

North Vermillion Jr/Sr High School

Student/Parent Handbook 2023-2024



“It’s a great day to be a FALCON!”

**5555 N. Falcon Dr.
Cayuga, IN 47928**

MISSION STATEMENT

To support unique learners in a safe and loving environment as they soar into their future as part of the Falcon family.

EQUAL EDUCATIONAL OPPORTUNITY

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development and opportunity. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program conducted by the North Vermillion Community School Corporation. The Board of Trustees shall treat its students without discrimination as this pertains to, among other things, course offerings, athletics, counseling, employment assistance and extracurricular activities.

HISTORY

The North Vermillion Community School Corporation came into existence on January 1, 1961 with the merging of the three school townships, Highland, Eugene, and Vermillion. High school was held in each respective community until the spring of 1964. In the fall of 1964, classes were held at North Vermillion High School for the first time, with the original high school facility planned for grades 9 through 12. After an addition was opened in 1976, the Junior High School was added to the facility, with the total area under roof at 139,000 square feet. There are 33 teaching stations. Features of the building include a state of art computer system, a distance learning room with 2-way interactive video, a 2,000 seat gymnasium, Junior Olympic-size swimming pool, cafeteria, kitchen, Media Resource Center, six-station shop area, 402 seat auditorium with complete sound and light systems, band room, choral area, air conditioning, with site development including an all-weather track, football field, baseball diamond, softball diamond, tennis courts, paved parking, and cross-country course.

IMPORTANT INFORMATION TO REMEMBER

Administrative Office: (765) 492-3364
Athletic Office: Ext. 5162
Attendance Office: (866) 346-2766
Guidance Office: Ext. 5119
FAX: (765) 492-7006
College Code Number: (ACT/ SAT) 150455

NORTH VERMILLION COMMUNITY SCHOOL CORPORATION BOARD OF EDUCATION

President: John Bean
Vice President: Brian Hughes
Secretary: Sadie T. Paige
Members: Joan E. Hathaway, Jason D. McLain, William Fulton, Brandon Thomann
Superintendent: Mr. Dan Nelson
Treasurer-Bookkeeper: Shelly Harrison
Secretary- Deb Harding

Corporation Attorney: Joel Wesch

SUPPORT STAFF

Hilary Gibson-Blank, Guidance Assistant
Kara Porter, Curriculum Director/Technology Integration
Donna Conrad, Special Services Aide
Mike Davis, Maintenance Supervisor
Roxanna Dunavan, Head Custodian
Nikki Hall, ECA Treasurer

Ruth Moody, Head Cook
Todd Turner, Technology Assistant
Cara Jumps, Nurse's Office
Kelly Rice, Life Skills Aide
Tari Stewart, Life Skills Aide
Ed Kent, Family & Student Support Coordinator

NORTH VERMILLION JUNIOR-SENIOR HIGH SCHOOL

Monty Kirk, Principal
Kimberly Britton, Assistant Principal
Martin Brown, Athletic Director
Jason Grace, Technology Director
Melanie Bean, Guidance

NORTH VERMILLION JUNIOR-SENIOR HIGH SCHOOL FACULTY

Ben Blank, Special Services
Diane Burch, Mathematics
Steve Burrows, English
Kendra Chobanov-McCann, Special Services
Kim Clarey, Business
Brian Crabtree, PE
Christian Crum, Special Services
Joseph Culbreath, Mathematics
Robby Davis, Social Studies
Bethany Frost, English Interventionist
Charity Hirose, English
Philip Leonard, Science
LeeAnna Mullins, Spanish

Lacy Romig, Agriculture
Bruce Scaggs, Science
Trevor Smith, Social Studies
Amaria Spivey, English
Jo Ann Spurr, Science
Wade Statzer, Mathematics
Brianna Walters, Science/Mathematics
Ben West, Music/Band/Choir
Cody Wright, PE/Health
Melissa Greenhalgh, Art
Jodee Brown, Math Interventionist

Commission

The North Vermillion Jr.-Sr. High School holds a First Class commission from the State of Indiana for grades 7-12.

General Information

Building and Grounds

North Vermillion Jr.-Sr. High School is located one mile north of Indiana Highway 234 on Indiana Highway 63 on a 77.3-acre plot. The mailing address is 5555 North Falcon Drive, Cayuga, IN 47928.

Our building is seen by many parents, by community members, by many visitors, as well as by our students and teachers who are in the building daily. The building's appearance is a reflection on the student body. Take pride in your school and take care of it.

Everyone appreciates cleanliness and beauty. Because our school is beautiful we can keep it that way by depositing all trash in proper containers. Do not drop paper or trash on the floors of the rooms, corridors, or outside the building. Soft drinks or other beverages are not to be consumed in carpeted areas.

Damage to the building and grounds is detrimental to morale and to the persons interested in North Vermillion Jr.-Sr. High School. It is also illegal with severe penalties for those causing such damage.

Indiana law related to intentional damage is as follows;

"Whosoever maliciously or mischievously injures or causes to be injured any property of another, or any PUBLIC PROPERTY, is guilty of a malicious trespass and on conviction may be fined a sum equal to two fold the value of the damage done, or a fine or not less than five dollars (\$5) nor more than one hundred fifty dollars (\$150) or imprisonment in the county jail or penal farm for not more than twelve (12) months."

Book Rental and Class Fees

Book rental service is provided for all students. Rental fees are based on those books that are used throughout the year. Certain classes have supply fees. Students are expected to pay their book rental and class supply fees when they receive their books. Lost or stolen books are the responsibility of the student. Questions should be directed to Nikki Hall 765-492-5113.

Free Book Rental (BOOKS ONLY — NOT FEES)

Free book rental is available to those who qualify under Indiana State law. Application forms for this program are available in the front office.

School Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. Patrons are advised to monitor the following radio and television stations for such notifications:

RADIO: WCDV V-103

TELEVISION: Channel 2-WTWO & Channel 10-WTHI in Terre Haute

School Messenger will also be utilized to phone all parents, guardians and staff with updates on school closings or delays. Closing information will also be available on the school web page and Facebook page.

Text and emails from Eventlink calendars will be sent.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Each morning the opportunity will be provided for students to voluntarily recite the Pledge of Allegiance in each classroom on the school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate if: a) the student chooses not to participate; or b) the student's parent/legal guardian chooses to have the student not participate. Students who are exempt from reciting the Pledge of Allegiance shall remain quietly standing or sitting while the others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge.

Upon conclusion of the Pledge of Allegiance there shall be a moment of silence. During the moment of silence each student sitting or standing shall remain quiet while each student may, in the exercise of the student's individual choice, meditate, pray or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice. Students are reminded that this "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This activity precludes students from using this occasion to pray audibly or otherwise speak in unison.

During the Pledge of Allegiance and moment of silence the student code of conduct applies to disruptive behavior during these activities in the same manner as provided for in other circumstances of such behavior (IC 20-30-5-0.5)

Lost and Found

Articles that are found should be taken to the front office and given to the secretary. These items will be kept in the nurse's office. Articles should be turned in immediately to facilitate quick recovery.

Telephones

The office telephone is a business phone and may only be used by students for emergency purposes. Students are to refrain from using the telephone during class time. Should the need arise for a student to make a phone call, permission from the office secretary or other main office staff should be obtained.

Change Bank

Money will be available in the treasurer's office for change only.

Student Insurance

Student insurance, covering student injuries which might occur during school hours and while participating in school sponsored and supervised activities, is available to all students of North Vermillion. If this insurance is taken, the contract is between the individual and the insurance company and has no connection with the school corporation other than making the service available for our students.

ANNOUNCEMENTS/COMMUNICATIONS

Students wanting to have announcements read must have the approval of a building level administrator. Any posting of sale bills, flyers, petitions, announcements, etc. must have the approval from the administration prior to initiating such information. Failure to comply may result in punitive consequences.

Guidance/Attendance

Schedule Change Policy

- Students can request to change an elective class during the designated days at the beginning of the school year, as well as the start of second semester.
- Classes that are required for a student's chosen diploma track cannot be changed.
- A student who is withdrawn from a class after 2 weeks of the first grading period of the semester without an exceptional situation will be withdrawn with a "W/F". This grade will be recorded on the permanent record and will be figured into the grade point average (GPA). The student will be placed in a basic skills class.
- A student who is removed from any class due to excessive absenteeism as per attendance policy or who is removed from class due to disciplinary problems will receive a grade of "W/F". This grade will be recorded on the permanent record and will be figured into the student's grade point average (GPA). Basic skills placement will be made.
- Students who are 18 years old and wish to withdraw or fail to return to school may withdraw from school **only** after an **exit interview** is conducted and the student's parents consent to the withdraw and the principal approves the withdrawal. The principal will provide to the student and parent information on the consequences of life without a high school diploma. The parent and student will also be advised that upon withdrawal the student may not receive or a revocation may take place pertaining to the student's employment certificate (work permit), driver's license and/or learner's permit. The consent to withdraw must be in writing. If the principal denies the withdrawal, the student may appeal the denial to the school board. (IC 20-33-2-28.5)

Activity Period

Activity period is a time during the school day when clubs and/or organizations meet to discuss their activities. Activity period will happen between 1st and 2nd period for twenty minutes. Teachers will take attendance for activity period. Students need to go to their activity period classroom first. Dismissal to clubs and/or organizations will be via intercom. Students involved in such activities are reminded that attendance will be taken while attending these functions. Failure to attend an assigned activity once you have been dismissed from homeroom/Falcons to do so may result in forfeiture from being a participant in the activity for the duration of the semester and/or punitive consequences. NV TV will also be shown to the students not involved in extracurricular activities during this period of time. School announcements will be read on the Falcon News. Students are expected to watch the news during this time period if they are not involved in a club activity. Once NV TV is over, students are expected to check their email, check their grades, and check their attendance. Teachers will have conversations with students about grades and attendance.

Reports to Parents/Legal Guardians

Each semester is divided into 2 nine-week grading periods. A grade card will be emailed to the parent/guardian on the Friday following the end of each 9 week grading period. In an effort to keep parents/legal guardians abreast of their child's academic standing prior to grade card distribution, 4 1/2 week progress reports will also be emailed to the email address on file at the school. Should an email address not be available, the progress reports and report cards will be sent home with the student. Other reports which may be emailed or mailed home include: attendance reports, discipline referrals, detention notices and any other correspondence. Parents are encouraged to call the school and make an appointment to talk with their child's teachers and/or any administrator if concerns should arise.

Parents/Students/Guardians also have web access to the school data management system, Harmony, to view progress reports, discipline records, attendance, library, and cafeteria services information. Usernames and passwords will be given at registration. If assistance is needed, please contact the Technology Director.

New Students

New students are enrolled on a 30-day probationary basis. Before being officially enrolled, students must meet the following requirements:

1. Show proof of immunizations required by the State of Indiana. A student shall be permitted to attend school no more than 30 days beyond the day of enrollment without furnishing written verification.
2. Have in our files a transcript of your records from your previous school.
3. Verification of parent/custodial right/guardianship.
4. Verification that your parents or guardians are legal residents of the North Vermillion School Corporation. This address verification requires a substantiated 911 listing. Other information will be required if residency through the 911 address is not clearly defined (i.e. photo I.D. with 911 address, a recent utilities statement with 911 address, vehicle registration, etc.) This information will be forwarded to the superintendent. Please note that failure to establish legal residency within the 30-day probationary status will result in the student(s) being subject to dismissal. Questions regarding such procedures can be addressed by contacting the superintendent at 765-492-4033.
5. The North Vermillion School Corporation does not accept students who have been expelled by a sending school.
6. Have a copy of your birth certificate and social security number.
7. Students enrolling may be asked to complete a screener in order to evaluate academic needs.

*Note: In accordance with Indiana code IC 20-33-8.1-5.1-11 a student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

Office Workers

Potential office workers sign up each spring for the hour in which they will be available. They are selected by grade (12th, 11th, 10th, etc.) and also by the use of the guidelines of honesty, dependability, courtesy, good school attendance, behavior, and neatness. Students working as office aides are expected to work on classroom assignments while assisting in the office.

Classroom Student Aides

Teachers are allowed one classroom student aide. This cannot be assigned during the teacher's prep period. Classroom student aides are not allowed to grade papers or make copies due to privacy.

Grade Classification

- High school classification is based on the number of credits earned, not by age/cohort.
 - Freshman (9th grade student): 0-8 credits
 - Sophomore (10th grade student): 9-15 credits
 - Junior (11th grade student): 16-25 credits
 - Senior (12th grade student): Minimum of 26 credits

Early Graduation

Those seniors meeting all graduation requirements in the Fall Semester of their senior year may be considered for early graduation- approval must be provided. Diplomas will be issued in May. Graduation

ceremony participation is optional. Students considering early graduation are encouraged to plan ahead during high school scheduling. Restrictions will be placed upon early graduation participants regarding school sponsored activities and programs. Early graduates no longer attending school must secure permission from the principal prior to participating in school sponsored activities and programs.

HONOR ROLL

Exceptional Honor Roll	3.80
High Honor Roll	3.67
Honor Roll	3.33

*A student with a F or a D in any current class will not qualify for Honor Roll. Honor Roll is calculated at the end of 1st semester and at the end of 2nd semester.

**GRADING SYSTEM – Effective August 15, 2011
Classes of 2011- 2024**

GRADE	PERCENTAGE	GRADE POINT VALUE	WEIGHTED GRADE POINT VALUES (@ 1.25)
A	97-100	4.000	5.000
A-	90-96	3.670	4.588
B+	87-89	3.330	4.163
B	83-86	3.000	3.750
B-	80-82	2.670	3.338
C+	77-79	2.330	2.913
C	73-76	2.000	2.500
C-	70-72	1.670	2.088
D+	67-69	1.330	1.663
D	63-66	1.00	1.250
D-	60-62	0.670	0.838
F	0-59	0.000	0.000

**GRADING SYSTEM – Effective August 9, 2021
Class of 2025 and Beyond**

GRADE	PERCENTAGE	GRADE POINT VALUE	WEIGHTED GRADE POINT VALUES (@ 1.25)
A	93-100	4.000	5.000
A-	90-92	3.670	4.588
B+	87-89	3.330	4.163
B	83-86	3.000	3.750
B-	80-82	2.670	3.338
C+	77-79	2.330	2.913
C	73-76	2.000	2.500
C-	70-72	1.670	2.088
D+	67-69	1.330	1.663
D	63-66	1.00	1.250
D-	60-62	0.670	0.838
F	0-59	0.000	0.000

AP and Dual Credit Courses in the “Core Areas” – to include both in-house and on-line or college classes in the areas of Language Arts, Mathematics, Science, Social Studies and Foreign Language will be weighted.

All students will be required to take semester finals in all AP subjects.

***Note: Students must pass two out of three sections (quarter, quarter, final) in order to receive a passing grade for a semester.**

HONORS AND AWARDS

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The class Valedictorian and Salutatorian selection will be based on cumulative GPA at the conclusion of the 3rd 9 weeks of their Senior year. To be eligible recipients must complete 6 semesters at North Vermillion and earn a Honors Diploma.

