

NEW CASTLE HIGH SCHOOL

STUDENT HANDBOOK 2018 - 2019

ADMINISTRATION

Mr. Kirk Amman Mr. Nick Middleton
Principal **Assistant Principal**

Mr. Brad King
Dean of the Freshman Academy

Mr. Shane Osting Dr. Matthew Shoemaker
Athletic Director **Superintendent**

ADDRESS AND TELEPHONE NUMBERS

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New Castle, IN 47362 (765) 593-6670
Attendance Office Athletic Office
(765) 593-6675 (7:30 a.m. - 4:00 p.m.) (765) 593-6685
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WELCOME BACK FOR THE 2018-2019 SCHOOL YEAR

It is time to start a new school year. We sincerely hope that you feel welcome, not only on the first day you walk through the doors, but everyday thereafter. New Castle High School is a great place to get a quality education!

The staff, programs and technology at our high school are second to none. We believe that our student body is as good, in all respects, as any in the state of Indiana. New Castle High School has a proud tradition, and each of you are challenged to continue this.

We know that the majority of students will come back to school with the attitude of wanting to get the most out of their school experience. Whether you choose a college bound track, a vocational pursuit that will prepare you for employment after high school, or simply desire a quality education and a high school diploma, New Castle High School is a great place to achieve any of this. Our wish would be that each of you makes learning a top priority. If you do this, it will open doors to many opportunities at NCHS.

Again, in speaking for the entire staff, it is our sincere pleasure to extend this welcome to each of you.

The High School Administration

NEW CASTLE HIGH SCHOOL

MISSION STATEMENT

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

BUILDING HOURS

WHEN SCHOOL IS IN SESSION THE BUILDING WILL BE OPEN FROM 7:00 AM TO 4:00 PM.

SOME GREAT IDEAS

1. TREAT OTHERS LIKE YOU WANT TO BE TREATED:
 - Don't make fun of others.
 - Don't pick on people.
 - Don't ever try to hurt someone.
 - Don't gossip or spread rumors.
 - Respect the rights of others.
2. Come to school with a clear mind and body.
3. Learn how to deal with authority. In a democratic society there must be rules so that things work.

- Love your fellow human beings, even if they have different ideas and interests, dress differently, participate in different activities, have different backgrounds or are of a different race.
- Act like a lady or a gentleman.

“ACADEMICS”

ASSISTANCE

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

GRADUATION REQUIREMENTS

- Complete all Required Classes (See your counselor for requirements)
Total 40 Credits
- Eight (8) semesters of attendance are required. Any deviation must be approved by the principal.
- Students who have not passed the Indiana ECA must do so for graduation.
- An Academic Honors Diploma is available to students who pursue a specific, demanding course of study. Any student interested should contact his/her counselor to determine eligibility requirements.

<u>Grade Classifications</u>	<u>Grade Point Average</u>	<u>Weighted G.P.A</u>
9th grade = 0 - 8 credits	A+ 4.3333	5.3333
10th grade = 9 - 17 credits	A 4.0	5.0
11th grade = 18 - 27 credits	A- 3.6667	4.6667
12th grade = 28+ credits	B+ 3.3333	4.3333
	B 3.0	4.0
	B- 2.6667	3.6667
<u>Athletic Eligibility</u>	C+ 2.3333	3.3333
NCHS - Students must pass 5 classes to be eligible for participation.	C 2.0	3.0
An athlete may become eligible with mid-term grades.	C- 1.6667	2.6667
	D+ 1.3333	2.3333
	D 1.0	2.0
	D- .6667	1.6667

<u>Grading Scale</u>	<u>Letter Grade</u>	<u>AP/ACP COURSES</u>
98-100	A+	AP BIOLOGY
92-97	A	AP CALCULUS
90-91	A-	AP CHEMISTRY
88-89	B+	AP ENGLISH
82-87	B	AP GOVERNMENT
80-81	B-	AP PHYSICS
78-79	C+	AP STATISTICS
72-77	C	AP US HISTORY
70-71	C-	ACP SPEECH
68-69	D+	AP PSYCHOLOGY
62-67	D	AP SPANISH
60-61	D-	AP MICRO ECONOMICS
		AP MACRO ECONOMICS

GUIDANCE

The counselors are here to help you. Stop in before or after school to make an appointment. A “Call Card” will be sent to your class. During the year, special programs will provide information concerning colleges, vocational/technical schools, financial aid and careers. The testing program will help you assess your own abilities and interests.

College and vocational/technical school reference materials and career information are available in the counseling center or media center. We encourage you to use it. College applications, SAT, and ACT registration forms, and the FAFSA forms are also available in the counseling center.

Based on Indiana State Code IC 20-28-10-17 and IC 31-32-11-1, when a school counselor has a counseling session with a student, the information is treated as confidential. If a student reveals in a session there had been abuse, or harm had been inflicted on someone, or that someone is intending to harm another, then the counselor is required to follow state law and local board-adopted policy and report this to the appropriate agency(ies) that deal with such matters.

Guidance Counselors:

A-F	Mrs. Bimber
G-M	Ms. Baugher
N-Z	Mrs. Conway
FRAC	Mr. King

COLLEGE VISITATION POLICY

Students are allowed to take a total of **three (3)** days to visit colleges during their junior and senior years. Students make their own arrangements with the college's office of admission for an appointment. After the appointment is made, the student must get a **field trip form** from the Attendance Office or Counseling Center and have each teacher, plus a parent and their counselor, sign the form. The form must be turned in to the Attendance Office at least **two (2)** days before the visit. The student must give the Attendance Office a written statement from the college confirming the visit in order to have the absence excused. Otherwise, the absence will be unexcused. The written statement should be given to the Attendance Office the day after the visit. **No college visit will be approved during the last week of a nine weeks, during final exams, or after the first Friday in May unless initiated by the college for testing/registration purposes. Exceptions to the policy may be approved only by an administrator.**

NATIONAL HONOR SOCIETY

Juniors and seniors with a cumulative 3.3333 G.P.A. are eligible for selection into National Honor Society. Selection is based on four (4) criteria: **SCHOLARSHIP, LEADERSHIP, SERVICE and CHARACTER.** A faculty council, representing the instructional staff, receives each candidate's qualifications and selects by a majority vote. Honor Society membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, service and character. Selection is made during the fall semester of each school year. Selection to membership in National Honor Society is a privilege. No student has the right to be a member, only the right to be fairly considered for membership.

