

# **New Castle High School**

## **Student Handbook**

### **2023-2024**



**People, Positivity, Professionalism**  
**New Castle High School**  
**801 Parkview Dr.**  
**New Castle, IN 47362**

## **TABLE OF CONTENTS**

	<b>Page Number</b>
<b>School Phone Numbers, Address, Website Information</b>	<b>3</b>
<b>Class and Lunch Schedules</b>	<b>4-7</b>
<b>New Castle High School Mission and Vision Statements</b>	<b>8</b>
<b>Attendance</b>	<b>9-14</b>
<b>Policies and Codes</b>	<b>15</b>
<b>Students with Special Needs/Accommodations</b>	<b>19</b>
<b>Section 504</b>	<b>20</b>
<b>Student Search and Seizure Policy</b>	<b>22</b>
<b>Acceptable Use of Technology</b>	<b>25-29</b>
<b>Trojan Code of Conduct</b>	<b>30</b>
<b>Code of Conduct (all students)</b>	<b>31</b>
<b>One-Hour and Two-Hour Detentions</b>	<b>32</b>
<b>Violations and Penalties</b>	<b>40</b>
<b>NCHS Student Ethics Agreement</b>	<b>43-44</b>
<b>Dress Code</b>	<b>44-45</b>
<b>Drug Testing Program</b>	<b>48-54</b>
<b>General Information</b>	<b>55</b>
<b>Medical Needs at School</b>	<b>56</b>
<b>Student Dropout Procedures</b>	<b>61</b>
<b>Cell phones, Laptops and Tablets</b>	<b>63</b>
<b>Backpacks and Bags</b>	<b>63</b>
<b>Student Driving and Parking</b>	<b>64</b>
<b>School Food Service</b>	<b>65</b>
<b>Academics</b>	<b>71-74</b>
<b>Graduation Requirements</b>	<b>75</b>
<b>Student Activities</b>	<b>77</b>
<b>Athletic Eligibility</b>	<b>79</b>
<b>For Help</b>	<b>80</b>

### **PHONE NUMBERS**

<b>DEPARTMENT</b>	<b>PHONE NUMBER</b>
Main Phone	765-593-6670
Main Fax	765-593-6585
Guidance	765-593-6670
Athletics	765-593-6685
Athletics Fax	765-593-6687
Attendance	765-593-6675
Transportation	765-521-7235

### **Internet Web Site**

<https://www.nccsc.k12.in.us>

### **Address**

801 Parkview Drive  
New Castle, IN 47362

### **Office Hours**

7:30-4:00 p.m.

### **New Castle School Colors**

Kelly Green and White

### **School Nickname**

Trojans

**School Song**

On New Castle, On New Castle  
Fight right through that line  
Take the ball right down the field  
A field goal's sure this time

Rah, Rah, Rah

On New Castle, On New Castle  
Fight on for her fame  
Fight Trojans Fight  
And we will win this game.

**School Hymn**

Within the halls of freedom dwells/The spirit of our school  
  
Where lives are molded day by day/And friendships are so true  
  
In days to come we will recall/Old memories we hold dear  
New Castle High we'll sing thy praise/Throughout the coming years

**CLASS AND LUNCH SCHEDULES**

PERIOD	SCHEDULE	LUNCH SCHEDULE
1	8:30-9:15	
2	9:20-10:05	
3	10:10-10:55	
4 (TCT)	11:00-11:30	

5	11:35-1:00	(A) 11:30-12:00 (B) 12:00-12:30 (C) 12:30-1:00
6	1:05-1:50	
7	1:55-2:40	
8	2:45-3:30	

*\*Students are permitted in the building from 7:30-3:45 p.m. only, unless approved by school personnel.*

**AM CAREER CENTER STUDENTS (15 MINUTE TCT)**

<b>PERIOD</b>	<b>SCHEDULE</b>	<b>LUNCH SCHEDULE</b>
AM Career Center	8:30-11:10	
4 (TCT)	11:15-11:30	
5	11:35-1:00	Includes Lunch

6	1:05-1:50	
7	1:55-2:40	
8	2:45-3:30	

**PM CAREER CENTER STUDENTS**

<b>PERIOD</b>	<b>SCHEDULE</b>	<b>LUNCH SCHEDULE</b>
1	8:30-9:15	
2	9:20-10:05	

3	10:10-10:55	
4 (SRT)	11:00-11:30	
Lunch	11:30-1:00	
5	11:30-12:40	
PM Career Center	12:45-3:30	

### **TWO HOUR DELAY SCHEDULE**

<b>PERIOD</b>	<b>SCHEDULE</b>	<b>LUNCH SCHEDULE</b>
1	10:30-11:00	
2	11:05-11:35	

3	11:40-12:10	
5	12:10-1:40	(A) 12:10-12:40 (B) 12:40-1:10 (C) 1:10-1:40
6	1:45-2:15	
7	2:20-2:50	
8	2:55-3:30	

*\*Students are permitted in the building from 9:30-3:45 p.m. only, unless approved by school personnel.*

\*There will be no TCT/SRT on Two-Hour Delays.

### **NEW CASTLE HIGH SCHOOL MISSION STATEMENT**

New Castle High school strives to provide an educational program that responds to the needs, aspirations, and abilities of each student. This program attempts to create a positive climate for learning and stimulating the academic, personal, and social growth of the students. The faculty and staff utilize various instructional methods to assist the students in gaining knowledge, skills, and understanding necessary to succeed in a complex, changing world. Our duty is to contribute to their democratic society. We acknowledge that obtaining the best educational program possible is contingent upon social and economic support of parents, community, and government.



## **NEW CASTLE HIGH SCHOOL VISION STATEMENT**

New Castle High School is committed to providing a relevant, barrier-free experience that prepares all students for tomorrow's educational and career opportunities.

**All School Board Policies can be found on the NCCSC website.**

**<https://go.boarddocs.com/in/nccsc/Board.nsf/Public?open&id=policies>**

## **ATTENDANCE**

### **ATTENDANCE POLICY**

Having good school attendance is a high priority in the New Castle Community School Corporation. Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session. Daily attendance will be appropriately recorded and reports will be submitted to the IDOE in accordance with IDOE guidance and formatting/submission requirements. Exceptions to compulsory attendance are established in IC 20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused absence from school.

All students and parents are encouraged to study this policy and become familiar with its contents. It reflects the importance the school corporation places on attendance and students

having responsible attitudes about being on time and in school every day.

### **PERFECT ATTENDANCE GUIDELINES**

Perfect attendance is defined as a student who 1) is in school every day from 8:30 a.m. to 3:30 p.m., 2) is not tardy to school, 3) attends every class, and 4) does not sign in or out for a doctor's appointment, funeral, etc.

### **NOTIFICATION OF SCHOOL IN CASE OF ABSENCE**

If an absence occurs for any reason (except emergencies), a parent/guardian must call the school by 4:00 p.m. the day following the absence. False reporting will result in a student penalty.

### **TYPES OF ABSENCES**

#### **EXEMPT ABSENCES**

When an absence is counted as "exempt", a student is not counted absent, but the student still has the responsibility to do the required make-up work for the classes missed. In order to work at the polls, a student must present a form from the candidate with a parent/guardian signature prior to the day of the election. This form must be turned in to the attendance office.

#### **Exempt absences include the following:**

- ❑ Serving as a page or honoree of the General Assembly
- ❑ Active duty in the National Guard (no more than 10 days)
- ❑ Participating in an Election
- ❑ Major religious observations
- ❑ Civil Air Patrol (no more than 5 days)
- ❑ Court subpoenas or probation meeting
- ❑ School-sponsored events and field trips
- ❑ State Fair Participation
- ❑ College visits (5 maximum as stated in "Guidance" section)

#### **EXCUSED ABSENCES**

For an absence to be counted as excused, telephone contact must be made to the school by a parent/guardian before 4:00 p.m. the day following the absence and the absence must be for one of the following reasons:

- ❑ Incapacitating illness
- ❑ Hospitalization
- ❑ Death in the immediate family
- ❑ Family emergency (subject to approval)
- ❑ Medical/dental/court appointments (student must return with a statement to be turned in within 72 hours of the appointment)
- ❑ Pre-arranged family vacation or trip with educational value (This arrangement must be made prior to the 1st day of absence; see later section for details)

Only the first four (4) days of consecutive absences will be counted towards the ten (10) day maximum if all days are covered by a doctor's statement.

## **UNEXCUSED AND UNVERIFIED/TRUANT ABSENCES**

1. An unexcused and unverified/truant absence is defined as any absence that is not considered an excused absence, or it is an absence that happens when no call has been made to the school before 4:00 p.m. the day following what could have been considered an excused absence. If contact is made after 4:00 p.m. the day following (or within 72 hours after) what could have been considered an excused absence, the student will remain at least an “unexcused absence.”
2. If a student arrives at school after 9:00 a.m., it will be counted as an absence. If there is a call, but the absence does not fall under the “excused absences” category, it will be counted as unexcused. If there is no call, it will be counted as an unverified absence for each period missed.
3. Any family vacation or trip not pre-arranged in advance to the absence(s) will be considered unexcused. (A maximum of five (5) days may be pre-arranged.)
4. Any medical, dental, court, etc., appointments not accompanied by a statement upon return will be counted as unexcused. The absence will remain a truancy if the school is not notified or a statement is not provided within 72 hours (three (3) school days) upon return.

## **HABITUAL TRUANCY**

A “Habitual Truant” is defined by NCHS as a student who is truant from school (without parent/guardian knowledge) three (3) or more times per school year (Also see below). “Habitual Truancy” may result in a referral to the out-of-school suspension program.

## **EXCESSIVE ABSENTEEISM (Per School Year)**

“Excessive Absenteeism” for grades 9 through 12 occurs when a student has either seventeen (17) days of absence or five (5) unexcused absences in a school year.

## **ATTENDANCE LIMITS**

- ☞ There is a maximum number of seventeen (17) absences per year.
- ☞ Following the 6th absence per semester - the parent(s) is/are notified by form letter
- ☞ Following the 10th absence of the year, an Attendance Review Committee meeting (ARC) is held to reiterate and explain the consequences for further absences.

## **ATTENDANCE LIMITS - CATEGORY II**

### **Truancy (per school year)**

- 1st per school year – Two (2) 2 hour detentions (A.M. only - two hour detention)
- 2nd per school year – Two (2) days of in-school suspension
- 3rd per school year – Three (3) days in out-of-school suspension/OSSP
- 4th per school year – Five (5) days out-of-school suspension and request for expulsion

### **Unverified/Unexcused/Absent without a Doctor’s Statement (AOD) (per school year)**

- ☞ 1<sup>st</sup> per semester – Warning

- 2<sup>nd</sup> per semester – Warning
- 3<sup>rd</sup> per semester - Warning
- 4<sup>th</sup> per semester – 1 hour detention
- 5<sup>th</sup> per semester – 2 hour detention
- 6<sup>th</sup> per semester – Two (2) 2 hour detentions
- 7<sup>th</sup> per semester – Continued 2 hour detentions and/or OSSP

## **ATTENDANCE CONTRACTS**

Students who are placed on an attendance contract may have all extra-curricular activities revoked, including athletic practices and games, school dances, clubs, theater, etc.

## **ATTENDANCE REVIEW COMMITTEE (ARC) AND ATTENDANCE INTERVENTION MEETING (AIM) PROCESS**

Once a student misses his/her 10th unverified/unexcused day of school, an Attendance Review Committee (ARC) is scheduled. A copy of the meeting notice will be sent via mail to the parent as well as given to the student at school.

During the Attendance Review Committee Meeting (ARC), a contract will be completed in an attempt to correct attendance issues. Parents/Guardians are encouraged to bring to the meeting doctor's notes or any other information pertaining to absences.

Should the student and parent not comply with the attendance contract, the parent(s)/guardians and student will be referred to an Attendance Intervention Meeting (AIM) scheduled by probation and held at the Justice Center.

Should the student and parent(s)/guardian not attend the Attendance Review Committee Meeting (ARC), the parent and student will be referred to an Attendance Intervention Meeting (AIM) scheduled by probation and held at the Justice Center.

During the Attendance Intervention Meeting (AIM), a plan is developed to re-engage the student and attempt to correct attendance issues.

Should the parent(s)/guardian and student not attend the Attendance Intervention Meeting (AIM) or neglect to comply with measurable expectations of the academic plan discussed during the Attendance Intervention Meeting (AIM), the school and probation will staff the student in order to make a recommendation to the Prosecutor's Office. This is in relation to scheduling an intake with the probation department, submitting a One Day Notice to the family from the Prosecutor's Office, and/or making a call to the Department of Child Services.

## **PROCEDURES FOR PRE-ARRANGING A FAMILY VACATION OR TRIP WITH EDUCATIONAL VALUE**

If the following steps are not taken, the absences may be counted as unexcused.