To be in contention for valedictorian/salutatorian classes have to be in-person and not retaken for a better score. If you want to take a class again to stay on academic honors, you can, but you are out of contention for valedictorian/salutatorian.

High School Academic Awards Night

Academic Letter = 1 semester of straight A's(includes A-'s)

Jacket = 2 semesters of straight A's (includes A-'s) Jacket donated by sponsors at no cost to student.

Bars are awarded for each semester of straight A's(includes A-'s)

High Honor Roll receives a pin per school year.

Honor Roll receives a certificate per school year.

Senior Honors Night

Every May the guidance department plans and organizes a Senior Honors Night to honor all seniors for their outstanding accomplishments in service, achievement, and leadership for the school year.

Volunteer Recognition Program

Mission Statement

The purpose of the North Vermillion High School Volunteer Recognition Program is to involve North Vermillion students in service that would benefit the community and the education of the students.

Activities

All activities that would count toward service hours must be activities that are deemed a service to the community or the school. Students are reminded that the activities selected must be approved by the principal of North Vermillion Jr./Sr. High School or his designee (committee). The following are examples of activities that would be considered appropriate for service hours:

Clothes Closet	Recycling
Health Care	Nursing Home Visits
Highway Adoption Programs	Tutoring
Service for the Elderly (Painting, Cleaning, etc.)	Food Drives
Big Brother – Big Sister Activities	Others (as approved)

Documentation

The student is responsible for obtaining the correct form for documenting hours. Once the service is complete, the form must be submitted for verification within two weeks of the activity and placed in the student's file located in the guidance office.

Qualifications

To earn a service seal on their diploma, the student must complete 20-hour increments of approved service. A different colored seal will be used to recognize 20, 40, 60 and 80 hours of service. Hours may not be duplicated or recognized under any other program. Payment may not be received for services rendered.

Transfer Credits

Credits from Post-Secondary institutions WILL NOT be added to high school transcripts nor added to their cumulative GPA. Outside credits must be requested through Parchment for transfer to their college/university of choice.

APEX Credits

General APEX Credits

Students will abide by school rules outlined in the handbook. All work completed will be done by the student. The student will abide by the APEX Learning Terms of Use and APEX Learning Student Code of Conduct, located at the bottom of the APEX homepage. Failure to meet APEX deadlines will result in removal from the class. Students will then need to retake the course in person. Students wanting to take a course that NVHS does not offer can do so through the iCAP program for a fee. They will not be placed on APEX. Courses through the iCAP program do not count toward GPA. There is no cap on iCAP, but students are responsible for the fee per class. A student must take a course, in-person, twice before retaking a course on APEX becomes an option. Students will keep pace with regular classes.

APEX credits that are taken for interest purposes will go on a student's transcript, however, they will not count as a credit (this will be entered like Driver's Ed).

Academic Honors APEX Credits

If an academic honors student gets a C- or below they have to either make it up in save a credit summer school or on APEX the summer immediately following when they got the lower grade on the course. (IE: C- in biology freshman year needs made up the summer after their freshman year) Academic honors students can only retake **TWO** courses in an attempt to save an academic honors diploma. It can only be a C- to get them to the C. This C will go on their transcript regardless of what they get in the APEX course. If they earn an A then they will get a C on the transcript. The class must be completed within 4 weeks and on the student's own time. If an academic honors student retakes a course on APEX they are not eligible for valedictorian/salutatorian.

Student Recognition

Each student who completes the program will receive the appropriate service seal on their North Vermillion Jr./Sr. High School Diploma.

National Honor Society/Junior National Honors Society

The National Honor Society urges students to attain greater heights in scholarship, character, leadership, and service. The club's criteria is based on the following criteria; (1) grade point average of at least a 3.0 or above (national standard), (2) student character, (3) leadership skills, (4) service/volunteer experience. Once a list of qualified students is made, the School Faculty Council (members will be appointed by the principal) will then select members by a majority vote. If a member does not meet any of the criteria throughout the year, they will be dropped from the rolls of society.

Attendance Policy

The State of Indiana has mandated 180 days of school attendance for all students. In order for schools to achieve adequate yearly progress (AYP) attendance rates must be above 95%. North Vermillion strives for excellent attendance for all students.

North Vermillion Junior-Senior High School has adopted an attendance policy that limits the number of days a student may be absent from school each semester and which places the responsibility for attending school upon the student and their parents.

**In order to be eligible for Extra-Curricular opportunities, students must attend a minimum of 5 credit-bearing classes in-person. Virtual classes are allowed as needed to complete schedules but students must be in daily attendance to participate. This includes, but not limited to all athletics, musicals, plays, school clubs, etc.

Absences from school will be considered one of the following:

- 1) CERTIFIED
- 2) EXCUSED
- 3) UNEXCUSED
- 4) CERTIFIED SCHOOL ACTIVITY (will not count as an absence)
Ex) Field trips, testing, honor programs, or others that are school sponsored

Certified Absences:

- A. Medical Appointment – with verification from the doctor/dentist office.
- B. Page or honoree in the General Assembly
- C. Witness in judicial proceedings. This includes any required court appearance such as probation (subpoena)
- D. Helper to a political candidate, political party, or a precinct election board on the date of an election.
- E. National Guard / Military
- F. Absent for part-time religious instruction with an established church or group of churches
(maximum 120 minutes as designated by law).
- G. Job Shadow/Military/College visits for **juniors & seniors**
Students must:
 1. Prearrange visit with the Guidance Department at least 3 days in advance.
 2. Not schedule days adjacent to holiday or vacation days.
 3. Not schedule days in April or May.
 4. Bring back certification from college/university/job that confirm their attendance
 5. Students are allowed three days.
- K. Death in the immediate family
- L. Other as deemed necessary by administration

Excused Absences:

- A. Personal illness not requiring a physician's care
- B. Driver's test
- C. Funerals for someone other than immediate family
- D. Personal business or parent request
- E. Family illness or emergency

- F. Vacation (parent/legal guardian only) - limited to one (1) vacation per year. Days absent due to family vacation **do count** against the 10-day per semester absence limit. The following conditions must be met in order for the absences to be approved:
1. The parent or legal guardian should contact the school office with dates and times of the planned trip, preferably five to seven days ahead of the trip.
 2. The student(s) then needs to get the appropriate paperwork from the front office and get it signed by all of their teachers.
 3. Assignments can be requested ahead of time, but not guaranteed, from the teacher.
 4. Students will have equal amount of time to make-up their assignments (ie: if a student is on vacation for five days, the student has five days once they return to school to complete their assignments).

****We do ask that vacations be scheduled on designated breaks or summer vacations when possible.****

Unexcused Absences:

- A. Truancy
- B. No written excuse, email, or phone call was received within 2 days of the absence
- C. Absences due to oversleeping, missing the bus, etc.

Attendance Procedures/Policy

- Parents are asked to call the school and alert us to the reason of the student absences. If a phone call or note is not received the following day the absence will be marked Unexcused.
- Students may be absent no more than ten (10) days (single class periods) a semester without a written excuse from a doctor. The ten (10) days of absence each semester will include both excused and unexcused absences. When a student reaches the tenth (10th) day of absence in the semester he/she will be required to submit doctor's excuses for the remainder of the semester. The days for which a doctor's excuse is on file **will not** be considered a part of the allotted ten (10) days. At the tenth day of absence, a student and parent will be referred to Peer Court to help ensure attendance improves.
- Students arriving late are subject to disciplinary consequences if deemed tardy to school.
- A student who is absent due to illness should be found unable to attend school functions later that day. Students who arrive after 12:30 p.m. shall not participate in that evening's activities. Student who present themselves with a certified absence will be allowed to participate. Students with excessive absences will not be allowed to participate in field trips or other school sponsored activities.
- A note must be brought at the time the student returns to school following the absence or an unexcused absence will be given. It is advisable for a student seen by a doctor at any time during the semester to obtain a doctor's statement. Two school days of grace will be allowed in bringing a note. If no note is brought within the two-day period of grace, the absence will remain unexcused.
A student may not receive credit for make-up work if he/she receives an unexcused absence.

- Parents are requested to notify the attendance office if their child has an extended illness of over two (2) days. The school reserves the right to request a doctor's statement for an extended illness or excessive absence. Student absences may be verified at any time.
- Students who are unexcused absent from school cannot attend any practices or extracurricular events that evening.
- A student who leaves school or is sent home by the nurse cannot attend any practices or extracurricular events that evening unless cleared by physician.

Failure to comply with the attendance policy shall result in:

- 1) Upon the 4th absence from school, the school will contact the parents to ensure that parent/guardian has knowledge of each of these absences by email.
- 2) Upon the 7th absence from school, the parent and student will be contacted in person or by phone to discuss the current absences.
- 3) Upon the 10th absence from school, the school will again contact the home by mail. This letter will stipulate that the student has reached the limit of absences per school policy and the parent will need to provide a doctor's excuse for each additional absence for the semester.
- 4) Upon 10th absence, the BMV will be contacted to invalidate a current driver's license or learner's permit. Administration reserves the right to assign additional disciplinary actions for excessive absences.
- 5) Upon 10th absence, the school will refer parent and student to Peer Court.
- 6) Additional absences will be considered excessive. The school and/or the Prosecutor's Office will continue to contact parents/legal guardians/ and student.

Vocational students are apprised that you are under the attendance policy established by the vocational cooperative (See Appendix D for attendance rules). Vocational students are required to attend vocational classes unless the class is canceled. If a vocational student misses the bus the following consequences will occur:

- 1st time- Warning
- 2nd time- 1 hr. After School Detention
- 3rd time- 3 hr. After School Detention
- 4 or more- Administrative decision will be made

Make-up Work

Work missed during an excused absence may be made up. IT IS THE RESPONSIBILITY OF THE STUDENT TO MAKE THE NECESSARY CONTACTS WITH TEACHERS CONCERNING MAKE-UP WORK. In general, students will not be held responsible for making up an assignment or test on the day following an absence. If the assignment, test, quiz, etc. was announced (verbally or written - i.e. blackboard, assignment sheet, etc.) prior to an absence, the student will be responsible for the assignment, test, quiz, etc. on the day following the absence. This applies to field trips and family vacations, as well.

Tuancy

Tuancy is defined as – being willfully absent or truant from school without the knowledge or consent of the parent/legal guardian or school, or absent from school when there is an attempt to evade the school attendance policy, or habitual tardiness to school. This provision includes truancy from individual classes throughout the school day, as well.

A student who has been found to be truant will be required to serve the following consequences:

- 1) Truant to an individual class – a minimum of a 3 hour after school detention
- 2) A student who has been found to be truant for the third time in a school year is considered a “habitual truant”. The school principal may withdraw the designation of “habitual truant” when the student has attended school for 180 days without another truancy. In accordance with Indiana Code 20-8.1-3-17.2 any person, while of the ages 13 and 14 who is determined to be a “habitual truant”, cannot be issued an operator’s license or learner’s permit until the age of 18, or attendance record has improved as determined by the school board upon review of the student’s record.
- 3) Habitual tardiness is defined as any student being late to school upon the fourth time per semester without a parent/legal guardian note or call.
- 4) Administration reserves the right to assign additional disciplinary actions for excessive truancy violations.

Tardy to Class

Students are to be in the classroom when it is time for class to begin. Teachers will reiterate this policy in their classroom management plan. Tardy three times during a 9-week period in any one class is excessive and consequences will be given. The following procedures will be used for cumulative tardiness to classes:

- 1st & 2nd & 3rd Tardy- VERBAL WARNING- teachers will remind students of tardy policy and that tardy will be recorded. Administration will assign the following consequences:
- 4th cumulative tardy-meeting with administration
- 5th cumulative tardy- 1 hour After School Detention
- 6th, 7th, 8th cumulative tardies- 2 hour After School Detention
- 9th, 10th, 11th cumulative tardies-3 hour After School Detention
- Additional tardiness may result in schedule modifications or out-of- school suspension as deemed by administration.
- If a student acquires 4 hours of after school detention in one week, the student will be assigned an ISS instead.

Tardy to School

If students arrive to class after 8:19 a.m., they will be asked to report to the front office to sign in. In doing so, students will be considered tardy to school. Tardy to school three times during a 9-week period is excessive and consequences will be given. If a student exhibits patterns of chronic tardiness or intentional tardiness, it may be considered truancy and will result in a three hour after school detention. Additional tardiness may result in additional consequences as administered by administration. Those may include: schedule modifications, out-of- school suspension, and/or social probation.

Student Dismissal Time

All students are to leave the school building by 3:30 p.m. unless under the direct supervision of a teacher and/or coach.

Custodial Parents

The school will not honor any request by one parent over the other **without** a court order. We encourage the participation of both parents in the child's education. Legal precedence is that schools have no business being in the middle and that the school shall treat both parents the same and will show no preference.

Guardianship

Students attending North Vermillion Community Schools must reside in North Vermillion's district. Proof of legal residence and legal guardianship are required prior to school enrollment.

Students attending North Vermillion Community Schools who reside outside of North Vermillion's district will be required to sign and agree to the Out of District Policy. Out of District students must be approved by the Principal prior to enrollment. Those students 18 years or older, living on their own, wishing to seek emancipation status should contact the principal for the necessary criteria for eligibility.

Cafeteria

Breakfast & Lunch Schedule

We will be serving breakfast from 7:50-8:15 am on Monday, Tuesday, Thursday and Friday and from 7:50-8:14 am on Wednesday in the cafeteria. We have two lunch periods, one for Junior High School students and one for High School. Lunch times will appear on the master schedule. All students will be dismissed to the gym after lunch until passing period for 5th period. Students may use the restrooms as needed during this time.

Breakfast & Lunch Procedures

Students use their school identification number while accessing breakfast and lunch. Students may prepay for meals or pay at the time of meal purchase. All cafeteria transactions are monitored electronically by use of student identification numbers.

Free & Reduced Breakfast & Lunch

Free or reduced price breakfast and lunches are available to students who may qualify under the federally supported "Class A" meal program. Students qualifying for reduced programs will pay \$.40 for lunch and \$.30 for breakfast. Application forms for these meals are available from the secretary in the main office. Students use their student identification number while accessing breakfast and lunch. All cafeteria transactions are monitored electronically by use of student identification number.

2023 – 2024 Procedures for Student Lunch/Meal Accounts

School Corporations must adopt a procedure regarding student lunch accounts. Every effort must be made to collect delinquent debt. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds. A school corporation can decide if they want to develop separate procedures for primary-aged children versus secondary-aged children.

Keep in mind the following prohibitions when developing a student lunch/meal account procedure. Schools are not allowed to deny meals to any child for disciplinary reasons. Schools can-not deny a meal to a reduced or paid child, if the child has money in hand for the day's meal, and schools cannot deny a meal to a student eligible for free meals even if money is owed. What-ever procedure the school or food service establishes, the school must assure that the procedure does not discriminate against or single out any group of students.

In addition, the Indiana State Board of Accounts requires student accounts to be accounted separately from the School Lunch Fund (800). Students accounts should be in the Trust Fund (8400), until the student actually receives a meal. The money can then be transferred into the School Lunch Fund. The Trust Fund (8400) should be reconciled to the detail of student account balances.

