading period. This report is intended to keep parents informed concerning a student's progress. Grade reports and progress reports will be used to determine extra curricular eligibility. Students on the weekly "F" list will not have gym privileges at lunch time.

### *HONOR ROLL*

The Honor Roll shall be compiled every nine weeks and at the end of each semester. It may be posted at school and submitted to the local newspapers.

A Honor Roll - no grades lower than an A-

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

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

### *COLLEGE VISIT GUIDELINES*

All students are encouraged to visit post-secondary educational institutions on weekends and school breaks. Extending a school break for the purpose of a college visit is strongly discouraged. Any junior or senior who wants to visit a college or university on a regular school day must meet the following guidelines in order for the absence to be excused:

1. Two days before your anticipated visit, contact the Guidance Office regarding the visit date and location. The student must show sincere interest in the college and meet the college's entrance requirements in order to justify the day out of school.
2. Be accompanied by a parent(s) on this visit. Any exceptions to this guideline must be pre-approved by the principal.
3. Complete and return a Request to Visit a Post-Secondary Educational Institution Form. This form should be taken on the visit in order for a college admissions official to sign to verify that the student visited the institution. The completed form should then be returned to the Guidance Office upon the student's return to school.
4. Juniors and seniors are allowed one (1) day per semester for post-secondary visits.

### STUDENT ATTENDENCE

#### *PHILOSOPHY*

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

#### *GENERAL RESPONSIBILITIES*

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

6. The main office shall maintain a record of daily attendance for each student in his/her charge. This record, as prescribed by Indiana Law, will be the official attendance record for the student.

### *ABSENCES*

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

### *EXCUSED REASONS FOR ABSENCE*

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

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



election at which the student works. Permission slips must be on file prior to election date.

11. Active duty with the Indiana National Guard for not more than ten (10) days in a school year. However, all 10 days cannot be taken in one semester.

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

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

### *UNEXCUSED REASONS FOR ABSENCE*

The following reasons for absence are defined as unexcused:

1. Truancy (absence from school without the knowledge and permission of the parent or guardian and approval of the school). In addition, a student is truant if he/she leaves school without permission, comes to school but does not attend a class or classes (including lunch/Activity Period/Advisory), obtains permission to go to a certain place but does not report there or fails to remain at an assigned location. Students may not be allowed to make up any work missed due to truancy. The Newton County Probation Office or the Newton County Prosecutor's Office may be notified.
2. Absences that are not confirmed by a phone call or note from the parent or guardian to the attendance officer (Please refer to the section titled "Procedures In the Event of Absence" for further information).
3. Any behavior that violates a provision of Indiana code or any rule or regulation of the Department of Education or Welfare.

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

### *TARDINESS (Per 9 weeks)*

Tardiness is defined as any late appearance of a student beyond the scheduled time that class begins. Tardiness is disruptive of the educational process and is considered to be a serious matter.

1. A student is tardy to school between 7:50 – 8:05 AM. After 8:05, the student is absent to first hour. Consequences for tardies to school will be handled by the attendance officer/designee.
2. Tardies to school are either excused or unexcused as determined by the attendance officer or designee. A student who arrives late for his/her first period class must sign in at the high school office and obtain a pass. Consequences for unexcused tardies to school, as determined by the attendance officer/designee, are as follows:

### *TARDY POLICY*

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

- 4<sup>th</sup> Tardy – Friday School
- 6<sup>th</sup> Tardy – Loss of driving privileges for 9 weeks.
- 8<sup>th</sup> Tardy – Loss of driving privileges for the rest of the year.

Tardies to class (per 9 weeks):

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

- 1<sup>st</sup> thru 3<sup>rd</sup> Tardy – Attendance officer/designee records the tardy.
  - 4<sup>th</sup> Tardy – Friday School
  - 6<sup>th</sup> Tardy – Friday School
  - 8<sup>th</sup> Tardy – Saturday School
  - 10<sup>th</sup> Tardy and Subsequent Tardies – 2 day out of school suspension
- Further suspension/expulsion may result.

*EXCUSED REASONS FOR TARDINESS*

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

*UNEXCUSED REASONS FOR TARDINESS*

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

*TARDIES TO CLASS*

A student is tardy to class if the student arrives to class after the start of the period. The individual teacher will submit tardies to the attendance officer/designee. The individual teacher can define where students need to be at the start of class.

*VACATIONS*

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

1. The student must be in the company of at least one of his/her parents or legal guardians or have their permission.
2. The absence must be pre-arranged with the building principal or designated staff member at least one week in advance.
3. The student shall make arrangements with his/her teachers in advance for make-up tests and assignments.
4. Make-up work must be completed within three (3) school days of the student's return to school.
5. Absences due to a family vacation will be counted in the aggregate total of student absences for the semester in which the vacation occurs. The seven (7) day limit on

student absences as described in the section titled “Loss of Credit and/or Retention” cannot be extended because of absence accumulated as a result of a family vacation.

#### *PROCEDURES IN THE EVENT OF ABSENCE*

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

#### *ATTENDANCE INVESTIGATIONS*

1. The principal, attendance officer, or designated staff member may investigate student absences at any time.
2. The investigator may utilize outside agencies such as the welfare department, the probation office, the prosecuting attorney’s office, or other agencies as deemed appropriate by the investigator.
3. If the investigator determines that the absences were unnecessary or were for unacceptable reasons, as defined herein, appropriate consequences will follow.
4. Excessive absenteeism or unusual patterns of absenteeism are particularly likely to be investigated.
5. If the investigator determines that there are valid, extenuating circumstances for the absences, he/she will provide appropriate assistance to the student.