HONOR ROLL

A student must have a 3.0 G.P.A. or above with no grade below a 2.0 (C). He/she must be working toward a minimum of five (5) credits with no incomplete grade(s). A student suspended/withdrawn from class for attendance or discipline problems is not eligible for honor roll recognition.

MAKE-UP WORK

Students who are absent will be required to make up work missed in each class. **Homework should not be requested from the Counseling Center until the third day of absence.** Upon return, one day for each day absent (up to three (3) days) will be allowed to complete make-up work (except as hereinafter provided). Only in extreme cases of prolonged absence will more than three (3) days be allowed for work to be made up. It is the student's responsibility to obtain all make-up work from the teacher. Work missed due to an unexcused absence or suspension from school will be made up, if the building has a Friday detention or in-school suspension program, on a day in a place designated by the building policy. If the building has no Friday detention or in-school program, the work shall be made up as provided. **The student will receive full credit for any tests or work in class or classes from which he/she is TRUANT or SUSPENDED OUT-OF-SCHOOL, only if the work is made-up during Friday detention or during OSP.**

"NEW CASTLE HIGH SCHOOL ATTENDANCE POLICY"

Having good school attendance is a high priority in the New Castle Community Schools. All students and parents are encouraged to study this policy and become familiar with its contents. It reflects the importance the school corporation places on attendance and on students having responsible attitudes about being on time and in school **EVERY DAY.**

PERFECT ATTENDANCE GUIDELINES

PERFECT ATTENDANCE IS DEFINED AS A STUDENT WHO IS IN SCHOOL EVERY DAY FROM 8:00 AM TO 3:00 PM, IS NOT TARDY TO SCHOOL, ATTENDS EVERY CLASS, AND DOES NOT SIGN IN OR OUT FOR A DOCTOR'S APPOINTMENT, FUNERAL, ETC.

NOTIFICATION OF SCHOOL IN CASE OF ABSENCE

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

TYPES OF ABSENCES

A. **Exempt Absences** - Students are not counted absent.

The student has the responsibility to do the required make-up work for the classes missed. In order to work at the polls, a student must present a form from the candidate, signed by a parent/guardian, **prior** to the day of the election.

Exempt absences are:

- Page for General Assembly
- Active duty in the National Guard
- Major religious observations
- Court subpoenas or probation meeting
- School-sponsored events and field trips
- College visits (**3 maximum** as stated earlier in "Guidance" section)
- Homebound

B. **Category I - Excused Absences**

Telephone contact must be made to the school by a parent/guardian **before 4:00 p.m.** the day following the absence and the absence **must** be for one of the following reasons:

- Incapacitating illness
- Hospitalization
- Death in the immediate family
- Family emergency (**subject to approval**)
- Medical/dental/court appointments (**student must return with a statement to be turned in within 72 hours of the appointment**)
- Pre-arranged family vacation or trip with educational value (**made no less than three (3) school days prior to the 1st day of absence; see later section for details**)

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

C. **Category II - Unexcused and Unverified/Truant Absences**

1. **Any absence not listed in Category I** (excused absences) or no call has been made to the school **before 4:00 p.m.** the day following the absence. (If contact is made **after 4:00 p.m.** the day following the absence and within 72 hours, **THE STUDENT WILL REMAIN AT LEAST UNEXCUSED**.)
2. If a student arrives to school **after 8:30 a.m.**, it will be counted as an absence. **If there is a call, but the absence does not fall under Category I, it will be**

counted as unexcused. If there is no call it will be counted as an unverified absence for each period missed.

3. Any family vacation or trips not pre-arranged **three (3) school days prior to the absences** will be considered unexcused. A maximum of five (5) days may be pre-arranged.
4. Any medical, dental, court, etc... appointments **not accompanied by a statement upon return** will be counted as unexcused.

UNVERIFIED/TRUANTS

1. The parent/guardian is unaware of the student's absence and/or has not contacted the school by telephone call. **If a call is made after 4:00 p.m. the day following the absence it will be changed to unexcused.** The absence will remain a truancy if the school is not notified or a statement is not provided **within 72 hours (three (3) school days) upon return.**
2. **If a student arrives to school after 8:30 a.m. and no parent contact has been made, it will be counted as truancy for each period missed.**

HABITUAL TRUANCY

A "Habitual Truant" is defined by NCHS as a student who is truant from school (without parent/guardian knowledge) **three (3) or more times per school year** (also see below). "Habitual Truancy" will result three (3) days in the out-of-school suspension program.

EXCESSIVE ABSENTEEISM PER SEMESTER

K through 6th Grade -	Ten (10) days of absence or five (5) unexcused.
7th through 8th Grade -	Ten (10) days of absence or five (5) unexcused.
9th through 12th Grade -	Ten (10) days of absence or five (5) unexcused.

ATTENDANCE LIMITS - CATEGORY I

Maximum number of Seventeen (17) absences per year.

6th absence per semester - parent notified by form letter.

12th absence of the year - Attendance Review Committee meeting (ARC) to reiterate and explain the consequences for further absences.

15th-16th absence of the year without a Dr. statement - three (3) Friday detention.

18th absence of the year with or without a doctor's statement (or without a "504") - Parents will be served a One Day Notice from the Prosecutor and possible request for expulsion.

*Per state guidelines of a 95 percent attendance rate.

ATTENDANCE LIMITS - CATEGORY II

Truancy/	1st per school year - two (2) Friday detentions (A.M. only - one FRI)
Unverified	2nd per school year - two (2) days of in-school suspension
	3rd per school year - three (3) days in the out-of-school suspension program OSSP
	4th per school year - Five (5) days out-of-school suspension and request for expulsion
Unexcused	1st per semester - verbal warning
	2nd per semester - one (1) Friday detention
	3rd per semester - two (2) Friday detentions
	4th per semester - two (2) days of in-school suspension
	5th per semester - three (3) days in the out-of-school suspension program (OSSP)
	6th per semester - five (5) days out-of-school suspension and request for expulsion

ATTENDANCE REVIEW COMMITTEE (A.R.C.) - HOW IT WORKS

The A.R.C. shall consist of three members: 1) building administrator or his/her designee, 2) guidance counselor, where applicable, or in grades K-6 the student's classroom teacher, 3) a teacher appointed by the building administrator, when applicable.

During the meeting, the student and his/her parent/guardian should provide to the A.R.C. any medical statements, documentation, etc..., that would explain the excessive absences.

