

Bedford North Lawrence High School

595 North Stars Boulevard

Bedford, IN 47421

www.nlcs.k12.in.us

www.nlcs.k12.in.us/bnl

- (812) 279-9756 Main Office
- (812) 279-5017 Attendance Office
- (812) 279-6444 Athletic Office

INTRODUCTION

Dear Parents/Guardians,

Welcome to the 2022-2022 school year! Our goal is to maintain and strengthen the continuous and consistent communication between home and school, in order to help our students grow in a nurturing environment where families and schools work together, and lead each child in discovering and reaching their potential. This handbook has been compiled to provide you with the most up to date information about North Lawrence Community Schools. We ask that you become familiar with the contents, then sign and return to your student's school the "receipt of handbook form" at the end of the handbook (if applicable). This will indicate that you are aware of the procedures and practices that we have in place, and help you partner with the school to provide the best learning environment possible for your children. Our Web page, <https://www.nlcs.k12.in.us>, is also a great source of information about North Lawrence Community Schools and we hope you will access that page often. We wish you a most successful school year, and we will do all we can to make that happen!

*Sincerely,
Dr. Ty Mungle
Superintendent*

BNL is your school. This handbook will assist you in becoming acquainted with the school. You should read it and become familiar with its contents. Through your attitude and effort, the standards of the school are established and maintained. The benefits you derive from your experience in high school rest largely with you. A little sacrifice and hard work now will pay dividends in years to come. As new issues, not covered in this handbook, arise during the school year administration will develop policy and notify students of the new expectations.

SCHOOL INFORMATION

Established in 1974, the school consolidated seven area high schools. Each point of the seven-sided star logo represents one of the consolidated high schools: Bedford, Tunnelton, Shawswick, Needmore, Fayetteville, Oolitic, and Heltonville.

School Colors	Red, White, and Blue
School Nickname	Stars
School Newspaper	BNL Star
School Yearbook	Reflections
Enrollment	1500 (approximately)
Academic and Athletic Conference Affiliation	Hoosier Hills Conference

BNL SCHOOL SONG- (SUNG TO THE TUNE OF "GIVE MY REGARDS TO BROADWAY")

Bedford North Lawrence High School
We're fighting for you all the way
We are the Stars from B-N-L
and for the Stars we cheer today
Now we fight for victory
We are the best in all the land
Let's hear a cheer for B-N-L
from every loyal hearted fan
(1st) Red, White, Blue (3 times)
Repeat Song
(2nd) B-N-L (3 times)

REGULAR CLASS SCHEDULE

Students arriving before 8:00 a.m. should report directly to the cafeteria. Students should not be in the halls before 8:00 without a pass from a staff member.

Period	Time
Students Released from Buses	8:00 a.m.
Warning Bell	8:05 a.m.
1	8:10 - 9:12 a.m.
2	9:17 - 10:19 a.m.
Advisory	10:24 - 10:54 a.m.
3	10:59- 12:39 p.m.
	Lunch A: 10:59 - 11:29 a.m.
	Lunch B: 11:34 - 12:04 p.m.
	Lunch C: 12:09 - 12:39 p.m.
4	12:44 - 1:47 p.m.
5	1:52 - 2:55 p.m.
Bus Departure	3:00 p.m.

Any students in the building after 3:30 should be supervised by a teacher, coach, or club sponsor.

SCHOOL MESSENGER - WEATHER EMERGENCIES

In the event of a delay or cancellation due to weather, parents/students will be contacted via an automated system called School Messenger. In order for School Messenger to be most effective, you need to make sure that your correct phone number is on record at the school office.

INCLEMENT WEATHER/EMERGENCY DELAY

If weather or emergency conditions suggest that school should be delayed for one or two hours, an announcement will be made over School Reach. Parents should pre-plan what to do if there is a delay and instruct students accordingly. If conditions should worsen, an additional announcement will be made that may close school for the remainder of the day.

TWO HOUR DELAY SCHEDULE

Period	Time
Student Arrival	10:00 - 10:10 a.m.
Warning Bell	10:05 a.m.
1	10:10 - 10:55 a.m.
2	11:00 - 11:40 a.m.
3	11:45 - 1:25 p.m.
	Lunch A: 11:45 - 12:15 p.m.
	Lunch B: 12:20 - 12:50 p.m.
	Lunch C: 12:55 - 1:25 p.m.
4	1:30 - 2:10 p.m.
5	2:15 - 2:55 p.m.
Bus Departure	3:00 p.m.

There will be no Advisory Period on days requiring a two-hour delay

GUIDANCE/COUNSELING

The counselors are responsible for the educational planning of the students. They are available to the students to discuss occupational and educational plans or problems concerning the school or personal issues. All information exchanged between students and counselors is confidential. Parents may request conferences by calling the school.

Laura Heavner-Walton		Director of Guidance
Amie Jahn	(A-D)	Guidance/Counselor
Susan Taylor	(E-K)	Guidance/Counselor
Lesley Kimmel	(L-R)	Guidance/Counselor
Chris Kurtz	(S-Z)	Guidance/Counselor
Alexandria Hudelson		Empire Counselor

WHERE TO GO AND WHOM TO SEE

Athletic Questions	Athletic Director
Attendance Questions/Passes for Early Departure/ Morning Tardy Pass	Attendance Office
Book Rental	Bookstore
Bus Information	Transportation (812-279-6322)
Locker Problems	Guidance/Counseling Office
Lost and Found	Attendance Office
New Students	Guidance/Counseling Office
Scheduling, College Information	Guidance/Counseling Office
Turn in Medical Forms/First Aid/Illnesses	Nurse's Office
Visitor Check-in	Main Office
Work Permits	Main Office

ACCREDITATION

Bedford North Lawrence High School is a member of the North Central Commission on Accreditation and School Improvement, having met the requirements established by the AdvancED Accreditation Commission and Board of Trustees.

NON-DISCRIMINATION

The North Lawrence Community Schools, in compliance with federal regulations, do not discriminate on the basis of sex or handicap in admission to and participation in its educational programs and activities, or employment.

MISSION STATEMENT

The mission of Bedford North Lawrence High School is to ensure that every student works to complete requirements for graduation, developing skills necessary for college, careers, and life.

VISION STATEMENT

BNL students will continuously excel in a global society by being:

- Self-motivated learners
- Critical thinkers
- Effective communicators
- Skilled collaborators
- Responsible and culturally aware citizens
- Technologically capable creators

BELIEF STATEMENT

We believe that:

- While all children can learn, they learn at different rates and in different ways.
- High expectations and an engaging, innovative, technological learning environment are critical to the learning success of all students. Victory in the classroom is the main event of every day.
- Students must take responsibility for their own learning and achievement. Parents must be responsibly involved in student success.
- Effective collaboration requires trust, mutual respect, and open, honest communication.
- School-wide policies are necessary to ensure equitable and consistent implementation of expectations.
- Goals must be specific, measurable, attainable, results-oriented, and time-bound.
- Continual personnel, patron, and student feedback guides improvement.

PARENT CONCERNS

If parents have a concern regarding a classroom issue, parents are encouraged to contact the teacher. Parents are encouraged to approach concerns through the proper channels and make every attempt to resolve classroom issues directly with the teacher first before consulting with school administrators. After contacting the teacher, if a concern still remains, parents are encouraged to contact the Principal. In most instances, a parent can email a teacher or administrator by using the following e-mail address: last name and first initial @nlcs.k12.in.us (example: to contact Principal Todd Tanksley: tanksleyt@nlcs.k12.in.us)

POWERSCHOOL

The PowerSchool Parent Portal is an easy to use web-based feature of the PowerSchool Student Information System that provides parents/guardians immediate access to grades, assignments and attendance records, teacher's comments and to subscribe to various reports via email in an effort to facilitate and improve communication between home and school.

You may access the PowerSchool Parent Portal from any computer with an Internet connection by launching your web browser and first going to <http://nlcsk12.powerschool.com/public>. You will be directed to the PowerSchool Parent Portal login screen, where you will type in your username and password.

SECTION 1 ACADEMICS

REQUIREMENTS FOR GRADUATION

The requirements for graduation from Bedford North Lawrence High School are established by the State Board of Education and the Board of School Trustees of the North Lawrence Schools. In order to earn a diploma, students must complete the requirements for an appropriate diploma according to their graduating year. In addition, all students must pass state qualifying exams or meet the waiver requirements by the end of their senior year.