1. The school must be notified prior to the day(s) of the absence by a parent/guardian.
2. The student must pick up an approval form from the associate/assistant principal's office that must then be signed by all of his/her teachers.
3. When the trip is approved, the absences should not cause the student to exceed the maximum limits as stated in this attendance policy (17 days per year). The proposed absence is not to exceed five (5) school days.
4. Homework and assignments must be turned in before leaving for the vacation or trip (or at the discretion of the teacher).
5. The teacher will determine when missed tests will be made up.
6. If the absence is a family vacation, the student must be accompanied by his/her parent/guardian for the absence to be excused.

### **PROCEDURE FOR MEDICAL/DENTAL/COURT APPOINTMENTS**

Parents are encouraged to schedule appointments for their children at times other than regular school hours, preferably after school or during vacation time. If it is necessary to schedule the appointment during school time, the absence will be excused ONLY if the student brings a statement from the provider/court to school upon his/her return, or within seventy-two (72) hours (three (3) school days) of the appointment.

### **EXTRA/CO-CURRICULAR PARTICIPATION**

1. Extra/co-curricular participants are to be in school the entire day in order to participate in a contest, practice, or event that evening. Exceptions will be made based on principal/designee approval, doctor's appointments, funerals, etc. Even though the principal/designee allows for participation, consequences may still apply.
2. Students will not be allowed to attend an extra/co-curricular event if they are absent from school due to illness or injury. If the student is in attendance he/she will be asked to leave the event immediately.

### **TRIPS: FIELD/SCHOOL SPONSORED**

Students are responsible for adhering to the following guidelines regarding school-sponsored trips:

1. Follow the rules and regulations of the school while participating in a school-sponsored activity.
2. Follow directions of the supervisor.
3. Conduct themselves in a manner which will reflect positively upon NCHS.
4. Abide by any additional stipulations disseminated via a permission slip or notice regarding the field trip.

A student may be denied participation on a field trip or school sponsored trip due to excessive absences and/or behavioral or academic concerns. Should the student be denied, he/she will be expected to come to school.

### **TARDY POLICY**

Tardiness to school and to class is a serious problem. Students who are late to class not only

present a classroom disruption, they also cause a loss of instructional time for the other members of the class. Being on time is an attitude that students must develop in order to be successful in school as well as in the workplace. The attitude of promptness will follow all students into their adult lives. A student is tardy if he/she is not in the classroom at the time the tardy bell rings.

A student should not be entered as tardy if accompanied by a pass from another teacher or the office. Teachers must change UNV to TTC when a student arrives to class tardy, without a pass.

### **1st Period Tardies** (or the first scheduled class period for the student)

(Per semester) – (after 1st period has begun and arrives before 9:00 a.m.), it will be counted as tardy and the student must go to the Attendance Office to sign in before going to class. There is no such thing as an excused tardy, even if a call has been made to the school. A tardy is a tardy.

\*If a student does not have a 1<sup>st</sup> period class, the same guidelines mentioned above and below will apply to whichever class he/she has first in a school day.

1 <sup>st</sup> Tardy	Sign-in Warning
2 <sup>nd</sup> Tardy	Sign-in Warning
3 <sup>rd</sup> Tardy	Sign-in Warning
4 <sup>th</sup> Tardy	1-hour detention/Letter to parents/guardians
5 <sup>th</sup> Tardy	2-hour detention/Letter to parents/guardians
6 <sup>th</sup> Tardy	Two (2) 2 hour detentions/ Loss of driving privileges to school
7 <sup>th</sup> Tardy	One (1) day of In-School-Suspension
8 <sup>th</sup> Tardy	Two (2) days of In-School-Suspension / Notify Probation
9 <sup>th</sup> Tardy plus	Two (2) days of In-School-Suspension / Notify Probation

### **2nd-7th Period Tardies**

These tardies are tracked per semester. All teachers must record tardies to these periods in PowerSchool and be consistent in enforcement of the tardy-to-class policy. Students are referred for disciplinary action in relation to these class tardies by the teacher.

1 <sup>st</sup> Tardy	Warning by teacher
2 <sup>nd</sup> Tardy	After/Before school detention (15min.) issued by the teacher

3 <sup>rd</sup> Tardy	1-hour detention/ Letter to parents
4 <sup>th</sup> Tardy	1- hour detention/ Letter to parents
5 <sup>th</sup> Tardy	2- hour detention/Letter to parents
6 <sup>th</sup> Tardy	Two (2) 2 hour detentions
7 <sup>th</sup> Tardy	One (1) day of In-School-Suspension
8 <sup>th</sup> Tardy	Two (2) days of In-School-Suspension / Notify Probation
9 <sup>th</sup> Tardy plus	Two (2) days of In-School-Suspension / Notify Probation

\*Habitual tardiness to any class may be subject to more severe consequences.

## **POLICIES/CODES**

### **ANTI-HARASSMENT/NON-DISCRIMINATION**

The New Castle Community School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School Corporation has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

<b>Title VI Coordinator</b> <b>Jena Schmidt</b> (Race, color, national origin)	<b>Title IX Coordinator</b> <b>Jena Schmidt</b> (Sex, including sexual harassment/sexual assault, gender discrimination)
<b>Section 504 Coordinator</b> <b>Adam McDaniel</b> (Disability)	<b>Non-discrimination Coordinator</b> <b>Jena Schmidt</b> (All other forms)

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center



500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: 312-730-1560  
Fax: 312-730-1576; TDD: 800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website, <https://www.nccsc.k12.in.us/>. Hard copies can be obtained in the NCHS office upon request.

### **SANCTIONS FOR MISCONDUCT**

A substantiated charge against an employee in the Corporation shall subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge.

A substantiated charge against a student in the Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the student rules and regulations and Indiana law.

### **FALSE REPORTING**

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the student rules and regulations and Indiana law.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and view the student's education records within forty-five (45) days of the day the School Corporation receives a request for access:  
Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to retrieve. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading:  
Parents or eligible students may ask the New Castle Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has a contract to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his /her professional responsibility. Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks to attend or enroll. This is a requirement of federal law.

4. The right to file a complaint with the U.S. Department of Education concerning the alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

5. The right to refuse to allow the corporation to disclose "directory information":

It is the policy of the Corporation to make available, upon request, certain information known as "directory information." The School Board designates student "directory information" as: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. "Directory information" shall not be provided to any organization for profit-making purposes.

Parents or eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within fourteen (14) days after receipt of this public notice.

**Release of Information to the Military:** Federal law requires schools to provide high school juniors and seniors' names, addresses, and telephone numbers to military recruiters. Parents may opt out of this disclosure of directory information to military recruiters by delivering the request in writing to the school within fourteen days of the start of school or within fourteen days of enrolling their student.

## **SEXTING**

### **Notice to Students and Parents Regarding "Sexting"**

It is our policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school-sponsored events or on school buses or other vehicles provided by the school. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device. A student who violates this policy is subject to suspension and or expulsion.

It is also a violation of Indiana criminal statutes to possess, create, photograph, exhibit, or disseminate certain categories of material of a sexual nature that meet the definitions of child exploitation or child pornography. School personnel are required to report to law enforcement or child protective services whenever there is reason to believe that any student or other person is involved with child exploitation or child pornography. A person who is convicted of child exploitation or adjudicated a juvenile delinquent for violating the child exploitation statute is required to register with the State of Indiana as a sex offender.

Students and parents need to be aware of the consequences - some of them life altering - of having sexual material at school, including on your cell phone or other electronic communication device.

## **NCCSC PEST CONTROL POLICY**

The school corporation is committed to provide a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Pesticides protect children from pests that may be found in the school and its surrounding grounds and under some circumstances the use of pesticides may be necessary. Pest control practices may involve a variety of chemical and non-chemical methods designed to control pests effectively while minimizing potential pesticide exposure to children.

Except in an emergency, pesticides will be applied by a certified pesticide applicator or persons operating under his/her direct supervision when students and staff members are not present, such as during non-instructional time or school vacation periods.

If you would like to be given advanced notification when less than 48 hours will occur between a

pesticide treatment and when school classes resume, you must register your request with the school principal. Please submit your request in writing.

This policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Questions regarding this Pest Control Policy should be directed to the Assistant Superintendent New Castle Community School Corporation, 521-7201.

## **REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

The New Castle Community School Corporation provides reasonable accommodations to persons with disabilities attending school activities. If you or a guest plan to attend an event at one of our schools and require special accommodations, please call the school at least 48 hours in advance so the school may have a reasonable opportunity to provide an accommodation.

## **STUDENTS WITH SPECIAL NEEDS/ACCOMMODATIONS**

It is the responsibility and intent of the New Castle Community School Corporation to provide a free and appropriate public education to each qualified student regardless of the nature or severity of any disabilities a student may have.

If a parent, a student, or a teacher knows or suspects a learning disability, and/or a physical or mental disability, he/she has the responsibility to refer the student for an educational evaluation under IDEA (for special education) or to determine eligibility under Section 504. To refer a student for an educational evaluation, contact the school counselor. As an alternative, a parent or teacher may request that the instructional support team in the student's school be convened to address any specific difficulties that the student may be experiencing. However, the instructional support team cannot make determinations regarding IDEA or Section 504 and is not a legal replacement for the Case Conference.

## **DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES**

Students with disabilities are subject to the discipline rules adopted by the board of school trustees. A student with disabilities is subject to procedural safeguards under state and federal law that may prevent suspending or expelling a student for more than 10 school days in one school year, unless the conduct is found not to be caused by or to have a direct and substantial relationship to the student's disability. New Castle Community School Corporation will follow all applicable procedural safeguards under the law for students with disabilities.

## **SECTION 504 COMPLIANCE PLAN**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the New Castle Community School Corporation provides you, as the parents or guardian, with the following procedural safeguards in relation to your child:

1. You have the right to receive a copy of this notice upon the district's identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement and any significant change in said placement of your child.
2. You have the right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity...
  - a) before the initial placement.
  - b) before and subsequent significant change in placement.
3. You have the right to an opportunity to examine all relevant records for your child.
4. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation or educational placement of your child.
5. You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.

The following person is designated as Section 504 Compliance Coordinator: Amy Blake, Director of Special Education (765) 521-7223.

## **USE OF SECLUSIONS AND RESTRAINTS**

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusion on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or IEP will control the use of these measures.

## **IMMUNIZATION POLICY**

When a student enrolls in the Corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year.

Current immunization requirements for New Castle High School students are:

- ❧ 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- ❧ 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- ❧ 2 doses of measles (rubeola) vaccine on or after the first birthday.
- ❧ 1 dose of rubella (German Measles) vaccine on or after the first birthday.
- ❧ 2 doses of mumps vaccine on or after the first birthday.
- ❧ 3 doses of hepatitis B vaccine (3rd dose must be on or after 24 weeks of age)
- ❧ 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval OR written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- ❧ 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- ❧ 1 dose of meningococcal conjugate vaccine (MCV4).
- ❧ 2nd dose of meningococcal conjugate vaccine (MCV4) prior to entering grade 12.

## **McKINNEY VENTO RESIDENCY AND EDUCATIONAL RIGHTS**

The Corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation's McKinney-Vento Coordinator (Adam McDaniel) or the State Coordinator.

## **STUDENT SEARCH AND SEIZURE POLICY**

Searches of students pursuant to School Corporation Student Search and Seizure Policy shall be permitted in all situations in which the student is subject to school disciplinary rules pursuant to I.C. 20-33-8-14 including:

- 1) on school grounds immediately before or during school hours, or 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; or
- 3) traveling to or from school or a school activity, function, or event.

Students are subject to search by metal detectors.

## **CRIMINAL ORGANIZATIONS (“GANGS”) AND CRIMINAL ORGANIZATION (“GANG”) ACTIVITY IN SCHOOLS**

The Board of School Trustees of the New Castle Community School Corporation prohibits criminal organization (“gang”) activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

“Criminal Organization” means a formal or informal group with at least three (3) members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
- (2) requires as a condition of membership or continued membership; or
- (3) has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or a battery offense included in IC 35-42-2.

“Criminal Organization Activity” means a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

A school employee is required by law to report any incident of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the

developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within three school days of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Criminal organization awareness education that shows promise of effectiveness based on research. The criminal organization awareness education information should be revised and updated regularly to reflect current trends in criminal organization and criminal organization activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to criminal organization involvement and an incentive to leave criminal organization involvement.
7. School sanctioned/facilitated extra-curricular activities.



The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 1st of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide criminal organization prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The criminal organization awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support criminal organization prevention and Intervention activities.