The student will be notified within 24 hours of the meeting of the decision of the A.R.C. The possibilities are:

- a. Remain in school with no penalty
- b. Remain in school with an attendance contract
- c. Suspension or expulsion for that semester
- d. Non-promotion to the next grade

In the Event of Non-Promotion

- The building administrator will notify the superintendent of his/her intent not to promote the child to the next grade.
- The parent/guardian will be notified by certified mail of the non-promotion.
- The parent/guardian will have ten (10) calendar days from the decision of the A.R.C. to request a hearing before the superintendent or his/her designee.
- A hearing will be scheduled as soon as possible by the superintendent or his/her designee on a mutually agreed upon date.
- If non-promotion is upheld, the parent/guardian can appeal in writing the superintendent's/designee's decision to the School Board.

PROCEDURES FOR PRE-ARRANGING A

FAMILY VACATION OR TRIP WITH EDUCATIONAL VALUE

(If the following steps are not taken, the absences will be unexcused.)

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

PROCEDURE FOR MEDICAL/DENTAL/COURT APPOINTMENTS

Parents are encouraged to schedule appointments for their children at times other than regular school hours, preferably after school or during vacation time. If it is necessary to schedule the appointment during school time, the absence will be excused ONLY if the student brings a statement from the provider/court to school

upon his/her return, or within seventy-two (72) hours (three (3) school days) of the appointment.

EXTRA/CO-CURRICULAR PARTICIPATION

1. If a student is absent on Friday, he/she will not be allowed to participate in an extra/co-curricular activity the following Saturday unless approved by the principal/designee.
2. **Extra/co-curricular participants are to be in school the entire day in order to participate in a contest, practice or event that evening.** Exceptions: principal/designee approval, doctor's appointments, funerals, etc...
3. Students will not be allowed to attend an extra/co-curricular event if they are absent from school due to illness or injury. If the student is in attendance he/she will be asked to leave the event immediately.

TARDY POLICY

Tardiness to school and to class is a serious problem.

Students who are late to class not only present a classroom disruption, they also cause a loss of instructional time for the other members of the class. Being on time is an attitude that students must develop in order to be successful in school as well as in the work place. The attitude of promptness will follow all students into their adult lives.

A student is tardy if he/she is not in the classroom at the time the tardy bell rings.

Also a student should not be entered as tardy if accompanied by a pass from another teacher or the office.

Teachers must change UNV to TTC when a student arrives to class tardy, without a pass.

1st Period Tardies (Per semester) – (after 1st period has begun and arrives by 8:30 a.m.), it will be counted as a tardy and **the student must go the Attendance Office to sign in before going to class.**

1st Tardy	Sign-in Warning by teacher
2nd Tardy	Sign-in Warning by teacher
3rd Tardy	Sign-in Warning by attendance
4th Tardy	Friday detention/ Letter to parents
5th Tardy	2 Days In-School Suspension/Letter to parents
6th Tardy	1 Days Out-Of-School Suspension Program/ Loss of driving privileges to school
7th Tardy	3 Days in Out-Of-School Suspension Program
8th Tardy	5 Days in Out-Of-School Suspension Program/ Notify Probation

*** There is no such thing as an excused tardy. Even if a call has been made to the school. A tardy is a tardy!**

2nd-7th Period Tardies (Per semester) – All teachers must record in POWERSCHOOL and be consistent in enforcement of policy. **Students are referred by the Teacher.**

1st Tardy	Warning by teacher
2nd Tardy	After/Before school detention (15min.+) issued by the teacher/ Notify parent
3rd & 4th Tardies	S-1 referral = Friday detention/ Notify parent
5th Tardy	S-1 referral = 2 Days In-School Suspension/ Notify parent
6th Tardy	S-1 referral = 1 Days Out-Of-School Suspension Program
7th Tardy	S-1 referral = 3 Days in Out-Of-School Suspension Program
8th Tardy	S-1 referral = 5 Days in Out-Of-School Suspension Program

“DISCIPLINE”

OUR PHILOSOPHY ON BEHAVIOR

Never will anyone be allowed to do any act that endangers anyone else nor will anyone have the right to disrupt anyone's right to learn. What works best is for students to possess the self-discipline to behave correctly so that rule/penalties don't have to be enforced. NCHS has very high expectations about how our students behave, and seldom are we disappointed. NCHS is a great place to be if you are going for the right reasons. If you are, there are unlimited opportunities academically and in extra-curricular activities. And it is unbelievable how many of us will go to any lengths to help out a young person who wants to achieve; our high school is a leader in that area. NCHS has very high expectations about how all students behave at all times and, because of that, our students have an excellent reputation.

STUDENT DISCIPLINE POLICY

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

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** NCHS teachers will have the right to remove a student from his/her class or activity for a period of one day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL or DESIGNEE:** A school principal (or designees) may deny a student the right to attend school or take part in any school function for a period of up to five (5) school days.
3. **OUT OF SCHOOL SUSPENSION PROGRAM (OSSP) - JUVENILE DAY REPORTING PROGRAM - PRINCIPAL or DESIGNEE:** Under this program students who are suspended out-of-school for certain offenses will be required to report, along with their parents, to juvenile court at 8:00 a.m. on the first day of their suspension. After an initial hearing before the court, the student will be involved in community service, at noon a supervised lunch, followed by homework assignments and then special classes of relevance from 3:00 p.m. to 3:45 p.m.

OFFENSES SENT TO OSSP - DAY REPORTING PROGRAM

1. Repeated suspensions/office referrals.
2. A missed Friday detention without Dr.'s statement.
3. Habitual Truancy (3rd)
4. Fighting

5. Theft
 6. Vandalism
 7. Tobacco use. (1st offense)
 8. Threats, Harassment, Intimidation
 9. Possession of paraphernalia.
 10. Zero tolerance offenses while awaiting an expulsion hearing (drugs, weapons, gang activity)
 11. Excessive tardies beginning with the 6th tardy
4. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of the **POSSESSION OF A FIREARM RULE**.

SUSPENSION

Legally separated from school for one (1) to five (5) days. Credit can be granted for make-up work if completed as hereinafter provided. The percentage of credit depends upon the type of suspension.