Graduation Requirements

Curriculum Area	Indiana Core 40 requirements	Indiana Core 40 with Academic Honors Requirements	Indiana Core 40 with Technical Honors Requirements
English	8 credits		
Math	6-8 credits: Must include: 2 credits Algebra I 2 credits Geometry 2 credits Algebra 2 <i>Students in the class of 2016 and beyond must take a math or quantitative reasoning class each year in high school.</i>	To earn an Academic Honors Diploma, a student must fulfill all of the requirements for the Core 40 plus: 2 additional Core 40 math credits (Pre-calculus) 6-8 credits in World Languages	Class of 2016 and beyond Earn 6 credits in the college and career preparation courses in state-approved College & Career Pathway and one of the following: -Pathway designed industry-based certification or credential -Pathway dual credits from the priority course lists resulting in 6 transcribed college credits.
Science	6 credits: Must include: 2 credits in Biology 1 2 credits in Chemistry 1, Physics 1 or Integrated Chemistry-Physics And 2 credits in any other Core 40 Science Course	2 Core 40 Fine Arts credits And complete <u>one</u> of the following: -AP courses and corresponding AP exams (4 credits) -Dual credit HS/college courses resulting in 6 college credits -An AP course and corresponding AP exam (2 credits) and 3 college credits from a dual HS/college course -Earn a combined score of 1750 or higher on the SAT Reading, Math and Writing sections and a minimum 530 on each or an ACT composite of 26 or higher	Complete one of the following: -Any of the A-F options of the Academic Honors Diploma -Earn these minimum scores on Workkeys: Reading – Level 6, Locating Information – Level 5 -Earn these minimum scores on Accuplacer: Writing – 80, Reading – 90, Math – 75 -Earn these minimum scores on Compass: Algebra – 66, Writing – 70, Reading – 80
Social Studies	6 credits: Must include: 2 credits World History & Civilization or World Geography & History of the World 2 credits in US History 1 credit US Government 1 credit Economics		
PE	2 credits		
Health	1 credit		
Directed Electives	5 credits directed electives: In any combination from World Languages, Fine Arts, or Career/Technical		

Electives	6 credits: College and Career pathway		
GPA Requirement	None	<i>3.0 (overall) Must earn a grade of "C" or above in all courses that will count toward the diploma.</i>	<i>3.0 (overall) Must earn a grade of "C" or above in all courses that will count toward the diploma.</i>
Total	40 credits (Pass/fail course such as Teacher Assistant (TA) do not count toward a Core 40, AHD, or THD diploma)	47 credits	47 credits

A General Diploma is available at Bedford North Lawrence High School. All students will earn a Core 40 Diploma or higher unless they request an opt-out conference with their Guidance Counselor to earn a General Diploma.

Students can earn Core 40 with both an Academic Honors Diploma and a Technical Honors Diploma.

GRADUATION PATHWAYS REQUIREMENT FOR CLASS OF 2023

The requirements for graduation from Bedford North Lawrence High School are established by the State Board of Education and the Board of School Trustees of the North Lawrence Schools. Graduation Pathways will be the required graduation guidelines for the Class of 2023 and may be used as an option in a prior year of graduation.

There Will Be THREE Components To The Graduation Pathways Requirements.

Components	Criteria for Completion
1 Complete Diploma Requirements	Complete all credits to meet diploma requirements for one of the following diploma types: <ul style="list-style-type: none"> · Core 40 Diploma · Core 40 with Academic Honors Diploma · Core 40 with Technical Honors Diploma · General Diploma
2 Demonstrate Employability Skills	What does this mean? It is important that while you are in high school you learn and develop skills that will help you succeed in a job or career of interest. These skills are things like being able to communicate and work with others, being on time and having good attendance, being responsible, learning to plan, schedule, and find solutions to problems along with many other social and learning skills Having good employability skills will help you be successful in anything you do after high school. These skills ensure that you are ready for the workplace. BNL provides an opportunity for every student to meet this requirement through a program called Elevate, taught in the 10 th grade English classes.
3 Meet Postsecondary Ready Competencies	What does this mean? Postsecondary refers to any additional education or training options that you can do beyond high school. This would include joining the military, attending a two or four-year college, entering a career training program, or earning certification for a specific career. High school is when you learn about and prepare for careers through classes and other activities to develop your employability skills. This will help in selecting a postsecondary option best suited for you. The Postsecondary Ready Competencies requires that you demonstrate readiness for the next level of training after graduation by demonstrating your preparedness through one of the following methods: Earning the Academic Honors Diploma, earning a specific minimum score on college entrance exams like SAT or ACT, meet military entrance score on ASVAB, complete specific career and technical education classes, and/or earning credit in Advanced Placement or Dual Credit courses.

Grading Scale

Percent	Grade	Non-weighted Value	Weighted Value
97 - 100	A+	4.0	5.0
93 - 96	A	4.0	5.0
90 - 92	A-	3.7	4.7
87 - 89	B+	3.3	4.3
83 - 86	B	3.0	4.0

80 - 82	B-	2.7	3.7
77 - 79	C+	2.3	3.3
73 - 76	C	2.0	3.0
70 - 72	C-	1.7	2.7
67 - 69	D+	1.3	2.3
63 - 66	D	1.0	2.0
60 - 62	D-	0.7	1.7
59 and below	F	0	0

CLASS SCHEDULE CHANGES

Course changes due to a teacher/lunch preference WILL NOT be made. The only exception is when a student is repeating a course due to failure and has been assigned to the same teacher with whom he/she failed and requests a teacher change. Schedule changes will not be made that allows a student to move to the same subject but to a different teacher. The only exception is a rare case when the student, parent, teacher, guidance counselor, and principal all mutually agree a schedule change is in the best interest of the student. If the teacher feels the change is requested due to a lack of effort, attendance, personality issues, or social issues, the change WILL NOT be granted.

DROPPING COURSES

Students will not be permitted to simply drop a course as a means to avoid a failing grade. Dropping a course must be at the mutual consent of the student, parent, teacher, guidance counselor, and principal. If the teacher feels a student is dropping a course to avoid a failing grade due to a lack of effort or attendance, permission to drop the course WILL NOT be granted without the student receiving a W-F (Withdrawal with Failure).

CLASS RANK POLICY/ VALEDICTORIAN POLICY

A student's class rank will be determined by their accumulated grade point average (GPA). Students who have a GPA of 4.0 or greater will be ranked on each of the following scales: Accumulated GPA, and Accumulated Grade Points. The Valedictorian and Salutatorian status will be determined at the end of 12 trimesters of work. Students transferring to BNL with coursework from an accredited school recognized by the North Lawrence School Corporation will receive weighted grade points for only those courses that correspond to weighted classes offered by BNLHS.

COMMENCEMENT POLICY

In order to graduate from Bedford North Lawrence High School, students must meet all requirements of the State of Indiana and Bedford North Lawrence High School. A student must be within two credits of meeting all requirements in order to participate in Commencement exercises. All outstanding fees and balances due must be paid in full in order to participate in Commencement exercises. Any student who participates in the Commencement exercises, but does not meet the academic requirements by October 1st of the next school year, will not be considered a member of that graduating class.

EMPIRE VIRTUAL LEARNING ACADEMY

Bedford North Lawrence High School offers a fully online option through Empire Virtual Learning Academy. To participate, students must complete an Empire enrollment application and receive approval. **Transitions between in-person learning at BNL and virtual learning through BNL may only take place at the end of a trimester.** BNL students participating in Empire will follow the same NLCS school calendar as all other BNLHS students but will be able to work through weather delays and cancellations. ***BNLHS students participating in Empire will agree to and abide by all BNL Handbook policies and guidelines.*** BNLHS students participating in Empire will be permitted to participate in extracurricular activities such as athletics, school dances, and after school clubs. Empire students will not be permitted to take in person classes on campus except through the North Lawrence Career Center. Students and parents must agree to the Empire Online Learning student agreement annually. The student agreement outlines specific guidelines and policies for virtual learners.

**The application period for Trimester 1 of the 2021-2022 school year closed on March 12th, 2021.*

SECTION 2

GENERAL INFORMATION

BOOKSTORE

The bookstore is located on the 1st floor. School supplies and books are available at reasonable prices. All book and Chromebook rentals are assessed, billed, and collected in the bookstore. There may be additional charges for class changes and required workbooks. Rental books must be returned to the bookstore at the time a class is dropped. All rental books must be returned by June 10 of the same year. Students will be billed for missing books after June 10. No credit or refund will be given for books returned after June 10 of the school year the book was issued to the student.

CLOSED CAMPUS

All students are assigned a 30 minute period for lunch and are to report to the Cafeteria at the beginning of their assigned lunch period. Students must remain in the

Cafeteria during the entire lunch period and are not permitted to leave without the permission of a lunch supervisor. Students are not allowed to leave the building for lunch. BNL has a closed campus lunch policy. Parents are not permitted to bring fast food lunches to school or take students out of the building for lunch; likewise, food delivery is NOT permitted.