2023 – 2024 School year procedures for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. North Vermillion School Corporation will adhere to the following meal charge procedure.

- Student breakfast price: \$1.80 per meal
 - Student Lunch price: \$2.70 per meal
 - All cafeteria purchases are to be prepaid before meal service begins. Students and staff can pay in the cafeteria or pay online.
 - A student may charge up to 2 meals maximum (one charge per meal) as-long-as they establish and maintain a good credit history of making payments on their food service accounts.
 - A staff member may charge up to one meal as long as they establish and maintain a good credit history and communicate with the Cafeteria Managers.
 - A student who has charged a meal may not charge or purchase “a la carte” item(s), including extra main entrees.
 - If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
 - Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for the meal. How-ever if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
- *Elementary School will provide an alternative reimbursable meal of peanut butter & bread, vegetable, fruit, and milk to a student who pays reduced or full price and who does not provide the required payment for that meal.
- *Jr/Sr High School will provide a peanut butter sandwich, and milk but will be charged \$1.30 as an a la carte item to student’s account.
- The Food Service Manager or school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

- The automated call system will notify parents twice a week of any outstanding negative balance in the student's lunch/meal account. The Elementary Food Service Manager will also send home letters each week to parents who carry negative balances.
- All accounts must be settled by the end of the school year. Letters will be sent home everyday to Elementary students who have any negative balances. If parents fail to pay the negative balances the Corporation will have to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

Full Nondiscrimination Statement

A USDA required nondiscrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, education, or distribution that mention USDA programs.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Safety

Fire Drills

The object of having a fire drill is to see how quickly, safely and orderly we can evacuate the building. Signs in classrooms direct you to the proper exit. Your teachers also know the correct routes. After you are outside, stay with the class and teacher you were with before you left the building.

Tornado Drills

Be sure to follow the signs in the various rooms and areas directing you to the designated SHELTER AREAS. Also listen carefully to directions given by the public address system.

Pesticide Application Notice

Periodically throughout the year it may be necessary that pesticides will be applied to external or internal areas of the school building and grounds. If you wish to have advanced notice of pesticide use, contact the office at 492-3364. Pesticide application will not be done when children, staff members, or any other school personnel are present in the area to be sprayed.

Backpacks

Backpacks will be kept in lockers throughout the school day. No backpacks will be allowed in classrooms for safety and cleanliness purposes.

Nurse/Medication

Health Service

The school corporation nurse will be in the elementary school and junior/senior high schools daily. The following rules pertain to the health room:

- a. Always inform someone in the nurse's office that you are ill. Students will be considered Unexcused if they leave school prior to consulting with the Nurse/Health Assistant. Nurse/Health Assistants must approve the absence due to symptoms of illness.
- b. The principal, assistant principal, nurse or nursing assistant will assist you with your problem.
- c. You may use health room cots for temporary relief of an illness or while waiting for a parent/guardian to come after you.
- d. Students who vomit or have a fever will be sent home after calling a parent/legal guardian.

Administration of Medication

No medication shall be administered to a student without the written and dated consent of the student's parent. 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 or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medication, including injectable medicine, all blood glucose tests by a finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or 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. No student shall be allowed to keep medication at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's office or school

nurse's office where it will be kept in a secure place. Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive medication. Unused medication may be sent home with the student only with the written permission of the student's parent.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by the school nurse or other school employee(s) designated by the school principal. All administering of medication shall be documented in writing. (IC 20-19-2-8; IC 20-19-2-9-f; IC 20-33-8-13; IC 20-3-3-18)

Over-the-counter medications (Tylenol, Ibuprofen, Midol, etc) will not be administered to students unless provided by the parent/guardian to the school nurse or health assistant.

Medical Transportation

It is the responsibility of the parents/legal guardians to provide transportation and further care of the students if the student becomes ill or injured on school property. Students may not be sent home without parental/legal guardian approval, and no student may drive when excused for medical reasons unless parent's/legal guardian's consent has been given by phone or in writing. A student who vomits or has a fever will be required to go home after parents/guardians have been notified.

Emergency data

- A. No student is officially enrolled unless an emergency data is on file in the office.
- B. Parents are URGED to keep emergency information current (or up-to-date).

Media Center

STUDENT EXPECTATIONS IN THE LIBRARY MEDIA CENTER

- Respect the rights of others to work effectively.
- Appropriate language only!
- Food, drink, and littering are not permitted.
- Show care when using all library resources.
- Please return books/materials on time.
- Print **only** what you really need. Do **not** waste our limited paper resources.
- Computers are to be used within the School District's Acceptable Use Policy.

Library Media Center Policies and Procedures

The Library Media Center follows the rules of behavior outlined in the NVHS Student Handbook.

- A. All students must present their pass and sign the login sheet upon entering the media center unless they are accompanied by the class teacher.
- B. No student is permitted to enter or leave the Library Media Center without a pass from a teacher.
- C. When classes enter with their teacher, they are to proceed to the area in which they are to sit and wait for instruction before utilizing media center resources.
- D. Students must check out material using their Lunch I.D. number.
 - A student may not use anyone else's I.D. number.
 - Students are responsible for any materials checked out under their name.
- E. Computer rules for the **Library Media Center** and **Computer Lab 141** are:

- Chat lines, E-mail, and personal notes are not allowed.
- Educational games are to be played only if authorized by a teacher.
- Printing is allowed only with permission of teacher on duty.
- Students are not permitted to gain access to computers utilizing any other student's password. Violation of the provision will result in disciplinary action.
- Food items and beverages are not permitted.
- Students having on file an *Internet Account Non-Consent Form* are not permitted to utilize Internet services. All students using computers are subject to the contents of the *Network/Internet Policy* and the consequences listed for violations (See Appendix). Also, students are expected to adhere to the *North Vermillion Community School Corporation Guidelines for Network Use and Etiquette* (See Appendix).

Violation of Library Media Center Rules

Violation of Library Media Center rules may result in the loss of the Library Media Center privileges.

- 1st Offense: Verbal Warning
- 2nd Offense: Three-day loss of privileges
- 3rd Offense: One week loss of privileges
- 4th Offense: 2 weeks loss of privileges and conference with the assistant principal

Immediate Loss of Library Media Privileges

- Fighting, insubordination, or disruptive behaviors
- Defacing Library Media Center property

Clubs and Activities

Music and Athletic Participation

As a member of our choir, band, and/or an athletic team, you will be representing our school at home as well as away from home. The quality and type of school that we have is often measured by the behavior of our students in these areas. Your parents, the school administration, and staff spend endless hours in order that our students can participate in inter-school activities. We will not be embarrassed by immature and irresponsible behavior. Students wearing our school colors should do so with respect in their competition. The wearing of the Blue and White is an honor becoming any student or graduate of North Vermillion any place. Any student who conducts himself or herself in a manner unbecoming of a North Vermillion student may be denied the privilege of representing our school in the future.

Student Council

The Student Council of North Vermillion is the most significant student leadership organization at North Vermillion. The success of the council on being the representative voice of the student body depends to a very large extent upon the quality of the leadership within the council. The council members represent the student body in school affairs and activities and increase the morale and spirit of the school. The following is a list of aims of the student council:

- Promote leadership, good citizenship, and school involvement.
- Responsible for Fall and Winter Homecoming activities, including pep sessions.
- Raise money for various charities.

Pep Sessions

Pep sessions to support athletic events will be organized by the cheerleader sponsor, band director, head coach in the appropriate athletic season, and the Athletic Director.

Business Professionals of America

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

S.A.D.D. (Students Against Destructive Decisions)

The mission of the SADD chapter is to provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions such as; teen violence and teen suicide. Furthermore, it is the goal of SADD to present to the students at North Vermillion strategies to prevent destructive decisions and to set a healthier, safer course for their lives. It is offered to students in grades 9-12. The following is a list of services of the SADD Club:

- Organize Red Ribbon Week activities
- Organize Fall and Spring Blood Drives

Academic Teams

Any student interested in competing on an academic team should contact the coach for that team. In most cases there will be a call-out on the school news/announcements. There are many different contests throughout the year and participation in some contests may change from year to year. For IASP contests such as Spell Bowl and Super Bowl, any student enrolled full-time in grades 9-12 is eligible to compete on the senior team. Any full-time student in grades 7 and 8 is eligible to compete on the junior team. The teams will be determined by the coach and all decisions are final. Please conduct yourself in a manner that shows your pride in being a member of North Vermillion academic teams.

Theatre Arts

Theatre Arts is an organization that concentrates on performances and stage work. The purpose is to encourage an appreciation for theatre and other fine arts. Students can earn up to two Fine Arts credits for participating in the fall play and/or spring musical.

Falcon Family Mentors

Falcon Family Mentors is a program that pairs incoming 7th grade students with an 11th or 12th grade mentor. These mentor students ensure that the 7th grader has a friendly face in the building, help the 7th grader to find their classes and meet their teacher, help the 7th graders with their grades & attendance, and they work with them on building key competencies in monthly meetings.

Field trips

All students must have a signed parent permission slip returned to their teacher before leaving on the field trip. A prior approval date may be designated by the teacher. Students are responsible to complete all assignments missed while attending such activities.

Students may be denied the right to attend a field trip based upon poor attendance and/or disciplinary problems.

FCA

The focus of FCA is to allow students the opportunity to demonstrate their commitment in serving, encouragement, teamwork, excellence, and integrity. Students are allowed to meet together once a week during homeroom.

Class/Club Parties/Dance Regulations

All parties must be under direct supervision of the class sponsors and three parent chaperones. North Vermillion students and guests are invited to attend North Vermillion dances. Guests from other schools are permitted as long as they are an invited guest by a North Vermillion student, have sponsor approval, and meet established guidelines. Specific dances may have additional criteria for guests as outlined below.

Class activities will be governed by the officers and student council members from each class under the direction of the class sponsors. Dances, parties and other student activities should end at 11:00 p.m. Any exceptions should be cleared through the principal's office. No pass-outs will be permitted at parties, dances, etc. Anyone leaving will not be allowed to return.

- No person the age of 21 or over will be admitted unless acting as a chaperone. Graduates the age 20 or under may attend if given permission by the sponsors.
- There is no admittance after 10:30pm without permission of the sponsors. Students may not use any part of the building other than that designated the dance area.

PROM: The Junior/Senior Prom is restricted to those students in grades 9-12 only and their guests from other high schools. Graduates the age of 20 or under may attend if prior arrangements are made and permission is granted by the sponsors. Guests must have identification.

MORP: This specialty dance is targeted for North Vermillion students in grades 7-8 only. Guests from other schools will not be permitted.

School Regulations

Courtesy

Courtesy to teachers, school employees, other students and visitors is a tradition at North Vermillion Jr.-Sr. High School. Each of us should strive to be considerate of all others, despite racial, religious, or economic differences. Respect and obey the judgment of your teachers. They are not only your teachers of facts and concepts, but they are considered your supervisors during the school day and during school activities. Treat all other adult employees of the school with courtesy, and follow any reasonable request or directive given by them. These include custodians, cafeteria workers, aides, and office personnel. Rudeness should and will result in disciplinary action.

Substitute teachers are licensed teachers or persons granted a substitute permit by the State of Indiana. The attitude and behaviors of our students impacts directly upon the impression the community and general public has on our school and the student body. Informal or formal disciplinary reports from the substitute teacher are the same as reports issued from the regular teachers.

Sexual Harassment Policy Statement

It is the policy of the North Vermillion Community School Corporation to maintain learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of the North Vermillion Community School Corporation to harass another employee or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature.

Sexual harassment may include, but is not limited to the following:

1. Verbal harassment of abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.

APPENDIX C

Sexual Harassment Policy

It is the policy of the Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of North Vermillion Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section A. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

A. Definitions of Harassment – Types of Sexual Harassment:

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by an employee to another employee, or when made by any student to another student when:

-Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

-Submission to or reject of such conduct by an individual is used as a basis for academic or employment decision affecting that individual:

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Denial of an employment or educational opportunity occurs directly

because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher that results favorably for that particular employee or student. Such conduct is engaged in by volunteers and/or non-employees over whom the school corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment, as set forth in Sectional A, may include but is not limited to the following:

Verbal harassment or abuse; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; pressure for sexual activity; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

D. Complaint Procedures

a. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure used below in Section 4C or may complain directly to him/her or his/her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing a complaint will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

b. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

1. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner.

a. Reports must be in writing on forms supplied by the corporation (if a verbal complaint is made, the school official should file a written report.)

b. Reports must name the person(s) charged with sexual harassment and state the facts.

c. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports.

d. The building principal who received a report shall thoroughly

- investigate the alleged sexual harassment.
 - e. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the School Board of any action she/he deems appropriate.
 - f. The Board may consider the report and the superintendent's recommendation in the executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.
- E. Sanctions for Misconduct
 - a. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge.
 - b. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.
- F. 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 Conduct Code.

Vending Machines

Vending machines are **not** to be used during the school day. In accordance with our wellness initiative program those vending machines that dispense minimally nutritious items such as carbonated sodas, gum, candy, chips, cookies, shall **not** be made available during class time hours. Soft drinks or other drinks that could cause stains, are not to be consumed in the carpeted area throughout the building or stored in student lockers.

Visitors

Immediately upon entering school property, all visitors must report to the main office. All visitors must secure permission to remain on school property. They must also sign in and wear a visitor's badge while in the school buildings. Visitors may be denied access to school property at the discretion of school personnel. Visitors denied access to school property are to leave school property upon request. Failure to follow instructions given by school personnel may result in arrest and criminal charges. Students are forbidden to have visitors on school property unless granted permission from the administration. Visitors providing transportation to students are to remain in their vehicles while on school property. Visitors must refrain from actions that threaten the safety of students and school personnel or disrupt the educational environment.

Locker Policy

All lockers made available for students use on the school premises, including lockers located in the hallways, physical education, athletic dressing rooms, band room, shops and the art classrooms are the property of the school corporation. These lockers are made available for student use in storing school

supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, and which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

Locker Rules

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

- A. LOCKS.** The school corporation will retain access to student lockers by keeping a master list of combinations; retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed, without notice, and destroyed.
- B. USE OF LOCKERS.** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or cigarettes, or anything else that might interfere with school purposes.
- C. AUTHORITY TO INSPECT.** The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule # 6B. All inspections of student lockers shall be conducted by the principal or his/her designee.
- D. INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS.** The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. "Reasonable suspicion" as used in these rules may be based on a number of factors including (a.) information received by the principal or his designee from teacher, student, law enforcement officer, or detection devices including trained dogs (b.) the past record of the student whose locker is to be inspected (c.) the seriousness of the problem to which the search is directed, such as violence or drug use in the school, and (d.) the behavior of the student, for example, indications that the student is intoxicated. Students will not necessarily be given the opportunity to be present while a locker inspection is being conducted.
- E. INSPECTION OF ALL LOCKERS**
 - (1) An inspection of all lockers in the school or all lockers in a particular area of the school may be conducted if the principal, superintendent or assistant principal reasonably believes that such an inspection is necessary to

prevent, impede, or substantially reduce the risk of:

- a. An interference with school purposes or an educational function,
- b. A physical injury or illness to any person,
- c. Damage to personal or school property, or
- d. A violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
 - e. When the school corporation receives a bomb threat.
 - f. When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use.
 - g. At mid-term, end of grading period, and before school holidays to check for missing library books, or lab chemical or school equipment.
 - h. Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.