#### *HABITUAL TRUANCY*

- A. Indiana Code 20-8.1-3-17.2 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator’s license or learner’s permit until the age of 18, or attendance record has improved as determined by the school board upon review of the student’s record.
- B. A student is “truant” when an absence from school, class, or required after-school function (e.g. Saturday School, Detention) is without the knowledge or approval of a school official and parent.
- C. A student who has been found to be truant for the third time in a school year is considered a “habitual truant”. The school principal may withdraw the designation of “habitual truant” when the student has attended school for 90 school days without another truancy.

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

#### *CONSEQUENCES FOR TRUANCY*

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

- 1st Offense 1 Saturday School
- 2nd Offense 2 days of ACP
- 3rd Offense 3 days Out of School Suspension and becomes “habitual truant” (see above)

Subsequent offenses may result in suspension or recommendation for expulsion.

Full day truancy:

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

#### *HIGH SCHOOL GUIDELINES FOR ATTENDANCE VIOLATIONS*

1. When a student has been absent seven (7) days in a semester (single period class), and no more than 4 additional medical days parents may be informed and the principal/designee may request a parental conference. After seven (7) days for semester classes, and no more than 4 additional medical days a student may lose credit in a class. (Please refer to handbook section titled LOSS OF CREDIT AND/OR RETENTION.)
2. Attendance letters will be mailed home to students that have poor attendance. Absences above the seven (7) day limit with an additional four (4) days medical will be referred to the Newton County Probation Department.
3. Should a student be absent for more than seven (7) days of absence in a semester for a single period class, and no more than 4 additional medical days the principal/designee will consider the reasons for the absences and determine whether the process for expulsion from school should be initiated. Doctor-documented absences, funerals, state fair exhibitors, court summons, and additional reasons at the discretion of the principal will be considered.

#### *HIGH SCHOOL LOSS OF CREDIT AND/OR RETENTION*

1. A student who is absent from a class for more than seven (7) days in any semester (single period class) and no more than 4 additional medical days may be withdrawn from the class with no credit. If the student is passing the course at the time of withdrawal, a “W” for withdrawal may be recorded on the student’s permanent record card. If the student is failing the course at the time of withdrawal, an “WF” for failure may be recorded on his/her permanent record card.
2. At a teacher’s discretion, a student who is absent from a class for more than seven (7) days in any semester (single period class) and no more than 4 additional medical days may be offered a conditional contract. This contract will stipulate the condition under which the student must perform in either a 9-week or semester period to earn credit.
3. A high school student who loses credit in two classes in any one semester due to lack of attendance as defined in item 1 of this section may be subject to expulsion from school under the due process provisions of the Indiana Code.
4. A student who misses school as a result of a serious physical or mental illness, pregnancy or accident may be eligible for instruction. A licensed physician must

document the condition, and an application services must be made to the principal (section titled “Homebound Instruction” for additional information.)

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

#### *HOMEBOUND INSTRUCTION*

1. Homebound instruction may be provided for those students who must be absent from school for a lengthy period of time. (Minimum of 20 days)
2. Parents may request homebound instruction by contacting the principal. The principal will explain the program and provide the proper forms if appropriate.
3. If the parents do not request homebound instruction, the principal may send a registered letter instructing the parents to provide written documentation from a licensed physician or properly certified mental health professional stating that the student is unable to attend school and explain why. When this documentation is received, the parents will be provided with forms to apply for homebound instruction.
4. Students who receive homebound instruction are exempt from the four (4) day limit outlined in the section “Loss of Credit and/or Retention.”

#### *REQUESTING HOMEWORK*

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

### **STUDENT REGULATIONS**

#### *CLOSED CAMPUS*

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

Students will receive a picture ID card. Students must be in possession of their ID card during school hours. Students will be responsible to replace their lost card.

#### *WORK PERMITS*

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

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

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

## 2. WORK PERMIT REVOCATION

Should a minor age 14-17, except a 17-year-old graduate, request a work permit, it must be issued so long as a valid Intention to Employ / A- 1 card and valid proof-of-age are presented, even though the minor has a substandard grade point average. The school may, at the time, advise the minor that the newly issued work permit will be revoked unless the minor's grade point average and/or attendance improves significantly within a given period of time. Once revoked, a new permit can be withheld until such time as the minor's grade point average and/or attendance improves to a level set by the school corporation.

### *FIELD TRIPS*

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

Individual students may be denied the opportunity to attend the field trip if:

1. The student has missed five days (for any reason) during the semester the field trip is scheduled or has missed more than one day just prior to the field trip.
2. The student has been assigned an ACP or an Out-of-School Suspension for the semester the field trip is scheduled.

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

### *FIELD TRIPS, CONTESTS & TRANSPORTATION*

1. Teachers sponsoring educational tours, band or other trips shall in advance of each activity secure parent permission for each student's attendance and keep the signed permission forms in their classroom files.
2. Forms to apply for a field trip are in the office. The principal shall initially approve all field and corporation sponsored trips. The superintendent shall additionally approve those trips that take students out of state and/or keep students out of the corporation boundaries overnight or longer. The school board shall finally approve any times that involve airline or non-domestic travel. Field trip forms requesting transportation must be signed by the principal before they are sent to the athletic director. Teachers are to book their field trip on the Field Trip Calendar located in main office at the high school.
3. Upon applying for a field trip, teachers shall notify other staff of the proposed trip date, time and students involved in the trip. Upon approval, a final list of participants should be sent to all staff.
4. Volunteer background checks of chaperones shall be conducted via a Limited Criminal History Report Forms which are available in the high school office.

### *SUBSTITUTE TEACHER POLICY*

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

### *DRESS CODE*

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

Hats or caps (or any other head wear, sunglasses) items should be put away before first period starts – except on approved fund-raiser days.

Shorts, skirts and dresses should be no shorter than mid-thigh. Tights, spandex, etc. that are worn must be covered by another article of clothing that does meet dress code requirements.