Leaving the Building

In the event of a need to leave the building or campus, students are required to sign out in the Attendance Office. Upon returning to school, students are also required to sign in. Upon returning from a doctor or dentist appointment, please provide the required doctor's statement to the attendance office.

ELEVATOR USE (STUDENT)

A student needing to use the elevator may obtain a pass from the office or the nurse. Students requiring assistance with books, backpacks, etc. will be assigned a student helper by the classroom teacher from the class they are leaving.

FINAL EXAMINATIONS

Final examinations based upon the entire year's course work will be administered on designated dates. Students should take these examinations seriously as they will count 1/7 of the final course grade.

HOMEWORK POLICY

Homework is recognized as a crucial factor in increasing student achievement. Homework is defined as an out-of-school assignment that contributes to the educational process of the student. It may include additional practice exercises, reading material on a specified subject, an in-depth extension of classroom activities, or independent project work related to the subject.

Requests for homework may be made for students who have missed two or more days. To request homework, please contact the Guidance Secretary, at 812-279-9756. Requests for homework must be received by 9:00 a.m. and can be picked up in the Guidance Office between 2:30 and 3:30 p.m.

PLAGIARISM/ACADEMIC DISHONESTY POLICY

Academic Integrity

Plagiarism

The faculty and administration at BNL take plagiarism very seriously. At its most serious, plagiarism is the stealing of other people's words and ideas. Many colleges choose to punish plagiarism with expulsion from the university and almost without exception an instance of academic dishonesty will be recorded on a student's official transcript. For this reason, we want to make sure that students at BNL fully understand the definition of plagiarism and are held accountable when it occurs.

BNL will use Indiana University's definition of plagiarism for the purposes of teaching as well as enforcing violations of this policy. It reads as follows:

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following: a. Quotes another person's actual words, either oral or written; b. Paraphrases another person's words, either oral or written; c. Uses another person's idea, opinion, or theory; or d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge." Quoted from Code of Student Rights, Responsibilities, and Conduct, Part III, Student Misconduct, Academic Misconduct, By action of the University Faculty Council (April 24, 1990) and the Trustees of Indiana University (May 4, 1990). Amended by the University Faculty Council (April 13, 1993; May 12, 1993, and October 8, 1996) and the Trustees of Indiana University (December 4, 1992; June 5, 1993, and December 13, 1996).

Plagiarism also includes reusing work that has been submitted previously for credit in another course or in that course *unless the teacher has given permission and the student properly cites the work in question.*

All students will receive instruction on plagiarism through their English courses and across the curriculum as needed. If students violate this policy, they will be referred to the appropriate administrator. Each instance will be added to their discipline record and will accumulate during their time at BNL. For each cumulative instance of plagiarism, the following consequences will result:

First offense: Office referral + in-school suspension (AIM) + parent contact by teacher + zero on the assignment

Second offense: Office referral + one day out-of-school suspension + parent contact by administration + zero on the assignment

Third offense and beyond: Office referral + "F" for the course + parent contact by administrator + possible withdrawal from the course + three days out-of-school suspension

AP/Dual Credit Courses

Because BNL has relationships with various universities, teachers of dual credit may be required by the school with which they work to enforce a slightly different policy with regard to the college credit portion of the course. Most universities require that plagiarism be reported to them and will record it on the student's transcript. Students and parents should consult the course syllabus as well as the university website for more specific information. In addition, the faculty and administration at BNL realize that AP and Dual Credit students must be held to a high standard. Because of this, and in addition to any required action by the university offering credit, the following consequences will be enforced for AP/Dual Credit students:

First offense: Office referral + parent contact by teacher + one day in-school suspension + zero on the assignment

Second offense and beyond: Office referral + “F” for the course + parent contact by administrator + possible withdrawal from the course + three days out-of-school suspension

Cheating

While plagiarism generally occurs on longer writing assignments such as, but not limited to, essays, letters, speeches, short stories, or poems, cheating on shorter assignments, such as homework, or on tests is also serious. Many colleges do not distinguish between the two types of transgressions. However, at BNL we acknowledge that our diverse student body, taking a large range of courses, may benefit from a separate definition for cheating as well as a separate set of consequences.

For our purposes, cheating will be defined as follows:

1. Copying a homework assignment from any other source including, but not limited to, fellow students, parents, or tutors
2. Allowing other students to use your work on their assignments - with the exception of group projects or collaborative efforts
3. Violating a teacher’s testing rules and procedures
4. Possession and/or use of materials not permitted during a test or quiz for that work—examples could include, but are not limited to, cell phones, smart watches, calculators, or any form of a “cheat sheet”
5. Providing and/or accepting information from a form of assessment (exam, quiz, homework or in-class assignment) from a person who has taken that assessment at an earlier time
6. Any other form of altering the result of a required assessment
7. Misuse of websites or apps to complete an assignment

All students will receive instruction on the nature of cheating and go over this policy with their teachers during the first week of school each year. The following consequences will result from any instances of cheating that violate this policy:

First offense: Office referral + parent contact by teacher + zero for the assignment

Second offense: Office referral + parent contact by administrator + zero for the assignment + one day of in-school suspension (AIM)

Third offense and beyond: Office referral + parent/teacher conference with student and administrator + zero for the assignment + one day of out-of-school suspension

Continued violations of this policy could result in loss of credit for a course at the discretion of the school administration.

Students who cheat will receive a notation on their discipline record. Cheating violations will be considered separately for each course taken and the consequences will not accumulate across courses.

AP/Dual Credit

The previously cited definition of cheating applies to AP/Dual Credit students. However, in acknowledgement of the seriousness of cheating and the high standards to which the students must be held, the following consequences will apply:

First offense: Office referral + parent contact by teacher+ zero on the assignment (removed suspension)

Second offense: Office referral + parent/teacher conference with student and administrator + zero on the assignment + one day in-school suspension (AIM)

Third offense and beyond: Office referral + parent contact by administrator + zero on the assignment + one day of out-of-school suspension

Any violation of this policy may also result in further consequences per the policies and procedures of the sponsoring university for Dual Credit students.

For all instances of plagiarism and/or cheating or any other violation of the academic integrity policy by any BNL student, the administration will notify the sponsors of the BNL academic honors societies (Beta Club, National Honor Society, etc.). Discipline within the organization will be in accordance with that organization’s by-laws. Similarly, any violation of this policy by a student-athlete will be reported to the athletic director and appropriate coach. Further action may be taken in addition to what is outlined in this policy.

STUDENT I.D. CARDS

Each student will be issued an ID card to be used for identification purposes in the school offices, library, bookstore, at social events, and etc. The student must carry this card at all times. If the card is lost a new one should be purchased in the attendance office.

MEDIA CENTER/ READING ROOM

The Media Center provides a wealth of resources and endeavors to provide services of the highest quality; and it is open to all students for both academic and recreational interests. The Media Center provides materials such as: the automated card catalog, reference books, magazine indexes, internet and computer research databases, and fiction and non-fiction books. Students are encouraged to use the library, but an atmosphere conducive to learning must be maintained. Students are to arrive at the beginning of a period and stay until the end. If it is necessary to leave before the end of a period, the student must get a pass from the librarian.

PHOTOCOPIES

Under the “fair use” rule, individuals have the right to use copyrighted materials in a reasonable manner without the consent of the author. If you have any questions about copyrighted material, please feel free to ask the librarian. A photocopy machine is available to the students so they may copy approved materials at five cents a sheet.

LOST AND FOUND

Articles and books that are found around the building are brought to the attendance office. Articles brought to the office are kept for a reasonable time and if not claimed

are given to needy children. If the articles carry or bear the name of the owner, they can be promptly returned.

PROM/DANCE POLICY

The Bedford North Lawrence High School Junior-Senior Prom and Homecoming Dance are student activities designed for BNL students and their approved guests. Guests over twenty (20) years old will not be admitted to school dances. Any student wishing to bring a guest must speak to an administrator in order to gain permission for their guest to attend. Any guest who is not a currently enrolled BNL student and who plans to attend either Prom or the Homecoming Dance must be granted permission to do so prior to the event. Students who are not at least a Freshman in high school are not permitted to attend any dance sponsored by BNL. In order to attend any other school-sponsored dances, you must be currently enrolled as a BNL student. NO GUESTS WILL BE PERMITTED TO ATTEND DANCES OTHER THAN PROM OR HOMECOMING, AND ONLY THEN WITH PRIOR PERMISSION GRANTED BY A BNL ADMINISTRATOR.