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

F. STUDENT MATERIAL. When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself or being used to conceal contraband.

G. DISPOSAL OF CONFISCATED CONTRABAND. All contraband confiscated from lockers may be disposed of by the principal or his designee, as he or she deems appropriate, including:

1. Return to the proper owner or place,
2. Use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground
For suspension or expulsion under IC 20-33-8-14
3. Delivery to the appropriate law enforcement official for prosecution purposes if possession of the contraband constitutes evidence of a crime or
4. Destruction.

H. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS The principal or assistant principal may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- (1) To identify substances which may be found in the lockers, or
- (2) To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

I. LOCKER CLEANING. Nothing in these rules shall, affect members of the custodial staff who, at the direction of the principal, clean out

- (a) Lockers from time to time in accordance with general housekeeping schedule or
- (b) The locker of the student no longer enrolled in school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling,

or mildewing items such as foods, wet clothes, etc.

- J. DEFINITIONS** As used herein, the term “school purposes” is defined as it is in IC 20-33-8-4 refers to the purpose for which a school corporation operates, including:
- (1) To promote knowledge and learning generally.
 - (2) To maintain an orderly and efficient educational system, and
 - (3) To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute. As used herein, the term “educational function” is defined as it is in IC 20-33-8-2 means the performance by a school corporation or its officers or employees of acts in carrying out school purposes.

Student Driving

Students will abide by all laws as specified by the Indiana Bureau of Motor Vehicles. Drivers are reminded that persons violating posted speed limits in the vicinity of a school when children are present are subject to a Class B infraction subject to a maximum civil judgment of \$1000. Students who drive to and from North Vermillion daily or occasionally should consider it a privilege and must sign an agreement to submit to a random drug testing program. In addition to signing the random drug testing agreement, students wanting to drive must register their vehicle(s).

- A. Student drivers are to park in areas designated. (south and west parking lots).
- B. No re-entering the parking lot or the auto until dismissed in the afternoon.
- C. No joy riding on school drives or in other parking lots is permitted at any time before, during, or after school hours.
- D. Student drivers are not to “gun up” engine, “squeal tires”, “hot rod”, drive in excess of 10 M.P.H. or demonstrate any type of recklessness by sound or motion with their auto while on or near North Vermillion school property.
- E. Student drivers should never plan to arrive at North Vermillion before 7:50am except for a sponsored activity called by a coach or staff member. Students are not to be on the carpeted areas of the school before 7:50am unless prearranged.
- F. Upon arrival students are to go in the building, not loitering in the parking lot.
- G. Student drivers should never pass school buses and should always give the right-of-way to school buses near and on North Vermillion school property.
- H. Student drivers are not to let any other student drive their auto on or near, to or from, North Vermillion school property.
- I. No student driven auto is to be moved after it is parked in the morning upon arrival until after dismissal in the afternoon without permission of the principal or assistant principal.
- J. Students are not to drive or park on the grass.
- K. Vocational Students will be allowed to drive to and from their Vocational Classes/Clinicals with the proper permission to drive form on file in the front office.
- L. Student drivers will be assigned a specific parking spot and expected to park in that spot all year.
- M. Students will have a parking permit hang tag that will have their assigned spot on it. This will need to be displayed in the front window of their car. Should a student lose their parking permit, they will be charged to replace it.

Failure to abide by the above regulations may result in the loss of driving privileges and/or suspension from school.

Walking and Riding Bicycles

Any student wishing to walk or ride a bicycle to or from school must have written permission from his/her parents on file in the principal's office. Students will not be permitted to walk down highway 63.

Noon Period Policy

North Vermillion Schools have a "Closed Campus" policy regarding lunch. Students will not be permitted to engage in any activity that would be distracting to the classes in session during lunch. Students returning from vocational can only bring food for themselves. Any food that is brought in needs to be eaten in the cafeteria at the designated lunch time (not in classrooms). Students are required to remain in the cafeteria area when eating. After, they will be allowed to go to the gym. There is to be no loitering in the locker areas, athletic hallway or academic wing. Junior high students are not permitted locker visitations during the lunch period. Students are encouraged to use proper etiquette in the cafeteria at all times. Immature and irresponsible behavior will not be permitted nor tolerated.

School Bus Passengers

Students can be assigned to a primary and a secondary bus. Students are not permitted to ride home with other students. If a need arises for alternate transportation, please contact the school office **PRIOR** to the day of the change. School bus drivers are to have control of all children on their bus at all times. The driver shall keep order, maintain discipline, treat all students in a civil manner, and see that no student is imposed upon or mistreated by another student while on the bus. Students are reminded that buses are equipped with video cameras as a safety measure. In instances deemed necessary these videos will be reviewed when student safety and disciplinary issues are in question. The bus driver shall see to it that all passengers abide by the following rules:

- A. Each student shall be seated immediately upon entering the bus. Bus drivers' have the right to assign students designated seating.
- B. No student shall stand or move about while the bus is moving.
- C. 7th & 8th grade students are to ride the school bus or use transportation provided by parents unless specified differently by parents and/or school personnel.
- D. School personnel reserve the authority to specify individual transportation assignments when necessary. Students may be required to use school provided transportation or may be required to provide personal transportation when specified to do so.
- E. No loud, boisterous, profane language or indecent conduct shall be tolerated.
- F. Passengers will not tease, scuffle, trip, hold, hit or use hands, feet, or any other part of their body in any objectionable manner.
- G. No windows or doors on the bus will be opened or closed without permission of the driver.
- H. No passenger shall enter or leave the bus until it has come to a complete stop and the driver has opened the door.
- I. The student shall be waiting at the boarding station when the bus arrives.
- J. Soft drink cans and bottles shall not be permitted on the bus.
- K. Students are subject to detentions, suspensions, and/or expulsions from riding the bus and/or school attendance as a result of a disciplinary infraction.

Closed Campus

No student is permitted to leave the grounds from arrival in the morning until dismissal, unless they have administrative approval to do so. The parking lot is out of bounds at all times during the day, except with administrative approval. This applies to Vocational drivers as well. Students found in violation to this will be subject to truancy guidelines or may face consequences as deemed necessary by administration.

Student/Parent Liability for Damage to School Property

According to Indiana statute, with respect to any minor under the age of eighteen (18) years, the parent or parents with whom such minor is living and having custody of such minor, shall be liable for the actual damages sustained but not exceeding the sum of seven hundred fifty dollars (\$750) plus the court costs of the action, to any person, firm, association, corporation and the State of Indiana and its political subdivisions, including but without being limited to cities and towns, for any and all damage proximately caused by the injury to or destruction of any property, real, personal or mixed by the intentional or willful or malicious act or acts of such minor.

Book Bags and Carryalls

Book bags and carryalls (including purses) may be used to transport materials to and from school. Students may carry a book bag during the school day. Administration reserves the right to search bags as deemed necessary.

Student Discipline Policy

Violation	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
Tardy to Class (These are now cumulative and NOT by class period)	1-3 Referral Verbal warning from teacher	4th Referral Meeting with administration	5th Referral 1 hour after school detention	6th-8th Referral 2 hour after school detention	9th-11th Referral 3 hour after school detention
Tardy to School	3rd Tardy lunch detention	4th&5th 1-3 hr detention	6th 1 day ISS	Students that develop a chronic pattern of tardiness to school will be subject to truancy resulting in a three hour after school detention	Additional tardiness may result in additional consequences as administered by administration.
Truancy	3 Hour A S detention	2-4 day ISS/OSS	4-6 day ISS/OSS/Loss of driving privilege (2wks.)		
Forgery of staff signature, false attendance call	1 day ISS	3 day ISS/OSS	5 day ISS/OSS		
Dress Code/Improper Attire	Change/Warning	Change/ lunch detention	Change/1 Hour ASD and parent contact		
Littering	Clean Up	Clean Up/ 2 hr detention	Clean Up/ 1 day ISS		
Writing on desks lockers, walls (graffiti)	Clean Up	Clean Up/ 2 hr detention	Clean Up/ 1 day ISS		
Disregard of cafeteria rules	Clean Up	Clean Up/ 2 hr detention	Clean Up/ 1 day ISS		
Food/drink outside cafeteria	Confiscate/Warning	Confiscate/ 2 hr detention	Confiscate/1 day ISS		
Public Display of Affection	Warning	2 hr detention	1 day ISS		
Insubordination	2 hr detention	1 day ISS	3-5 day ISS/OSS		
Repeated Classroom infractions	2 hr detention	1 day ISS	3-5 day ISS/OSS		
Horseplay	Warning	2 hr detention	1 day ISS		

Unintentional/Intentional damage to school property	Restitution/ 2 hr detention (if horseplay)	Restitution/ 2-4 days ISS (if horseplay)	Restitution/ 4-6 day ISS/OSS (if horseplay)		
Failure to register car/ Unauthorized parking	Warning/ Move/Purchase Tag	Loss of driving privileges 1 week	1 day ISS/Loss of driving privileges 30 days		
Reckless/Dangerous driving	1 day ISS/Loss of driving privileges 1 week	2-4 day ISS/Loss of driving privileges 2 weeks	4-6 day ISS/OSS/ Loss of driving privileges 30 days		
Overt use of obscenity/profanity	2 hr detention	1 day ISS	3-5 day ISS/OSS		
Obscenity or profanity directed toward staff	2-4 days ISS/OSS	4-6 day ISS/OSS	10 day OSS/Request Expulsion		
Misuse of pass/ unauthorized area	2 hr detention	2-4 day ISS	4-6 day ISS/OSS		
Missing an office assigned detention	1 day ISS	2-4 day ISS	4-6 day ISS/OSS		
Cell Phone/Technology distraction in class	Teacher confiscates for the period.	A teacher will confiscate for the rest of the day. Any phone confiscated after 1pm on the 2nd offense will carry over to the next day (one full school day).	The phone will be sent to the office and an hour after school detention will be assigned. Should a student get a third offense in multiple classrooms, then they will be assigned a two hour after school detention or social probation.		
Academic dishonesty (per class)	"0" on assignment	"F" for 9 weeks	"F" for semester		
Bus Violation	Administrator's discretion based on offense	Administrator's discretion based on offense			
Threatening or harassing behavior	2-4 day ISS/OSS & Meeting with Family &	4-6 day ISS/OSS	10 day OSS/Request Expulsion		

	Student Support Coordinator for prevention education.				
Fighting	3-5 day ISS/OSS	4-6 day ISS/OSS	10 day OSS/ Request Expulsion		
Physical attack on a student with injury	10 day OSS/Request Expulsion/Police Report	Expulsion/Police Report	Expulsion/Police Report		
Physical attack on a staff member	Expulsion/Police Report	Expulsion/Police Report	Expulsion/Police Report		
Technology Misuse	Administrator's discretion based on offense	Administrator's discretion based on offense	Administrator's discretion based on offense		
Vandalism (intentional)	Restitution/Suspension/Expulsion	Restitution/Suspension/Expulsion	Restitution/Suspension/Expulsion		
Theft	Restitution/Suspension/Expulsion	Restitution/Suspension/Expulsion	Restitution/Expulsion		
Possession or use of smoke bombs, firecrackers, etc.	4-6 day ISS/OSS/Police Report	10 day OSS/Request Expulsion/Police Report	Expulsion/Police Report		
Smoking/Chewing tobacco/nicotine or possession of tobacco/nicotine Including e-devices	Confiscation/3-5 day ISS/OSS/Ticket	Confiscation 4-6 day OSS/Ticket	Confiscation/ 10 day OSS/Request Expulsion		
Possession of drug paraphernalia	Confiscation/2-4 day ISS/Ticket	Confiscation 2-4 day OSS/Ticket	Confiscation/ 10 day OSS/Request Expulsion		
Possession of drugs, alcohol, stimulant, marijuana, inhalant	Police Report/10 day OSS/Request Expulsion	Expulsion	Expulsion		
Under the influence of drugs, alcohol, stimulant, marijuana, inhalant	Police Report/10 day OSS/Request Expulsion	Expulsion	Expulsion		

Distribution of drugs, alcohol, stimulants	Expulsion/Police Report	Expulsion	Expulsion		
Possession of a weapon (knife, club, etc.)	Confiscation/10 day OSS/Request Expulsion	Expulsion	Expulsion		
Use or threatening use of a weapon**	Expulsion/Police Report	Expulsion	Expulsion		
Positive Drug Test	See Student/Athletic Handbook	See Student/Athletic Handbook	See Student/Athletic Handbook		
Bullying	5 Day OSS Suspension/AS AP and Mandatory Anti-Bullying Education	10 day OSS/Request Expulsion			

*These are only guidelines and will be used in a fair and consistent manner. Other punishments may be assigned.

** A weapon is anything used with the intention to harm another person.

DUE PROCESS FOR STUDENTS

The following is published and distributed in accordance with the provisions of the Senate Enrolled Act No. 162 as adopted by the Indiana General Assembly, as amended by P.L. 212-1983, House Enrolled Act No. 1985 and I.C. 20-33-8 (2005).

- The entire foundation and success of public school education depends on the basic concept of self-discipline — a self-discipline that will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.
- A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the School Corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.
- An environment that provides equal opportunity for all and permits the teaching learning process to proceed in an orderly manner is the objective of all school personnel.
- School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.
- However, in the absence of self-discipline, the superintendent, principal, and administrative personnel, or any teacher of the School Corporation is authorized to take certain actions reasonable, desirable, or necessary to help any student to further school purposes or to prevent an interference with the educational process.

- Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, corporal punishment, probation, referral to special personnel in the schools (counselor, assistant principal, principal), parent conferences, suspension, referral to special central office personnel (pupil personnel or psychological) and expulsion are alternatives available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school, or other remedies as necessary to maintain a safe and orderly school environment.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8 (2005) the Board of School Trustees authorize administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY — TEACHER:** (1) A junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL — PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. IC 20-33-8-17
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester.

DISCIPLINARY PROCEDURES

1. Detentions

- Students may be issued detentions for violations of the discipline policy. Students shall sign all discipline notices. An email notification will be sent home after each discipline notice.

- After- School Detentions

-Students serving an After-School Detention should report to the detention room immediately after the last period bell and remain until 4:15 p.m. for a 1 hour after school detention and until 6:00 pm for a 3 hour after school detention. Parents must have transportation available at the time of dismissal. Students who do not report to after-school detention will receive the following consequences:

- 1st Offense: 3-Hour After-School Detention

-Students are expected to bring enough classroom material to After-School to remain busy for the entire time. After-School will be supervised by a staff member who will assist students who may need academic help. Students may be assigned to After-School Detention for the following reasons:

- a) For any action that could cause, directly or indirectly, injury to another person.
- b) Any action that causes a major disruption of the educational process.
- c) For any expression which is profane, indecent, lewd, or vulgar.
- d) Failure to comply with directions of a substitute teacher 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.