IN-SCHOOL SUSPENSION

In-school suspension is designed to be another alternative to out-of-school suspension or Friday detentions. The student in I.S.S. is supervised by an adult in a quiet area away from other students throughout the day. They are to be awake, quiet, and studying on work provided by their teachers throughout the school day with several breaks (including lunch). **The first rule violation while in I.S.S. will result in an additional I.S.S. A second rule violation will result in one day in OSSP, a third two days in OSSP etc. . .**

FRIDAY DETENTION

The idea of Friday detention is to get all your homework, extra credit work, and reading done during the suspension time.

Friday detention is an alternative to out-of-school or in-school suspensions. Students assigned to Friday detention will be given an assignment sheet on Friday morning, to be filled out by **all** of their teachers. Failure to have to have all teachers fill out the assignment sheet, failure to bring the sheet to Friday detention school, and/or failure to arrive to Friday detention on time (before 3:15 p.m.) will result in additional Friday detentions being assigned. **Failure to show up for Friday detention will result in one day in the out-of-school suspension program through the courts.** A second missed Friday detention will result in two days in OSP and the penalties will progress with additional missed Friday detentions.

HABITUAL OFFENDER POLICY

For students with numerous behavioral referrals to the office, the following **minimum penalties** will be administered:

- **3rd office referral per semester** = two (2) Friday detentions, plus parent contact.
- **6th office referral per semester** = three (3) days in the out-of-school suspension program, plus parent contact.
- **9th office referral per semester** = five (5) days out-of-school suspension and possible expulsion.

HABITUAL OFFENDER - 12 DAYS OF SUSPENSION RULE

- **A student who accumulates any combination of twelve (12) days of Friday detention, in-school suspension, and/or out-of-school suspension in one (1) semester may be recommended for expulsion from school for the remainder of that semester. If the twelfth day of suspension occurs within the last three (3) weeks of the semester, the request for and expulsion may be for the following semester as well as the remainder of the current semester.**

STATUS OF STUDENTS UNDER SUSPENSION OR EXPULSION

Students who are under suspension by administrative action and those who have been expelled from school are not permitted on school grounds or in the buildings, or to participate in or attend any school-sponsored activity during the period of suspension or expulsion.

IC 9-24-2 - HOUSE ENROLLED ACT NO. 1279 - DRIVER'S LICENSE

A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. A *habitual truant* IC 20-33-2-11, more than 10 unexcused absences per school year.
2. Is under at least a second suspension from school for the school year,
3. Is under an expulsion from school.

The license or permit will be invalidated by the BMV until the earliest of the following:

1. The person becomes eighteen (18) years of age,
2. 120 days after the person is suspended, or the end of the semester during the student returns to school, whichever is longer.

GROUND FOR EXPULSION

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The grounds for suspension and/or expulsion in Indiana are spelled out in the *Indiana Statutes* section of this handbook. The following include examples of misconduct or substantial disobedience, but are not limited to the following rule. Four (4) of these are listed as **ZERO TOLERANCE** rules. This means that if these rules are violated, the school will request expulsion (suspended from school for at least the remainder of the semester, or in some cases, for one (1) year).

THE DISCIPLINARY CODE

THESE RULES APPLY

- A. On the school grounds at any time, including inside a vehicle.
- B. At any school-sponsored activity, at any school location including the bus stop and on the school bus.

I. DRUGS AND ALCOHOL

(ZERO TOLERANCE, #1 - 5 INCLUDING INSIDE A VEHICLE ON SCHOOL GROUNDS)

1. No person can possess, provide to another person or be under the influence of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogenic drug, whether it is a prescription or sold over the counter (without a prescription), or any item which imitates any of the above.
2. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or any intoxicant of any kind. A student cannot be part of planning to provide nor taking orders for any

items listed in this section.

3. No student may possess or use any substance which the student has reason to believe is, or which has represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
4. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenyl propanalamine (PPA), or stimulants of any kind, be they available with or without a prescription.
5. No student may consume or ingest any controlled substance, alcoholic beverage, illicit drug, or intoxicant of any kind before attending school or a school function or event.
6. Any student that is under reasonable suspicion of being under the influence of drugs or alcohol may be subject to an out of school suspension and a request for a drug screening before returning to school. If the screen comes back positive it could result in up to five (5) days out of school suspension and request for expulsion.

ANY STUDENT WHO IS UNSURE IF POSSESSION, USE OR PROVIDING ANOTHER PERSON WITH ANY PARTICULAR MEDICINE OR SUBSTANCE WOULD VIOLATE THE ABOVE RULE SHOULD CONTACT THE PRINCIPAL/ASSOCIATE/ASSISTANT PRINCIPAL BEFORE USING, POSSESSING, OR PROVIDING THE MEDICATION OR SUBSTANCE.

II. GANG ACTIVITY OR AFFILIATION (ZERO TOLERANCE)

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

1. Absolutely no gang activity or affiliation (including gang signing),
2. No student apparel can be worn that could be associated with or identified with gang membership.
3. Other considerations regarding gangs are addressed within our new 'gangs in schools' policy found near the end of this handbook.

III. POSSESSION OF (INCLUDING INSIDE A VEHICLE ON SCHOOL GROUNDS), USE OF OR TRANSFER OF ANYTHING THAT MIGHT BE CONSIDERED A WEAPON (ZERO TOLERANCE)

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

IV. POSSESSION OF A FIREARM (ZERO TOLERANCE)

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:

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

INDIANA STATUTES REGARDING SUSPENSION AND EXPULSION

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

GROUND FOR SUSPENSION OR EXPULSION:

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

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

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - 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. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.

5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. **Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:**
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - e. failing to tell the truth about any matter under investigation by school personnel.
 - f. possessing or using a laser pointer or similar device.

B. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. **For purposes of this rule, a destructive device is**
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. Making a false "Bomb Threat" is a federal offense punishable under U.S. Code 18-844e, with a penalty of up to ten (10) years in prison, \$250,000 fine, or both and grounds for suspension and/or expulsion. This penalty also applies to juvenile offenders.
 6. The superintendent shall **immediately** notify the **appropriate law enforcement agency** when a student is expelled under this rule.
- C. Possessing A Deadly Weapon
1. No student shall possess, handle or transmit any deadly weapon on school property.
 2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
 4. The superintendent shall **immediately** notify the **appropriate law enforcement agency** when a student is expelled under this rule.