SCHOOL HEALTH SERVICES

A school nurse is available at Bedford North Lawrence High School during the school day. Students who are ill or injured should report to the Nurse's Office. If a student needs medical attention, the parent will be contacted.

IMMUNIZATIONS

The School Board requires that all students be properly immunized against all diseases designated by the Indiana State Board of Health. Parents are required to furnish a written statement of their child's immunization record to the school. Indiana Public law states that students without proper documentation of immunizations by the first day of school may be excluded from attending. Waivers for immunizations may be filed by a parent due to religious objections or by a physician's statement that the needed immunizations are contra-indicated/ detrimental to the child's health. All waivers must be resubmitted at the beginning of every school year.

USE OF MEDICATIONS

The school is not responsible for the diagnosis and treatment of student illnesses. Non-Prescription and prescription medication, in the original container, may be administered to students by school personnel only when accompanied by written instructions from the parent/guardian AND written instructions from a physician, and they must be on file prior to administration of any medication. A written authorization needs to include the following information: name of student, name of non-prescription or prescription medication, purpose, dosage and directions for administration, signature of physician, signature of parent/guardian, and date; (the label on the prescription container fulfills the requirements for physician's instructions); non-prescribed (or over-the-counter) drugs, preparations, or remedies not normally recommended for children and teenagers must be accompanied by a physician's signature.

SELF-ADMINISTERED MEDICATION

A student may possess and self-administer medication for emergency medical conditions, such as asthma or a life-threatening allergy, provided the student's parent files a written authorization including a physician's statement, with the school. Forms are available at the school and must be resubmitted every year. (Form NLCS-204)

INDOOR AIR QUALITY

The Indoor Air Quality Coordinator for the high school is Donnie Zollman. Mr. Zollman's contact information is listed below.

Donnie Zollman
North Lawrence Community Schools
Director of Facilities
PO Box 729
Bedford, IN 47421
(812) 279-3976

SPEECH AND HEARING

The services of a speech and hearing clinician are available to all students; all students are screened for hearing during their sophomore school year.

STUDENT RECORDS

The school system collects, records, and maintains data concerning the student pursuant to the provisions of the "Family Educational Rights and Privacy Acts of 1974" (Fed P.L. 93-380). The North Lawrence Community Schools, in accordance with 1974 amendments, shall release the following "directory information" to news media and others it deems advisable: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Parents, guardians, and students over 18 years of age are hereby notified that they have a right:

- a. To know what records are kept;
- b. To inspect and review records that pertain to themselves or their offspring;
- c. To receive a copy of their record at a reasonable cost;
- d. To receive a response to a reasonable request for explanation and interpretation;
- e. To challenge a record they believe to be false or misleading, and to a fair hearing if, after review, no change is made;
- f. To place a statement of rebuttal in the challenged record if no change is made;
- g. To file a complaint with HEW if they believe any of these rights are violated.

VISITORS

All visitors must check in with the receptionist at Entry #1. Students are not permitted to bring visitors to school. Parents that wish to visit classrooms must pre-arrange

the visit and have approval of the administration and classroom teacher. During regular school hours, all visitors must provide a state approved photo ID in order to proceed beyond the office area.

WORK PERMITS

Students who receive work permits realize that school personnel may revoke this privilege based upon academic, attendance, and/or disciplinary reasons. Permits may be obtained from the Main Office.

TIPS FOR COLLEGE ADMISSION

The Guidance Office provides and maintains information and applications for several colleges throughout the state. In addition, representatives from a majority of the colleges in Indiana visit BNL in order to meet students and answer questions. Information concerning college admissions, scholarships and visitations are announced throughout the school year.

The following guidelines will help you in your search for finding the right college:

1. Check early in your high school career to find out the entrance requirements for specific colleges.
2. Take the PSAT in October of your sophomore and junior year, and the SAT and/or ACT in the spring of your junior year or early fall of your senior year.
3. Apply to college during the first semester of your senior year, (preferably before Fall Break). Be aware of the college's deadlines. Students seeking more information or who have questions may see their counselors or visit the *Learn More* website at www.learnmoreindiana.org

Bedford North Lawrence High School's CEEB and ACT number is 150165

SECTION 3

STUDENT CODE OF CONDUCT

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

HALL PASSES

Students are not permitted in the hallways during class periods without a valid hall pass issued by school personnel. Students that are in the hallways during class periods without a valid hall pass will be escorted back to class. Repeated incidents could result in truancy and disciplinary action.

DRESS CODE

Clothing considered by administration as being inappropriate, unsafe, or having the potential for the creation of disruptive behavior, either real or implied, is not permitted. School personnel need and ask for the support of parents in establishing a safe and peaceful environment. A dress code as well as other guidelines for behavior is intended to establish a standard that will indicate to any visitor that all are involved in a serious pursuit: that of becoming a well-educated, productive citizen. Students are encouraged to express their individuality as long as their appearance does not undermine the standard as outlined. In an attempt to provide clarity the items listed below are some examples that are not permitted.

- 1. Clothing not worn as intended by its design is not permitted.**

- 2. No short-shorts are permitted.**

Shorts and skirts may be worn if they are at least mid-thigh length. Shorts that are designed to be worn skin tight will not be permitted unless a different type of clothing is worn over the shorts. Clothing that is worn skin-tight (spandex, leggings, etc.) will not be permitted unless it is worn under another garment.

- 3. Students will wear standard shoes.**

Students are encouraged to consider safety issues when selecting footwear. Wheelie shoes, any shoes with wheels are not permitted.

- 4. Clothing that has been cut off or has holes above the midthigh is not permitted.**

This includes such items as cut-off shorts, muscle shirts or shirts with cut-off sleeves.

- 5. Clothing that allows the midriff or buttocks to be exposed while standing or sitting is not permitted.**

- 6. Clothing that leaves the shoulder or back inappropriately bare and/or exposes cleavage is not permitted.**

Sleeveless garments, excluding tank tops, are acceptable if they do not have any form of scoop neckline. Spaghetti straps over the shoulders are not appropriate. Any apparel that exposes undergarments is not permitted.

- 7. Clothing with inappropriate language or pictures is not permitted. The following list of things to avoid will help you make good decisions concerning appropriate clothing.**

Advertising or content relating to alcohol, beer, drugs, tobacco, or other illegal substances.

Obscene or lewd writing, pictures, profanity, or language inappropriate to an educational environment.

Anything that implies, suggests, or portrays sex or violence.

Clothing with post-manufactured holes and clothing with designer manufactured holes are not permitted.

Anything that displays or implies gang attire, signs or symbols is not permitted.

8. **Hats, sunglasses, headbands (except when above the forehead as a part of a hairstyle), bandannas, fish hooks, chains, or other sharp jewelry are not permitted.**

At times special days of recognition may with the permission of the principal feature and allow one or more of the items that are not allowed as a regular practice.

9. **Coats and winter jackets are not permitted in the classroom unless the environment is such that a teacher or administrator considers it appropriate.**

In the normal operation of a school day, week or special season, concessions may at times be considered by the administration to promote school spirit or to recognize the work or activities of special groups. If such concessions were to cause an undue disturbance in any particular class, the classroom teacher may in a respectful way ask his/her students to refrain from exercising the deviance. Such a decision must be based on substantial evidence that shows obvious disruption to the routine of the classroom and/or be considered a safety factor as it relates to the activities in the classroom in question.

10. Girls that violate the dress code and wear tops that expose cleavage will be required to change the top.

Disciplinary action to be taken for violations: 1st offense – warning and correct clothing, 2nd offense – lunch detention and correct clothing, 3rd offense – 1 day AIM and correct clothing, 4th offense - OSS and correct clothing, further violations – administrator will determine discipline.

PHYSICAL EDUCATION POLICY-JEWELRY AND BODY PIERCING

To ensure the safety of each individual enrolled in a physical education class, students are prohibited from wearing any type of jewelry during class. This includes all forms of body piercing.

GANG ACTIVITY

Bedford North Lawrence High School will not tolerate any gang paraphernalia or any gang related activities at the high school. Appropriate disciplinary action will be taken against anyone participating in any gang activity.

GENDER/RACIAL SLURS

Every student shall be permitted to attend school and participate in its educational programs and activities without being harassed, intimidated, or ridiculed on the basis of sex or ethnic background. Appropriate disciplinary action will be taken for students involved in such activities, and may result in a suspension and/or expulsion from school.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Student physical contact is not permitted at school. Students are not to hold hands or show other signs of physical affection on school property.