- General operation and conditions of the 3 hour after-school detention program
 - a. 3 Hour After-School Detention will be conducted on the designated evening as needed, from 3:15 p.m. to 6:00 p.m. in the study hall or other designated area.
 - b. Students are to leave the building via the front door (east entrance).
 - c. The supervising staff member may deny access to those students arriving late.
 - d. Early dismissal will not be permitted.
 - e. Students will be permitted access to their school lockers at 3:15 p.m. and again during a 10-minute break midway through the program.
 - f. Students will be expected to read, study, or complete approved written assignments throughout the school period. Textbooks, library books, or appropriate school work is to be provided by the student.
 - g. Seats will be assigned by the supervising teacher.
 - h. Sleeping, talking, or disturbing other students will not be permitted. Students who fail to comply following appropriate warning will be disqualified from the program.
 - i. Transportation from After-School will be the responsibility of students and/or their parents.

Students are reminded that previous suspension for the school year pertaining to disciplinary situations may supersede listed consequences and can result in a more serious consequence than listed (up to and including suspension pending expulsion). Students at least 16 years of age re-enrolling after an expulsion may be required to attend 1) An alternative school or alternative education program; 2) Evening classes and/or; 3) Classes established for students who are at least 16 years of age.

-Lunch detentions (per semester)

-Students may be assigned a lunch detention for tardies or violation of classroom or school procedures. Students who have been assigned a lunch detention will report directly to the assigned location rather than the cafeteria. Students will be taken to the cafeteria by the lunch detention supervisor. Students will eat their lunch and remain in that room for the entire lunch period. Students will need to bring reading material or homework to work on during that time. Students who do not report to their assigned lunch detention will receive two additional assigned detentions or may face more serious consequences.

(See tardy policy)

-The following policy for cumulative lunch detentions will be in effect:
After the 4th lunch detention assigned for violations other than the tardy policy:

-5th Lunch Detention: 1 hour After School Detention

-6th Lunch Detention: 1 hour After School Detention

-7th Lunch Detention (and everyone thereafter): 3 hour After School

Detention

2. In School Suspension (ISS) & Out of School Suspension (OSS) & ASAP

-Students may be issued an ISS or an OSS for violations of the discipline policy. ISS and OSS are typically assigned after other options have been exhausted.

-In School Suspension

-ISS can be assigned by period, half day, or full day(s).

-Students are allowed to make up any work that they miss.

-Teachers are responsible for sending, posting, or emailing work.

-Students are not allowed to sleep or have cell phones.

-Students are expected to use this time as academically productive.

-Out of School Suspension

-OSS can be assigned by day(s)

-Students are allowed to make up any tests, quizzes, or other academic material deemed necessary by administration.

-Students WILL NOT BE ALLOWED to make up daily in class or homework assignments

-Students are not allowed to attend any extracurricular activities while in OSS.

-ASAP

-ASAP can be an alternative to OSS days

-If a student goes to ASAP instead of serving his/her days at home, that student will be allowed to make up all assignments.

3. Peer Court

-Peer Court is a program that allows minor juvenile offenses to be filtered out of the court system into a "diversion/intervention" program. The goal of Peer Court is to provide a means for youth offenders to accept responsibility for their actions and to change their behavior so that they do not become involved in juvenile court or the criminal justice system.

-A student can be referred to Peer Court for a variety of offenses after other options have been exhausted.

4. Social Probation

-Social probation is a consequence that will involve removing the ability to attend school activities outside the school day hours of 8-3. This can include, but is not limited to, no entrance to dances, athletic practices and games, performances, clubs, and all extracurricular events.

Student behavior. The following could result in disciplinary action:

- a. Inappropriate displays of affection will not be tolerated. All students are expected to conduct themselves properly while on the school grounds.
- b. Fighting or provoking violence by gesture or word.
- c. Forgery of a teacher's pass.
- d. Insubordination or staff disrespect.
- e. Truancy.
- f. Classroom disruptions.
- g. Corridor disruptions.
- h. Excessive tardiness.
- i. Leaving the building or classroom without permission.
- j. Obscenity: oral, written, gesture.
- k. No food or drink in the carpeted area.
- l. Possession or use of items which could result in harm to others.
- m. Unexcused No Dress for P.E.

- n. Violating dress code requirements.
- o. Unauthorized and/or illegal use of computers.
- p. Cheating

5. MTSS Action Plan

Upon a student receiving excessive write-ups (20+ per semester), may be moved into a behavioral intervention plan. The student will be required to meet with administration, guardians/parents, the Family and Student Support Coordinator, and Special Service (if needed) to develop a behavior plan.

6. Suspension of Driving Privileges

Upon notification to the Bureau of Motor Vehicles a student's driver's license may be denied or invalidated if he/she is less than eighteen (18) years old and meets any of the following conditions:

- (1) is under at least a second suspension from school for the school year under IC 20-8.1-5-4;
- (2) is under an expulsion from school due to misconduct under IC 20-8.1-5-4;
- (3) is under an exclusion from school due to misconduct under IC 20-8.1-5-5; or
- (4) in an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the school corporation in which the student is enrolled, withdraws from school before graduating (IC 9-24-2-1).

See SECTION 2 IC 9-24-2-4 for additional information and details regarding Suspension of Driving Privileges.

7. Search and Seizure

- Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.
- Students are provided lockers, desks and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.
- Anything that is found in the course of a search that may be evidence of a violation of law or school rules may be taken and held or turned over to law enforcement officials. The school reserves the right not to return items that have been confiscated.
- The Board of School Trustees authorizes the use of specially trained dogs to detect the presence of drugs and devices prohibited on school property. The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination. Parents/legal guardians will be notified and a written document provided should a student be searched.

Criminal Gang Policy

- Prohibited Conduct
 - The Board of Education prohibits criminal gang activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions.
 - The Board prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal behavior or who are victims, witnesses,

bystanders, or others with reliable information about criminal gang activity and similar destructive or illegal group behavior.

- Definitions:
 - “Criminal Gang” means a group with a least three members that specifically either:
 1. Promotes, sponsors, or assists in; or participates in; or
 2. Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the criminal offense of battery.
 - “Gang Activity” means knowing or intentional participation by a student in a criminal gang, or knowing or intentional solicitation, recruitment, enticement, or intimidation of another individual to join a criminal gang.
 - Procedures for Reporting and Investigating
 - A North Vermillion employee must report any activity that the employee reasonably believes is criminal gang activity, including criminal gang intimidation or criminal gang recruitment, to the principal and school safety specialist.
 - The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The principal or designee, upon consultation with the [superintendent], may also request the assistance of law enforcement to aid in the investigation.
 - Each school within the North Vermillion School District 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 superintendent, and the superintendent shall submit a written report to the IDOE by June 1 of each year, starting in 2017.
- Consequences
 - A confirmed incident of criminal gang activity is a violation of North Vermillion’s code of conduct. The principal or designee shall respond to criminal gang activity, according to the parameters described in the school’s code of conduct, and report such activity to law enforcement.
- Support Services
 - The principal may provide intervention or relevant support services to a student involved in, or suspected of, being involved in criminal gang activity. The following types of services, including family support services, may be provided:
- Refer to counseling;
 - Enlist parent cooperation and involvement, community and faith-based organizations and civic groups;
 - After-school programs developed in collaboration with other stakeholders;
 - Other appropriate action as developed by the superintendent or designee
- Criminal Gang Prevention and Education
 - North Vermillion shall establish an evidence-based educational criminal gang awareness program for students, employees, and parents the must include information:
 1. To educate students and parents on the extent to which criminal gang activity exists;
 2. Regarding the negative societal impact that criminal gangs have on the community;

3. On methods to discourage participation in criminal gangs; and
4. On methods of providing intervention to a child suspected of participating in criminal gang activity.

North Vermillion may also provide training to employees regarding implementation of this policy.

Disciplinary Actions

FIGHTING

- A student will be assigned to ISS/OSS for first offense, depending on severity of the fight. Suspension may be used as necessary.
- Should a third incident occur during the school year recommendations will be made for **suspension pending expulsion** (due process). As in all instances of suspensions (in/out) parent/legal guardian conferences will be held.
- Students are reminded that previous suspensions for the school year pertaining to other disciplinary situations may supersede listed consequences and can result in a more severe consequence than listed (up to and including suspension pending expulsion). Students at least 16 years of age re-enrolling after an expulsion may be required to attend 1) An alternative school or alternative education program; 2) Evening classes and/or; 3) Classes established for students who are at least 16 years of age.

DRUGS

- Due process shall be initiated on the first offense for possessing, providing to another person, or being under the influence of any substance which is or contains alcohol, marijuana, a narcotic, a stimulant, a depressant, or a hallucinogen whether prescription or sold over the counter without a prescription, or any substance represented by the provider to be any of the listed substances on the school grounds at any time or at any school sponsored activity at any location, including on the school bus.

AIDING AND ABETTING

- Students aiding and abetting other students in breaking any school rule or regulation will be charged with the same violation as the student breaking the rule or regulation.

SMOKING/TOBACCO/NICOTINE/VAPE

- North Vermillion Community School Corporation maintains smoke-free buildings. There is to be no smoking or use of tobacco or nicotine by students on school premises, off-campus at school sponsored events or school buses at any time. Students in possession of cigarettes, e-cigarettes, or tobacco products will receive:
 - 1st Offense: **3-5 days of ISS/OSS and a Ticket** OR Peer Court in lieu of ticket.
 - 2nd Offense: **4-6 days of ISS/OSS and a Ticket**
 - 3rd Offense: **10 day OSS with Suspension/Expulsion under due process rule.** This rule applies to tobacco and/or nicotine products found in a student's locker and vehicle (when said vehicle is on school property). Please note that the School Board has deemed that tobacco and/or nicotine products may be used by adult visitors, support staff and professionals on school grounds in designated places and at designated times.
- Juveniles possessing and/or using tobacco/nicotine are subject to referral to the juvenile justice system.

All incidents will be processed in accordance with the Indiana State Statutes with

a possible fine to be imposed by local law officials for a minor in possession of tobacco products. As in all instances of suspensions (in/out), parent/legal conferences will be held. Students are reminded that previous suspensions for the school year pertaining to other disciplinary situations may supersede listed consequences and can result in a more severe consequence than listed (up to and including suspension pending expulsion). Students at least 16 years of age re-enrolling after an expulsion may be required to attend 1) An alternative school or alternative education program; 2) Evening classes and/or; 3) Classes established for students who are at least 16 years of age.

CELL PHONES/UNAUTHORIZED USE OF ELECTRONIC DEVICES

- Students who possess a cell phone/electronic device when on school property should follow the following guidelines:
 - 1) Cell phones are to be turned off during the school day (8:15 am - 3:15 pm) unless approved by a teacher for academic purposes. Students will be allowed to use their cell phones before school, during lunch, and after school.
 - 2) When directed by a staff member during a school crisis/emergency situation or when attending a school function/event cell phones must be turned off.
 - 3) Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function is also a violation of this provision.
 - 4) The significance of the violation and the student's prior disciplinary record may impact the level of disciplinary action that the school finds appropriate to impose.
 - 5) At no time will the school corporation be responsible for preventing theft, loss, or damage to cell phones/paging devices or other electronic communication devices. Failure to comply with the established rules for cell phones will result in the following consequences: (per school year)
 - 1st Offense: Teacher will confiscate for the remainder of the period
 - 2nd Offense: Teacher will confiscate for the remainder of the day OR for a full school day (ie: 1pm to 1pm- the consequence will carry to the next day & the student will have to turn in their cell phone before 1st period.
 - 3rd Offense: Phone will be confiscated and sent to the office. Student will receive an hour after school detention. Should a student get a third offense in multiple classrooms, then they will be assigned a two hour after school detention or social probation.
 - Additional offenses will be handled by the administration accordingly.

CHEATING (PER YEAR)

- Any student found to be involved in cheating will be subject to disciplinary actions, loss of credit and/or suspension. Cheating may be defined as, but not limited to:
 - Unauthorized use of notes or other materials during assignments and/or examinations.
 - Any misrepresentation of work or answers.
 - Use of cheat sheets/apps
 - Use of copied work.
 - Plagiarizing
- Teachers have the ultimate responsibility of monitoring student behavior in

the classroom. Teachers may choose to have the student re-do the test or assignment, give a ZERO on the assignment, or assign an after school detention.

- A student who has been found guilty of cheating for a second time in any class will automatically receive a ZERO for the assignment and will be in danger of receiving a failing grade for the grading period.
- A student who has been found guilty of cheating for the third time in any class will receive an F for the grading period in which the offense occurs.
- Students are reminded that consequences apply to not only the student(s) found guilty of cheating, but to any student supplying answers to worksheets, homework, tests, etc. for another student.

DRESS CODE

Students attending North Vermillion Community Schools are required to be appropriately dressed. Students will not wear clothing that distracts from the educational process. Students who fail to abide by dress code requirements will be subject to disciplinary actions as specified in the Student/Parent Handbook. The following guidelines are presented to assist the students in meeting dress code requirements:

UNACCEPTABLE CLOTHING & ACCESSORIES

- Sunglasses (unless medically excused).
- Clothing or jewelry with markings, which downgrade the school, such as those which allude to drugs, alcoholic beverages, tobacco, profanity, sex, or other lewd or suggestive letters, markings or comments.
- Tank-tops, halters, strapless top, spaghetti straps, neck tie straps, off-the shoulder blouses/dresses, and exposed midriffs. Tops are to be modest in appearance; fit snugly under the arms and any exposure of "cleavage" will not be permitted. Tops must extend to the end of the shoulders (not necessarily over-the-shoulder). Under no circumstances should any top reveal the midsection (stomach/back) while in normal walking or standing positions. Tops that expose the lower backside and undergarments when in sitting position are prohibited.
- Chains attached to the body. Jewelry that may be deemed dangerous to the student or others (i.e. spiked necklaces, wristbands, elongated protruding earrings, etc.
- Clothing that is revealing.
- Shorts, skirts, long shirts, etc. which are above finger-length (regardless of whether leggings, tights, or hose are worn underneath).
- Clothing that is sagging or ill fitting.
- Pants with holes above finger-tip length.
- No Roller skates or similar attire on school grounds.
- Facial features must be visible at all times.
- Headphones, earbuds or bluetooth earbuds should not be worn during instructional time, UNLESS permission granted by teacher.
- Headphones, earbuds, or bluetooth earbuds should not be worn in hallway unless one earbud is out allowing the student to hear alarms or announcements.
- Hooded sweatshirts may be worn to school. HOWEVER, hoods must be down at all times during the school day.

NOTE: HAIR: The student's hair must meet health and safety regulations when enrolled in laboratory classes and swimming classes. Failure to comply with the dress code policy will result

in the student's parent/guardian being called to bring the student a change of clothing or the school will supply a garment. Any time missed from class will result in either an unexcused absence or a tardy to class (depending on length of time missed). A failure to comply will result in disciplinary action taken by the administration.

VIOLATION OF DRESS CODE (per semester)

1st Offense- Verbal reprimand and change.

2nd Offense- lunch detention and change.

3rd Offense- 1 hour after school detention/parent communication/change.

GROUNDS FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The grounds for suspension or expulsion apply when a student is:

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

The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.