**LEGAL REFERENCE: IC 20-26-18, IC 20-33-9-10.5, IC 35-45-9-1**

### **SMOKING AND CHEWING**

You are not to have smoking, chewing, or vaping materials including rolling papers, loose tobacco, lighters or electronic smoking or vaping devices in your possession in the high school building or on school grounds. There is to be no smoking, chewing, or vaping in the building, on school grounds, or at any school-sponsored activity.

### **TOBACCO-FREE GROUNDS**

The school board is dedicated to providing a healthy, comfortable, and productive environment for students, staff and visitors. The use of tobacco products, including vaping, on school grounds denies students, staff, and visitor's access to clean air, introduces substantial health hazards to those persons, and interferes with learning and teaching. Therefore, to enhance the health and safety of all students and staff and to promote air cleanliness in the school, all buildings and grounds shall be designated as "Tobacco-Free."

## **ACCEPTABLE USE OF TECHNOLOGY POLICY**

### **OVERVIEW**

A *Computers for Students* (CFS) device will be assigned to each student in the New Castle Community Schools 1:1 program. Every student has a responsibility to maintain their device in good working condition for the duration of their involvement in the New Castle Community Schools 1:1 program.

### **DEVICE ACCEPTABLE USE:**

#### **USAGE**

Devices are provided to students to assist student learning at school and at home. The device should be used in a manner that achieves this goal. Issued device is:

Corp. Tag Number \_\_\_\_\_

Serial Number \_\_\_\_\_

#### **STORAGE AND TRANSPORT HOME AND SCHOOL**

When not in use the device should be stored in its protective case. The device should be stored in a safe place where the student can monitor it and away from areas of excessive heat. The device must be transported in a protective bag. This includes transporting the device to and from school and between classes. The device should not be carried around while the screen is open. When in use the device should be placed in a secure, safe position on a flat surface. The device will be best protected if used while secured in the protective case.

#### **BATTERY/CHARGING**

It is the student's responsibility to ensure their device battery is fully charged each night. If a student loses their battery, it is his/her responsibility to purchase a new one.

#### **CLEANING AND CARE RESPONSIBILITY**

Students are responsible for ensuring their device is kept clean. The device can be kept clean by regularly wiping down the outside case with a damp (not wet) cloth. Students are not to deface the device by adhering anything to any part of the device. Devices will be checked regularly by staff. Stickers are not allowed on devices. Students may be charged for the removal of stickers.

#### **BACKING UP**

Students must make regular backups of their work. Backups should be done at home or on a portable storage device, such as a USB thumb drive or portable hard drive. Loss of data will not be an immediate excuse for late submission of assignment and other work. Space is provided by

the school for students to store data. Backup and synchronization software will be available for students to use. Nonetheless, it remains the student's responsibility to ensure that all important data is backed up and saved in multiple locations in the case of computer failure or damage to the device.

### **OTHER USAGE**

Devices are not to be used by other students or family members except for the parent or caregiver when assisting with school work.

### **FOOD AND BEVERAGES**

Students are not permitted to eat or drink while using devices.

### **UNACCEPTABLE USE:**

### **INAPPROPRIATE USAGE**

Students must not use the device inappropriately or tamper with the device, software applications and operating system.

Inappropriate usage includes (but is not limited to):

- deleting any software included in the initial New Castle Schools' build.
- installing additional software that impacts on the performance of the machine as a learning tool.
- changing any programming code (excluding the allowed configuration settings),
- modifying, removing, damaging or installing any inappropriate hardware components,
- adding applications or code that modifies or circumvents the intended purpose of an installed application,
- engaging in any activity that has the potential to compromise the security of the New Castle School's network infrastructure
- connecting to any non-New Castle Schools' network or internet device while at school.
- Wasting school resources through improper use of the District's technology resources, including sending spam
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting."
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language

### **INAPPROPRIATE MATERIAL**

In order to comply with the Children's Internet Protection Act ("CIPA") and I.C. 20-26-5-40.5, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. Thus, Student use shall be filtered to minimize access to inappropriate materials. Student access to inappropriate materials despite the presence

of the filter shall be reported immediately to the IT Services Staff. The filtering software shall not be disabled or circumvented without the written authorization of IT Services Staff or designee.

Students are responsible for determining the appropriateness of material in accordance with New Castle School's policies. Inappropriate material should neither be stored nor installed on the CFS. Material that is deemed inappropriate by New Castle Schools' includes (but is not limited to):

- material that infringes copyright laws, such as illegal or unlicensed software and pirated music or videos,
- offensive documents
- inappropriate or offensive images, and
- any content not suitable for viewing, publication and/or distribution to persons under the age of 18.

### **CYBER BULLYING**

If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their parent/guardian or supervising teacher as soon as possible. Students must seek advice if another user, internal or external to New Castle Schools' seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student. Students must never initiate or knowingly forward emails or other messages containing:

- a message sent to them in confidence,
- a computer virus or attachment that is capable of damaging the recipient's computer,
- chain letters or hoax emails,
- spam (e.g. unsolicited advertising), or
- Inappropriate material.

### **COMMITMENT TO PRIVACY**

Students accessing CFS devices must comply with the following privacy policies:

- Students will never publish or disclose the email address of a staff member or student without that person's explicit permission.
- Students will not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.
- Students must ensure that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

### **INTELLECTUAL PROPERTY AND COPYRIGHT**

Students must observe copyright laws and avoid plagiarism by acknowledging the original author or source of any information used. Students will ensure that permission is gained before electronically publishing other people's works. Material published by a student on the internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.

### **MISUSE AND BREACHES OF ACCEPTABLE USAGE**

Students will be held responsible for their actions while using their CFS device. Students will be held responsible for any breaches caused by allowing any other person to use their device or

account to access internet and online communication services. The misuse of the CFS device or internet and online communication services may result in disciplinary action including, but is not limited to, the withdrawal of access to services or usage of the device.

## **DEVICE APPLICATIONS:**

### **APPLICATIONS LOADED ON THE CFS DEVICE**

The CFS device is preloaded with the New Castle Schools' Managed Operating Environment (MOE). There are a number of components that make up a MOE. Applications are one of these components.

### **REMOVING OR DISABLING INSTALLED SOFTWARE**

The software installed on the laptop is licensed to the New Castle Schools' or the school and has been installed for either subject specific use or for the safe management of the laptop device. Students are not allowed to delete or disable from running any pre-installed software without prior written consent from the school. Laptops will be periodically audited by the technology department and students found to be in breach of this policy will be at risk of losing their access to the device. Continued misuse may result in disciplinary action which includes, but is not limited to, the withdrawal of access to the laptop program.

## **LOST OR STOLEN DEVICE PROCESS:**

### **HOW TO REPORT MY DEVICE AS LOST OR STOLEN**

If your CFS device is lost or stolen, it is important that you note the following.

- You will need to report the incident to the police and ensure you have the following:
  - Your device Incident Report
  - Police crime number
  - Statutory declaration
- As the device belongs to the New Castle Schools', you will need to inform your school and provide the details when logging the incident with the school.
- The school will then log a job with the NCCSC team and other service areas within Henry County to initiate the recovery procedure via the built in protection software.

### **ASSOCIATED COSTS**

If the computer cannot be recovered the cost of replacement is as follows:

- First case: full replacement cost; and
- Subsequent cases: full replacement cost.

Examples of theft would be:

- Where a device is taken in a house burglary.
- Where a device is left in a school bag and the school bag is taken.

Examples of Loss would be:

- Where a Student has left their device at the bus stop and the device is gone when the Student returns.
- A device was left on a bus/train and has not been recovered from the transit authority's lost property.

## **DEVICE INCIDENT REPORT FORM**

The Incident Report is to be completed by the Parent/Guardian and the Supplemental Information sheet is to be completed by the Student.

### **DAMAGED DEVICE PROCESS:**

#### **OVERVIEW**

There is accidental damage cover and some items are covered under the manufacturer's warranty. There is an expectation that students will be responsible and take care of this valuable asset. Student will be responsible for the cost of repair.

#### **REPAIR**

Under NO circumstances should laptops be taken by parents or students to outside service providers for repair. All repairs must be done through New Castle Community Schools. Only NCCSC technical staff are authorized to approve repairs off site.

#### **WHAT IS ACCIDENTAL DAMAGE?**

Accidental damage occurs where a laptop is damaged as the result of an unexpected and non-deliberate external action. For example, a student trips dropping the laptop and resulting in damage to the laptop.

#### **WHAT IS WILLFUL OR MALICIOUS DAMAGE?**

Deliberate damage occurs where a reasonable person could expect that their action will cause damage to the laptop but completes the action anyway. For example, a student forces a foreign object into the USB port. Where the damage is determined to be willful or malicious, then the full cost of repairs will be charged to parents.

#### **HOW TO REPORT MY DEVICE AS DAMAGED?**

If your CFS device is damaged students must immediately inform the school office so that a warranty/accidental damage job can be organized. Failure to notify the school office of damages can cause further damage, and delay the time it takes to repair the machine. Warranty jobs do not incur an excess fee but accidental and or willful damage claims will incur excess and must be paid before the laptop can be returned to the student. If a student repeatedly requires their laptop to be repaired due to accidental damage this may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services or usage of the device.

#### **BOOK RENTAL/TECHNOLOGY FEES**

Parents/Guardians are financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extracurricular activities, fundraising and tuition. Parents/Guardians shall also be responsible for all reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

## **TROJAN CODE OF CONDUCT**

Participation in high school athletics is a privilege which carries with it varying degrees of honor, responsibility and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Extra-Curricular Code of Conduct established by the extra-curricular committee approved by the New Castle Board of School Trustees.

This Code of Conduct is in effect 365 days a year. All student athletes are affected by this code. A Trojan athlete is expected to conform to the directive of those in authority such as parents, teachers, coaches, athletic directors, principals or other responsible adults. The participating athlete will conduct himself/herself as a gentleman/lady at all times, honor athletic and municipal curfews, refrain from smoking, drinking, use of drugs, and unlawful or probationary problems. Violation of athletic rules, policies and standards are subject to suspension from interscholastic activity as follows:

1. Failure to follow directives regarding specific instructions, curfew, etc. Discipline shall be administered by the coach in accordance with athletic department guides and sound educational practice.
2. Any behavior that is deemed unacceptable by the coach/sponsor and principal/athletic director will be dealt with on an individual basis.
3. Flagrant violations (smoking, drinking, use of drugs, felony, or any misdemeanor) constitute automatic suspension. A review of the establishing facts and the suspension will be conducted by the coach and athletic director. Depending on the situation, the associate/assistant principal and/or principal could be involved.
4. Violation of any of the above rules will result in the following minimal disciplinary action:
  - a. First violation will result in the athlete being suspended from 40% of the contests for the sport in which he/she is currently participating. If the suspension cannot be fully carried

out during the season in which the violation occurs, the balance of the suspension will carry over to the next season in which the athlete participates. If the violation occurs during an off-season, the athlete will serve the suspension during the first season of a sport in which he/she has previously participated. In all cases, the athlete must complete the season during which he/she serves the suspension in good standing with the coach or the suspension may continue to the next sport in which he/she participates.

Additionally, after the violation, the athlete and his/her parents must meet with the head coach, athletic director, and/or the principal. The athlete may also be required to participate in some type of counseling or care program depending on the severity of the violation.

- b. Second violation will result in suspension of the athlete for one full year (365 days) from the date of the violation.
- c. Third violation will result in permanent suspension from all athletics for the remainder of the high school career (subject to review by the principal/athletic director at the end of one calendar year from the date of the suspension). The participant may apply to the principal/athletic director in writing requesting the review of the suspension no sooner than the minimal punishment has been served. The letter requesting the review must certify the student has not violated any rule since the suspension became effective.

## **CODE OF CONDUCT (ALL STUDENTS)**

### **HONESTY/SELF-REPORT CLAUSE**

It is the intent of New Castle High School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports themselves as to violation of the Code of Conduct to a coach or an administrator within 48 hours of the incident may be permitted leniency. The suspension may be reduced from 40% to 20%.

### **STUDENT DISCIPLINE POLICY**

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 school. In this event and in accordance with the provision of **IC 20-33-8 and New Castle Community School Corporation's Student Discipline Policy and Procedure**, the Board of Trustees authorizes administrators and staff to take the following actions:

1. **Removal from Class or Activity - Teacher:** NCHS teachers will have the right to remove a student from his/her class or activity for a period of one day if the student is assigned regular or additional work to be completed in another school setting.
2. **Suspension from School - Principal or Designee:** A school principal (or designees) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
4. **Expulsion:** In accordance with the due process procedures defined in Corporation policy and state law, 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 rule 13 listed under the Grounds for Suspension and Expulsion in this Handbook.

## **SUSPENSION**

The term “suspension” means that a student is legally separated from school. Credit can be granted for make-up work if completed as outlined in the sections below. The percentage of credit depends upon the type of suspension. Should a student be allowed to complete homework during a suspension, all work is due upon the completion of the suspension or at the teacher’s discretion.