TELEPHONES

Students will be permitted to use the school telephone if their health or safety is involved. Important telephone messages from parents will be delivered to the student. Other uses of the school telephone by students will be approved or disapproved by the principal depending on the circumstances.

CELL PHONES AND ELECTRONIC DEVICES

Students at BNL will be permitted to have cell phones and other mobile transmitting devices during the school day only under the stipulations of this policy. Use of these devices is restricted to the cafeteria during lunch time and ONLY when a classroom teacher authorizes its use for classroom instruction. Any deviation from this policy must be approved by the building administrator.

Students who violate this policy will be referred to an administrator for disciplinary action, as follows:

1st Offense – lunch detention; 2nd Offense – two lunch detentions; 3rd Offense – three days lunch detentions; 4th Offense – school administrator will determine the disciplinary action which may include AIM or suspension.

It is imperative that the student who brings a cell phone or other mobile transmitting device understands the need to respect the rights of each teacher to conduct class without any interruption that may be caused by such devices. These devices should never be used in a way that disrupts the learning process under the direction of a teacher. It is the personal responsibility of each student to utilize these devices in the manner prescribed by this policy. Students must realize that the choice to use such devices is always limited by the freedom of the teacher to conduct instruction without students using the devices

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

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

“ The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

“ It is “child exploitation,” a Level 5 felony under I.C.35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

“ It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(d) for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

“ “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

“ The Indiana Sex Offender Registration Statute at I.C.11-8-8-7 and the Sex Offender Registry Offense Statute at I.C.35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C.35-42-4-4(b) to register as a sex offender.

“ Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system. Students that violate the policy regarding cell phones may have their cell phone confiscated by the school administration. School Administrators will determine when the cell phone will be returned based on the number of violations. As violations increase, so will the number of days cell phones are confiscated.

PROFANITY

The use of profanity at school during school hours or at school events is prohibited. Students that violate this rule will face disciplinary action by an Administrator. Punitive measures will depend on the circumstances, frequency of violations, and severity.

HARASSMENT AND HAZING

School personnel will not tolerate any individual or group harassment or hazing of another student or a group of students. Therefore, it is violation of school guidelines to physically or verbally threaten, harass, or intimidate others during school hours or at any school event either personally or electronically.

FIGHTING

Fighting and other acts of violence will not be tolerated. If a student feels they are being harassed, threatened, or provoked to fight, they are expected to see an administrator, teacher, or hall monitor immediately.

Any student who becomes an active participant in a fight, regardless of who initiates the fight, will be suspended from school for five to ten days. Any student involved in a second fight during the school year will be offered due process. This rule applies to fighting at school, on the school bus, at any school function, and on any North Lawrence Community School property. A parent conference with an administrator is required before a student will be permitted to return to school after a suspension for fighting.

THEFT

Any student caught stealing school property will be disciplined at administrator discretion. Any student caught stealing from another student or staff will be suspended for a minimum of 5 days, with further action being used by administrative discretion.

ANTI-BULLYING POLICY

The following policy has been established by the school board of trustees for the North Lawrence Community School Corporation (NLCS) regarding anti-bullying.

I. Policy Statement

The school board of trustees for the North Lawrence Community School Corporation prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. NLCS administration and staff will work diligently to respond to all acts of bullying in a proactive and responsive manner that ensures all students are afforded the opportunity to attend school in a safe and secure environment.

II. Definitions

1. Bullying

- a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.**
- b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
- i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
- iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
- i. Participating in a religious event.
 - ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
 - iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.

v. Participating in an activity undertaken at the prior written direction of the student's parent.

vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

III. Policy Provisions

1. The school corporation shall adopt discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
3. The principal at each school within the school corporation shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
4. All NLCS employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.
5. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
6. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. 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 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 harassment, intimidation, or bullying. 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 board of education on a quarterly basis during regularly scheduled board meetings.
8. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the school corporation superintendent, school board, and the Indiana Department of education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
9. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
10. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.
11. 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 bullying is confirmed, according to the parameters described in the corporation's code of student conduct. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent corporation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
13. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:
 - a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.

- b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
 - c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.
14. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.
 15. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor, school resource officer or other person with training and expertise in the area of bullying prevention and intervention.
 16. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.

POLICY REGARDING SEXUAL HARASSMENT

THE POLICY

It is the policy of the North Lawrence Community School Corporation to maintain a learning and working environment that is free from sexual harassment; therefore it shall be a violation of this policy for any employee or student of the North Lawrence Community School Corporation to harass another employee or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

DEFINITIONS OF HARASSMENT

A. Types of Sexual Harassment

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment;
4. Denial of an educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results unfavorably for that particular student;
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that it is unwelcome.

COMPLAINT PROCEDURES

- A. Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure explained below, or may complain directly to his or her teacher, coach, or principal. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Reporting Sexual Harassment

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

- (a) Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
- (b) Reports must name the person(s) charged with sexual harassment and state the facts;

- (c) Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
- (d) The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
- (e) The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action she/ he deems appropriate.
- (f) The Board of Trustees 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 a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

FALSE REPORTING

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

POSSESSION OR USE OF KNIVES, GUNS, DESTRUCTIVE DEVICES OR OTHER WEAPONS

The Corporation prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to: firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, explosives, firecrackers, smoke bombs, chemical agents such as tear gas or pepper gas, stun guns, or "look-alike" weapons.

Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. Anyone in possession of a knife, firearm, or other weapons on school property will be referred to local law enforcement.

STUDENT LOCKERS - STATEMENT POLICY

All lockers made available for student use in the North Lawrence Community Schools including lockers located in the hallways, physical education and athletic dressing rooms, vocational education classrooms, and the art classrooms are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes and or educational function, or which are forbidden by state law or school rules. Students are not to share lockers or locker combinations with other students.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purposes, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen items and to prevent use of the locker to store prohibited or dangerous items such as weapons, illegal drugs or alcohol.

LOCKER RULES

Locks-The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed. Do not bring valuables or large sums of money to school or place them in your locker. Always be sure your belongings are in your locker and your locker is locked. BNLHS is not responsible for lost or stolen items.

AUTHORITY TO INSPECT

All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated by the principal. An itemized list of all items removed from a locker shall be made and kept on file for future reference. The list shall include the student's name who is assigned the locker, the date of removal and the signatures of those involved in the removal of items from the locker.

INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS

A principal, or his/her designee, may search a student's locker and the locker's contents at any time he/she has a "reasonable suspicion" that the locker contains items that may cause interference to the educational environment or are forbidden by state law or school rules. Any law enforcement agency having jurisdiction over the geographic area of the school facility containing a student's locker may (1) at the request of the school principal; and (2) in accordance with the rules of the governing body of the school corporation, assist a school administrator in searching a student's locker and the locker's contents. It is understood that any student who uses a locker that is the property of the North Lawrence Community School Corporation, should have no expectation of privacy in that locker or the locker's contents.

STUDENT SEARCHES

A principal or his/her designee may search the personal belongings, including but not limited to backpacks, purses, etc. and/or person at any time there is reasonable suspicion that possible contents may cause interference to the educational environment or are forbidden by state law or school laws.

DISPOSAL OF CONFISCATED CONTRABAND

All contraband confiscated from students and/or student lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1 - 5 - 4; (c) delivery to the appropriate law enforcement agency properly identified by coded identification (not by student name) for safekeeping; (d) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (e) destruction.

INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

The principal, superintendent or his administrative designee may request the assistance of law enforcement officials to assist the school administrators in inspection of lockers or their contents for purposes of enforcing school policies only if such assistance is required: (1) to identify substances which may be found in the lockers; or (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

- a. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect.
- b. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.

LOCKER MAINTENANCE

Nothing in these rules shall affect members of the custodial or other staff to repair defective lockers or clean them out. Custodial or other staff members may open a student's locker during any vacation period if they have reason to believe the locker contains rotting, spoiling, or mildewing items.

ATHLETIC LOCKERS

Student lockers in athletic areas may be opened by athletic managers and coaches for the purposes of removing, replacing and supplying athletic equipment. At the end of a sports season or when an athlete has been removed from a particular sport, all items from the athlete's assigned locker must be removed within 2 school days. Items not removed by the student will be removed two school days after the athlete's last day of participation. A list of all items removed from the locker, the athlete's name assigned to the locker, the date of removal, and the signatures of those involved in removing the items from the locker shall be kept on file for future reference. Items owned by the school shall be returned and those owned by the student shall be removed from the area.