- a. occupying any school building, school grounds, or 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 continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 4. Threatening (whether specific or general in nature) damage or injury to persons or property regardless or whether there is a present ability to commit the act.
 5. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. This also includes engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes (not limited to): coercion, harassment, bullying, hazing, or other comparable conduct. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 6. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violence or threatening conduct includes (not limited to): threatening, planning, or conspiring with others to engage in a violent activity.

7. Failing to report the actions or plans of another person or persons to a teacher or administrator where those actions or plans, if carried out could result in harm to another person or persons or damage to property when the student has information about such actions or plans.
8. Threatening, bullying, or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
9. Knowingly possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
10. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia use in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Exception to Rule #10: A student with chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filled a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 - a. The student has an acute or chronic disease or medical condition for which the physician has prescribed the medication.
 - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c. The student has been instructed in how to self-administer the prescribed medication.
 - d. The student is authorized to possess and self-administer the prescribed medication.
11. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
13. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
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 or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property
 - b. disobedience of administrative authority
 - c. willful absence or tardiness of students
 - d. knowingly possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, glue sniffing, or intoxicant of any kind

- e. possessing, using, transmitting, or being effected by caffeine-based substances, other than beverages, substances containing phenylpropanolamine (PPA), or stimulants of any kind, or any other similar over-the-counter products
 - f. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes
 - g. violation of the school corporation's administration of medication policy
 - h. possessing or using a laser pointer or similar device
17. Possession of a Firearm (IC 20-33-8-16)
- No student shall possess, handle or transmit 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:
 - 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. use or possession of gunpowder, ammunition, or an inflammable substance.
 - H. antique firearm.
 - I. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
 - The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
 - The grounds for suspension or expulsion listed above 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, or
 - 3) Traveling to or from school or a school activity, function, or event. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other

school functions.

18. Sexual Harassment

Sexual harassment of any kind will not be tolerated. Reports of sexual harassment will be handled as a major offense and dealt with to the fullest extent of the student discipline and law. Students are apprised that sexual harassment can be prosecuted by law. Sexual harassment is defined as unwanted and unwelcome behavior toward another person. This can include touching, grabbing, spreading sexual rumors, sexual comments, name calling, cartoons/pictures, sexual messages/graffiti, mooning, pulling down someone's pants, catcalls, whistles, bra-snapping, forcing a kiss on someone, pressure for sexual activities, or other behaviors determined to be sexual. Violations will be handled on an individual basis. A substantiated charge against a student shall subject that student to, but not limited to, suspension and/or expulsion. Any person knowingly files false charges against a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action. See Appendix C for complete policy/procedure.

19. Bullying

Overt, repeated acts or gestures including verbal communications transmitted, physical acts committed, or any other behavior by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student. Examples of bullying are, but not limited to: hitting and/or punching (physical bullying); teasing or name calling (verbal bullying); intimidation through gestures or social exclusion (non-verbal bullying or emotional bullying); and sending insulting messages by phone, computer emails, journaling, blogging or through other electronic means (cyber bullying). Students subject to punitive consequences due to violating this policy will be required to attend sensitivity sessions conducted through the S.A.P. program. If necessary, parental involvement will be offered beyond mere notification of the student's infraction. In some extreme instances the notification and involvement of community social agencies and/or judicial services will lend assistance. IC 20-33-8-0.2

-Should a student receive a disciplinary referral for bullying, that student will need to complete anti-bullying education before returning to his/her regular schedule. In addition to consequences listed in the disciplinary chart.

20. Legal Settlement

A student may be expelled from school if the student's legal settlement is not the attendance area of the school corporation where the student is enrolled.
IC 20-33-8-17

21. Student Misconduct- Unlawful Activity on or off campus

A student may be suspended or expelled for engaging in unlawful activity on or off the school grounds if:

- 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

- 2) the student's removal is necessary to restore order to protect persons on school property; including an unlawful activity during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions. IC 20-33-8-15
- Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

Reminder: Previous suspensions issued throughout the school year will be utilized in determining consequences for additional misbehavior(s). Generally once a student has received suspensions of one (1) day and three (3) days, regardless of the listed student handbook consequence, a five (5) to ten (10) day suspension pending expulsion procedure may be initiated. High standards pertaining to behavior are established at North Vermillion Jr.-Sr. High School and compliance is expected.

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct; and the action taken by the principal. The student will also need to meet with the Family and Student Support Coordinator to develop a plan to reduce the likelihood of suspension again. Then the student may return to regular classes.
4. Students involved in disobedience and/or misconduct may be assigned to in-school suspension. Students are required to obey school rules and to complete all assignments while assigned to in-school suspension. Classroom assignments and materials will be provided. Failure to obey in-school rules will result in suspension from school. Reminder: Previous suspensions issued throughout the school year will be utilized in determining consequences for additional misbehavior(s). Generally once a student has received suspensions of one (1) day and three (3) days, regardless of the listed student

handbook consequence, a five (5) to ten (10) day suspension pending expulsion procedure may be initiated. High standards pertaining to behavior are established at North Vermillion Jr.-Sr. High School and compliance is expected. Students at least 16 years of age re-enrolling after an expulsion may be required to attend

- 1) An alternative school or alternative education program;
- 2) Evening classes and/or;
- 3) Classes established for students who are at least 16 years of age.

It should be noted that in some cases if applicable, an agreement for court assisted resolution of school suspension and expulsion cases may be invoked. IC 20-33 Chapter 8.5.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel.
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent/legal guardian are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent/legal guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent/legal guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent/legal guardian. The student or parent/legal guardian has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent/legal guardian appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent/legal guardian. The board will then take any action deemed appropriate. It should be noted that in some cases if applicable, an agreement for court assisted resolution of school

suspension and expulsion cases may be invoked. IC 20-33 Chapter 8.5.

RANDOM DRUG TESTING PROGRAM INTRODUCTION

The Board of School Trustees of the North Vermillion Community School Corporation recognizes the health risks and dangers associated with the use of unlawful, illicit drugs and/or alcohol. The Board further recognized that, according to independent surveys done at North Vermillion Community School Corporation, a segment of the student population has used or regularly uses alcohol and drugs, including marijuana, cocaine, crack, inhalants, amphetamines, tranquilizers, and narcotics. Drug usage has been reported among both junior high school and high school students with drug usage increasing during the high school years. Drug and alcohol use in the school is a threat to the safety and health of the students, faculty and staff and jeopardizes the efficiency and the quality of our educational programs. The risks associated with such use may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest natural ability.

The drug-testing program for North Vermillion School Corporation has been developed in accordance with the North Vermillion Jr.-Sr. High School mission statement and philosophy as stated.

PROGRAM DESCRIPTION

The privilege of student driving, athletics and school sponsored extracurricular activities of North Vermillion Community School Corporation are an integral part of the school system, community, and student growth and development. Participation in athletics, school sponsored extracurricular activities, and the privilege of student driving offered to students, require both the scholastic and the physical conditions of eligibility. One such condition of eligibility shall be the agreement by the student to submit to a random drug-testing program. This program will be offered to all students (grades 6-12), male and female, who participate in athletics, school sponsored extracurricular activities, and the privilege of student driving.

In addition to those students who choose to participate in the privilege of student driving, student athletics and school sponsored extracurricular activities, the school will test any student who volunteers to participate in the program, as well as students under the age of eighteen (18) whose parents wish to have them included in the program. Such students and/or parents must provide the school with their consent to participate in writing. Once written consent is given for testing, it shall be in effect for the remainder of their tenure at North Vermillion Jr.-Sr. High School unless such consent is withdrawn in writing.

The primary purpose of this program is not intended to be disciplinary or punitive in nature, but to educate our students and promote a safe, learning-conducive environment at North Vermillion. Education directs students away from drug and alcohol use and toward a healthy, safe and drug free life. It is mandatory that each student who participates in the privilege of student driving, athletics and school sponsored extracurricular activities must sign and return a witnessed "consent form" for the drug testing program prior to participation in any school sponsored extracurricular activities, athletics or the privilege of student driving. Failure to comply will result in non-participation.

The implementation of this program will not affect the policies, practices or rights of the North Vermillion Community School Corporation in dealing with drug or alcohol possession, or use where reasonable or probable cause is obtained by means other than the random sampling provided within this drug testing program or with the policies in place in the Student-Parent handbook concerning drug usage.

Sponsors of any school program or event may have their own training/participation rules and requirements, which include prohibitions concerning the use of alcohol, and drugs. Sponsors retain the necessary authority to enforce these rules separate from the random drug-testing program. It is not the

purpose of this program to bar from all further participation those students who test positive, but to promote healthy lifestyles and safety.

PROCEDURES

1. Administrator/or Designee will require the attendance of all students at one or more drug education presentations. Each student shall receive a copy of this policy. This program shall be explained to all students and an educational presentation shall be made as to harmful consequences of drugs and alcohol.
2. Each student shall be provided with a consent form, a copy of which is attached hereto, which must be dated and signed by the student and by a custodial parent or guardian before such student shall be eligible to practice or participate in any extracurricular activity. By signing the consent form the student agrees to provide, at any time requested, a urine sample to be tested for drugs and alcohol. By signing the form, the custodial parent(s) or guardian(s) also gives consent for the student to provide a urine sample.
3. The selection of students to be tested will be done randomly. Each student will be assigned a number, and one cross-reference list of names will be maintained by the Principal and designees. A verifiable system of random selection will be employed by the principal or designee. A student will be required to provide a sample of his or her urine in a verifiable manner, but the collection of the sample shall not be physically observed. The student's number and the date shall be written on the sample bottle and the student and school nurse and/or designee shall each date and initial the cross reference list, establishing that the sample container has the proper identification number written on it. The school nurse and/or designee shall then be responsible for turning over the samples to the testing laboratory. Each sample may be tested for alcohol, "street drugs", (which may include all drugs listed as controlled substances under the laws of the State of Indiana), and "performance enhancing drugs" (such as steroids). A sufficient portion of the sample shall be retained for reanalysis under paragraph 6. If the student is taking any over-the-counter or prescription medications which may contribute to a "positive" test result, the student should inform the school nurse and/or designee of this fact at the time the urine sample is taken. Testing shall be done by a competent laboratory through urinalysis. The North Vermillion Community School Corporation shall pay for testing done at its request.
4. When a random number is selected for testing, the nurse and/or designee obtaining the urine sample shall be told that such students shall give a urine sample to be tested. The laboratory will report to the Principal by the numbers on each sample container the results of each test. The results of a positive drug test will be disclosed to the student, the student's custodial parent(s) or guardian(s), and those school personnel affected by a positive finding.
5. A positive finding will involve disclosure of the (information to parents and only those school personnel necessary for implementation and enforcement of this policy), implementation of intervention strategies and will result in appropriate program consequences.
6. If the student or the student's custodial parent(s) or guardian(s) desire, they may have any remaining portion of the urine sample re-analyzed by another

laboratory selected by the student's custodial parent(s) or guardian(s) from an approved list of laboratories provided by the school corporation. For such a retest, the sample must be verified and transported to the laboratory by the school nurse and/or designee. The student and/or the student's custodial parent(s) or guardian(s) will be financially responsible for any retest under the provisions of this item. The student and the student's custodial parent(s) or guardian(s) may also submit any relevant information that will be considered in determining whether a positive test can be satisfactorily explained.

7. If a positive test is not satisfactorily explained, the Principal/Designee will consult with the student and the student's custodial parent(s) or guardian(s) concerning the nature and extent of the problem and the disciplinary consequences of the violation will be imposed.
8. Subsequent drug testing will occur as a result of a positive finding. Appropriate intervals of time will be allowed between screenings. Reoccurring positive findings will result in specified consequences as indicated in the Program Consequences section.
9. The North Vermillion Community School Corporation reserves the right to test any participating student who at any time exhibits cause for reasonable suspicion of drug and alcohol use, in accordance with the provisions of the Student-Parent Handbook.

PROGRAM CONSEQUENCES

Identification through one of the following methods is sufficient reason for the consequences to be implemented.

-The determination of a positive test result from a random or subsequently required urinalysis.

-Admission of a violation.

-Notification to school officials by verified police report or court action.

1. Any participant who is identified through any of the means listed above, for the privilege of student driving, athletics and school sponsored extracurricular activities, shall be required to attend a mandatory drug educational session, and shall be ineligible for the privilege of student driving, athletics and school sponsored activities during the participation in the drug educational program and until a second screening is conducted and determined to be negative.
2. Appropriate intervals of time will be provided between screenings. Research indicates the following intervals of time are needed for the substances listed below to clear the system.

Alcohol	18 hours
Amphetamines	2-3 days
Marijuana	1-5 weeks

3. A second positive testing will result in non-participation (including practices) in extra-curricular activities, athletics and for the privilege of student driving for 365 days (from the date of second finding). Non-sponsored interventions will be recommended and encouraged also. In addition, during the 365 days of non-participation, subsequent drug screenings may

occur. Additional positive findings during this initial 365 days shall result in non-participation for a longer period of time. The opportunity for participation may be regained after 365 days of non-participation and one negative finding.

4. The procedures established under this document apply only to circumstances involving the random testing for drugs and alcohol. All other misconduct described in the existing athletic and extra-curricular codes shall be covered by the consequences as outlined in the current "Student-Parent Handbook".

GUIDELINES

1. The School Nurse, the Principal and/or Designee will be responsible for administering this program.
 - a. The Principal shall be responsible for keeping a copy of the signed testing agreements, contacting and arranging testing dates with the laboratory and receiving notice of any positive test from the laboratory.
 - b. The Nurse or Principal's Designee will be responsible for overseeing the collection of the urine specimens, delivering the specimens to the laboratory courier, and keeping the chain of custody intact.
 - c. The Principal or his/her designee is responsible for explaining the consequences of a positive test to the student and his/her parents/guardian.
2. Refusal of a student, after contact of parent, to provide a specimen will be considered the same as a **positive test** and that student will be excluded from extra-curricular activities for 365 days from date of refusal.
3. If a student cannot provide a specimen, he/she will be given eight (8) ounces of water and be allowed two (2) hours to give a specimen. (Medical studies have shown that a person given this amount of fluid and time should be able to supply sufficient specimen.)
4. If the urine specimen is determined to be diluted, another specimen must be obtained and results received before that student will be allowed to participate (including practice) in extra-curricular activities, athletics and have the privilege of student driving.

The following are a listing of drugs that are tested through the urinalysis process:

Amphetamines **Barbiturates** **Benzodiazepines** **Cocaine** **Opiates**
Cotinine (tobacco) **Ethanol (alcohol)** **Cannabinoids (marijuana)**
Phencyclidine (PCP)

Technology/iPads

North Vermillion Community School Corporation
 iPad Policy, Procedures,
 Information, and Student Pledge

The focus of the 1:1 iPad initiative at North Vermillion Community Schools is to provide 21st Century Students with up-to-date resources. Increasing access to technology is essential for the future, and utilizing the iPad will empower students to maximize their learning and prepare them for college and the workplace.

The policies, procedures, and information within this document apply to all iPads and any other device considered by the NVCSC Administrators to come under this policy. Teachers may set additional requirements based on their instructional needs.