Clothing that is too short or too revealing (example: tops cut too low or show cleavage), undergarments lower back and buttocks should not be visible at any time.

Jewelry, patches, painting, pictures or writing which can be construed as obscene, sexual innuendoes, suggestive, degrading, in poor taste, or that promote the use of alcohol, drugs, illegal mushrooms, or tobacco, clothing advertising taverns, lounges, bars, etc. . .

Any items perceived to be gang related.

Students sent to the office for dress code violations will change clothing the first offenses, after the first offense, the student will have to change clothing and disciplinary action will be given.

### *PUBLIC DISPLAY OF AFFECTION*

Students shall refrain from public display of affection during the school day, while on school grounds, and during school-related activities. Handholding is permissible for high

school students, but any other forms of public display of affection are not permissible and are subject to disciplinary action.

#### Cell Phone and Personal Electronic Device Policy

Cell phones, smart phones, iPads, laptops and other personal electronic devices are valid educational tools and the use of such devices in classrooms is at the discretion of the classroom teacher **for educational purposes only. Student use of such devices for social reasons are prohibited in the classroom.** Electronic cellular devices may be used in the hallway during passing period and at lunch. Students using electronic devices, during passing period, are not to be tardy to class. Students not on the “F” list may use their electronic devices during PRIDE time.

1<sup>st</sup> offense – the electronic device will be confiscated by the teacher and returned

at the end of the period.

2<sup>nd</sup> offense – the electronic device will be confiscated and taken to the office. A parent

will need to pick up the device. The student will be subject to disciplinary actions .

Further violations – will be treated as insubordination and will be dealt with accordingly.

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

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any



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

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

South Newton High School is not responsible for lost or stolen cell phones and/or electronic devices.

#### *PROCEDURE FOR SEARCH, SEIZURE AND USE OF EVIDENCE*

1. As used in this section, “reasonable cause for search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of the following:
  - A. evidence of a violation of the student conducts standards contained in the student handbook.
  - B. anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for the students’ use on the school premises remain the property of the school corporation and are subject to inspection, access for maintenance and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by the Athletic Director of the school in which the lock or storage area is located. Unapproved locks shall be removed and destroyed.
  - A. The principal, or a member of the administrative staff, may search a locker and its contents when the person conducting the search or the principal has reasonable cause for a search of the locker.
  - B. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on the school premises other than a locker when the person conducting the search has reasonable cause.
3. Inspection of all lockers
  - A. An inspection of all lockers in the school, or all lockers in a particular area of the school may be conducted if the principal, superintendent, or designee reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or educational function, (2) a physical injury or illness to any person, (3) damage to

personal or school property, or (4) a violation of State Law or school rules.

Inspection of all lockers could occur:

1. When the school corporation receives a bomb threat.
  2. At the end of a grading period and before or during school vacation to check for missing school property.
  3. When evidence of student use of drugs or alcohol is reasonably believed.
  4. When student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
  5. To bring all lockers into compliance with safe and healthful conditions.
- B. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
- C. The principal, or another member of the administrative staff, acting at the direction of the principal, may search the person of a student during a school activity if the administrative staff has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
1. searches of the pockets of the student
  2. any object in the possession of the student such as a purse, athletic or book bag, backpack, etc.
  3. a “pat down” of the exterior of the student’s clothing. Searches of a student which require removal of clothing other than a coat, jacket, shoes and socks shall be referred to a law enforcement officer in accordance with subsection G of this section. The personal search of a student other than what is mentioned above shall be conducted in a private room by a person of the same sex as the student being searched. In addition at least one witness of the same sex as the student being searched would be in the room. At the request of the student to be searched, an additional person of the same sex as the student, designated by the student, and then reasonably available on the school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- And/or
4. a “pat down” of the exterior of the student’s clothing.

4. The privilege of bringing a student-operated motor vehicle onto the school premises is hereby conditional upon written consent of the student driver, the owner of the motor vehicle, and the parent/guardian of the student to allow the search of that motor vehicle when there is reasonable cause. Refusal by the student, parent or guardian, or the owner to provide or allow access to a motor vehicle shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto school premises. The principal, or a member of the administrative staff, may request a law enforcement officer to search a motor vehicle on school premises, subject to Sub-section 6 of this section. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in this handbook may be one or any of the following:

- a. seized and admitted as evidence in any suspension or expulsion proceeding if tagged for identification at the time it is seized and kept in a secure place by the principal's designee until it is presented at the hearing.
  - b. returned to the parent or guardian of the student from whom it was seized.
  - c. returned to the student if it has no significant value.
  - d. turned over to any law enforcement officer in accordance with Sub-section 6 of this section.
5. Anything found in the course of a search in accordance with this section which, by its presence, presents an immediate danger of physical harm or illness to any person may be seized and/or one or any of the following:
    - a. returned to the parent or guardian of the student from which it was seized.
    - b. destroyed.
    - c. turned over to any law enforcement officer in accordance with Sub-section 7 below.
  6. The principal, or a member of the administrative staff designated in writing by the principal, may request assistance of a law enforcement officer to do one or any of the following:
    - a. search any area of the school premises, any student, or any motor vehicle on the school premises.
    - b. identify or dispose of anything found in the course of a search conducted in accordance with this section.
  7. If a law enforcement officer requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection. School officials, upon the request of law enforcement officials, may secure the locker and its contents for a reasonable period of time in order to give the law enforcement officials an opportunity to obtain a search warrant.

### *STUDENTS' RIGHTS AND RESPONSIBILITIES*

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

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

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

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

1. **OUT OF CLASS SUSPENSION-TEACHER:**  
A high school teacher will have the right to remove a student from his/her class or activity for one class period.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:**  
A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. Students that have been suspended will be allowed to make up all work for full credit.
3. **EXPULSION:**  
In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 14 listed under the Grounds for Suspension and Expulsion in this policy.