D. Unlawful Activity

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

E. Legal Settlement

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

RIGHT TO APPEAL

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

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

GROUNDS FOR DISCIPLINARY ACTIONS

THE CAFETERIA

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

1. Do not throw food or anything else.
2. **DO NOT CUT IN LINE OR STAND IN LINE TO VISIT**
3. Empty all trash onto the waste containers. Return the trays to the receiving windows.
4. **Pick up after yourself and return chairs and tables to their proper places.**
5. Please refrain from making loud noises.
6. Do not get up and move from table to table.
7. No one is to share food from another person's tray.
8. **Tardies to class after lunch will not be excused** unless the delay is caused by the cafeteria.

CHEATING

Under no circumstances is cheating allowed or acceptable. Both the person copying as well as the person knowingly providing information to, or doing work for, another student are considered cheating. 1st offense – Receive an "F" on the assignment and parent is contacted. 2nd offense – Receive an "F" for the grading period. 3rd offense – Failure for the semester. All incidences of cheating/plagiarism will be reported to the office.

DISPLAY OF AFFECTION

Kissing, embracing, and close contact are not permissible nor appropriate in the building or on school grounds. **INAPPROPRIATE TOUCHING WILL NOT BE TOLERATED!**

DISPLAY OF FLAG OR SIMILAR BANNERS

Flags displayed on school grounds or worn as attire must be school approved. Flags or banners, or similar items, including confederate flags, that have any gang meaning or are degrading to any students cannot be displayed.

DRESS AND GROOMING OF STUDENTS

To be proper for school, a student's attire should be neat, clean and non-offensive. Never should anything be worn that is **disruptive** to school purposes or that draws undue attention to the student. If attire is questionable, as listed in this section, students will be asked to change, cover up with clothes provided by the school, and/or they could be issued a Friday detention. Any time used to change attire will be considered unexcused.

Girls

Use common sense in your dress. Wear the proper foundation garments and do not wear clothing that is inappropriate or too revealing. **Shirts and tops must have sleeves and they must cover the entire shoulder (no fall off the shoulder tops or sweaters). Tops must cover the chest area with no cleavage exposed and no excessive exposure of the back.** Mesh and lace tops must have a compliant garment underneath. Tank tops and spaghetti straps are not permitted unless completely covered by an appropriate top. Skirts and dresses must be in good taste and appropriately modest. The length of skirts, dresses, and shorts must not be overly revealing, nor disruptive to the school environment. Skirts are not so short or tight that one cannot sit in a modest fashion.

Students wearing: **Form fitting pants – the items must fit properly and not be disruptive to school purposes.**

Boys

Common sense is also the key to boy's dress. **Shirts and tops must have sleeves.** Sleeveless shirts, tank tops, shirts that are cut like "A" style under shirts or beach wear are not

acceptable. If you wear a mesh type shirt, you need a compliant shirt underneath and **please keep your shirts buttoned**. Boys should not be without a shirt in the building or on school grounds without the permission of a coach or other school personnel.

Other Points:

1. Shorts for boys and girls being worn during school hours, except in P.E. classes, must be knee length and be worn above the hips. Any other exceptions will be made by administration.
2. No tops are allowed to be worn that expose the abdominal area. The bottoms of the tops should cover the waist band of pants and skirts.
3. No article of clothing will be allowed that has profanity (including communication with double meanings), racial slurs, satanic references, sexual connotations, or apparel that promotes or advertises alcohol, drugs or tobacco products. In addition, any apparel that promotes or portrays graphic violence, extremes in anti-social behavior, or may be a detriment to promoting the orderly function of the school is not allowed.
4. Do not wear caps, hats, bandannas, head bands, hoods or sunglasses inside the building during the instructional school day (8:00 a.m. and 3:00 p.m.)
5. No bare feet are allowed. Students must wear protective footwear that covers the soles of the feet.
6. Coats are not to be worn during the school day. They should be left in lockers. Sweat shirts or unlined wind breakers are permitted.
7. Pants cannot sag below the hips or to the point where under garments are visible.
8. No spikes or chains (including wallet chains) can be worn as part of one's attire or as bracelets/necklaces, etc... on one's person.

DRINKS, BOTTLES AND FOOD

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

FIGHTING, BULLYING, THREATS, HARASSMENT OR PROMOTING A FIGHT

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

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

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

Types of bullying:

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

Fighting - One cannot fight in the school building, on or near the school grounds, going to or from school, at school functions or pass any information that encourages others to fight. **DO NOT BRING OUT-OF-SCHOOL PROBLEMS TO SCHOOL! HORSEPLAY ON THE SCHOOL GROUNDS WILL NOT BE TOLERATED** (play hitting, kicking, etc.). **Students involved in physical fights may be arrested by law enforcement and released to a parent or guardian.**

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

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

GAMBLING OF ANY FORM IS NOT PERMITTED.

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

GOING IN OR THROUGH NEW CASTLE MIDDLE SCHOOL

Only go through NCMS with permission or with a pass.

INSUBORDINATION

Disrupting the school/classroom learning process in any way. This could be by:

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

RADIOS, RECORDERS, ELECTRONIC DEVICES AND LAZER POINTERS

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

CELL PHONES, LAPTOPS AND TABLETS

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

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

PETITIONS

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

PRINTED MATERIALS

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

USE OF PROFANITY OR BEING RESPONSIBLE FOR OBSCENITIES

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

SEXUAL CONTENT

Any act of a sexual nature is prohibited.

SEXUAL HARASSMENT

Is absolutely not acceptable in any situation, and NCHS follows the New Castle Community School Board's policy and complaint procedure regarding this matter. Copies are available in the High School Office. The entire board-adopted policy is found on page 27 of this handbook.

SMOKING AND CHEWING

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

TOBACCO-FREE GROUNDS

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

SQUIRT GUNS

Squirt guns are not to be brought to school.

STUDENT DRIVING AND PARKING

1. The parking lot west of the field house is for the New Castle Area Vocational School coop students and staff. You must have permission to park there. (This includes band members and athletes.)
2. There is no parking permitted for NCHS students at NCMS.
3. The parking lot east of the field house is the Senior Lot. Only students who have purchased spaces are permitted to park in this lot.
4. Sitting in cars during the day is not permitted. Students must leave their vehicles upon arrival to school.
5. Speeding or careless driving on school grounds or bordering streets is not permitted. There is a 15 m.p.h. speed limit on school grounds.
6. The Indiana seat belt laws are also enforceable on school grounds.
7. Park your vehicle properly, meaning straight between the lines and in a proper parking space.
8. You can only return to your vehicle with administrative approval. Bring books, assignments, folders, lunch money, or anything you might need during the day into the building upon arrival. It is your responsibility to bring such items into school. Always roll up windows, close sun roofs, and lock your vehicle.
9. Students must report all accidents to the office.
10. Keep stereos' volume low while on school grounds.
11. Students must register all vehicles being driven to school through the assistant principal's office. Failure to register could result in the vehicle being towed at the owner's expense and possible Friday detention.