STUDENT USE OF MOTOR VEHICLES

The use of a motor vehicle for travel to and from school by students is an assumption of responsibility on the part of the student-a responsibility in the care of property; in the observation of safety rules; and the display of courtesy and consideration toward others. Driving to school, if approved, is a privilege. If abused in any way, it may be revoked at any time.

All vehicles must be registered in the high school office. Student Parking Registration Forms may be obtained in the main office or on the NLCS website, www.nlcs.k12.in.us. Parking passes cost \$25.00, and must have a parent/guardian signature and proof of insurance. Student Parking Registration Forms must be filled out completely before a pass will be issued.

STUDENT PARKING RULES

All vehicles must be registered and display a pass on the rearview mirror. Vehicles must be parked properly in spaces, *head in parking only*, and students should not park so that they block another student. Students must park in areas designated for students. Vehicles must be unoccupied during the time school is in session.

No alcoholic beverages or other illegal materials may be possessed, consumed, or in student vehicles on school property. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be in that vehicle. Prosecution and/or expulsion may result.

All students must be licensed and have proof of insurance. The school is not responsible for the automobile or its contents. There will be no speeding over 10 miles per hour or any form of reckless driving on the school grounds. Any violation of the above rules, other school rules and civil laws may result in denial of parking privileges, and/or car being towed away or other appropriate disciplinary action. Vehicles may be towed at owner's expense without notice. Any vehicle driven to school by a student and parked on school grounds may be subject to searches by local law enforcement.

RESTRICTIONS ON DRIVER'S LICENSE OR LEARNER'S PERMIT

Indiana Code States: An operator's license or learner's permit may not be issued to a person less than eighteen (18) year of age who is under:

1. At least a second suspension from school for the year under Indiana statute.
2. An expulsion from school under Indiana code.
3. Withdraws from school under the age of eighteen (18)-except for financial hardship.

The Period of Ineligibility for the issuance of an operator's license or learner's permit continues until the earliest of one of the following events:

1. The person becomes eighteen years of age.
2. 120 days after the student is suspended, or until the end of the semester whichever is longer.

3. The suspension, expulsion, or exclusion is reversed after a student hearing under Indiana Code.
4. The student is in good standing and has re-enrolled in school.

INVALIDATION OF EXISTING DRIVER'S LICENSE OR LEARNER'S PERMIT

Indiana Code states: If a person is less than eighteen (18) years of age and is under a suspension, expulsion, or exclusion, the department shall, upon notification by the person's Principal, invalidate the person's license or permit until the earliest of the following events:

1. The person becomes eighteen years of age.
2. 120 days after the person is suspended, or the end of the semester whichever is longer. The period of invalidation will begin when the BMV notifies the parent.
3. The suspension, expulsion, or exclusion is reversed after the student has had a hearing under Indiana Code.
4. The student is in good standing or has re-enrolled in school.

Any student whose driver's license and/or learner's permit has been invalidated by the BMV may appeal pursuant to Indiana Code.

SUBSTANCE ABUSE POLICY

POSSESSION AND/OR USE OF NARCOTICS OR OTHER DRUGS

Students may not possess, provide to another person, sell, transport, ingest or use, or be under the influence of any substance which is, contains or is represented to be: tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, caffeine-based pills, substances containing phenylpropanolamine (PPA), or non-prescribed (over-the-counter) drugs, drug paraphernalia, preparations, or remedies, whether prescription or sold over the counter without a prescription, or any substance represented by the provider to be any of the listed substances, (a) on school grounds at any time, or (b) at any school-sponsored activity at any location, including the school bus.

SUBSTANCE ENHANCEMENT POLICY

Possession, use, or distribution of substances or supplements used or intended for abnormal enhancement of athletic performance and/or may atypically alter the body's physiological function are not permitted. These may include, but are not limited to: narcotics, stimulants, anabolic agents, diuretics, hormones, masking agents, and other such items.

SMOKING/USE OF TOBACCO PRODUCTS

NLCS is in compliance with the Pro-Children Act of 1994 and is a tobacco-free environment.

Students are not permitted to possess, use, distribute, or be under the influence of any substance which contains or represents a nicotine based product. This includes gum, patches, electronic cigarettes, vaping devices, Juuls, etc. Any student under the age of 21 possessing or using tobacco, tobacco products or vaping devices on school grounds or on any school bus will be subject to a fine issued by local law enforcement and additional school discipline for repeat offenses.

STUDENT PROPERTY

Students are responsible for all items brought to school. Expensive items or money should never be left in lockers. Theft or damage of other student's property should be reported to an Administrator. The school assumes no liability for loss of stolen items.

FOOD & BEVERAGE

Students are permitted to have water in a clear plastic container of 20 ounces or less. Students are not permitted to have food and beverage in hallways during the school day and during passing periods. Students arriving to school in the morning must consume all food and beverages in the cafeteria before entering the main hallways. Teachers may grant permission to have food/beverage in classrooms for special celebrations.

SECTION 4

ATTENDANCE POLICY

Research shows that educational achievement is directly related to attendance, and is essential to a successful learning environment. A student who is absent presents a clear disadvantage to not only themselves, but also to their classmates and instructional staff. In addition students are subject to the attendance laws and policies of the State of Indiana and North Lawrence Community Schools. The responsibility for school attendance is that of the student and his/her parent or legal guardian.

REPORTING ABSENCES

A parent or guardian must notify the attendance office by telephone prior to or on the day of the absence. A note signed by a parent, call from a parent, or medical excuse must be brought to the attendance office within 48 hours (2 days) of the absence.

Parent notes/calls will be considered excused for ten days per year. Other absent days require proper documentation in order to excuse the absence. If notification within 48 hours (2 days) is not provided, the absence will be considered unexcused or truant.

EXCUSED ABSENCES:

1. Personal illness or injury
2. Medical and Legal Appointments (Such appointments should be scheduled after school hours when possible. Doctors/Attorney statements are required to excuse these absences.
3. Family Emergency (subject to approval by building administration)

4. Funerals (with proper documentation)
5. Inclement weather when the school bus must run an alternative route or the parents choose for their children to not attend school due to potentially unsafe conditions

PRE-ARRANGED ABSENCES

Some absences may be "Excused" if arrangements have been made prior to the absence. In order to pre-arrange an absence, the following steps must be taken. Please note that the responsibility for taking these steps is that of the student or student's parent/guardian. (This is included in the ten days of parent notes listed above.)

1. Pick up a pre-arranged form in the attendance office.
2. Complete the form and have it signed by a parent.
3. Have an administrator sign the form.
4. Have all teachers and a counselor sign the form.
5. Return the form to the attendance office at least one week prior to the absence.

The following absences must be arranged at least **one week** in advance in order to be excused.

1. Family vacation: Family vacations will be excused if the student is accompanied by his or her parent or guardian while on vacation, and if the student's absence from school does not put them over the ten parent note/call limit for absences as outlined in absenteeism limitations. If the vacation puts the student over the limit, the vacation absences will be considered unexcused.
2. Required religious observance or church activity
3. College visitation-a maximum of two visits may be made during the junior and senior year- a written verification from the college will be required upon return.
4. Mandatory college, vocational, or military testing required for admission
5. Legislative page (verification)
6. Election precinct worker (verification) Poll Worker (one of five parent notes with verification)
7. Court subpoena
8. Honoree in the Indiana General Assembly
9. Service in the National Guard
- Field Trip Requests

Any request for class absence due to a class/club field trip must have prior approval.

Make-Up Work: Classwork may be made-up and credit given for any excused absence. However, the responsibility to obtain assignments and arrange for times to take missed tests is that of the student. One day for each day absent will be given to turn in assignments. In cases of extended periods of absence due to illness, a building principal or designee may consider the uniqueness of the case.

Final exams will not be given early unless approved by the classroom teacher and the building principal.

UNEXCUSED ABSENCES

An unexcused absence is any absence from school, class or assigned activity, without an excused reason (see above) or without parental verification. (Building administration reserves the right to verify the reasons for absences.)

Make-Up Work: Students are encouraged to make-up missed assignments in order to be successful in each class.

TRUANCY

Truancy is defined as being absent for more than 5 minutes from a class up to an entire school day when the absence is initiated by the student without parental consent under circumstances not covered by law or recognized by the school. The following disciplinary actions will be issued for any truancy.

- 1st Truancy - students will serve one day of Alternative to Suspension (Gateway Program).
- 2nd Truancy - students will serve one to three days of Alternative to Suspension (Gateway Program)

In the event that the truancy continues, the building administration will then determine the appropriate disciplinary action to be taken.