**DISCIPLINE PLAN**

South Newton High School staff expects their students to practice self-control. Behaving or misbehaving is a choice that students make. When a student chooses to misbehave, then he/she must accept the fact that there are consequences for misbehavior.

**SUMMARY GUIDE OF DISCIPLINARY CONSEQUENCES**

<b>Violation</b>	<b>Consequences</b>		
<b>General misbehavior talking, inappropriate display of affection, etc.</b>	<b>Student Conference/ Detention</b>	<b>ACP/Out of School Suspension</b>	
<b>Unacceptable Language/ Gestures</b>	<b>Detention</b>	<b>ACP/Out of School Suspension</b>	
<b>Excessively rude/ insubordinate toward school personnel</b>	<b>ACP/Out of School Suspension</b>	<b>Suspension</b>	<b>Out of School Suspension to Expulsion</b>
<b>Theft</b>	<b>ACP/Out of School Suspension</b>	<b>5-10 Days Out of School Suspension</b>	<b>Expulsion</b>
<b>Improper Attire</b>	<b>School issued clothing</b>	<b>Detention</b>	<b>ACP</b>
<b>Reckless Driving</b>	<b>Detention</b>	<b>Driving privileges removed</b>	<b>ACP/Out of School Suspension</b>
<b>Class/café., etc. major disruption</b>	<b>ACP/Out of School Suspension</b>	<b>1-10 Day Suspension/ possible loss of driving privileges upon returning</b>	<b>Expulsion</b>
<b>Falsifying Pass</b>	<b>Detention/loss of passing privileges</b>		
<b>Leaving building w/o permission</b>	<b>Minimum one day ACP, Loss of driving privileges</b>	<b>Suspension</b>	<b>Expulsion</b>

<b>Vandalism/Negligent</b>	<b>Restitution</b>	<b>Restitution/Detention</b>	<b>Restitution/Suspension</b>
<b>Vandalism/Intentional</b>	<b>Restitution/Out of School Expulsion Suspension to expulsion Police department may need to be notified</b>		
<b>Fighting</b>	<b>3 Days ACP/ Suspension</b>	<b>5 Days Out of School Suspension</b>	<b>Expulsion</b>
<b>Threats/harassment to students</b>	<b>Conference/warning</b>	<b>Detention/ACP</b>	<b>Out of School Suspension to Expulsion</b>
<b>Threats/harassment to school personnel</b>	<b>3-10 Days Out of School Suspension/ Expulsion</b>	<b>Expulsion</b>	
<b>Physical attack on staff member</b>	<b>Expulsion/Police department will be notified</b>		
<b>Possession of weapons</b>	<b>1-10 day In School Suspension/Expulsion Police department shall be notified</b>		<b>Expulsion</b>
<b>Possession of a knife (IC35-47-5-2.5)</b>	<b>1-10 day In School Suspension/Expulsion Police department shall be notified</b>		<b>Expulsion</b>
<b>Use/threat with weapon or firearm violation</b>	<b>Expulsion/Police department will be notified</b>		
<b>Firecrackers and other explosives</b>	<b>Suspension/Expulsion Police department will be notified</b>		
<b>Possession of Tobacco</b>	<b>Detention</b>	<b>ACP</b>	<b>5-10 Days Out of School Suspension</b>
<b>Smoking, chewing or any use of Tobacco</b>	<b>3 Days Out of School Suspension</b>	<b>5 Days Out of School Suspension</b>	<b>5-10 Days Out of School Suspension/Expulsion</b>
<b>Alcohol use, possession or under influence</b>	<b>Out of School Suspension with recommendation for Expulsion Police department will be notified</b>		
<b>Drug use, possession/ selling or under influence</b>	<b>Out of School Suspension with recommendation for Expulsion Police department will be notified</b>		

Consequences for misbehaviors may include, but are not limited to, after-school detention, lunch detention, Friday School, Saturday School, out-of-school suspension, Out of School probation and expulsion from school.

After-school detention is from 2:50 – 4:50 P.M. Buses are available at school to take children to Kentland, Goodland or Brook at 5:00 P.M. on Tuesday, Thursday and Friday.

Saturday School is from 8:00 A.M. to 11:30 A.M. Parents must provide transportation to and from school. The doors close and are locked at 8:00 AM with no admittance after that time.

#### *GROUNDS FOR SUSPENSION OR EXPULSION*

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. blocking the entrance or exits of any school building, corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. setting fire to or substantially damaging any school building or property or attempting to set fire or cause damage to any school building or property.
  - d. firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose. This includes the use or attempted use of pipe bombs, "Molotov Cocktails," or other explosive or incendiary devices.
  - e. prevention of, or attempting to prevent by physical act, the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing in substance to any school property, vehicle, or activity.
  - f. continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
  - g. through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes, by way of example, such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's car could be damaged.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing, or attempting to cause, physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, interference with school purposes, or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel at any time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to the following:
  - a. engaging in sexual behavior on school property
  - b. disobedience of administrative authority
  - c. willful absence or tardiness of students
  - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
  - f. leaving school property for any reason during any school day without the express permission of the school administration.
  - g. smoking or possessing tobacco
  - h. possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of controlled substance (Examples of these drug-related paraphernalia which are not to be possessed or provided to another person are: pipes, clips, rolling papers, needles, syringes, *etc.*)
  - i. tampering with or misusing the fire fighting equipment and fire alarm system of the school corporation
  - j. using cards, dice or other instruments for the purpose of gambling
  - k. wearing articles of clothing that are distracting, unclean, causing maintenance problems or are inappropriate for school activity
  - l. wearing clothing and/or hairstyles that could cause bodily injury in such activities as shop, lab work, physical education, and art.
  - m. fighting
  - n. engaging in speech or conduct, including jewelry, clothing, or forms of body decorating such as piercing or tattooing, as well as written speech on folders and notebooks, which is profane, indecent, lewd, vulgar, or offensive to school purposes
12. Engaging in any activity that is gang affiliated. Activity includes recruitment, flashing colors/signs, graffiti, and/or threats, or intimidation of others.