## **IN-SCHOOL SUSPENSION**

In-school suspension (“I.S.S.”) is designed to be another alternative to out-of-school suspension or detentions. The student in I.S.S. is supervised by an adult in a quiet area away from other students throughout the day. The I.S.S. supervisor is to give students breaks (including lunch) throughout the day. No student is allowed to possess his/her phone in I.S.S. Students are to be awake, quiet, studying, and completing work provided by their teachers throughout the school day. The first rule violation while in I.S.S. will result in an additional I.S.S. A second rule violation will result in one day in OSS, a third, two days in OSS, etc. A student may not participate in any extra-curricular activities the day of an in-school suspension. If a student should receive multiple days of in-school suspension beginning on a Friday, the student would be ineligible to participate in any extracurricular activities for that specific weekend.

## **ONE-HOUR AND TWO-HOUR DETENTIONS**

One-hour and two-hour detentions are an alternative to out-of-school or in-school suspensions. The idea of detention is to get all your homework done during the detention time.

Students assigned to two-hour detention will be given an assignment sheet, which must be filled in by their teachers, on Wednesday morning. Failure to have all teachers fill out the assignment sheet, failure to bring the sheet to the two-hour detention, and/or failure to arrive at a two-hour detention on time (before 3:40 p.m.) will result in additional two-hour detentions being assigned.

Failure to attend a one-hour detention will result in a two-hour detention, and failure to attend a two-hour detention will result in a second two-hour detention being assigned.

Failure to attend a second detention will result in an in-school suspension along with the initial detention being assigned.

Failure to attend three or more detentions will result in out-of-school suspensions.

Failure to attend more than three (3) two-hour detentions may result in a referral to the out-of-school suspension program through the courts. Penalties will progress with additional missed detentions.

## **OUT OF SCHOOL SUSPENSION PROGRAM (OSSP)**

**Out of School Suspension Program (OSSP) - Juvenile Day Reporting Program – Principal or Designee:** Under this program students who are suspended out-of-school for certain offenses will be required to report, along with their parents, to juvenile court at 8:00 a.m. on the first day of their suspension. After an initial hearing before the court, the student will be involved in community service, have a supervised lunch, have time to complete homework assignments and have special classes of relevance. The Out of School Suspension Program will be housed at New Castle High School.

## **HABITUAL OFFENDER POLICY**

A student who accumulates any combination of twelve (12) one-hour or two-hour detentions, in-school suspensions, and/or out-of-school suspensions in one (1) semester may be recommended for expulsion from school for the remainder of that semester. If the twelfth day occurs within the last three weeks of the semester, the request for an expulsion may be for the following semester as well as the remainder of the current semester.

A student who accumulates fifteen (15) office referrals may be recommended for expulsion from school for the remainder of that semester. If the fifteenth (15<sup>th</sup>) office referral occurs within the last three weeks of the semester, the request for an expulsion may be for the following semester as well as the remainder of the current semester.

## **DRIVER'S LICENSE REVOCATION POLICY**

New Castle High School reserves the right to prohibit students from obtaining drivers' permits and/or drivers' licenses and/or to revoke students' drivers' licenses under the applicable provisions of state law and school corporation policy. The policy may be implemented for students who are habitually truant (those who have more than ten uncertified absences in a semester), are suspended from school for a second time, and/or are expelled or excluded from attendance at New Castle High School. New Castle High School may also implement this policy for students under the age of eighteen (18) who withdraw from school, including those who withdraw from school in order to avoid the revocation process. The portion of this policy dealing with drivers' permits applies to students aged fourteen (14) and fifteen (15). The policy relating to the revocation of drivers' licenses applies to students under the age of eighteen (18). In the event that the process is implemented, a registered letter will be sent to the parent(s) or guardian(s) of the student. The student and parent(s)/guardian(s) will have due process rights. At the conclusion of the due process procedure if the student is determined to be in violation of this policy, the proper form will be sent to the Bureau of Motor Vehicles.

## **GROUND FOR SUSPENSION OR EXPULSION**

In Indiana, a suspension is defined as a disciplinary action whereby a student is separated from school attendance for a period of ten or fewer school days. An expulsion is defined as a

disciplinary action whereby a student is separated for the balance of the current semester or current year, or suffers some other penalty which automatically prevents completion of the overall course of study in the normal length of time in the school corporation. Within 24 hours, or such additional time as is reasonably necessary, following a suspension, the principal/designee shall send a written statement to the student's parent(s) describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal/designee shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal/designee does not justify extending the period of the student's suspension.

Students who have been suspended or expelled from the regular school setting, following applicable Indiana law, will not be permitted to attend or participate in any extracurricular activity during the time of their suspension/expulsion. Students who have been suspended or expelled are not permitted to participate in extracurricular practice, contests, or performances until the day of their return to the normal classroom setting following the suspension or expulsion.

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to the items in the infraction table and numbered list below. For more information on suspension and expulsion, please refer to New Castle Community School Corporation's Suspension and Expulsion of Students policy.

The rules and regulations regarding suspension and expulsion are strictly enforced within New Castle High School, on the entire school grounds, on the bus (or at school bus pickup areas) at any time, including when traveling to and from school-sponsored field trips and extra/co-curricular activities, functions, or events.

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 the "Possession of a Firearm Rule."

## **GROUND'S FOR EXPULSION**

Grounds for suspension or expulsion are based on student misconduct or substantial disobedience. The following include examples of misconduct or substantial disobedience: Four (4) of these are listed as zero tolerance rules. This means that if these rules are violated, the school will request expulsion (suspended from school for at least the remainder of the semester, or in some cases, for one (1) year) on a first offense. These rules apply on the school grounds at any time, including inside a vehicle, at any school-sponsored activity, and at any school location including the bus stop and on the school bus.

## **THE DISCIPLINARY CODE - EXPULSION**

### **1. Drugs and Alcohol**

*(Numbers 1-5 including inside a vehicle on school grounds)*

1. No person can possess, provide to another person, or be under the influence of any substance which is (or contains) alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogenic drug (or any item which imitates any of the above), whether it is a prescription drug or one that is sold over the counter (without a prescription).
2. No student may provide (by sale or otherwise) any substance that he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or any intoxicant of any kind. A student cannot be part of planning to provide (nor can a student take orders for) any items listed in this section.
3. No student may possess or use any substance that the student has reason to believe is (or that has represented to him/her as) a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
4. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind (no matter if they require a prescription or are sold over the counter).
5. No student may consume or ingest any controlled substance, alcoholic beverage, illicit drug, or intoxicant of any kind before attending school or a school function or event.
6. Any student that is under reasonable suspicion of being under the influence of drugs or alcohol may be subject to an out-of-school suspension and a request for a drug screening before returning to school. If the screen comes back positive it could result in up to five (5) days out-of-school suspension and a request for expulsion.

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

## **2. Criminal Organization (“Gang”) Activity or Affiliation**

During the school day, on or near school property, or at school activities there can be:

1. Absolutely no criminal organization activity or affiliation (including criminal organization signing),
2. No student apparel that could be associated with or identified with criminal organization membership.

## **3. Possession of (Including Inside a Vehicle on School Grounds), Use of, or Transfer of Anything that can be Reasonably Considered a Weapon**

This includes knives or any hard metal that fits into or on a hand (such as metal knuckles, spiked rings, etc.), or anything else that could be used to hurt another person. Having any of the above objects as part of your attire does not make the object legal.

## **4. Possession of a Firearm**

No student shall possess, handle, or transfer any firearm on school property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- Any weapon which will or is designed to or may readily be converted to expel a

projectile by action of an explosive

- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any destructive device that is an explosive, incendiary, or poison gas bomb; grenade; rocket having a propellant charge of more than four (4) ounces; missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce; mine; or any similar devices
- Any weapon that will (or that may be readily converted to) expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half (1/2) inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two (2) immediately preceding examples, and from which a destructive device may be readily assembled.

### **GROUND FOR SUSPENSION OR EXPULSION:**

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

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

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
  - c. Setting fire to or damaging any school building or property
  - d. Prevention of (or attempting to prevent by physical act) the convening or continuing functioning of any school or education function, or of any meeting or assembly on school property
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function
2. Causing or attempting to cause damage to school property and/or stealing or attempting to

steal school property.

3. Causing or attempting to cause damage to private property and/or stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury (or behaving in such a way as could reasonably cause physical injury) to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
6. Failure to report the actions or plans of another person (when the student has information about such actions or plans) to a teacher or administrator where those actions or plans, if carried out, could result in a) harm to another person or persons or b) damage to property.
7. Possessing, handling, or transferring a knife or any object that a) can reasonably be considered a weapon, b) is represented to be a weapon, or c) looks like a weapon.
8. Possessing, using, transferring, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or at a school function or event.

a. Exception to Rule 8: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

- ☒ That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - ☒ The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - ☒ The student has been instructed in how to self-administer the prescribed medication.
  - ☒ The student is authorized to possess and self-administer the prescribed medication.
9. Possessing, using, or transferring any substance that is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including vape pens or "look a likes.
  10. Possessing, using, transmitting, or being affected by caffeine based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
  12. Failing in a number of instances to comply with directions of teachers or other school

personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. Engaging in sexual behavior on school property;
  - b. Disobedience of administrative authority;
  - c. Willful absence or tardiness of students;
  - d. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. Failing to tell the truth about any matter under investigation by school personnel.
  - f. Possessing or using a laser pointer or similar device.

**B. Possessing a Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - b. The frame or receiver of any weapon described above
  - c. Any firearm muffler or firearm silencer
  - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - e. 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
  - f. 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
  - g. An antique firearm
  - h. A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is
  - a. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile

- having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - c. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
  5. Making a false “Bomb Threat” is a federal offense punishable under U.S. Code 18-844e, with a penalty of up to ten (10) years in prison, \$250,000 fine, or both and grounds for suspension and/or expulsion. This penalty also applies to juvenile offenders.
  6. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

### **C. Possessing a Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a. A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

### **D. Unlawful Activity**

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

### **E. Legal Settlement**

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



## **STATUS OF STUDENTS UNDER SUSPENSION OR EXPULSION**

Students who are under suspension by administrative action and those who have been expelled from school are not permitted on Corporation grounds or in the buildings, nor are they allowed to participate in or attend any school-sponsored activity during the period of suspension or expulsion.

## **RIGHT TO APPEAL**

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

LEGAL REFERENCE:      **I.C. 20-33-8-1 et seq.**  
                                 **I.C. 35-47.5-2-4**  
                                 **I.C. 35-41-1-8**  
                                 **I.C. 35-47-1-5**

## **VIOLATIONS AND PENALTIES**

The behaviors listed below may result in one of the following forms of discipline depending on the severity of the behavior and past behavior of the student. An attempt will be made to insure that offenses of a similar nature will be treated in a similar manner, however, it is always understood that the final decision concerning the consequences of any action rests with school administration and their decision will be final pending due process. The penalty progression does not reset at the end of each semester. The table is meant to provide general guidelines. The guidelines are not meant to be all-inclusive, and administration reserves the right to deviate from this table based on the unique circumstances of a particular incident. It is understood that all infractions may not be listed on this table.