EXCUSED & UNEXCUSED ABSENCE LIMITATIONS

Students are allowed 10 absences per school year without requiring a doctor's note. Students will be EXCUSED for the first 10 absences in a school year with a phone call or note from a parent. Once ten absences are accumulated in a school year, appropriate documentation must be submitted for each absence thereafter in order to be considered as an EXCUSED ABSENCE. This policy applies to full day absences and partial day absences, including absences from a single class period. The following table illustrates the policy for excused and unexcused absences.

- Absences 1 through 10 - Excused with a note or call from a parent
- Absence 11 & Beyond - Unexcused unless approved documentation is submitted to the attendance office within 48 hours of the absence.

Parent phone calls, parent notes, and doctor's notes must be submitted within 48 hours of the absence in order to be considered as an EXCUSED ABSENCE.

Consequences for Unexcused Absences

3rd Unexcused Absence = In-School Suspension

5th Unexcused Absence = Referred to the Lawrence County Prosecutor *

10th Unexcused Absence = Start Due Process/Withdrawal from School (Truancy) **

* Privileges to attend student activities such as Homecoming Dance, Prom, or other activities can be revoked. Student parking permits will be revoked and parking fees will not be refunded. Work permits will be revoked. The student will be assigned to one or two days of Alternative to Suspension (Gateway Program).

** Students can be recommended for expulsion and the Bureau of Motor Vehicles will be notified to revoke or deny Operator's License or Learner's Permits.

Lawrence County Prosecutor

Indiana Code 20-33-2-27 holds parents accountable by law to make sure their child attends school. This applies to students under the age of 18. When a student accumulates 5 Unexcused Absences in a school year, the student and parent will be referred to the Lawrence County Prosecutor. (5th Unexcused Absence)

Driver's License & Learner's Permits

Indiana Code 20-33-2-11 allows for a Driver's License or Learner's Permit to be denied or revoked for habitual offenders of school attendance laws. (10th Unexcused Absence).

Tardies to School or Class

Students that arrive at school after 8:10 will sign in in the attendance office and will be considered as tardy to school and sent to their first period class.

Any unexcused tardy will result in a lunch detention. (may be served before or after school with administrator approval)

Tenth unexcused tardy in a school year will result in one day of Alternative to Suspension (Gateway Program).

Fifteenth unexcused tardy the student will result in two days of Alternative to Suspension (Gateway Program).

Twentieth unexcused tardy the student will be suspended.

CHRONIC ILLNESS VERIFICATION/EXCUSE OF ABSENCE

Any student under physician's care or medical treatment that will most likely result in frequent absences from school is encouraged to complete a chronic illness form. The chronic illness form must be completed by a licensed physician. Having such a note on file does not automatically excuse an absence; however the form does allow the student to bring additional parent notes beyond five absences.

Note: Parent notification is required within two days for absences to be excused.

SECTION 5

DISCIPLINE

AFTER-SCHOOL DETENTION

After school detention may be assigned when students are tardy to class or have been a disruptive force. If a teacher assigns a student after school detention, the student will be given an after school detention form to take home and have signed by their parent or guardian. If the form is not returned by the date indicated on the form, the student may be assigned further disciplinary action. Detention will be after school from 3:00 - 3:30 p.m. or 3:00 – 4:00 p.m., and students must bring materials to work on. The student will be given at least one day's notice of his/her detention time after school so he or she may make provision for transportation home. A deadline to make up detention time will be given to the student. Failure to have detention made up by that time may result in further disciplinary action, in addition to making up the time for the assigned after school detention.

A. I. M. (ACTIVE INTERVENTION AND MENTORING)

Students may be assigned to A. I. M. (Active Intervention and Mentoring), which is an alternative to out-of-school suspension for disciplinary reasons. Students in A.I.M. will be considered absent from his/her general classes for the day; however the student will be considered as being present in school during the time he/she serves A.I.M. Students who are assigned to all-day A.I.M. must report to the A.I.M. room upon arrival. Students assigned by periods will report at the beginning of that period and remain until released by the supervisor. Students who are tardy to A.I.M. will be assessed a tardy for the class period. Students are to bring all of their books, pencils, paper, and study materials with them. Students who are absent from school on the day assigned will be required to make up the absent time. Students must make up any time spent visiting the nurse during an A.I.M. assignment.

LUNCH DETENTION

Lunch detention is a disciplinary tool used at the discretion of school Administrators. Students assigned to lunch detention will lose their privilege to eat with their friends in the Cafeteria. Students assigned to lunch detention will be required to eat lunch at an assigned location as determined by a school administrator. Repeated visits to lunch detention may result in additional disciplinary action.

STUDENT DUE PROCESS AND PUPIL DISCIPLINE

IC 20-33-8-14

The entire foundation and success of public school education depends on the basic concept of self-discipline - a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that

students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others.

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

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to (1) school day if the student is assigned regular or additional work to be completed in another school setting. In addition, a middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of (2-5) school days with the principal's approval, if the student is assigned regular or additional work to be completed in another school setting.

2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. Students are not permitted on any NLCS campus or at any NLCS school event during the length of the suspension.

3. EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current trimester plus the following two (2) trimesters, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

GROUND FORS FOR SUSPENSION OR EXPULSION:

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- a. *Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.*
- b. *Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.*
- c. *Setting fire to or damaging any school building or property.*
- d. *Prevention of, or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.*
- e. *Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.*

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

6. Knowingly possessing, handling, or transmitting a knife, a destructive device or any object that can reasonably be considered a weapon.

7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel 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 including refusal to participate in the learning process.

10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

- a. *engaging in sexual behavior on school property;*
- b. *disobedience of administrative authority;*
- c. *willful absence or tardiness of students;*
- d. *knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;*
- e. *possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of*

any kind, be they available with or without a prescription.

12. Knowingly possessing or using on school grounds during school hours an electronic device or a cell phone in a situation not related to a school purpose or educational function.

13. POSSESSION OF A FIREARM

a. No student shall possess, handle or transmit any firearm on school property. (This is corporation policy)

b. 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 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 had 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 readily be assembled
- any device which is neither designed nor redesigned for use as a weapon
- any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, or similar device -Class C common fireworks

c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

14. Other Grounds for Expulsion or Suspension

- a. 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 intoxicant of any kind.
- b. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- c. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.
- d. Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee according to policy.
- e. No student may use any drug, or substance, prescribed by a physician for a student's medical use for any purpose, or in a manner other than prescribed by such physician.
- f. No student may use any medicine or substance for which the student has written permission from his/her parents authorizing use for any purpose or in any manner other than for legitimate health care in accordance with the provisions of this student handbook.
- g. Being tardy without a proper excuse more than three times in any school year.
- h. Being truant.
- i. Engaging in obscene conduct, language, or gestures.
- j. Smoking or chewing tobacco.
- k. Possession or use of e-cigarette, "vape" or "Juil" devices and/or any paraphernalia related to such
- l. Fighting.
- m. Possessing or setting off of any fireworks, including but not limited to smoke bombs, firecrackers or sparklers in a school building or on school grounds.
- n. Throwing food in the cafeteria

The grounds for suspension or expulsion listed above apply when a student is:

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

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

TRANSPORTATION AND SCHOOL BUS DISCIPLINE

North Lawrence Community Schools will provide bus transportation to eligible students. The driver shall maintain discipline among the children while on the bus, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and use every care for the safety of the children under his/her charge.

Students riding buses must obey the following rules:

1. Arrive at the bus stop on time
2. Always walk on the left side of the road so that on-coming traffic can be seen.
3. Remain seated at all times.
4. Do not open windows or doors without the bus driver's permission.
5. Refrain from loud, boisterous or profane language.
6. Do not engage in fighting or horseplay.
7. Do not eat, drink or smoke on the bus.
8. Do not leave litter on the bus or throw any object out of the bus.
9. Be responsible for your books, and personal belongings.
10. Follow any rules and regulations that the bus driver may require to insure the safety of all the students.

In addition, students en-route to or from school are not permitted to depart from their bus and ride in a private vehicle. In the event of a flagrant violation of school bus rules and regulations, disciplinary action will be taken with the severity of such action to be dependent on the seriousness of the infraction. Students will be held responsible for any damages or destruction incurred to the school bus.

SECTION 6

STUDENT ATHLETICS

SEE ATHLETIC HANDBOOK

EMERGENCY DRILL INSTRUCTIONS

FIRE DRILL PROCEDURE

1. The signal for a fire drill will be a continuous tone. The evacuation route is posted in each room. Students on the third floor with injuries prohibiting use of stairs should report to stairway 1 for assistance.
2. Take fire drills seriously and prepare yourself as your life may depend on it.
3. The first two students reaching the outside entrance should make sure the doors are opened and fastened. If they are unable to fasten the doors, the first two students should remain and hold them open.
4. Move rapidly, but safely in a quiet and orderly line.
5. Prevent running, pushing, shoving, "horse play" and noise.
6. Everyone must leave the building.
7. Teachers will give definite directions in case an exit is blocked.
8. Students and teachers are to re-enter the building when the all clear is sounded.