13. POSSESSION OF A FIREARM & DANGEROUS WEAPONS
- a. The school board will not tolerate weapons, devices, instruments, materials, or substances animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury or other devices designed to inflict bodily harm by anyone while on school property, at a school-related event, or while enroute to or from school on a school bus. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.
  - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    1. any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    2. the frame or receiver of any weapon described above
    3. any firearm muffler or firearm silencer
    4. any destructive devise which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
    5. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
    6. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. The superintendent is authorized to establish instructional programs on the dangers of dangerous weapons. Through these programs, students will be required to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge shall subject the student to immediate suspension and potential expulsion from school.
15. Laser devices of any kind can be considered to be a dangerous weapon and violators may be subject to the penalty of a dangerous weapon violation.
16. Any student taking, disseminating or sharing obscene, pornographic, lewd, or illegal images or photographs may be disciplined under the student discipline code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries as determined by the justice system. In addition to taking any disciplinary action, the device(s) will be confiscated and parents notified.

THE GROUNDS FOR SUSPENSION OR EXPULSION LISTED ABOVE  
APPLY WHEN A STUDENT IS



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

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

Referral to the program will be at the discretion of the principal and may include suspendees who commit crimes, who roam the streets during suspensions, whose parents do not participate in disciplinary conferences, whose parents wish to participate, students found to be violent or disruptive to the educational process, or any other students referred by the principal.

### *DETENTION*

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

### *SATURDAY SCHOOL*

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

1. Program
  - a. Starts at 8:00 A.M. and ends at 11:30 A.M.
  - b. Students cannot be late or absent.  
If so, they may be given any or all of the following:
    1. assigned an extra Saturday School for not showing up for the first one.
    2. suspended for two days.
    3. facing suspension/expulsion for refusal to attend.
  - c. If homework has been assigned, the student will complete all homework.
  - d. Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep busy. No playing cards, games, electronic devices or other such items are permitted.
  - e. Students who are disruptive, who fail to keep busy on appropriate tasks, who sleep or appear to sleep, or who disobey the supervisor may be sent home, assigned additional time, or recommended for out-of-school suspension.
  - g. There will be no talking or leaving the seat without consent of the supervisor.  
No visitors will be admitted, and the student will not be allowed to leave school.

- h. Individual learning packets or special programs may be assigned to help the student develop a better attitude about himself/herself, others and the school. These will be completed during the Saturday School program.

#### *ALTERNATE CLASSROOM PLACEMENT (ACP)*

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

#### *SUSPENSION PROCEDURES*

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

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

#### *EXPULSION PROCEDURES*

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's 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 or to appeal it to the school board.

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

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

*LEGAL REFERENCE*

20 U.S.C. 8001

20 U.S.C. 8002

I.C. 20-33-8-1 *et seq.*

*LOSS OF DRIVER'S LICENSE*

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

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

suspension or an expulsion or has withdrawn from school described in Section 1, IC 9-24-2, the bureau shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:

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

#### *DRIVING PRIVATE VEHICLES TO SCHOOL*

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

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

#### *SUBSTANCE ABUSE POLICY*

A student shall not

1. possess, provide to another person, or be under the influence of the following:
  - a. any substance, which is or contains tobacco, narcotics, depressants, hallucinogens, or a prescription drug not prescribed to the pupil.

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

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

*PROCEDURES FOR SUBSTANCE ABUSE POLICY VIOLATIONS*

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

1. UNDER THE INFLUENCE OR POSSESSION

- a. First offense, grades 6-12 inclusive, will result in a recommendation of expulsion to the superintendent. The expulsion may be waived if the following criteria are agreed upon and met by the student and parent/guardian:
  - 1. The student will be suspended five (5) days from school (Saturday School may be substituted).
  - 2. During the five-day suspension, the student will have an assessment performed by an approved institution.
  - 3. The student will abide by the recommendation of assessment in at least one of the following manners:
    - a. In-patient treatment commensurate with family ability to pay for such service.
    - b. Approved drug/alcohol rehabilitation program.
    - c. Approved drug/alcohol education program.  
Any service or materials provided by a school employee shall be without charge to the student. Any service or materials rendered or provided by professional counselors, or other people not school employees, will be at the students and his/her parent's/guardian's expense.
- b. Second offense, grades 6-12 inclusive, will result in a recommendation of expulsion to superintendent.
- c. Students who possess, use, sell, or distribute tobacco products will result in the following:
  - 1. First offense: 3-day out of school suspension
  - 2. Second offense- 5-day out of school suspension
  - 3. Third offense - expulsion
- d. The decision to request or accept assistance will be voluntary on the part of the student and parent/guardian.

## 2. DEALING:

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

### *HARASSMENT*

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

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Uses of racial or ethnic statements are considered harassment.

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

### *BULLYING*

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

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

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

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

### *MEDIA CENTER POLICIES & PROCEDURES*

The South Newton Middle/High School library may be used by any student or staff member from 7:40 A.M. to 3:15 P.M. during any school day. Additional hours may be available as needed. Materials available for student check out include books, magazines, camera, and replacement devices in the 1:1 environment. Students in the media center should plan to use the space for school-related work or for personal reading time. Space may also be available for group or individual project work and students are expected to be considerate of the needs of others using the work space. Students who interfere with the ability of others to concentrate may be asked to leave; repeated offenses may result in restricted library time.