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

THROWING OR PROPELLING OBJECTS

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

VANDALISM AND/OR THEFT OF STUDENT'S, SCHOOL OR STAFF'S PROPERTY

You are not to steal, vandalize, or abuse property of others at school nor when going to and from school. STUDENTS SHALL NOT INTIMIDATE OTHER STUDENTS FOR THE PURPOSE OF OBTAINING VALUE.

VANDALISM, THREATS TO OR HARASSMENT OF STAFF MEMBERS

(INCLUDING OFF SCHOOL PROPERTY AND AT ANY TIME)

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

"GENERAL INFORMATION"

BUS RIDERS

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

FUND RAISING

NCHS will not permit the sale of candy during the school day. Also, do not carry boxes of candy to classes or into the cafeteria. We encourage "order taking" kinds of fund raisers, but never so it disrupts any classroom. All items being sold in the building must first be cleared through the associate/assistant principal's office. NEVER IS ANYTHING TO BE SOLD FOR A PERSONAL PROFIT.

HALL PASSES

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

INVITED GUESTS OF STUDENTS

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

LOCKERS

A locker with a combination is furnished to each student. It is important to remember that the LOCKERS ARE THE PROPERTY OF NEW CASTLE HIGH SCHOOL AND ARE SUBJECT TO INSPECTION BY AUTHORIZED SCHOOL PERSONNEL.

The school is not responsible for stolen items, so use common sense about giving out your combination to others, **locking it after every use and not putting valuable items in the locker.**

Please follow these simple rules concerning your locker:

1. Treat your locker in such a way that you do not damage it.
2. Don't write, mark on, or deface the locker in any way.
3. No stickers, please! They are hard to remove.
4. DO NOT CHANGE YOUR LOCKER ASSIGNMENT UNLESS YOU HAVE BEEN GIVEN PERMISSION TO DO SO! See the assistant principal's secretary. Lockers should not be shared.

MARRIED STATUS

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

MEDICATION

We prefer not to administer medication, however, if it is absolutely necessary, the following guidelines must be observed:

1. No medication will be given if sent to school without proper forms signed, specific directions and identification. **Do not** send medication in anything but the original container with proper identification.
2. Prescription medicine directed to be given three (3) times a day should be given to the student at home unless we have **written** directions from the doctor that it must be given during school hours.
3. All medications (over-the-counter and prescription) are to be brought to and **kept in the nurse's office** with properly **signed permission forms**. Inhalers and throat lozenges may be carried by the student.
4. Students should get a pass/passport from their teacher before seeing the nurse unless it is an emergency.

PASSES FOR LEAVING SCHOOL

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

PREGNANCY

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

SCHOOL DANCES

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

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

STUDENT DROPOUT PROCEDURES

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

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

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

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

"IMPORTANT THINGS TO KNOW"

ACCIDENTS

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

ACTIVITIES AND CLUBS

Try to participate in something extra. There is really something for everyone and in all likelihood it will make your school year more meaningful.

Art Club	Jazz Band	Speech & Debate
Athletics (Membership in IHSAA and North Central Conference)	Jazz Ensemble	Team.
	Percussion Ensemble	Renaissance

Chess Club	Jazz Choir	Voice
Fellowship of Christian Athletes	Chamber Singers	Student Govt.
Vocational Honors	National Honor Society	Thespians Society
German Club	National Forensic League	Students Against
<u>Music Organizations</u>	Phoenix	Destructive Behavior-
Auxiliary Corps	Rosennial	(SADD)
Band	Environmental Club	Bundy Tech

New Castle High School is affiliated with New Castle Area Vocational School. Vocational clubs available to high school students en-rolled in area programs are:

- Distributing Education Clubs of America (DECA)
- Health Occupations Students Association (HOSA)
- Business Professionals of America (BPA)
- Vocational Industrial Clubs of America (VICA)
- FHA/HERO

ASSEMBLIES AND CONVOCATIONS

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

FIRE DRILLS

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

FOR HELP

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

Some Help Numbers:

Comprehensive Mental Health	521-2450
Al-Anon/Al-Ateen	521-8790 or 593-0432
Planned Parenthood	521-4422
Welfare	529-3450
Alcoholics Anonymous	521-4112
Henry County Pregnancy Care Center	529-7298

Other Important Numbers:

Athletic Department	593-6685
Attendance Office	593-6675
Bus Problems	521-7235
Vocational Office	593-6680
Alternative School (North Campus)	521-7237
Special Education Office	521-7223

LITTER

Have pride in NCHS by doing your part in helping keep it neat and clean. Please put your trash in a container. When someone drops trash on the floor, it means someone else has to pick up after them. Nothing looks worse than your school having a bunch of litter in the hallways and around the grounds.

MEDIA CENTER

Hours:	7:30 AM-3:30PM Monday through Friday
Circulations:	Magazines, reference and reserve books, information files, AV materials; overnight, non-reference books; 3 weeks with renewal as needed.
Fines:	5 cents per school day

MESSAGES AND TELEPHONES

Messages to you from a parent/guardian will be delivered if they are of an emergency nature. Other types of messages WILL NOT be delivered. **A STUDENT SHOULD NOT BE RELEASED FROM CLASS TO USE THE TELEPHONE.** Students are not to tie up the phones with social-type calls. Telephones are to be available for business and emergency calls. The office telephones are for faculty and administration use only. Students will use these telephones only in cases of extreme emergency and with permission from a staff member.

PEER MEDIATION

Resolving conflicts, disagreements, and misunderstandings through mediation is highly recommended and expected of our students. This confidential process is conducted by trained students and is available during the entire school year. Students are encouraged to refer themselves for mediation, and may also be referred by teachers, counselors, or by administrators who perceive a problem exists. Punishment may be averted when mediation takes place. See your counselor or an assistant principal for more information.

RESTROOMS

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

TORNADO DRILLS

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

"POLICIES/CODES"

BOOK RENTAL

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

COMPUTERS AND COMPUTER NETWORKS

The use of computers and networks at New Castle Community School Corporation is a privilege, not a right, and inappropriate use will result in cancellation of that privilege.