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving your iPad

iPads will be distributed at the beginning of each school year. **Parents and students must sign the *Student Pledge* before the iPad can be issued to the student.**

1.2 iPad Check-in

iPads will be returned at the end of school so they can be checked for serviceability. If a student transfers out of North Vermillion Community School Corporation during the school year, the iPad, case and charger will be returned to the NVCSC at the time of checkout.

1.3 Check-in Fines

1.3.1 iPad and case issued to students at the beginning of the school year must be returned at the end of school each year. Students who are suspended, expelled, or terminate enrollment at NVCSC for any reason must return their individual school iPad, case and charger on the date of their termination.

1.3.2 If a student fails to return the iPad at the end of the school year or upon termination of enrollment at NVCSC, then the student will be subject to financial compensation or collections. The student will also pay for the replacement cost of the iPad and case.

1.3.3 The student will be responsible for any damage to the iPad and case and must return them in satisfactory condition. The student will be charged a fee for the cost of repairs or replacement.

Damage & Replacement Fees:

Charging cable- \$15

Charging block- \$15

iPad & Case replacement- \$400

iPad replacement- \$300

iPad case replacement- \$100

Cracked screen replacement (unintentional)- \$50

Unintentional other damage- \$50-\$200, depending on damage

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad and case they have been issued by the NVCSC. iPads that are broken or fail to work properly must be reported to the technology department.

2.1 General Precautions

2.1.1 The iPad is school property. All users will follow this policy and the NVCSC acceptable use policy for technology.

2.1.2 Only use a clean, soft cloth to clean the screen -**no cleansers** of any type.

2.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.

2.1.4 iPad and cover/case must remain free of any writing, drawing, stickers, or labels that are not the property of NVCSC.

2.1.5 iPad must never be left in an unattended area.

2.1.6 Students will be issued a charger to keep their iPad battery charged for each school day.

2.2 iPad Cover/Case

2.2.1 NVCSC has provided a protective cover/case for the iPad.

2.2.2 Students are required to use issued iPad protective cover/case.

2.3 Screen Care

2.3.1 Do not put unnecessary pressure on the top of the iPad as the screen can be easily damaged.

2.3.2 Exercise caution when carrying your iPad so the screen does not come-in-contact with hard or sharp objects that may damage the screen. Lockers, desk corners, etc. can cause damage to the screen.

2.3.3 Keep the iPad in the protective cover/case at all times.

3 USING YOUR iPad AT SCHOOL

The iPads will be used at school each day.

3.1 iPads Left at Home

Students who leave their iPad at home are responsible for completing course work as if their iPad were present. If students repeatedly leave their iPad at home, they will be subject to appropriate disciplinary action.

3.2 iPad Undergoing Repair

A device will be made available, based on administration approval,, for student use when their assigned device has been sent in for repair.

3.3 Charging Your iPad's Battery

iPads must be charged to full capacity each day before they are brought to school. If a student repeatedly does not have his/her iPad fully charged, he/she will be subject to appropriate disciplinary action. Loaner device will not be issued to students who fail to charge their iPad at home.

3.4 Lock Screen/Wallpaper/Photos/Images

3.4.1 Students will have the ability to customize their iPad. Media contained on the iPad should be school appropriate. Inappropriate media used to encourage and promote drugs, alcohol, tobacco, weapons or any other activity prohibited by law will be subject to disciplinary consequences. Media or language that is offensive or lewd will be subject to disciplinary consequences.

3.4.2 Utilizing photos, videos, and/or audio recordings of any person without consent will be subject to disciplinary action.

3.4.3 Passcodes are provided by NVCSC and it is recommended that the students use that passcode.

3.5 Printing

Students will have the ability to print material required for course work or other school related items.

3.6 Home Internet Access

Students are allowed, but not required, to set up additional wireless networks on their iPad to assist them with web-based work while off school property.

4. MANAGING YOUR FILES/SAVING YOUR WORK

It is the responsibility of the student to insure that work is not lost due to mechanical failure or accidental loss of work. iPad malfunctions are not an acceptable excuse for not submitting work. It is strongly recommended that students should save and backup all work often.

5. SOFTWARE ON iPads

5.1 Originally Installed Software

5.1.1 The Apps and operating system originally installed by NVCSC must remain on the iPad, in usable condition, and easily accessible at all times. The school may add additional Apps and iOS upgrades.

5.1.2 iPads will be checked periodically to ensure that students have not removed required apps and/or installed inappropriate material.

5.2 Additional Software

Students will be provided with basic Apps. Throughout the school year, additional Apps may be added by NVCSC. Additional required Apps may be free or require payment.

5.3 Inspection

Students will be randomly selected to provide their iPad for inspection. Failure to submit an iPad for inspection will result in disciplinary action. iPad use and content will be monitored remotely through NVCSA's internet filtering service.

5.4 Procedure for re-loading software

If technical difficulties occur, the iPad will be restored from a backup or will be reset to factory settings. The school does not accept responsibility for the loss of any data deleted due to the necessity of a re-format and/or re-image.

5.5 Software/App updates

Updated versions of licensed software/apps provided by NVCSA will be done remotely.

5.6 Profile

Students who purposefully delete an iPad profile from any iPad will be subject to disciplinary action.

5.7 Learning Management Software

NVCSA will utilize learning management systems to electronically engage students in their education. Students are expected to follow all acceptable internet use policies as set by NVCSA.

6. PROTECTING & STORING YOUR IPAD

6.1 iPad Identification

Student iPads will be labeled in the manner specified by the school.

6.2 Storing Your iPad

Students are cautioned against leaving their iPads unattended. Nothing should be placed on top of the iPad. iPads should not be stored in areas of extreme heat or cold.

6.3 iPads Left Unattended

iPads found unattended will be taken to the office. Habitual offenders will be subject to appropriate disciplinary action and or loss of privileges.

7. REPAIRING OR REPLACING YOUR iPad / COST OF REPAIRS

NVCSA recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the Corporation and the Student/Parent. Therefore, we have set the following guidelines in place:

7.1 Technology Charge

Each student will be charged \$75 for technology.

7.2 Accidental Damage

Students will be responsible for the care of their device and be expected to return it in good working condition at the end of the school year. Students/parents will be charged for needed repairs due to accidental damage to the iPad- not to exceed the replacement cost of the iPad.

7.3 Purposeful Damage or Loss

Students/parents will be charged for needed repair due to purposeful damage or loss to the iPad- not to exceed the replacement cost of the iPad.

7.4 Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in case of theft, loss, or accidental damage.

Student Pledge for iPad Use

1. I will take good care of the iPad.
2. I will never leave the iPad unattended.
3. I will never loan out the Pad to other individuals.
4. I will know where the iPad is at all times.
5. I will charge the iPad battery as needed.
6. I will keep food and beverages away from the iPad since they may cause damage to the device.

7. I will not disassemble any part of the iPad or attempt any repairs.
8. I will protect the iPad by keeping it in the protective case that was issued by NVCSC.
9. I will use the iPad in ways that are appropriate.
10. I will keep the iPad and cover/case free of any writing, drawing, stickers, or labels that are not the property of NVCSC.
11. I understand that the iPad is subject to inspection at any time without notice, and remains the property of NVCSC.
12. I will follow the policies outlined in the student handbook .
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the iPad and power cord in good working condition.
15. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

APPENDIX: A

NORTH VERMILLION COMMUNITY SCHOOL CORPORATION NETWORK/INTERNET POLICY

The North Vermillion Community School Corporation considers its own stated educational mission, goals and objectives in making decisions regarding access to the corporation wide computer network (Intranet) and Internet, hereafter referred to as NVCSC Network.

Electronic information research skills are now fundamental in preparation of citizens and future employees. Access to the NVCSC Network enables staff and students to explore thousands of libraries, databases, and other resources. The Corporation expects that faculty will blend thoughtful use of the NVCSC Network throughout the curriculum and will provide guidance and instruction to students in its use. Access to NVCSC Network resources should be structured in ways, which point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines suited to learning objectives. Parents may reserve the right to request that their minor child not be given access to the NVCSC Network. In such cases as these, the teacher will have to provide an alternative assignment. The purpose of the NVCSC Network is to facilitate communication in support of research and education. To maintain eligibility, use of the NVCSC Network must be in support of and consistent with the educational objectives of the North Vermillion Community School Corporation. Access is a privilege, not a right. Access entails responsibility.

All students will have Internet access privileges unless such privileges are denied by parents completing the Internet Account Non-Consent Form.

Users should not expect that files stored on school-based computers would always be private. Files stored on the NVCSC Network are school property. The network administrator may review files and messages to maintain system integrity and ensure users are acting responsibly.

Violation Policy

Users in violation of any policy, or identified as a security risk, or having a history of problems with other computer systems, can be denied access to the Intranet/Internet for the remainder of the school year.

The North Vermillion Community School Corporation makes no warranties of any kind, either expressed or implied, of the NVCSC Network. The corporation will not be responsible for unauthorized financial obligations resulting from the use of the NVCSC Network.

Please see guidelines for proper network use and etiquette.

APPENDIX B

NORTH VERMILLION COMMUNITY SCHOOL CORPORATION
GUIDELINES FOR NETWORK USE AND
ETIQUETTE

The following guidelines and procedures are to be utilized by staff, students or community members who are authorized to use the District's computers or on-line services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Use of computer and/or network will not be for financial gain or for any illegal activity.
4. The network should not be used in such a way that it will disrupt the use of the network by others. Chat Rooms and Instant Messengers are not to be used on the network. (Ex. AOL Instant Messenger, ICQ, Yahoo Instant Messenger...)
5. The student/staff, in whose name and on-line service account is issued, is responsible for its proper use at all times. They shall use this system only under their own account ID. All users are held accountable for the activity of their own account ID.
6. The system shall be used only for the purposes related to education or administration of the corporation. Commercial and/or political use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communication for improper use.
7. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
8. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
9. Copyrighted materials may not be placed on the system without the author's permission and technology director or designee.
10. Vandalism or abuse will result in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempts to harm or destroy equipment or materials or data of any other user. Abuse includes excessive printing, changing equipment settings, etc.
11. Users shall report any security problem or misuse of the network to the teacher, principal, or network administrator.
12. Rules and regulations are subject to change by the administration.

Quick Reference

***You need to see an administrator** - GO TO THE MAIN OFFICE

***You need to see the guidance counselors** - GO TO THE GUIDANCE OFFICE BEFORE SCHOOL, AT LUNCH HOUR, OR AFTER SCHOOL AND MAKE AN APPOINTMENT

***You are late to school** - REPORT TO THE MAIN OFFICE, SIGN IN, THEN REPORT TO CLASS

***You need to leave school** - REPORT TO THE MAIN OFFICE IN THE MORNING TO GET A PASS TO LEAVE CLASS AT YOUR DESIGNATED TIME, THEN SIGN-OUT IN THE OFFICE.

***You are absent** - PARENT NOTIFIES THE SCHOOL AND THE STUDENT BRINGS A NOTE TO SCHOOL THE RETURNING DAY.

***You have lost a book** - CHECK WITH YOUR TEACHER, IF YOU DO NOT FIND IT, CHECK THE LOST AND FOUND IN THE MAIN OFFICE.

***You have lost a personal item** - CHECK THE LOST AND FOUND IN THE MAIN OFFICE.

***You want to leave the room during class time** - HAVE YOUR PASS PAGE SIGNED BY THE CLASSROOM TEACHER.

***You want an announcement made** - OBTAIN AN ADMINISTRATOR'S APPROVAL ON THE ANNOUNCEMENT FORM, THEN TAKE THE ANNOUNCEMENT TO THE MAIN OFFICE TO BE READ.

***You want advice about colleges, schedules, personal problems, etc.** - GO TO THE GUIDANCE OFFICE.

***You want a transcript of your grades, credits, etc.** - GO TO THE GUIDANCE OFFICE

*** You want to withdraw from school** - GO TO THE GUIDANCE OFFICE.

***You want information about school rules, curriculum, or activities, etc.** - READ THE APPROPRIATE SECTION OF THE STUDENT HANDBOOK. THEN, IF NECESSARY, SEE A TEACHER, GUIDANCE COUNSELOR OR AN ADMINISTRATOR.

***You are uncertain whether certain behaviors, actions, or procedures are against school policy** - GO TO THE MAIN OFFICE AND REQUEST TO SPEAK TO AN ADMINISTRATOR.

2023-2024 Bell Schedule

JH/HS Schedule			
Breakfast	7:50	8:15	25
1	8:19	9:07	48
Activity	9:11	9:31	20
2	9:35	10:23	48
3	10:27	11:15	48
4 A Lunch	11:20	11:50	30
4 A	11:54	12:42	48
4 B	11:203	12:08	48
4 B Lunch	12:12	12:42	30
5	12:46	1:34	48
6	1:38	2:26	48
7	2:28	3:16	48

2 Hour Delay HS Schedule

1	10:15	10:45	30
2	10:50	11:20	30
3	11:25	11:55	30
HR	12:00	12:20	20
4 A Lunch	12:20	12:50	30
4 A	12:55	1:25	30
4 B	12:25	12:55	30
4 B Lunch	12:55	1:25	30
5	1:30	2:00	30
6	2:05	2:35	30
7	2:40	3:15	35

Wednesday Schedule

Breakfast	7:50	8:14	24
1	8:18	9:03	45
2	9:07	9:52	45
3	9:56	10:41	45
4	10:45	11:30	45
5 A Lunch	11:34	12:04	30
5 A	12:08	12:53	45
5 B	11:34	12:19	45
5 B Lunch	12:23	12:53	30
6	12:57	1:42	45

7	1:46	2:28	42
2:28-3:15 PLC in the Cafeteria			

NORTH VERMILLION JUNIOR/SENIOR HIGH SCHOOL



***Falcon
Pride***

ATHLETIC HANDBOOK

**Martin Brown
ATHLETIC DIRECTOR**

ATHLETIC COUNCIL:

**Varsity Football Coach * Varsity Volleyball Coach * Varsity Cross
Country Coach**

**Varsity Wrestling Coach * Varsity Softball Coach * Varsity Boys
Basketball Coach**

**Varsity Cheerleading Sponsor * Varsity Girls Basketball Coach * Varsity
Golf Coach**

**Varsity Girls Track Coach * Varsity Boys Track Coach * Varsity Baseball
Coach Athletic Director * Board Member**

FORWARD

This handbook is designed to acquaint all students and coaches both new and experienced with the policies, philosophies and practices of the North Vermillion Jr. and Sr. High School athletic program. IT IS THE RESPONSIBILITY OF EACH STUDENT AND COACH TO READ AND FOLLOW THIS HANDBOOK SO THAT THEY MAY CONTRIBUTE THEIR PART OF MAKING THE TOTAL ATHLETIC PROGRAM A SUCCESS.

NORTH VERMILLION ATHLETIC COUNCIL

The North Vermillion school board has established the North Vermillion Athletic Council. The Council's duties are to rule on any action brought before them. The Athletic Council members will consist of the following: Athletic Director, all Varsity Coaches and a Board Member. All decisions will be decided by a majority vote.