- Use of the media center computers is for educational purposes only and privileges will be revoked for any violation to the South Newton School Corporation's Internet Acceptable Use Policy. Students using computers should sign in at the library desk. Students are encouraged to bring personal technology devices for use in the media center, including MP3 players, tablets, laptops and cameras. Use must be approved by library staff and will be monitored for appropriate educational uses. Students who use their personal technology devices at South Newton should expect to follow the corporation's AUP policies. Failure to do so may result in the loss of BYOT (Bring Your Own Technology) privileges.
- Media center materials may not be taken from the room unless checked out properly. The student is responsible for any materials signed out by him/her. Books, both fiction and nonfiction, and back-issue magazines may be checked out for two (2) weeks. Some reference materials are limited to one-day check out or to in-library use only. Seriously overdue media center materials may result in the assignment of a Friday detention. Any loss, damage or destruction of library materials will be assessed, and fees for the damage or the replacement cost of the materials may be charged to the borrower. Students may be allowed to work off the cost of lost or damaged materials during their lunch periods, or before or after school, if they choose.
- A specific list of library rules and regulations follow:
  1. Students are limited to two (2) items at check out, unless by special permission of library staff.
  2. Students may not check out new items while they have overdue materials and will be held responsible for lost or damaged items. Students are encouraged to bring personal technology devices for use in the library, but use must be approved by library staff and will be monitored for appropriate educational uses.

3. When printing from the computer, students should plan to do a “print preview” to see how many pages are being printed. Cutting and pasting to a word document will eliminate the printing of multiple unnecessary pages. Printing for personal reasons is discouraged.
4. Students who report to the library for test make up must check in with library staff upon arrival.
5. Food and drink is only allowed in the media center when approved by library staff.
6. Students are expected to help keep the media center’s work spaces attractive for others and are encouraged to push in chairs, return materials, or discard trash before leaving.

*SOUTH NEWTON SCHOOL CORPORATION’S INTERNET ACCEPTABLE USE POLICY* on School-Provided Access to Electronic Information, Services, and Networks

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

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

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

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

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



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

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

- A. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- B. to transmit obscene, abusive, sexually explicit, or threatening language;
- C. to violate any local, state, or federal statute;
- D. to vandalize, damage, or disable the property of another individual or organization;
- E. to access another individual's materials, information, or files without permission; and,
- F. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

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

The South Newton School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The school corporation will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The school corporation will not be responsible for the accuracy, nature, or quality of information stored on hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school corporation will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. South Newton School Corporation will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.

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

- South Newton School Corporation is pleased to offer student access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While South Newton School Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should South Newton School Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the school's acceptable use policy. That notwithstanding, South Newton School Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, South Newton School Corporation makes the school's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

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

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

#### *LUNCH PERIOD AND CAFETERIA*

1. Menus can be found on the school website.
2. Students will enter serving areas through the designated entrances.
3. Students are encouraged to prepay for lunches in advance. Payment should be deposited in the main office or in the cafeteria before 10:00 AM. Student's name and pin number should be written on the envelope and/or check. Students must have money in their account to purchase A la carte items. Students who have a balance of less than \$3.00 in their lunch account will be notified via Harmony email. The lunch and textbook assistance program is available. See the office for details or log on to the school website for an application.
4. Every effort should be made to keep the cafeteria clean. It is the responsibility of each student to return all paper, uneaten food and his/her tray to the dish room conveyor belt. As a courtesy to others who will also be using the tables, students **SHOULD NOT** leave debris, food, or trays on the tables or floors.
5. During the lunch period, students will be restricted to the following areas during lunch: gym, main lobby and cafeteria. (NOTE: Students using the gym during their lunch period must remove their street shoes.) Students may be permitted to go to a teacher's classroom or the library under a teacher's discretion.
6. Lunch Account Refund: If a student is leaving the school district and has a balance of more than \$5.00 remaining in his/her account, parent/guardian are asked to call the Food Service Department at 219-474-5167 ext. 137 to request a refund.

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

#### *OPEN CONTAINERS*

Open containers are subject to search at any time.

#### *RESTRICTED ITEMS*

Certain items may disrupt the educational process or create a safety threat to the students and should not be brought into the building. Examples: lighters, glass bottles, lasers, tasers, electronic cigarettes, etc.

#### *CORRIDOR AND GROUNDS*

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

1. When moving through the corridors, or when going to lunch or other places, there should be no running, or major disruptions beyond normal passing.
2. When classes are in session, students are not permitted to be in the corridors or locker areas without a pass.
3. Students are not permitted to enter the parking lot or go to their automobiles after the beginning of classes each day, unless they have permission from the main office or have been excused to leave school.
4. Students are encouraged to maintain the cleanliness of the school. Students are reminded that the cleanliness of the school is a direct representation of the student body.
5. During lunch – students are to remain in the cafeteria or the main hallway. Students may eat in other parts of the building as long as they are directly supervised by a staff member.

#### *TORNADO DRILLS*

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

#### *FIRE DRILLS*

To assure orderly and efficient movement of the student body, fire drill direction signs have been posted in each classroom. All students should be prepared to change directions of travel if an emergency arises. The signal for fire drills in our school is the continuous

sounding of the buzzer. With the sounding of this alarm, students and teachers should walk briskly, quietly and in an orderly manner to assigned exits.