According to the Internet/Network Policy adopted by New Castle Community Schools in 2001, "each student and his/her parent(s) or guardian(s) shall sign an Internet/Network Student Responsibility Form and abide by its terms and conditions." The form shall be supplied by the Corporation and shall remain on file in the building where the student is located and at the Corporation Technology Office and will remain in effect until revoked in writing by the parent(s) or legal guardian(s) of the student. New Castle High School students' I.D. cards will be stamped to show the form is on file and that student has permission to use computers. The stamped I.D. must be shown to the teacher in charge of a computer before use is allowed. Misuse will result in the penalties stated in *Violations and Penalties*. In addition to the above policy; Tampering with any installed security device or computer peripheral (such as a 1:1 cellular card) is a direct violation of the school's acceptable use policy punishable by loss of computer privileges, liability for the damage to the computer, and/or device (up to the full cost of its replacement), and additional school discipline based in this student handbook.

FOOD SERVICE DEPARTMENT POLICY

The following procedures should be followed by all employees regarding negative balance accounts.

Notification of negative balances

All grade levels: Cashier will give students verbal reminders that they have a low or negative balance. Automated phone calls will be generated every Wednesday by the point of sale system for account with negative balances. Parents may sign up for free low balance alerts through text or email through the meal payment site.

Elementary Grade Level: Managers will send out negative balance letters to parents one time per week.

Secondary Grade Level: The Food Service Office will mail negative letters to parents on a bi-weekly schedule.

Staff: Cashier will give staff verbal reminders that they have a low or negative balance. Managers will print out low balance/charge letters to staff members one time per week.

Outstanding Charge Limits

All grade levels: Students may accumulate up to a \$10.00 negative balance before an alternate meal is offered. The alternate lunch meal will consist of a sandwich, fruit, vegetable and milk. The alternate meal will be made available until the outstanding balance is paid. The cost of the alternate meal is the same as a regular meal. If a student has enough money to cover the cost of a regular meal at the time of service, then a regular meal must be given in place of an alternate meal even if the student has an outstanding balance of more than \$10.00. Secondary students have the option of not purchasing the alternate meal. Elementary students must take a meal if they have not been provided a meal from home. Charges are not permitted for a la carte items. 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.

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

Collection of Unpaid Debt

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

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

End of Year Balances

All grade levels: Funds remaining or negative balances less than -\$30.00 in student account will be rolled over at the end of the school year and will automatically be applied to the students account the following school year. Requests for refunds of positive balances can be made by contacting the Food Service Office located in New Castle High School. A custodial parent or guardian or graduated student may make the request. The person making the request must come into the Food Service Office, provide proof of identification and sign the request form. Payments will be mailed within 30 days of the request. The student account will be zeroed out and a note placed on the account that a refund has been processed. Students who graduate, transfer, withdraw or are expelled from the corporation have until the last day of the school year in which the money was deposited, or within 30 days, whichever is less to request that their lunch/meal food service account be refunded or transferred to another students account. If no response is received within this time frame the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to a student donation account in the point of sale system to be used to pay outstanding meal charges.

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

Special Nutrition Needs

School nutrition programs follow federal laws written by Congress. The Department of Agriculture explains the laws in USDA Guidance. By law, school nutrition programs must make meal changes for a student with a documented disability. For other medical or dietary needs, the school nutrition program decides meal changes on a case-by-case basis. Disabilities and Special Nutrition Needs Laws require school nutrition programs to make changes as needed for students with documented disabilities. "A person with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment." (USDA Food and Nutrition Service, 2001). Examples of disabilities include cerebral palsy, diabetes, and food anaphylaxis (severe food allergy). School nutrition programs must have a signed physician statement on file before making any disability-based changes to a student's meal. The medical statement can be obtained from the food service office or online at www.nccsc.k12.in.us. A signed medical statement form is good for one (1) school year and must be updated annually.

Other Medical or Dietary Reasons for Special Nutrition Needs "The school nutrition program is encouraged, but not required, to provide food substitutions or modifications for children without disabilities with medically certified special dietary needs who are unable to eat regular meals as prepared." (USDA Food and Nutrition Service, 2001). A recognized medical authority must identify a student's special dietary needs in a signed statement before any changes can be made. The school nutrition program then decides the changes that can be provided on a case-by-case basis.

A request may be made for meal changes to meet special nutrition needs for either disabilities or other health concerns. In either case, the goal is the same – to help your student be well nourished and able to succeed in school. A similar process is followed in both cases. For a disability, the school nutrition program needs a signed statement from a physician. This statement provides specific required information regarding special nutrition needs. A written statement from a recognized medical authority is needed for changes for other medical or dietary reasons. This information guides the meal changes. School nutrition programs make reasonable changes at no extra cost to students.

Special Nutrition Needs for Other Health Concerns • Provided on case-by-case basis by each school nutrition program • Requires a signed statement from a recognized medical authority (physician, physician assistant, nurse practitioner, or other professionals specified by the State agency) • Reasonable changes • Provided at no extra cost Examples may include: Overweight Lactose intolerance or other food sensitivity

Disability-Based Special Nutrition Needs • Protected by law • Requires a signed statement from a licensed physician • Reasonable changes • Provided at no extra cost • Individualized Education Plans (IEPs) common Examples may include: • Cerebral Palsy • Diabetes • Food Anaphylaxis (severe food allergy)

Meal Assistance

Applications will be available in all school offices and online through our point of sale provider after July 1 of the current school year. Parents will be notified during registration and through the use of an automated call system when applications are available. Applications that have been completed correctly will be processed within 10 days. Incomplete applications will be returned to the parent/guardian for further information. Parents/Guardians will be notified by mail, email or phone call of the results of the eligibility determination. Any charges incurred before a meal application was approved are the responsibility of the parent/guardian. We will need to update meal prices if we are forced again this year to increase meal prices.

GRIEVANCE PROCEDURES

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

Lisa Smith, Assistant Superintendent

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

322 Elliot Avenue

New Castle, IN 47362

(765)521-7201

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and view the student's education records within forty-five (45) days of the day the School Corporation receives a request for access:
Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading:
Parents or eligible students may ask the New Castle Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.
If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has a contract to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his /her professional responsibility. Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks to attend or enroll.
4. The right to file a complaint with the U.S. Department of Education concerning the alleged failures by the School Corporation to comply with the requirements of

FERPA. The name and address of the office that administers FERPA is:

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

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

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

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

NCCSC PEST CONTROL POLICY

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

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

If you would like to be given advanced notification when less than 48 hours will occur between a pesticide treatment and when school classes resume, you must register your request with the school principal. Please submit your request in writing.