POLICY STATEMENTS

North Vermillion Community School Corporation will not intentionally discriminate on the basis of race, color, religion, sex, national origin, handicap, or age in its programs or employment policies as required by Indiana civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971, Title 20, Titles VI and VIII (Civil Rights Act 1964), the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Public Law 94-142, and Public Law 93-112, Section 504.

REQUIRED FORMS

Physician and parental permission certificates (Physical IHSAA consent and release forms), the athletic pledge form, Concussion, Sudden Cardiac Arrest form and the North Vermillion Drug testing waiver must be on file before any student is allowed to participate in either practice or competition. These forms may be obtained in the Athletic Director's Office. THE FORMS MUST BE TOTALLY COMPLETED.

ELIGIBILITY

Eligibility is determined by (1) age, (2) semesters of competition, (3) grades, and (4) residence.

You do not turn 20 years old prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.

A student may only participate during four consecutive fall and spring semesters. (Beginning with freshman enrollment within 15 days of first day of school)

To be eligible, at North Vermillion High School student must pass at least **five** credits and a junior high student must pass all classes. If a high school student does not pass **five** credits or a junior high student fails one subject, they will become ineligible beginning at the time report cards are handed out and remain ineligible until the next report card is issued. They may continue to practice if the next report card will be issued prior to the end of the sport season. Suspended athletes may not be in uniform. A suspended junior high athlete's grades will be reviewed at mid-term.

To be eligible to participate in a practice or contest, the student must be at school by 12:30 unless previously excused by the Principal or Athletic Director. If a student leaves school ill, they are not to participate in a practice or contest that day unless excused by the Principal or Athletic Director.

ATHLETIC INSURANCE

A participant must have sufficient insurance (medical, hospital, or accident). The participant's family may carry this insurance or the participant may participate in the insurance plan available through the school. Insurance is available for: all sports, football insurance only, and all sports except football. The insurance will differ according to policies. Each year, the participant must place a check mark in the proper spot on the parent and physician certificate (IHSAA consent and release form) to inform the school of their insurance status.

IHSAA MEMBERSHIP

North Vermillion High School is a member of the Indiana High School Athletic Association and all athletes must abide by the rules and regulations of the IHSAA. If you have a question about an association rule please consult the Athletic Director.

ATHLETIC AWARDS

Monograms

The monogram shall be NV combination--white on blue on white. It shall be awarded as follows:

First letter any sport: Monogram with sport emblem, hash bar, and certificate.

**** Monogram from first sport** will be issued on the participant's royal blue and white letter jacket, which may be purchased through the school. • First letter different sport: Sport emblem, hash bar and certificate. • Second Letter in any sport or same sport: Hash bar and certificate. • Third Letter in any sport or same sport: hash bar and certificate. • Fourth Letter in any sport: hash bar and certificate.

• Fourth Letter in the same sport: 4 year plaque, hash bar and certificate.

How to earn an athletic letter at North Vermillion High

School:

1. Participation in a Varsity sport and completion of the full season.
2. Remain eligible as required by the IHSAA.
3. Attend practice satisfactorily.
4. Develop and maintain a good mental attitude.
5. Care for all equipment issued and return all issued equipment promptly at the end of the season.
6. Meet the following requirements for each sport in which you participate:

Baseball

A player must average participation in one inning per Varsity team game played during a year.

Awards: Most Valuable Offense
Most Valuable Pitcher

Golden Glove
Mental Attitude

Boys' Basketball

A player must average participation in one quarter per Varsity Team Game played during the year.

Awards: Total Rebounds
Free Throw Percentage
Field Goal Percentage
Assists
Mental Attitude Award

Girls' Basketball

A player must average participation in one quarter per Varsity Team Game played during the year.

Awards: Total Rebounds
Free Throw Percentage
Field Goal Percentage
Assists
Mental Attitude Award

Cheerleading

At the end of the winter season:

Awards: Most Improved
Spirit and Dedication Award
Mental Attitude
Leadership Award

Cross Country

A runner must place in the first seven North Vermillion team places in 50% or more of all meets of varsity competition.

Awards: Most Improved Runner
Most Valuable Runner
Mental Attitude

Football

A player must average participation in one quarter per Varsity Team Game played during the year.

Awards: Most Valuable Offensive Back
Most Valuable Offensive Lineman
Most Valuable Defensive Back
Most Valuable Defensive Lineman
Mental Attitude Award

Golf

A player must participate in at least 50% of the varsity matches played during that season. *Recognition of Outstanding performance (hole in one, eagle) if agreed upon by Coach/A.D.*

Awards: Most Pars
Most Improved
Low Average
Most Valuable

Softball

A player must average participation in one inning per varsity team game played during a year.

Awards: Most Valuable Offense
Mental Attitude
Most Valuable Pitcher
Golden Glove

Boys' and Girls' Swimming

An individual must score points totaling the equivalent of one first place per meet. (Sliding scale for number of meets per year) Awards: Most Valuable

Most Improved
Mental Attitude
Most Valuable Diver (if we have)

Boys' Track

An individual must score 15 or more points during the season in varsity competition. Relay points will be divided for individual credit. Awards: Most Valuable Athlete

Most Improved Athlete
100% Award
Mental Attitude Award

Girls' Track

An individual must score 15 or more points during the season in varsity competition. Relay points will be divided for individual credit. Awards: Most Valuable Athlete

Most Improved Athlete
100% Award
Mental Attitude Award

Volleyball

An individual must average participation in one set of all Varsity Matches played during the year.

Awards: Passing Award

Serving Award
Spiking Award
Mental Attitude Award
Most Improved Award

Wrestling

An athlete must meet the following criteria: (a) wrestle in 60% of the varsity matches; (b) is a regional qualifier; or (c) seniors that complete the entire season and qualify for consideration under the "Coaches Decision" clause.

Awards: Most Takedowns

Mental Attitude Award
Most Falls
Most Improved Wrestler
Most Valuable Wrestler

Placement of Awards on Jackets

Numerals: The numerals will be placed on the right arm sleeve. The numerals will be sewn two inches below the shoulder seam. They will be spaced one-half inch apart. The numerals should be placed in the center of the sleeve.

Letters: The letter should be placed above the pocket on the left side of the jacket.

12 Season Awards: Blanket

This award shall be awarded to every athlete who participates and earns a letter in 12 straight seasons of sports. (Only one letter per season) The seasons must be during the student's high school years.

Captain Star

This emblem will be presented to an athlete each time he/she serves as varsity captain for the entire sport season.

COACHES DECISION

If at any time, an athlete does not meet the requirements to letter in a particular sport and a coach believes the individual should letter, the coach should discuss the decision with the Athletic Director.

CHEERLEADERS

Varsity and junior varsity cheerleaders will be chosen in the spring for the following school year. The number chosen for the squad will depend on the number of girls trying out and the discretion of the cheerleading coach and Athletic Director. Each squad will cheer for the games assigned to them by the cheerleading coach.

Varsity Cheerleaders

First year cheerleaders will receive a monogram, symbol, hash bar which may be displayed on a royal blue letter jacket which may be purchased through the school, as well as a certificate.

Second year cheerleaders will receive a certificate and a hash bar. Third year cheerleaders will receive a certificate, hash bar. Fourth year cheerleaders will receive a certificate, hash bar, plaque.

Junior High Cheerleaders

There shall be six cheerleaders chosen from the seventh grade class and six cheerleaders chosen from the eighth grade class. Numbers may change by agreement of Varsity Sponsor/A.D.

The Junior High cheerleaders will practice and perform the following stunt only: Shoulder sit, half, extension and others after approved by Varsity Cheer coach and Athletic Director. The Junior High cheerleading coach(es) will be certified to teach stunting.

PARTICIPANT SUSPENSION/ DISMISSAL

If at any time a coach recognizes an athlete to be a detriment to their team, they may dismiss that athlete from the team (discusses the decision with the Athletic Director). The release may only be for the sport's season. If the dismissal period is to be longer, the Athletic Council will make the decision. If an athlete is released from a team by a coach, the coach shall give to the Athletic Director and the individual, reasons for the release. The individual and parents may then request a meeting with the coach.

North Vermillion students/athletes shall not use or possess illegal drugs, alcohol, or tobacco at any time. E-Cigarettes/Vape, etc will be treated as tobacco.

If an athlete is seen by the administration or staff of North Vermillion High School to be using or in possession of any of the above, the athlete may be suspended from 50% of a season. If less than 50% of the current season remains, the remainder of the suspension will come from the next sport season the athlete participates in. (Example: 20% of the season remains, the athlete will miss 30% of the next season.)

If at any time an athlete is involved in theft, the Athletic Council will meet and determine the athlete's eligibility. If at any time a law enforcement official takes into custody and tickets an athlete for any of the above offenses and the Athletic Council deems the athlete committed one of the above offenses, the athlete will be suspended for 50% of a season. If less than 50% of the current season remains, the remainder of the suspension will come for the next sport season the athlete participates in. (Example: 20% of the season remains, the athlete will miss 30% of the next season.)

If the Athlete self reports one of the above offenses, the suspension will be 20% of the season. Additionally, a Student-Athlete may seek counseling for any of the above offenses and receive a 50% reduction in their athletic suspension, after gaining approval of the Athletic Council. Self-Reporting and Counseling may be used in conjunction. The student-athlete is solely responsible for any charges that may exist when participating in counseling.

If at any time an athlete is suspended from school, the athlete will be dismissed for the same 50% suspension mentioned earlier in this section. Upon notification of the Athletic Council's decision, the participant or participant's parents may appeal the determination through the school superintendent and eventually the school board.

An athlete who quits a sport may not participate on another sport team during the same season unless the coach of the team of which the athlete quit releases the athlete. An Organized Conditioning program is considered the same as a sport team. (Exception: An athlete who plays any combination of baseball, golf, softball and track and quits, need not secure a release to continue the other).

If an athlete is found to be involved in any 2 occurrences of any of the above offenses, the athlete will be suspended from all sports for the remainder of the school year. This policy takes effect beginning on the first practice date set forth by the IHSAA, and covers the period of time up to and including the corresponding practice date of the next year.

DURATION OF SEASONS

High School

Beginning and ending of sports seasons :

1. The Fall season begins for high school on the first IHSAA allowable practice date for football, volleyball and cross-country.
The high school fall season for football, volleyball and cross country ends at the conclusion of all Fall IHSAA sanctioned competitions in which North Vermillion Teams or individuals participate.
2. The high school Winter season for basketball and wrestling begins on the first scheduled practice date after the conclusion of all Fall IHSAA sanctioned competitions in which North Vermillion teams or individuals participate.
The high school winter season for basketball and wrestling ends at the conclusion of all winter IHSAA sanctioned competitions in which North Vermillion teams or individuals participate.
3. The high school Spring season for track, baseball, softball and golf begins on the first scheduled practice date after the conclusion of all Winter IHSAA sanctioned competition in which North Vermillion teams or individuals participate. The high school Spring season for track, baseball, softball and golf ends at the conclusion of all Spring IHSAA sanctioned competition in which North Vermillion teams or individuals participate.

Junior High School

Beginning and ending of sports seasons:

1. The fall junior high season for Football, Cross-Country and Volleyball begins on the first day of school or the first organized practice date. The fall junior high season ends when the last scheduled Football, Cross-Country or Volleyball event is complete
2. The winter junior high season for boys' basketball begins on the first scheduled practice date after the last scheduled competition is completed for Cross-Country, Football and Volleyball. The junior high girls' basketball and season begins on the first scheduled practice date of that sport. The winter junior high season ends with the last scheduled game of each sport.
3. The spring junior high season for track begins on the first scheduled practice date. The spring junior high season ends for track when the last scheduled meet is completed.

ATHLETIC PLEDGE

I will, to the best of my ability, obey all school rules and regulations, keep

myself in good physical condition, take proper care of my equipment and return it when called to do so, keep up on my school work, play hard but clean, be loyal to the team, conduct myself at all times in a sportsmanlike manner, and be a credit to the North Vermillion Community School Corporation.

- 1. I have read and understand the Athletic Handbook as prescribed by the North Vermillion High School Athletic Department.
- 2. I agree not to use or possess alcohol, illegal drugs, or tobacco.
- 3. I have completed the IHSAA consent and release form (Physical).
- 4. I have read and signed the concussion information form.
- 5. I understand that I must have the IHSAA consent and release form (Physical), concussion information form, this pledge and the North Vermillion Drug testing waiver form on file at North Vermillion High School before I can participate in any practice.

Athlete's Signature

Date

PARENT: I have read and understand the Athletic Handbook.

Parent's Signature

Date

INSURANCE INFORMATION

Insurance Company _____

Policy Number _____

Check here if student has purchased insurance through the school

A student must have adequate health insurance to participate in athletics or purchase school insurance.

How to keep your Athletic Eligibility

You are ineligible if:

1. Age

- You are 20 years of age prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.

2. Amateurism

- You play under an assumed name.
- You accept money or merchandise directly or indirectly from athletic participation.
- You sign a professional contract in that sport.

3. Awards/Gifts

- You receive in recognition for your athletic ability any award not approved by your high school principal or the IHSAA.
- You use or accept merchandise as an award, prize, gift or loan or purchase for a token sum.
- You accept awards, medals, recognitions, gifts and honors from colleges/universities or their alumni.

4. Conduct/Character

- You conduct yourself in or out of school in a way that reflects discredit on your school or the IHSAA.
- You create a disruptive influence on the discipline, good order, moral and educational environment in your school.

5. Enrollment

- You did not enroll in school during the first 15 days of a semester.
- You have been enrolled more than four consecutive years or the equivalent beginning with grade 9.
- You have represented a high school in a sport for more than 4 years.

6. Illness/Injury

- You are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation.

7. Participation

a. During contest season

- You participate in try-outs or demonstrations of athletic ability in that sport as a prospective post-secondary school student-athlete.
- You are on a junior high school team and participate with or against a student enrolled in high school in an interschool contest.
- You participate in an organized athletic contest with or against players not belonging to your school.
- You participate as an individual on any team other than your school team.
- You participate as an individual without following the criteria for the outstanding student-athlete.
- You attend a non-school camp.
- You attend and participate in a student-clinic.

b. During School Year Out-of Season

- You participate in a team sport contest, where admission is charged, or as a member of a non-school team where there are more than the following number of students listed below in each sport, who have participated the previous year in a contest as a member of their school team in that sport.

Basketball/Volleyball – 3 Baseball/Softball – 5 Football/Soccer – 6

- You receive instruction, other than that allowed, in team sports from individuals who are members of your high school coaching staff. (Exception: open facility)

c. During Summer

- You receive instruction in a team sport from individuals who are member of your high school coaching staff (other than allowed by the rules).
- You attend a non-school camp and/or clinic after Monday of Week 4. See your athletic director for specific dates.

8. Practice

- You have not completed the required number of separate day organized practices in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.

9. Scholarship

- You did not pass five full credit subjects and/or did not receive full credit or the equivalent in your previous grading period. Semester grades take precedence.
- You are not currently passing in five full credit subjects or the equivalent.

10. Consent and Release Certificate

- You do not have the completed certificate on file with your principal each school year, between May 1 and your first practice.

**** These rules are subject to review and revision by the IHSAA on a yearly basis.***