### *CLOSING SCHOOL*

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

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

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

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

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

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

### *TELEVISION*

Channel 18 – Lafayette

### *WEB SITES*

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

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

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

#### *RADIO STATIONS*

AM	WRIN	1560	RENSSELAER	FM	WLQI	98.7	RENSSELAER
AM	WGFA	1360	WATSEKA	FM	WIBN	98.1	EARL PARK
				FM	WGFA	94.1	WATSEKA
				FM	WAZY	96.5	LAFAYETTE
				FM	WIVR	101.7	KANKAKEE

#### *SCHOOL REACH /E-MAIL ADDRESS/HARMONY PASSWORD*

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

### STUDENT SERVICES

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

#### *HEALTH SUITE PROCEDURES*

When a student is in need of health services, the student should first obtain written permission (a nurse referral form) from their teacher, counselor, principal or other school official, and then report to the health suite.

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

#### *MEDICATION AT SCHOOL*

A student's medication should be administered at home by parents whenever possible. *Medication that is prescribed three times a day can be given before and after school, and at bedtime. Medication labeled twice a day should be given at home in the morning and at bedtime.* Medication is to be brought to school by the parent. If this is not possible, the parent should call the school nurse to make the necessary arrangements. All medication will be given only by the school nurse or person designated by the principal. Medication coming to school in a plastic bag, envelope, or anything other than the original bottle, WILL NOT be accepted or administered at school. Verbal phone orders will NOT be accepted. We must have signed consent before any administration of any medication. Medication forms can be found on-line.

### *ENERGY DRINKS*

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

### *DISPENSING OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION*

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

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

### *GUIDANCE SERVICES*

The school counselor provides a variety of services for the school community. The services used most extensively are personal counseling and academic and vocational planning services.

The services of the counselor are available to the students, parents and staff by contacting the guidance office. Students wishing to see the guidance counselor will need to make an appointment through the counselor.

### *RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS*

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

### *CONVOICATIONS*

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

### *LOST AND FOUND*

The main offices acts as a clearinghouse for lost and found articles. Pupils who find articles of value are requested to turn them in to the office. Students who have lost articles may regain them in the office provided they can present proper identification. At the close of school each 18-week period, unclaimed articles will be removed, destroyed, or given to charity.

### *VISITORS*

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

### *BULLETIN BOARDS*

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

### *REBEL BULLETIN*

The Rebel Bulletin is the official weekly bulletin of South Newton High School. This publication is distributed in the office. It can be accessed through: <http://www.newton.k12.in.us>. This bulletin contains a schedule of school events for the next week and immediate future. It also contains the weekly menu, important announcements and information. News or announcements, which students and teachers desire to be published, must be turned in by the close of school Tuesday. Non-school announcements are not published in the bulletin.

### *TRANSPORTATION*

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

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

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

#### At Bus Stops:

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

#### Riding the Bus:

- The driver is in charge of the bus and pupils. Follow directions the first time they are given.
- Pupils shall ride their assigned bus.
- No persons other than those assigned to the bus shall be allowed to ride another school bus except with permission from the principal.



- Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray the full cost of repairs before riding privileges are restored.
- Pupils shall not engage in any activity which might divert the driver's attention away from driving the bus and cause an accident, such as but not limited to a) loud talking or laughing or unnecessary confusion; b) unnecessary conversation with the driver; c) extending any part of the body out of the windows or doors.
- The following activities are prohibited at all times:
  - a) improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts
  - b) smoking on the bus
  - c) eating or drinking on the bus
  - d) possessing knives or sharp objects
  - e) bringing animals on the bus
  - f) throwing articles or objects in or from the bus
  - g) tampering with mechanical equipment, accessories or controls of the bus
  - h) placing musical instruments or other articles at the door by the driver
  - i) obstructing the aisle in any manner
  - j) occupying more space in a seat than required (all items which students bring on a bus must be held in lap of the student and cannot protrude into the seating area of other students)
  - k) littering the bus
  - l) violating school dress code while riding the bus
- Violations of the Rules and Regulations for Riding a School Bus will result in the following actions:
  1. First Offense - Bus driver may have a talk with the pupil.
  2. Second Offense - A Misconduct Report may be filed with the principal or Dean of Students and parent or guardian. Pupil may not be allowed back on the bus until parent has signed and pupil returns a copy of Misconduct Report to the driver. The driver may suspend student for one day and parents will be notified by the driver.
  3. Third Offense - A second Misconduct Report is filed and principal or Dean of Students may suspend bus riding privileges for not less than 2 days or more than 10 days.
  4. Fourth Offense - A third Misconduct Report is filed and principal or Dean of Students may suspend bus riding privileges for the remainder of school year.
- Some offenses are of such a serious nature that they can be deemed to warrant suspension of bus riding privileges without following the procedures outlined above. Included in these offenses are, but not limited to the following:
  1. use or possession of alcohol, drugs, or narcotics
  2. fighting or scuffling
  3. use of profane language
  4. throwing objects (no food, candy or beverages allowed on bus)
  5. vandalism (as a minimum, must pay for damages before privileges are restored)
  6. using, operating or tampering with the operation or controls of the school bus
  7. failure to ride only the assigned bus
  8. failure to comply with the authority of the bus driver on the regulations of pupils riding the school bus
  9. possession of a fire arm or weapons

On the Trip Home:

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

Responsibility of Parents:

- Any complaints of drivers, pupils, or parents shall be reported promptly to the Director of Transportation then to the principal or Dean of Students.
- Parents should report any misconduct on school buses to the principal or Dean of Students.
- Parents should report all traffic hazards and the bus numbers of all buses observed being operated carelessly; call the Transportation Director, John Durham, at 219-297-3051.
- Parents should emphasize to their students the need to observe extreme caution when approaching bus stops, moving buses, or stopped buses.
- Parents should see that their children are at the bus stop five minutes before the bus is scheduled to arrive.

*DELIVERIES*

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

*CO-CURRICULAR ACTIVITIES*

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

Each organization must have a constitution and a yearly program of work. Accurate minutes and records will be kept. Each organization has a faculty adviser or advisers.