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

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

NON-PROGRESS POLICY

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

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

SECTION 504 COMPLIANCE PLAN

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

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

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

SEXTING

Notice to Students and Parents Regarding "Sexting"

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

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

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

SEXUAL HARASSMENT POLICY

It is the policy of the School Corporation 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 the Corporation to harass another employee or student through unwelcome conduct or communications of a sexual nature as defined in "Definitions." It shall also be a violation of this policy for students to harass other students or employees through unwelcome conduct or communication of a sexual nature as defined in "Definitions." The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

DEFINITIONS

- A. 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 an employee to a student, when made by a student to a student, or when made by an employee to another employee when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. 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 educational environment;
4. Denial of the employment or educational opportunity of others may occur because another employee or student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student.

B. Unwelcome Conduct of a Sexual Nature

Conduct of a sexual nature may include verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature.

1. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee or student has indicated, by his/her conduct or verbal objections, that it is unwelcome.
2. An employee or student 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.
3. Employee

An "employee" shall also include volunteers and/or non-employees over which the Corporation has some degree of control of their behavior while on school property.

EXAMPLES OF SEXUAL HARASSMENT

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

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demanding implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, promotion, and/or salary increase.

SPECIFIC PROHIBITIONS

A. Administrators and Supervisors

1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
2. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

B. Non-administrative and Non-supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary action as described below.

COMPLAINT PROCEDURES

- A. Any person who alleges sexual harassment by any employee or student in the Corporation may use the complaint procedure explained below in Section C or may complain directly to his/her immediate supervisor, building principal, or the Title IX complaint designee of the Corporation. Filing of a complaint or otherwise reporting sexual harassment will not affect future employment, grades, or work assignments.
- B. The right to confidentiality, both of the complainant and/or the accused will be respected and consistent with the Corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Reporting Sexual Harassment

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

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school office should file a written report which then will be signed by the complainant).
2. Reports must name the person(s) charged with sexual harassment and state the facts.
3. Reports must be presented to the principal/director where the alleged conduct took place. The principal/director shall inform the Superintendent of the filed reports.
4. The principal/director who receives a report shall thoroughly investigate the alleged sexual harassment.
5. 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 Board of School Trustees of any action he/she deems appropriate.
6. The Board may consider the report and the Superintendent's recommendation in 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.

SANCTIONS FOR MISCONDUCT

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

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

FALSE REPORTING

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

USE OF SECLUSIONS AND RESTRAINTS

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

causing harm to themselves or to others.

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

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

Criminal Gangs and Criminal Gang Activity in Schools

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

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) 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 offense of battery.

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

A school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

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

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

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

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

Support services may include one or more of the following:

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

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

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

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

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

TROJAN CODE
CODE OF CONDUCT

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

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

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

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

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

Honesty/Self-Report Clause

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

Athletic Eligibility

NCHS students must pass five classes to be eligible for participation.

An athlete may become eligible at mid-term grades.

VIOLATIONS AND PENALTIES

1. If you fail to show up for your Detention, You will receive 1-5 days in the Out-of-School Suspension Program Suspension
2. The behaviors listed below will result in one of the following forms of discipline depending on the severity of the behavior and past behavior of the student. An attempt will be made to insure that offenses of a similar nature will be treated in a similar manner, however, it is always understood that the final decision concerning the consequences of any action rests with the school administration and their decision will be final pending due process.
3. The penalty progression does not reset at the end of each semester.

Violation	Penalty - 1st Referral	Penalty - 2nd Referral	Penalty - 3rd Referral
Insubordination - Major	ISS - Multiple	OSSP	Expulsion

Insubordination - Minor	ISS	ISS	OSSP
Failure to Identify Self	ISS	OSSP	Expulsion
Gambling	ISS - Multiple	OSSP	Expulsion
Computer Misuse	Loss of Privilege	WD/F from course	Expulsion
Disruptive Behavior	Detention	Detention/ISS	OSSP
Failure to Comply	Detention	OSSP	Expulsion
Verbal Conflict /Confrontation	Mediation/ Detention	ISS	OSSP
Obscenity/Profanity	Detention	ISS	OSSP
Out of Area	Detention	ISS	OSSP
Leaving Building without Permission/Truancy	Detention	ISS	OSSP
Dress Code Violation	Warning	Detention	ISS + Conference
Inappropriate Display of Affection	Warning	Detention	Conference
Reckless Driving	Warning/Detention	Loss of driving privileges	Expulsion
Horseplay	Warning	Detention	Detention/ISS

SUSPENSIONS AND EXPULSIONS

Violation	Penalty - 1st Referral	Penalty - 2nd Referral	Penalty - 3rd Referral
Possession of Drug/Drug Paraphernalia/Use of Drugs or Alcohol	OSSP/Expulsion		
Selling or Providing Alcohol/Drugs	Expulsion		
Gang-Related Offenses	OSSP/Expulsion		
Threat on a life	OSSP/Expulsion		
Possession, use of, or threat of a weapon	Expulsion + Turned over to police		
Vandalism/ Intentional, including staff members property	Restitution/OSSP/Expulsion		

Physical Fighting	Police Contacted/OSSP/Expulsion		
Intimidation/Bullying	OSSP/Expulsion		
Threats/Harassment	OSSP	OSSP	Expulsion
Verbal Aggression Towards An Adult	OSS	OSSP	Expulsion
Public Indecency	OSSP/Expulsion		
Sexual Misconduct	Referral to Counseling/OSSP/Expulsion		
Vandalism/Neglect	Restitution/OSSP/	Restitution/OSSP/	Expulsion
	Expulsion	Expulsion	
Possession of Smoking Materials	OSSP	OSSP	Expulsion
Smoking/Chewing	OSSP	OSSP	Expulsion
Theft (Penalty varies to degree of seriousness)	OSSP/Expulsion		
Firecrackers, Explosives or Stink Bombs	OSSP	Expulsion	
Unapproved Publications, Petitions, Posters, etc.	Depending on the degree of interruption of school, personal slander, etc. OSSP/Expulsion		

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

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

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

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

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

Lisa Smith, Assistant Superintendent
Compliance Officer for all Civil Rights issues related to New Castle Community Schools.
322 Elliot Avenue
New Castle, IN 47362
(765)521-7201