<b>Violation</b>	<b>Penalty First Referral</b>	<b>Penalty Second Referral</b>	<b>Penalty Third Referral</b>
Insubordination	Detention/ISS	ISS/OSS	OSS/OSSP Expulsion
Failure to Identify Self	Detention	ISS	OSS/OSSP
Gambling	Detention	ISS	OSS/OSSP
Computer Misuse	Detention	Loss of Privilege	Withdraw – F in

			course
Uncharged or Forgotten Device	Warning	Detention	Detention/ISS
Disruptive Behavior	Detention	Detention/ISS	OSS/OSSP
Failure to Comply	Detention	OSS	Expulsion
Verbal Conflict/ Confrontation	Detention	ISS	OSS/OSSP
Profanity/Obscenity	Detention	ISS	OSS/OSSP
Out of Area	Detention	ISS	OSS/OSSP
Leaving Building without Permission/Truancy (Including Lunch)	ISS/OSS	OSS/OSSP	OSS/OSSP
Dress Code Violation	Warning/ Detention	Detention	ISS
Inappropriate Display of Affection	Warning/ Detention	Detention	ISS
Reckless Driving	Warning/ Detention	Loss of Driving Privileges	Expulsion
Horseplay	Warning	Detention	Detention/ISS
Possession of Drugs or Drug Paraphernalia.  Use of or Under the Influence of Drugs or Alcohol  Selling or Providing Drugs or Alcohol	OSS/OSSP Expulsion	OSS/OSSP/Expulsion	OSS/OSSP Expulsion
Gang-Related Offenses	OSS/OSSP/ Expulsion	OSS/OSSP/ Expulsion	OSS/OSSP/ Expulsion
Threat on a Life	OSS/OSSP/ Expulsion	OSS/OSSP/ Expulsion	OSS/OSSP/ Expulsion
Possession, Use of, or Threat of a Weapon	Expulsion and Turned over to Police	Expulsion and Turned over to Police	Expulsion and Turned over to Police
Vandalism (Including Both Student's and Staff's Property)	Restitution/OSSP/ Expulsion	Restitution/OSSP/ Expulsion	Restitution/OSSP/ Expulsion
Physical Fighting	Police Notified/OSS/ Expulsion	Police Notified/OSS/ Expulsion	Police Notified/OSS Expulsion
Recording/Sharing a Fight (Including on Social Media)	Detention/ISS	ISS/OSS/OSSP	OSS/OSSP
Battery	Police Notified/ ISS/OSS/OSSP/ Expulsion	Police Notified/ISS/ OSS/OSSP/ Expulsion	Police Notified/ISS/ OSS/OSSP/ Expulsion
Intimidation/Bullying/Harassment	Detention/ISS/ OSS/OSSP	Detention/ISS/ OSS/OSSP	Detention/ISS/ OSS/OSSP

	Expulsion	Expulsion	Expulsion
Threats	Detention/ISS	OSS/OSSP	Expulsion
Public Indecency	Referral to Police/OSS/Expulsion	Referral to Police/OSS/Expulsion	Referral to Police/OSS/Expulsion
Sexual Misconduct	Referral to Police/OSS/OSSP/Expulsion	Referral to Police/OSS/OSSP/Expulsion	Referral to Police/OSS/OSSP/Expulsion
Possession of or Smoking Materials/Vape Devices* Chewing Tobacco	2 Days OSS/OSSP/Diversion Program/Issue of Ticket by SRO	5 Days OSS/OSSP	Expulsion
Theft	OSS/OSSP Expulsion	OSS/OSSP Expulsion	OSS/OSSP Expulsion
Firecrackers, Explosives, Stink Bombs	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Inappropriate Physical Contact	ISS/OSS/OSSP/Expulsion	ISS/OSS/OSSP/Expulsion	ISS/OSS/OSSP/Expulsion
Conduct constituting an interference with school purposes	ISS/OSS/OSSP/Expulsion	ISS/OSS/OSSP/Expulsion	ISS/OSS/OSSP/Expulsion
Educational Disruption	Detention/ISS/OSS/OSSP	Detention/ISS/OSS/OSSP	OSS/OSSP/Expulsion
Skiping Class	Detention/ISS	ISS/OSS/OSSP	ISS/OSS/OSSP Expulsion
Unapproved Publications, Petitions, Posters, etc.	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Cell Phone in Classroom	Warning	Detention	ISS/OSS/OSSP
Multiple Students in a Stall	Warning/ Detention	Detention	ISS/OSS/OSSP
Disruption of School due to Social Media usage	ISS/OSS/OSSP/Expulsion	ISS/OSS/OSSP/Expulsion	ISS/OSS/OSSP/Expulsion
Verbal abuse of a staff member	Detention/ISS/OSS/OSSP/Expulsion	Detention/ISS/OSS/OSSP/Expulsion	Detention/ISS/OSS/OSSP/Expulsion
Missed Wednesday detention	Repeat of detention in addition to a second detention being assigned.	ISS in addition to serving Wednesday detention(s)	OSS/OSSP

Inappropriate Social Media Posts	Detention/ISS/OSS/OSSP	Detention/ISS/OSS/OSSP	ISS/OSS/OSSP/Expulsion
Leaving Classroom without Permission	Warning/Detention/ISS/OSS/OSSP	Detention/ISS/OSS/OSSP	ISS/OSS/OSSP
Accusations against a staff member or student proven to be false/untrue	Detention/ISS/OSS/OSSP	ISS/OSS/OSSP	OSS/OSSP

Violations not covered in this handbook but falling under Indiana Code 20-8.1-5.1 or School Board Policy #5610 are grounds for suspension or expulsion and apply when a student is:

1. 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.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event.

There may be some rules not covered on these pages. In that case detentions or suspensions can be issued.

For purposes of this policy, use of tobacco shall include cigar, pipe, snuff, or any other matter or substance that contains tobacco or nicotine as well as electronic, vape pens/devices (whether or not the vapor actually contains tobacco/nicotine) , or other substitute forms of cigarettes.

### **NCHS STUDENT ETHICS AGREEMENT**

All NCHS students are expected to put forth their best effort and do their own work. Plagiarism, cheating, or unauthorized sharing of work is a violation of NCHS student expectations and is subject to discipline as outlined in the student handbook. The definitions of and consequences for plagiarism, cheating, and sharing apply to both physical and electronic resources.

This ethics agreement applies to the following:

- ⌘ Whole or partial texts
- ⌘ Entire assignments

- ⌘ Individual answers
- ⌘ All types of assignments
- ⌘ All subjects

**Plagiarism** includes, but is not limited to, the following:

- ⌘ Unauthorized use of another person's words OR thoughts
- ⌘ Using direct quotes or paraphrases without giving credit to the source
- ⌘ Inadequate (or missing) citations for the use of words or thoughts that are not your own, both in-text and on the works cited or bibliography page
- ⌘ Rephrasing, retyping, or making only minor changes to an original text and passing it off as your own

**Cheating** includes, but is not limited to, the following:

- ⌘ Accessing, using, copying, or unauthorized sharing of teacher resources, files, or documents which could provide answers to classwork
- ⌘ Unauthorized copying or use of sources, either physical (on paper) or electronic (online), and passing them off as your own. This includes, but is not limited to, the following:
  - ⌘ Cliff Notes, Spark Notes, or similar resources
  - ⌘ Book reviews, summaries, or similar resources
  - ⌘ Answer keys, example essays, or similar resources
- ⌘ Sharing your work with others or receiving work from others. This includes, but is not limited to, the following:
  - ⌘ Exchanging, sharing, or receiving copies of written or electronic work
  - ⌘ "Helping" other students by showing them your assignment or providing an example of work you have done
    - ⌘ This includes, but is not limited to, unauthorized sharing of examples of or answers to classwork verbally, physically (on paper), or electronically (online)
    - ⌘ This includes, but is not limited to, unauthorized sharing of or copying of electronic files or study aids by using screenshots, photos, video, text, email, or other communication methods

The consequences of cheating (including plagiarism) are as follows:

1. The first offense per class will result in a zero for the assignment and parent contact.
2. The second offense per class will result in a failing grade for the entire nine weeks.
3. The third offense per class will result in a failing grade for the entire semester.

All incidences of cheating/plagiarism will be reported to the office.

## **ELECTRONIC SMOKING DEVICES**

### **Use or Possession of Electronic Smoking Devices – Diversion Program**

1st offense 2 days OSS/OSSP/Vape Education Program/Issue of Ticket by SRO  
 2nd offense 5 days OSS/OSSP/Issue of Ticket by SRO  
 3rd offense Rec. Expulsion/Issue of Ticket by SRO

Vape Education Program: If a student is guilty of possession or use of an electronic smoking device, whether or not the vapor actually contains tobacco/nicotine or another prohibited substance, the student will be referred to a mandatory diversion class in coordination with the Henry County Justice Department and issued a ticket by the School Resource Officer. Both student and parent must attend the diversion class as directed by the courts. Should both student and parent successfully complete the class the ticket will be expunged. Upon the second violation of this offense a ticket will be issued by the School Resource Officer without the option of a diversion class and processed through the courts.

### **DISPLAY OF AFFECTION**

Kissing, embracing, and close contact are not permissible or appropriate in the building or on school grounds. Inappropriate touching will not be tolerated.

### **DRESS AND GROOMING OF STUDENTS**

There is a definite relationship between appropriate dress habits and proper school behavior. Students should use common sense in their attire. The maintenance of common decency and classroom order requires adequate coverage of the person. Never should anything be worn that is disruptive to school purposes or that draws undue attention to the student. If attire is questionable, as listed in this section, students will be asked to change, cover up with clothes provided by the school, and/or they could be issued discipline. Any time used to change attire will be considered unexcused.

### **DRESS CODE**

1. Wearing apparel that is unclean, unhealthy, or unsafe is not permitted. This includes clothing that is too large to wear (oversized pants and shirts) and wallet chains. Students should also not wear clothing that is excessively torn, including jeans, or pants, or shorts with holes that expose undergarments.
2. Tops must cover the chest area with no cleavage exposed and no excessive exposure of the back and abdomen. Mesh and lace tops must have a compliant garment underneath. Tube tops, strapless shirts and strapless dresses are prohibited. Do not wear clothing that is inappropriate or too revealing.
3. No article of clothing will be allowed that has profanity (including communication with double meanings), racial slurs, satanic references, sexual connotations, or apparel that promotes or advertises alcohol, drugs or tobacco products. Students are not allowed to wear clothing with symbols that are illegal, immoral, and socially objectionable, such as violence, blood, killing, death, or sex. In addition, any apparel that promotes or portrays graphic violence, extremes in antisocial behavior, suggests inappropriate ideas or behavior, or may be a detriment to promoting the orderly function of the school is not allowed.
4. Hats (fish hooks are prohibited) are permitted to be worn in the building and must be school appropriate. A teacher has the discretion to ask for students to remove his/her hat in the classroom. Accommodations will be provided for sincerely-held religious beliefs.
5. Hoods and sunglasses are not permitted in the school building at any time.

6. No bare feet are allowed. Students must wear protective footwear that covers the soles of the feet. Slippers are not permitted in the building at any time. No spurs, spikes or wheels are permitted on shoes.
7. Pants cannot sag below the hips or to the point where undergarments are visible. Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate and will be treated as a disciplinary matter.
8. Blankets are not permitted in the building.
9. Skirts and dresses must be in good taste. The length of skirts, dresses, and shorts must not be overly revealing, nor disruptive to the school environment. Skirts are not so short or tight that one cannot sit in a modest fashion.
10. Students are not allowed to wear face paint during the school day.

### **FIGHTING, BULLYING, THREATS, HARASSMENT OR PROMOTING A FIGHT**

Students are not to participate in any act which bullies, intimidates, threatens or disgraces a fellow student or staff member by means of anything written, verbalized, or gestured (IC 20-33-8-0.2).

Bullying is defined as: any overt, 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 committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other 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;
- 4 Or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from services, activities and privileges provided by the school.

### **Types of bullying:**

Physical bullying, Verbal bullying, Social/Relational bullying and Electronic/Written bullying

**Fighting** - One cannot fight in the school building, on or near the school grounds, going to or from school, at school functions or pass along any information that encourages others to fight. Do not bring out-of-school problems to school. Horseplay on the school grounds will not be tolerated (play hitting, kicking, etc.). Students involved in physical fights may be arrested by law enforcement and released to a parent or guardian.

**FIRECRACKERS, SNAP N POPS, SMOKE BOMBS, EXPLOSIVES, OR ANY DEVICE THAT MAKES A FOUL ODOR**

No one may receive, possess or use any item that is of an explosive nature or that produces smoke or any obnoxious odor.

**GAMBLING OF ANY FORM IS NOT PERMITTED.**

This includes flipping or matching coins, rolling dice for money, having drawings or lotteries.

**INSUBORDINATION**

Insubordination is defined as disrupting the school/classroom learning process in any way. This could be by:

- ❧ Not following classroom rules.
- ❧ Not complying with reasonable requests/instruction of a teacher or staff member, or an administrator.
- ❧ By actions or words, displaying improper conduct

**USE OF PROFANITY OR BEING RESPONSIBLE FOR OBSCENITIES**

This includes written or verbal, in the form of gestures, signs, posters, pictures, badges, publications, bumper stickers, or clothing.

**THROWING OR PROPELLING OBJECTS**

Do not throw snowballs, paper wads, pencils, shoot spitballs or throw or shoot any other item that could injure someone or be a distraction to class or school activities.

**VANDALISM AND/OR THEFT OF STUDENT, SCHOOL, OR STAFF PROPERTY**

You are not to steal, vandalize, or abuse property of others at school nor when going to and from school. Students shall not intimidate other students for the purpose of obtaining value.

A student cannot harass, threaten or harm a NCHS staff member or vandalize their property on or off school grounds or during and after school hours. Staff members have the right to be free from being insulted in a public place by lewd language, vandalism to their personal property and threatening and harassing acts. The regular school discipline policy will apply at all times.



## **DRUG TESTING PROGRAM**

Section: 5000 Students

Board Policy #5530.01

Title: Drug Testing

The Board recognizes the importance of providing learning opportunities for students through involvement in athletics and other extracurricular activities. The Board also recognizes and accepts its responsibility to take a stand against the use of unauthorized and illegal drugs or substances by students at any time.