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

Student Council	FBLA
FFA Greenhands	Yearbook
FFA	National Honor Society
Art Club	Spanish Club
Science Olympiad	FCCLA
Drama	

Each student is urged to join student organizations/activities.

Meetings: Clubs will meet during Wednesday activity period and before or after school.

New Organizations: Any group desiring to organize a club must first draw up a constitution and make an application to the Student Council. Final approval of any club or organization rests with the principal.

School Board Guideline for Co-Curricular/Extra-Curricular Activities: No practices, meetings, or similar student activities will be conducted after 6:00 P.M. on Wednesdays. No practices will be scheduled on holidays. Any such proposed student activity during these periods must be approved in writing, in advance, by the Superintendent.

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

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

### *STUDENT COUNCIL*

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

### *CLASS ORGANIZATIONS AND ACTIVITIES*

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

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

Class meetings will be scheduled during activity periods.

### *PARTICIPATION POLICY*

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

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

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

***ACADEMIC REQUIREMENTS FOR PARTICIPATION IN CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES***

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

An incomplete grade counts as an “F” for athletics, extracurricular, and co-curricular activities. Students who have more than one (1) “F” on their report card who are members of co-curricular activities (Band, Choir, FCCLA, FFA) may participate in evening and week-end activities, but will not miss class time for activities scheduled during the school day. Grades will be checked at the end of the grading period.

**ELIGIBILITY DATES 2016-2017**

	End Date	Eligibility Date Change
Grading Period	Oct. 7	Oct. 14
Grading Period	Dec. 21	Jan. 13
Grading Period	Mar.10	Mar. 17
Grading Period	May 24	June 2 (approx./mailed)

***SQUAD/SCHOOL-SPONSORED TRIPS***

All students must travel to and from events from South Newton High School in transportation provided by the school. The only exceptions are in the cases of the following:

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

***SOLICITING AND SELLING***

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

### *SCHOOL DANCES*

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

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, DC

[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Information inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[PERPA@ED.Gov](mailto:PERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## ATHLETICS (see Athletic Handbook)

### SCHOOL SONG

“Rebel Rouser”

(Tune of Illinois Loyalty)

“Go Rebels, Fight Rebels, Go, Fight, Win  
We’re loyal to you Newton High  
Our opponents we all will defy  
United we stand, we’re the best in the land  
Fight on for South Newton High Fight, Fight!!!

We’re red and we’re gray Newton High  
Our spirit will live never die  
Fight on for South Newton’s fame  
And then we will make a name  
For the Rebels of South Newton High”

### SCHOOL MASCOT

“Sir Newton”

## **SOUTH NEWTON HIGH SCHOOL** **RANDOM SCREENING POLICY & PROCEDURES**

### Purpose

South Newton High School believes that all students can be successful. This is especially true when obstacles that impede success are removed. The implementation of a random drug screening policy will offer students of South Newton High School a substance

abuse-free environment. The purpose of this program is to create a supportive environment in which students are able to make responsible and healthy choices.

### Scope

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

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

### Legal Obligation

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

### Drug Education

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

### Philosophy

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

### Testing Procedures

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

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

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

#### Chain of Custody

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



cannot be used to dilute the sample. Students will be instructed not to flush the toilet.

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

## **POSITIVE TEST RESULTS AND APPEAL**

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

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

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

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

### WCMS Collection Procedures

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

Step 1: Student checks in with collector and removes coat and empties pockets.

- Step 2: Collector writes the students assigned ID number on chain of custody, and has student sign his/her name on copy 2 of the chain of custody, student then initials both specimen labels.
- Step 3: Collector gives student a collection container to provide a specimen.
- Step 4: Collector prepares restroom for donor (stool will have dye and faucets turned off).
- Step 5: Collector explains to student, he/she will need to void about half way into specimen container, not to flush and bring specimen out to collector when finished.
- Step 6: Student enters restroom by him/herself, closes door, provides sample, hands specimen to collector. Students will not leave or have his/her sample out of their view until WCMS completes the remaining steps.
- Step 7: Collector checks specimen temperature and color.
- Step 8: Collector pours specimen into 2 vials (opened in front of student) then seals bottles and places specimen labels (initialed by student) on sealed bottles.
- Step 9: Collector places the sealed specimen and chain of custody in the plastic bag and seals the specimen bag.
- Step 10: Sealed bag with all items will be secure and transported back to WCMS, where they will be picked up and sent to out to our lab.

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

## E-Learning

### **Middle and High School**

1. Every effort will be made to give students notice of E-Learning day possibility so that all will have the materials needed to conduct their lessons with or without wifi.
2. On E-Learning days, teachers will be available via email from 9:00 a.m. to 2:00 p.m.
3. Teachers will post assignments for every class by 9:00 a.m.
4. Teachers will send each class a Google form for attendance. Students will submit the form to verify their attendance for every teacher's class. Students will not receive a Google

attendance form for study hall, advisory, or PRIDE.

5. Every student's attendance will be timestamped when the Google form is submitted. Teachers will keep a copy of the form for verification if needed.
6. Students who do not check in will be marked absent in Harmony. Failure to check in for any one class could result in an official absence from school.
7. Students are encouraged to complete work on the **actual** E-Learning day. Assuming that advance notice for possible E-Learning day was not given, students who do not have wifi at home and were not able to prepare for E-Learning will have the opportunity to get the work upon return from school and check in on the Google form originally sent for attendance. The student or parent **will need to request** extra time to complete the work.
8. Students who struggled with the work and could not resolve their questions via email can request up to 2 additional school days to complete the work assigned on E-Learning day. The two day extension will not be automatic. The request the attempt to resolve must be verified by the teacher.
9. Students who do not complete the assignment according to these guidelines and/or the instructions provided by the teacher will be assigned a zero.