TORNADO DRILL PROCEDURES

1. The signal for tornadoes will be an intermittent tone.
2. Students are not to be outside during a tornado drill. A runner will be used to alert people on the outside of the building if needed.
3. During a tornado drill, students should be quiet in order to receive further instructions.
4. During a real Tornado Warning students will be instructed to assume protective postures, facing interior walls, when the danger is imminent. Such a command might be: Everybody down! Crouch on elbows and knees! Hands over back of head!
5. You will be directed to an area with strong ceiling support and away from glass that is not wire protected, but remember to try and keep away from all exterior windows and glass.
6. These drills should be taken seriously.

FLASH FLOOD CONDITIONS

1. Students will be warned of a flash flood by the school intercom or by the teachers.
2. Students may be dismissed if it becomes necessary because of flooded areas, and bus students may be re-routed.

EARTHQUAKES

1. All students will be warned by the intercom or the teachers.
2. In classrooms or offices, MOVE AWAY from windows, shelves, and heavy objects and furniture that may fall. TAKE COVER under a table, desk, or counter. If a “shelter” is not available, move to an inside wall or corner, turn from windows, kneel alongside the wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck. If notebooks or jackets are handy, hold these overhead for added protection from flying glass and ceiling debris.

VIOLENT INTRUDER

1. Students will follow teacher directions and move to a safe location away from the line of sight of windows.
2. Students will remain quiet while the teacher secures the room.
3. Teachers will turn off lights and cover windows.

**North Lawrence Community Schools
Student Version
RESPONSIBLE USE POLICY**

All North Lawrence Community Schools (NLCS) students are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail responsible use of electronic information resources under which students, staff, and all members of the NLCS community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Responsible Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with NLCS's educational mission, curriculum and instructional goals.
2. Students must comply with all NLCS Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.
4. The policy and rules apply to the use of a school issued device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of a school-issued device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Students may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. NLCS and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities.
6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems. The device is to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Students may not access blogs, social networking sites, etc. prohibited by building administration or the NLCS Technology Department. Students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Students shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
11. Unauthorized applications and device configurations may be subject to removal or disciplinary actions.

Compensation for Losses, Costs and/or Damages

- *Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.*

1. In the event an electronic device is lost, stolen or damaged, the individual student will be responsible for the cost of the repair and/or cost of replacement as determined by school administrators. Multiple instances of damage may result in

- the loss of device or other disciplinary actions.
2. Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device.
3. In addition all students may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by students while using school district computers, devices, or the school network.
4. Students must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with local police.

Student Security

1. On school issued devices, students may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If students encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
2. Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. All North Lawrence Community Schools are closed campuses. NLCS retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a NLCS staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.
4. The use of cameras and recording devices are strictly prohibited at all times unless explicitly authorized by the building administrator.
5. NLCS staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district’s computer system, telephone system, electronic mail system, and voice mail system. Students should have no expectation that any information contained on such systems is confidential or private.

System Security

Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the NLCS Technology Department.

Personal Devices

Personal devices may be used in approved areas for educational purposes at the authorization of building administrators. Usage of personal devices falls under the guidelines of the RUP.

Website and Social Media Guidelines

THINK before you act, because your virtual actions are real and permanent.

Guidelines
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn’t want friends, enemies, parents, teachers, future colleges, or employers to see.
Follow the school’s code of conduct when writing online. It is acceptable to disagree with other’s opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.
Linking to other websites to support your thoughts and ideas is recommended.
Do your own work! Do not use other people’s intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other’s thoughts. It is good practice to hyperlink to your sources.
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else’s identity.
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else’s work, be sure it is in the spirit of improving the writing.
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Terms of Use

NLCS reserves the right to deny, revoke or suspend specific student privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the NLCS network, Internet, and electronic resources.

Disclaimer – NLCS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, NLCS is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of NLCS electronic resources.

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

NORTH LAWRENCE COMMUNITY SCHOOL CORPORATION

MEAL ACCOUNTS, CHARGE AND COLLECTION POLICY

The State Board of Accounts and The National School Lunch Program require School Food Authorities to establish written administrative guidelines and policy for meal charges. The North Lawrence Community School Corporation has an essential role in the lives of students by providing them with a foundation for healthy living and learning. The NLCS Food Services Department makes affordable, healthy, and nutritious breakfasts and lunches available to all NLCS students. It is the responsibility of each student's parents to provide meals either by supplying food from home, sending money to school so that the school may supply a meal, or applying for meal assistance through the free and reduced meal programs.

Students may have an occasional need for assistance with their meal funds. Meal charges are strongly discouraged; but, managing money is a part of the learning process. Therefore, NLCS students may charge up to \$50.00 to his/her meal account. *Ala carte* items will not be sold to students with a negative account balance. A full reimbursable meal is available when a student does not have money in hand at the time of meal service; alternate meals are not offered.

NLCS Food Services Department shall notify parents by text, email, or other written communication when an account has a negative balance. Once an account is delinquent with an account balance over \$50.00 or the account has a negative balance for more than thirty (30) days, NLCS Food Services Department shall send one final collection/warning letter home with a student before turning the account over to the school attorney for collection. If the charged amount exceeds \$50.00 or the account has a negative account balance for more than thirty (30) days, the account will be turned over to the school corporation attorney for collection. After the account has been turned over to the attorney, payment arrangement and collections shall occur only through the attorney's office. The student's parent or guardian shall be responsible for paying the delinquent account plus attorney fees in the amount of one-third of the delinquent account balance or \$200.00, whichever is greater, and, if suit is filed, any court costs. NLCS Food Services Department is authorized to establish regulations consistent with this policy to implement and manage food services and collections.

This policy shall be effective immediately.

Breakfast and Lunch Information

Information from the NLCS Food Service Office

All schools are using Meal Magic at the point of sale. Meal Magic will efficiently monitor the balance and meals served in each student's Meal Magic account. Parents are encouraged to log on to www.sendmoneytoschool.com to: track account balances for their children, monitor food purchases, make on-line deposits, establish a 'Family Account' with children in different NLCS schools. Parents will need to know their student's I.D. number to use this on-line service. The only time parents will be charged a fee is when they use the on-line banking service to deposit money into their child's or children's Meal Magic account. If a parent wishes to use the on-line banking service to deposit money into their child's account, a transaction fee of \$1.50 per transaction will be charged. The transaction fee will cover the various charges incurred by financial institutions to provide this on-line banking service. Parents continue to have the option to send money (cash or check) to school to cover meal costs. To simplify payment, parents can also send one check with your child for all of their school children to be deposited into their MM account(s) – please be sure to place each student's I.D. number and amount you want deposited into each account on the memo line of the check or envelope. There is "no cash back" for meals; all money is deposited into the students Meal Magic account for meal purchases.

The Application for Free or Reduced Price Meals is available through the following:

- Go to www.lunchapp.com to submit an application on-line, available July 1 for the next school year. Applications may be submitted throughout the school year.
- Paper Applications are available at any school office, the Food Service Office and the Administration Building.
- Please remember you only need to fill out **one** Free/Reduced Meal application per household.

The Unpaid Meal Charge Policy can be found at www.nlcs.k12.in.us, by clicking 'Food Services' under the 'Services' tab.

If you have any questions please contact Food Services at 812-277-3220, or go to www.nlcs.k12.in.us and click 'Food Services' under the 'Services' tab.

Bully Report

The NLCS Bullying Report Form can be found at the following link:

www.nlcs.k12.in.us/bullying

The NLCS Bullying report form allows you to submit anonymous tips to school and District officials of alleged bullying. If there is an emergency please call 911.

1. Did the sender witness the bullying? YES | NO
2. Who is the sender? STUDENT | PARENT/GUARDIAN | STAFF | OTHER
3. Name(s) of the person being bullied?
4. Name(s) of alleged bully or bullies?
5. In what building did the bullying take place?
6. Location(s)? (Ex: Classroom, Hallway, Bus, etc.)
7. Description of Bullying Events (Please leave as much detail as possible, including direct quotes and/or specific words used.)
8. Has any action already been taken to stop the bullying? If so, provide details.
9. Students/Staff who may have witnessed the bullying?
10. Other Information:
11. Sender's Name (Optional)

If you would like a direct-response, please leave your contact information. (Phone Number or Email)