The Board recognizes the importance of providing learning opportunities for students through involvement in athletics and other extracurricular activities. The Board also recognizes and accepts its responsibility to protect students from the use of illegal and harmful drugs or substances.

## **INTRODUCTION**

The effective date of this program is July 1, 2020. This program does not affect the current policies, practices, or rights of New Castle Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The New Castle Community School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

## **REASONABLE CONCERN**

The New Castle Community School Corporation has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Henry County, Indiana, indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Statistics show that the mission of New Castle Community School Corporation has not been realized. Our commitment to maintaining the extracurricular activities in the New Castle Community School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

## **PURPOSE**

The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended as a result of any verified “positive” test conducted by his/her school under this program other than stated herein.

## **SCOPE**

Participation in extracurricular activities is a privilege. This policy applies to all New Castle Community School Corporation students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to school, from school or during school.

## **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 schools to assist children found to be ill

or in need of treatment.

## **DRUG EDUCATION**

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

## **CONSENT FORM**

It is Mandatory that each student who participates in extracurricular activities sign and return the “consent form” prior to participation in any extracurricular activity. Failure to comply will result in non-participation. Each extracurricular participant shall be provided with a “consent form”, a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at New Castle Community High School.

## **TESTING PROCEDURE**

1. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.
2. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student’s parent/guardian and ask that the student be tested. Factors will include but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a “follow-up test, a student will be required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

6. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.

7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.

8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.

9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performance enhancing" drugs such as steroids may be tested.

10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

### **CHAIN OF CUSTODY**

1. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name will be used.

2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time,

thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time).

3. Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.

5. 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. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.

8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the students random identification number will appear on the results sheet.

## **TEST RESULTS**

1. This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

2. The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different

types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.

3. If the test is verified “positive”, the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and/or parent/guardian will be required to meet with the At-Risk Counselor and be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a “follow-up” test is requested by the principal/administrative designee and the results are reported. A follow-up” test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow-up” test is negative, the student will be allowed to resume extracurricular activities. If a second “positive” result is obtained from the “follow-up” test, or any later test of that participant, the same previous procedure shall be followed. In addition, the New Castle Community School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.

4. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of the “negative” tests will be kept confidential to protect the identity of all students being tested.

5. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee has access to.

## **FINANCIAL RESPONSIBILITY**

1. Under this policy, New Castle Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow-up” drug tests. (Once a student has a verified “positive” test result and has subsequently tested negative from a “follow-up” test, any future “follow-up” drug test that must be conducted will be paid for by the student or his/her parent/guardian).

2. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.

3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

### **CONFIDENTIALITY**

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

### **OTHER RULES**

Apart from this drug testing program, New Castle Community High School Athletic Department and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Test results will not become part of the student's permanent record. Test information will not be disclosed to law enforcement authorities unless subpoenaed in a legal proceeding. In the event that the Corporation is required to release the information, the student and his/her parents will be notified twenty-four (24) hours before the response is made.

Any student who tests positive for any drug other than a prescribed medication shall be removed from the athletic activity, the extra-curricular activity, and/or denied the privilege of driving to school. Legal: I.C. 20-26-3 I.C. 20-26-5-4 I.C. 20-30-15-6 Linke vs. Northwestern School Corporation (763 N.E. 2nd 972)

It is the policy of the New Castle Community School Corporation not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs, activities, or employment as required by Title VI and VII of the Civil Rights Act of 1964, Title XI of the Education Amendment of 1972 and Title II of the Americans with Disabilities Act.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and complaints alleging such discrimination should be directed to:

Assistant to the Superintendent  
Compliance Officer for all Civil Rights issues related to New Castle Community Schools.  
322 Elliot Avenue

New Castle, IN 47362  
(765)521-7201

## **GENERAL INFORMATION**

### **BUS RIDERS**

It is important to remember that riding the bus is strictly a privilege, not a right. You are governed by the same rules riding a school bus as you are at school. The only difference is that, by law, riding the school bus is part of a student's due process. Simply, that means that if you misbehave, the driver has the legal right to refuse you transportation for any length of time he/she deems necessary. Please contact the transportation office at 765-521-7235 with questions regarding bus routes.



## **FUNDRAISING**

NCHS will not permit the sale of candy during the school day. Also, do not carry boxes of candy to classes or into the cafeteria. We encourage “order taking” kinds of fundraisers, but never so it disrupts any classroom. All items being sold in the building must first be cleared through the associate/assistant principal’s office. Never is anything to be sold for personal profit.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they have a pass from a staff member, are accompanied by a teacher, or are office runners.

## **VISITORS TO THE BUILDING**

All visitors to the building must report to the main office. Upon entering the office, a school employee will utilize our Raptor System using the visitor’s driver’s license or other state identification to run a background check. Visitors will be escorted to their desired locations by a school employee or SRO. This applies before school, during school, and after school. The school reserves the right to trespass an individual from New Castle Community School properties.

## **INVITED GUESTS OF STUDENTS**

Only under special circumstances will students’ guests be allowed in the building. Contact must be made and permission granted through the associate/assistant principal’s office one day prior to the visit. No student guests are allowed on exam days, while incurring absences from another school in the area, or if prior arrangements have not been made. Student guests must register in the office. The student must accompany the guest throughout the day and will be responsible for his/her conduct. A guest may visit only one time per school year.

## **PERMITTED STUDENT TIMES IN BUILDING**

Students are permitted in New Castle High School High school as follows:

Normal School Days: 7:30-3:45 p.m.

Two-Hour Delays: 9:30-3:45 p.m.

Students may be in the building outside of these hours only if supervised by school personnel.

Summer: During Summer hours or by permission by school personnel.

## **LOCKERS**

A locker with a combination is furnished to each student. Lockers are the property of New Castle High School and are subject to inspection by authorized school personnel, accessed for maintenance, and search pursuant **I.C. 20-33-8-32.**

The school is not responsible for stolen items, so do not give out your combination to others. Be sure to always keep your lockers locked.

Please follow these rules concerning your locker:

1. Treat your locker in such a way that you do not damage it.
2. Don't write, mark on, or deface the locker in any way.
3. No stickers are permitted.
4. Do not change your locker assignment unless you have been given permission to do so. See the assistant principal's secretary.
5. Lockers are not to be shared.
6. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided or approved by administration. Unapproved locks will be removed and destroyed.
7. Students should not "set" or tamper with locks.

### **MARRIED STATUS**

Students who are married are requested to declare their marital status at the time of their marriage or at the time of enrollment. Maiden names will be used on all school records. However, upon request, a married name will be read at Commencement.

### **MEDICAL NEEDS AT SCHOOL**

#### **Emergency Medical Authorization**

The Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form.

The Emergency Medical Authorization Form will be kept in an easily accessible file in each school building during the school year.

Any time the student is taken out of the Corporation by Corporation employees to participate in a school event (such as field trips, academic contests, music or athletic trips) the staff in charge of the event will take the Emergency Medical Forms for that student. This does not include student spectators at events.

The Corporation will follow the instructions of the Emergency Medical Authorization Form in the event of a medical emergency, provided however that the Corporation will defer to instructions provided by licensed health care professionals and/or first responders on the scene.

#### **Student Emergencies and Accidents**

If an accident or emergency occurs on school property; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, Corporation employees will take all necessary steps to render assistance to the student in good faith, which may include summoning medical assistance, administering first aid by persons trained to administer first aid, notifying administration, notifying the student's parent, and filing accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices.

The administrator in charge must submit an accident report to the Superintendent on all accidents.

### **Administering Medicine at School**

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
  - a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine).
  - b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.
3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.
4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose.

The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

### **Chronic Disease or Medical Condition**

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:
  - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - b. the student has been instructed in how to self-administer the medication; and
  - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

### **Transportation of Medications by Students**

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication; or

### **Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms**

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by Corporation); and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Therefore, Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student. This policy shall not interfere with a health care provider's obligations under Indiana law.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such facility.

### **Student Concussions and Sudden Cardiac Arrest**

Corporation employees shall abide by legal obligations regarding student athletes and avoiding injuries, including informing and educating coaches, student athletes, and parents of student athletes regarding the nature and risk of concussion, head injury, and sudden cardiac arrest to student athletes. The Board has determined that it may enhance school safety to have an automatic external defibrillator (AED) placed in building(s) within the Corporation for use by employees with proper training.

### **Communicable Diseases**

The Corporation will collaborate with and follow regulations from the Indiana Department of Health to meet its obligations to control communicable diseases impacting the school community. See *Policy 8420.01*.

### **Immunizations**

Consistent with state law, the School Board requires that all students be immunized in accordance with the requirements of the Indiana Department of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry. Students whose parents do not provide the required documentation by the first day of school attendance may be granted a twenty (20) school day waiver. However, if the student remains unimmunized at the close of the twenty (20) school day waiver period, the student may not be permitted to attend school, unless the parents have filed a religious or medical exemption in accordance with state law.

The Superintendent or his or her designee will provide information concerning meningococcal disease (meningitis) and its vaccines to students and parents or guardians at the beginning of each school year.

The Corporation shall provide each parent of a student who is entering grade 6 with information prescribed by the state department of health concerning the link between cancer and the human papillomavirus (HPV) infection and that an immunization against the human papillomavirus (HPV) infection is available.

The Corporation shall provide materials concerning immunizations and immunization preventable diseases to parents and guardians of students. Posting the materials on the school building's website shall satisfy the distribution requirement.

The Superintendent shall ensure that all applicable immunization information is complete in the state immunization data registry (CHIRP) no later than the first Friday in February each year.

### **Mental Health Treatment Notification**

Prior to referring a student to a provider of mental health services due to a pattern of aberrant or abnormal behavior, a school official will contact a student's parent. A school official shall also hold a conference with the student and the student's parent prior to referring student to a provider of mental health services.

### **PASSES FOR LEAVING SCHOOL**

Once students arrive at school, they are not permitted to leave the building at any time during the school day without a pass from the attendance office or one of the administrators. If you must leave the building because of an emergency, an illness, etc., you must first sign out at the attendance office. Upon signing out, a parent/guardian must pick you up in the main office. If you leave the building without permission, it will be considered a truancy (includes going out for lunch). The school, by law, cannot allow a student to leave the building without permission from a parent/guardian.

## **THE CAFETERIA**

By observing the following rules you can do your part in helping keep the cafeteria clean, attractive, and a pleasant place to eat:

1. Do not throw food or anything else.
2. Do not cut in line or stand in line to visit.
3. Empty all trash onto the waste containers. Return the trays to the receiving windows.
4. Pick up after yourself and return chairs and tables to their proper places.
5. Please refrain from making loud noises.
6. Do not get up and move from table to table.
7. Do not play with your food.
8. No one is to share food from another person's tray.
9. Tardies to class after lunch will not be excused unless the delay is caused by the cafeteria.

## **DRINKS, BOTTLES AND FOOD**

Bottled water will be allowed to be purchased and consumed during the school day. All other food and beverages may be allowed upon teacher discretion.

Students are prohibited from outside vendors using any type of delivery service.

## **PREGNANCY**

Students who are pregnant must follow the regular rules of attendance. Pregnant students are expected to dress appropriately and to conduct themselves in a manner that reflects their adult status. For health and safety reasons, please do not bring babies to school unless you have been given permission.

## **STUDENT DROPOUT PROCEDURES**

If a student age 16 or 17 wishes to drop out of school, the parent/guardian and the student shall schedule an exit interview with the building principal or his/her designee and must meet one of following three criteria:

1. Financial hardship (student must be employed to support a family or dependent)
2. Illness (Statement from a medical doctor)
3. Court order

The parent, student and principal must all agree on a decision. If any one of the three parties disagree, the student shall remain in school (P.L. 38-1993).

Pursuant to IC 20-33-8-1 and to IC 9-24-2-1 (a) A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who does not meet the above condition.

## **GOING IN OR THROUGH NEW CASTLE MIDDLE SCHOOL**

Students are only permitted to go through New Castle Middle School with permission or a pass

by school personnel.

### **RECORDING DEVICES AND LASER POINTERS**

None of the above items will be allowed to be used in the building during the school day without permission from an administrator.

### **ACCIDENTS**

Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

### **FIRE DRILLS**

The drill will be signaled by a continuous sound from the alarm system. They will be held at regular intervals as required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

### **TORNADO DRILLS**

The drill will be signaled by a continuous sound from the P.A. system. Please be serious in following teacher directions. When you arrive at your assigned area, sit down and be silent. You need to refrain from talking to be able to hear instructions.

### **MEDIA CENTER SERVICES**

Hours: 7:45 a.m.-3:30 p.m. Monday through Friday

Circulations: Magazines, reference and reserve books, information files, AV materials; overnight, non-reference books; 3 weeks with renewal as needed.

Fines: 5 cents per school day

### **MESSAGES AND TELEPHONES**

Messages to you from a parent/guardian will be delivered if they are of an emergency nature. Other types of messages will not be delivered. A student should not be released from class to use the telephone. Students are not to tie up the phones with social-type calls. Telephones are to be available for business and emergency calls. The office telephones are for faculty and administration use only. Students will use these telephones only in cases of extreme emergency and with permission from a staff member.

### **RESTROOMS**

You may use the restrooms before and after school, between class periods, and at the beginning and end of each lunch period. You are expected to keep them clean. Do not litter or smoke in the restrooms, write on the walls, or damage the facilities in any way. If you are feeling ill, report to the nurse's office; do not remain in the restroom. Bathroom passes during class time is at the teacher's discretion. Students may not take their phones into the restroom during class



time.

### **CELL PHONES, LAPTOPS AND TABLETS**

Laptops computers and tablets may be used during the school day if used in an appropriate manner. Cell phones may be carried during the school day. Cell phones must be silenced and put away during instructional periods unless there is permission from the teacher to use the cell phone in an educational manner. If the cell phone is out during class time or an audible notification is heard during class a penalty may be given for insubordination.

The following are inappropriate uses of Cell Phones, Laptops, and Tablets: harassment, threats, intimidation, electronic forgery, cyberbullying/cyber threats, and invasion of personal rights, cheating on test/exams, or other forms of illegal behavior during the instructional and non-instructional day. Photographing, videotaping or otherwise recording individuals is strictly prohibited without teacher/administrative approval. Students shall not capture, display, send or possess pictures of a sexual nature. A violation of any of these may result in suspension or expulsion.

### **BACKPACKS AND BAGS**

Students are allowed to carry backpacks to classes. All backpacks must be stored under student desks or in designated areas as determined by the teacher.

### **PETITIONS**

No petitions shall be circulated or distributed without the principal's approval.

### **PRINTED MATERIALS**

Any written or printed materials produced, posted or otherwise circulated or distributed in New Castle High School must meet certain criteria. It must be inoffensive, in good taste and not obscene or profane. If it is not a staff-approved item (Phoenix, publicity, pictures, etc.), it must be approved by an administrator before it can be distributed or posted in the high school.

### **SQUIRT GUNS**

Squirt guns are not to be brought to school.

### **STUDENT DRIVING AND PARKING**

1. The parking lot west of the field house is for the New Castle Career co-op students and staff. You must have permission to park there. (This includes band members and athletes.)
2. There is no parking permitted for NCHS students at NCMS.
3. The parking lot east of the field house is the Senior Lot. Only students who have purchased spaces are permitted to park in this lot.
4. Sitting in cars during the day is not permitted. Students must leave their vehicles upon arrival at school.
5. Speeding or careless driving on school grounds or bordering streets is not permitted. There is a 15 mile per hour speed limit on school grounds.

6. The Indiana seat belt laws are also enforceable on school grounds.
7. Park your vehicle properly, meaning straight between the lines and in a proper parking space.
8. You can only return to your vehicle with administrative approval and escorted by an SRO.  
Bring books, assignments, folders, lunch money, or anything you might need during the day into the building upon arrival. It is your responsibility to bring such items into school.  
Always roll up windows, close sunroofs, and lock your vehicle.
9. Students must report all accidents to the office.
10. Keep stereos' volume low while on school grounds.
11. Students must register all vehicles being driven to school through the assistant principal's office. Failure to register could result in the vehicle being towed at the owner's expense and possible detention.
12. All students in 9<sup>th</sup>-11<sup>th</sup> grades should only park in the South Lot.

These rules are in effect to and from school, including on the school grounds and at all school-sponsored activities, such as athletics, contests, vocational programs and school transportation.

### **SCHOOL FOOD SERVICE**

**\*For the 2023-2024 school year, all students will receive free breakfast and lunch through the CEP Program.**

The School Food and Nutrition Department provides breakfast, lunch, and special services to all schools within the New Castle Community School Corporation.

### **BREAKFAST**

Breakfast is provided at no cost in all cafeterias daily including days when schools are on a 2 hour delay due to weather conditions. Students can purchase an additional breakfast at a cost of \$3.25. Adults may purchase a breakfast for \$3.75

### **LUNCH**

Lunch is available to all students at no cost. Each student will have at least 2 entrees to choose from daily. Lunch menus are available to view on the corporation website. All meals are based on the nutrition requirements outlined in the Healthy Hungry Free Kids Act of 2010. Copies of these requirements may be obtained by contacting the USDA. Students have the option of bringing a nutritional meal from home. Parents/Guardians can set up an account to view student purchases and add funds for ala carte purchases at [family.titank12.com](http://family.titank12.com). Students may purchase an additional meal at a cost of \$4.00. Adults may purchase lunch for \$5.00.

### **STAFF**

A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts. Staff members must have a point of sale account to charge meals. Any staff member may ask that a point of sale account be created where prepaid amounts can be deposited.

Funds remaining in staff accounts will be rolled over to the next year. Staff members who leave the district have 30 days to ask for a refund of their lunch/meal account. If no response is received within 30 days the staff member's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to a student donation account in the point of sale system to be used to pay outstanding meal charges.

All negative balances must be paid by the end of the school year.

### **COLLECTION OF UNPAID DEBT**

**All grade levels:** One month prior to the end of the semester negative balance letters will be modified to alert guardians and parents that balances in excess of -\$30.00 will be turned over to a collection agency at the end of the semester. Negative balance letters will be mailed out to all students with negative balances in excess of -\$20.00 one week prior to the end of the semester. At the end of the semester, any family that has a balance greater than -\$30.00 will be turned over to a collection company. All student accounts turned over for collections are zeroed out and students start with a zero balance. A list of all accounts turned over to collections is kept by the Food Service Office. Payments for balances turned over to collections are accepted only in the Food Service Office located in New Castle High School.

### **END OF YEAR BALANCES**

**All grade levels:** Funds remaining or negative balances less than -\$30.00 in student account will be rolled over at the end of the school year and will automatically be applied to the students account the following school year. Requests for refunds of positive balances can be made by

contacting the Food Service Office located in New Castle High School. A custodial parent or guardian or graduated student may make the request. The person making the request must come into the Food Service Office, provide proof of identification and sign the request form. Payments will be mailed within 30 days of the request. The student account will be zeroed out and a note placed on the account that a refund has been processed. Students who graduate, transfer, withdraw or are expelled from the corporation have until the last day of the school year in which the money was deposited, or within 30 days, whichever is less to request that their lunch/meal food service account be refunded or transferred to another student's account. If no response is received within this time frame the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to a student donation account in the point of sale system to be used to pay outstanding meal charges.

### **FREE AND REDUCED-PRICE MEALS**

**\*For the 2023-2024 school year, all students will receive free breakfast and lunch through the CEP Program.**

Students whose families meet requirements for the free and reduced price meals may obtain an application from the office.

The school corporation shall provide eligible children with lunch at a reduced rate or at no charge to the student. It also shall provide breakfast in accordance with provisions in I.C. 20-26-9-1 et seq.

Eligibility of students for free or reduced-priced meals shall be determined by the criteria established by the Child Nutrition Program.

The School Board has designated the Director of Food Services to determine the eligibility of students for free and reduced-price meals in accordance with the criteria issued annually by the Federal government through the State Department of Education.

The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

The Corporation shall follow the current Federal and State statutes and regulations governing school lunch programs, including but not limited to those governing the application process, accounting standards, and audit requirements of the Free and Reduced Lunch Program. All employees responsible for the collection and processing or auditing of free and reduced price lunch applications shall be trained in the requirements of the Free and Reduced Lunch Program, including but not limited to the eligibility requirements, accounting standards, and audit requirements.

## **SPECIAL DIETARY CONCERNS**

If your child has a food allergy, food intolerance or other special dietary need please contact the Food Service Office at 765-521-7240. A recognized medical authority must identify a student's special dietary needs in a signed statement before any changes can be made. The school nutrition program then decides the changes that can be provided on a case by case basis.

## **INSUFFICIENT FUND CHECKS**

Insufficient Fund Checks will be withdrawn from the students account and letters will be sent home immediately. Upon receipt of a second insufficient fund check, the child's account will be flagged and no further personal checks will be accepted. Payment for insufficient fund checks can be made at the child's school or at the Food & Nutrition Office located at 329 South 5th Street, New Castle, IN 47362. Telephone (765) 521-7240; Fax (765) 521-7239.

The Department of Student Nutrition Services offers additional services upon request. For further information, you may contact the Food Service Office at 329 South Fifth Street, New Castle, IN 47362 telephone: 765-521-7240.

## **Student Privacy, Parental Access to Information, and Inspection of Materials**

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- ☞ political affiliations or beliefs of the student or his/her parents;
- ☞ mental or psychological problems of the student or his/her family;
- ☞ sex behavior or attitudes;
- ☞ illegal, anti-social, self-incriminating, or demeaning behavior;
- ☞ critical appraisals of other individuals with whom respondents have close family relationships;
- ☞ legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- ☞ religious practices, affiliations or beliefs of the student or his/her parents; or
- ☞ income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- ☞ Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- ☞ The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

### **Parent's Right to Know**

Upon a parent's request, the School Corporation will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

### **Testing**

Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the School Corporation. More information about Indiana's testing requirements is available at: <http://www.doe.in.gov/assessment>.

### **Pesticide Use**

On occasion, the Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation's Pesticide Notification Registry.

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry. Forms are available in each school's office.** Notification will be given at least two days before

planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The Corporation will keep records of pesticide applications and information about the pesticides used for two years. Anyone may request to review these records by contacting the corporation's Director of Buildings and Grounds at [765-521-7201].

### **Indoor Air Quality (IAQ)**

In accordance with School Board policy, the Superintendent has appointed Richie Broyles to serve as the Indoor Air Quality (IAQ) Coordinator for the Corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation. The IAQ Coordinator may be contacted at amcdaniel@ncweb.me

### **Asbestos**

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, the School Corporation is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact Adam McDaniel, Chief Operations Officer.

### **Meningococcal Disease**

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child's health care provider about meningococcal disease and vaccination.

### **School Wellness Policy**

New Castle Community School Corporation has in place a school wellness policy that includes methods to promote student wellness, prevent and reduce childhood obesity, and comply with legal requirements for school meals and other food and beverages made available at school. This Wellness policy is available online under Board Policy 8510.

## **WITHDRAWING FROM SCHOOL**

Any student who is anticipating withdrawing from school should contact the Guidance Secretary. At that time, the student will be given a Withdraw Form that describes the procedures necessary to properly withdraw from attendance at New Castle High School.

If a student is withdrawing from school for a reason other than transferring to another school corporation and the student is not emancipated, the parents/guardians of the student shall be contacted by the school to inform them of their student's request to withdraw from school and his/her stated reason for withdrawal.

When a student withdraws from school textbook/Chromebook rental refunds will be pro-rated by the number of days a student has been enrolled. No refunds will be issued for lab fees or consumables (workbooks, folders, etc.) that have been issued. For more information, please refer to Policy 8330 Withdrawal from School.

## **GRIEVANCE PROCEDURES**

A grievance procedure is available to students (and parents of students) who believe they have reason for a complaint in regards to action or lack thereof on the part of a school employee or others acting on behalf of New Castle Community Schools. The procedure may be found a part of Public Law 29-318. A form for filing a grievance may be obtained from the school corporation website or contact:

Mr. Adam McDaniel, Assistant to the Superintendent

Compliance Officer for all Civil Rights issues related to New Castle Community Schools.

322 Elliot Avenue

New Castle, IN 47362

(765)521-7201



## **ACADEMICS**

### **GUIDANCE**

New Castle High School counselors are committed to helping our students navigate their high school experience and plan their post-graduation choices. From planning class schedules to offering personal counseling sessions, counselors can help students make decisions and answer questions that directly affect the educational and social well-being of the students.

The counseling department is a great place to get information about colleges and trade schools. The counselors provide information to help find the needed money for post-graduation plans, guide students through the college application process and provide all of the needed information for college entrance exams. Look for important messages and updates on the high school counseling website.

Furthermore, college and vocational/technical school reference materials and career information are available in the counseling center or media center. College applications, SAT, and ACT registration forms, and FAFSA forms are also available in the counseling center.

Last but not least, based on Indiana State Code **IC 20-28-10-17** and **IC 31-32-11-1**, when a school counselor has a counseling session with a student, the information is treated as confidential. During a session, if a student reveals in a session that 1) there has been past abuse/is current abuse, 2) harm had been inflicted on someone, or 3) someone is intending to harm another, then the counselor is *required* to follow state law and local board-adopted policy and report this to the appropriate agency(ies) that deal with such matters.

#### **Guidance Counselors:**

A-F Mrs. Bimber

kbimber@ncweb.me

G-M Mr. Conklin

tconklin@ncweb.me

N-Z Mr. Tucker

btucker@ncweb.me

#### **CHANGE OF ADDRESS**

Any time a student moves and/or contact information changes, it is the responsibility of the parent(s) to contact the Guidance Office with required proof of residency documents and/or updated contact information.

#### **COLLEGE VISITATION POLICY**

Students are allowed to take a total of five combined (5) days to visit colleges during their junior and/or senior years. Students are required to make their own arrangements with the college's Office of Admissions for an appointment. After the appointment is made, the student must get a field trip form from the high school's Attendance Office or Counseling Center and have his/her teachers, a parent, and their counselor sign the form. The form must be turned in to the high school's Attendance Office at least two (2) days before the visit. Upon the first day of returning to the high school after the college visit, the student must give the Attendance Office a written statement from the college that confirms the visit in order to have the absence excused;

otherwise, the absence will be unexcused. No college visit will be approved during final exams or after the first Friday in May unless initiated by the college for testing/registration purposes. Exceptions to the policy may be approved only by an administrator.

### **NATIONAL HONOR SOCIETY**

Juniors and seniors with a cumulative 3.5 G.P.A. are eligible for selection into the National Honor Society. Selection is based on four (4) criteria: Scholarship, Leadership, Service, and Character. A faculty council, representing the instructional staff, receives each candidate's qualifications and selects by a majority vote. Honor Society membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, service, and character. Selection is made during the fall semester of each school year. Selection to membership in the National Honor Society is a privilege. No student has the right to be a member, only the right to be fairly considered for membership.

### **HONOR ROLL**

In order to make the honor roll, a student must 1) have a 3.0 G.P.A. or above with no class grade below a 2.0 ("C") and 2) be working toward a minimum of five (5) credits with no incomplete grade(s). A student suspended/withdrawn from class for attendance or discipline problems is not eligible for honor roll recognition.

### **NON-PROGRESS POLICY**

The semester grade may not be lower than the two (2) grading periods and final average in the course unless the student has stopped working the final six (9) weeks of the semester, the teacher has notified the parent in writing of this at least two (2) weeks prior to the close of the semester and the teacher has filed a copy of the notification with the counseling department. This policy assumes two (2) things:

- a) The notice is sent in sufficient time to permit the student to correct the situation.
- b) The teacher has made a reasonable effort through conferences with the student to achieve improvement.

In order to pass for the semester, a student must have earned a passing grade for at least one of the quarters.

### **MAKE-UP WORK**

Students who are absent will be required to make up work missed in each class. Homework should not be requested from the Counseling Center until the third day of absence. Upon return, one day for each absence (with a given maximum of (3) days) will be allowed to complete make-up work (except as hereinafter provided). Only in extreme cases of prolonged absence will more than three (3) days be allowed for work to be made up. It is the student's responsibility to obtain all make-up work from his/her teachers. If the building has a detention or in-school suspension program, work missed due to an unexcused absence or a suspension from school will be made up on a day (and in a place) designated by the building policy. If the building has no detention or in-school suspension program, the work shall be made up as provided. In order for the student to receive full credit for any tests or work in the class(es) from which he/she is truant or suspended from school, the work is made-up during detention or during OSSP.

## **COURSE AUDITS**

Any course that is retaken for a better grade becomes an audited course in the student's permanent record. The student benefits from the higher grade, but both grades will appear on the final transcript. The audited course name includes an asterisk. The lower grade will be removed from a student's grade point average and the credit will be removed.

## **TRANSCRIPTS**

If a present student needs to request a transcript, the student will need to set up a Parchment account. This can be found on the counseling website. The student's counselor can help set up the account as needed.

## **COURSE WITHDRAW/CLASS CHANGES**

Class changes will be honored within the first two weeks of a semester. Thereafter, any dropped classes will result in an F for the semester.

## **EARLY GRADUATION**

Students applying for Early Graduation must submit an application with his/her counselor by the end of the first quarter of the Fall Semester. All state requirements must also be met.

## **SENIOR PRIVILEGE GUIDELINES & PERMISSION FORM**

**SENIOR PRIVILEGES:** It is the intent of New Castle High School to teach students to make good choices and to use their time wisely. Senior privileges are meant to help our students prepare for life after high school. A senior must apply for and meet the requirements of Senior Privileges before they are granted them.

The following are the privileges granted to seniors who meet the requirements, apply for and are granted Senior Privileges:

- ❧ Seniors whose schedule will allow them to arrive for 2<sup>nd</sup> period must arrive at school no later than 5 minutes before their second period begins.
- ❧ Seniors whose schedule will allow them to leave before 7<sup>th</sup> period must leave after their 6<sup>th</sup> period class (However, all students with this privilege must leave school grounds. If a senior would like to stay at school they must notify the administration office. In addition, if the student would like to go to the media center, that student needs to get a pass in advance from a teacher or counselor.
- ❧ Seniors whose Career Center will allow them to leave at the end or beginning (4<sup>th</sup> period) of classes will be allowed the privilege but must arrive in class on time.

### **Requirements:**

- ❧ Maintain 5 classes with passing grades in all subjects with at least a 2.0 GPA. (Note: this will be reviewed from the midpoint through the end of each quarter of the senior year.)

- ❧ Maintain a satisfactory discipline record, e.g., no in-school or out-of-school suspensions or major infraction.
- ❧ Parent/guardian must report to the school to sign the permission form. (Exception will be if the administration or counselor communicates on the telephone to get permission.)

**Loss of Privilege:** (Loss of Senior Privilege begins on the date that consequences are assigned for an infraction.)

- ❧ Failure to maintain a passing grade in a course or a 2.0 GPA.
- ❧ Involvement in a discipline problem that results in a suspension from school or that the administration deems worthy of loss of privilege.
- ❧ Taking a student who does not have senior privileges off campus.
- ❧ Parents may rescind permission at any time.

## **ASSISTANCE**

Students are encouraged to contact their teacher(s) for individual assistance when necessary. Teachers are typically available before school starting at 7:30 a.m. and after school until 3:45 p.m. Other arrangements may also be possible for students with special needs.

## GRADUATION REQUIREMENTS

1. Students must complete all required classes, and a total of 40 credits is needed to graduate. (See your counselor for class requirements.)
2. Eight (8) semesters of attendance are required to graduate. Any deviation must be approved by the principal.
3. Students must meet a Graduation Pathway that is required by the State of Indiana in order to graduate.
4. An Academic Honors Diploma is available to students who pursue a specific, demanding course of study. Any student interested should contact his/her counselor to determine eligibility requirements.

<u>Grade Classifications</u>	<u>Grade Point Average</u>		<u>Weighted G.P.A</u>
9th grade = 0 - 8 credits	A+	4.3333	5.3333
10th grade = 9 - 17 credits	A	4.0000	5.0000
11th grade = 18 - 27 credits	A-	3.6667	4.6667
12th grade = 28+ credits	B+	3.3333	4.3333
	B	3.0000	4.0000
	B-	2.6667	3.6667
	C+	2.3333	3.3333
	C	2.0000	3.0000
	C-	1.6667	2.6667
	D+	1.3333	1.3333
	D	1.0000	1.0000
	D-	0.6667	0.6667

<u>Grading Scale</u>	<u>Letter Grade</u>
98-100	A+
92-97	A
90-91	A-
88-89	B+
82-87	B
80-81	B-
78-79	C+
72-77	C
70-71	C-
68-69	D+
62-67	D
60-61	D-

The semester grade is the average of the grades earned in each grading period and the final examination. It is the semester grade which is recorded on the student's permanent record. Weighted courses will have 1 point added to the student's GPA provided the student takes the AP exam.

New Castle High School currently has a Top Ten recognition for our high-achieving students, including a valedictorian and salutatorian.

Starting with the class of 2027, NCHS will be utilizing the Latin System of recognizing students:

Summa Cum Laude: GPA of 4.0 and above

Magna Cum Laude: GPA of 3.7-3.99

Cum Laude: GPA of 3.5-3.69

There still will be a valedictorian and salutatorian in this format. NCHS will also have special recognitions for the classes of 2024-2026 as this system is phased into place.

New Castle High School classes that are Advanced Placement (AP) and Dual Credit are weighted at a one full point increase for grade point average purposes.

A student who chooses to take an outside course through an accredited school, college/university should make an arrangement with their school counselor prior to doing so. If the class is a dual or AP course, the weighted grade will be allowed.

## **STUDENT ACTIVITIES**

### **SCHOOL DANCES**

New Castle High School students bringing out-of-town guests to school-sponsored dances must register that guest. School-sponsored dances are for NCHS students and their guests not over 20 years of age and no younger than 9th grade. Picture identification is required for all school dances. Administration has the right to deny non-student admittance. Non-admittance would be based on violation of NCHS rules and regulations and/or public law. Any guest from another school corporation must be in good standing with their home school to be approved to attend.

Former New Castle High School students who are currently not enrolled in our corporation may not be able to attend any dances if they served an out-of-school suspension or were expelled while enrolled at New Castle High School.

A background check may be required for a non-New Castle High School graduate to attend any dance.

A student who is serving an out-of-school suspension the Friday before or Monday after the dance may not attend that specific dance.

Students who violate school policies at dances are subject to disciplinary action, including the loss of future dances and extra-curricular activities.

### **PROM REGULATIONS**

NCHS prom is held for juniors and seniors and their dates/partners. In order for a 9th or 10th grader to be eligible to attend, they must be paired with a junior or senior when the tickets are purchased and they must be accompanied by that person to the dance. No student under 9th grade or over the age of 20 will be permitted to attend. Again, picture identification will be required for all school dances.

### **ACTIVITIES AND CLUBS**

Try to participate in something extra. There is really something for everyone and in all likelihood it will make your school year more meaningful. The following are examples of extra-curricular activities available at New Castle High School:

Art Club, Jazz Band, Jazz Ensemble Team, Speech & Debate, Athletics (Membership in IHSAA and Hoosier Heritage Conference), Academic Teams, Percussion Ensemble, Color Guard, Winter Guard, Renaissance, Chess Club, Choir, Jazz Choir, RHB, United Voices, Fellowship of Christian Athletes, Creative Writing, Student Government, Vocational Honors, National Honor Society, Junior Optimist, AgVenture, JAG Chapter Association, Thespians Society, Phoenix, Guitar Club, Bowling, Rosennial, Band, Environmental Club, Machinist Club, Super Smash Bros Club, and Theater Technician.

New Castle High School is affiliated with the New Castle Career Center. Career Center clubs available to high school students enrolled in area programs are:

Health Occupations Students Association (HOSA)

Business Professionals of America (BPA)

Family, Career and Community Leaders of America (FCCLA)

Skills USA

### **ASSEMBLIES AND CONVOCATIONS**

At all times the students' behavior should be refined and courteous. An indication of the culture level of a school is the conduct of its student body during assemblies and lunch. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, throwing items, boisterousness and talking during a program.



## **ATHLETIC ELIGIBILITY**

NCHS students must be enrolled in six classes and pass five classes to be eligible for participation.

Violations not covered in this handbook but falling under Indiana Code 20-8.1-5.1 or School Board Policy #5610 are grounds for suspension or expulsion and apply when a student is:

1. 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.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event.

There may be some rules not covered on these pages. In that case detentions or suspensions can be issued.

## **FOR HELP**

There are times when students are burdened down with out-of-school pressures and problems. We would hope that if this is true, you would seek some sort of help. Some logical people to turn to would be: your counselor, an administrator, the school nurse, a crisis team member, or a teacher with whom you feel comfortable. What you discuss with them would, in most cases, be confidential. If they can't help you, every effort will be made to direct you to someone who can.

### **Help Numbers:**

Adult Basic Education	765-521-7228
Anchor Behavioral Counseling	765-529-3370
Anderson Center	765-646-8444
Centerstone Counseling	765-521-3010
Christian Love Center	765-521-2837
Department of Child Services	765-529-3450
Food Stamps and Medicaid	800-403-0864
Headstart	765-529-4403
Henry County Pregnancy Care Center	765-529-7298
Meridian Counseling	765-521-2450
National Suicide Hotline	800-273-8255
New Castle Area Special Services	765-521-7223
New Castle Vocational and Cont. Ed.	765-593-6680
St. Vincent Stress Center	800-872-2210
Text-a-Tip	888 777 (Text "Tip 33 Help" include school name and message)
Whitewater Care Pavilion	765-825-7890
Women's Clinic	765-529-4403

### **Other Important Numbers:**

Athletic Department	765-593-6685
Technology	765-593-6691
Attendance Office	765-593-6675

Transportation	765-521-7235
New Castle Career Center	765-593-6680
Special Education Office	765-521-7223
Food Service	765-521-7240
Bundy Auditorium	765-521-7237