

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

Dear Students & Parents/Guardians,

Welcome to Bedford North Lawrence High School. During this time, you will make decisions which will affect you significantly for years to come. You are sincerely encouraged to make the best of your experience here. BNLHS recognizes that all students deserve the opportunity to develop their potential in order to establish and maintain responsible citizens' roles in a dynamic society. The school provides a program of educational experiences promoting all appropriate phases of student growth. In an atmosphere of self-disciplined behavior, the school provides the opportunity for students to mature intellectually, emotionally, and socially. It is the shared responsibility of the school, home, and community to instill the view of education as a lifelong process. BNLHS is committed to the pursuit of excellence, acknowledging that the journey itself is the most significant aspect of achievement. By recognizing and allowing for individual differences and special needs, the school through its programs encourages and inspires students to think logically, creatively, and effectively. Your challenge is to implement this philosophy while you are a member of this community.

*Sincerely,
Mr. Jordan Key
Principal*

This student handbook contains important information for students, parents, and staff regarding the daily operation of Bedford North Lawrence High School. Included are policies, procedures, and penalties related to student infractions of various laws and rules, including those in the areas of attendance, discipline, and many others. These policies, penalties, procedures, and rules will be administered in a spirit of consistency, fairness, and flexibility; thus, exceptions to a statement in this handbook occasionally may be made with the approval of the principal or his designee.

SECTION 1: 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 Yearbook: Reflections

Enrollment: 1300 (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 or remain in the gym lobby. Students should not be in the halls before 8:00 without a pass from a staff member.

Warning Bell	8:05 a.m.
Period 1	8:08 - 9:10 a.m.
Period 2	9:15 – 10:15 a.m.
Advisory	10:20 - 11:00 a.m.
Period 3	11:05 a.m.- 12:40 p.m. Lunch A: 11:05 - 11:35 Lunch B: 11:40 - 12:10 Lunch C: 12:15 - 12:45
Period 4	12:50 – 1:50 p.m.
Period 5	1:55 – 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 COMMUNICATIONS: MASS NOTIFICATIONS SYSTEM

In the event of a delay or cancellation due to weather or other emergency, parents/students will be contacted via an automated system through NLCS's Mass Notification System. In order for the Mass Notification to be most effective, please ensure a current phone number is on record at the school office.

EMERGENCY DELAY INFORMATION

If weather or emergency conditions suggest that school should be delayed for one or two hours, an announcement will be made over Mass Notification. 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

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

Warning Bell	10:05 a.m.
Period 1	10:08 – 10:55a.m.
Period 2	11:00 – 11:40 a.m.
Period 3	11:40 a.m. – 1:25 p.m. Lunch A: 11:45 – 12:15 Lunch B: 11:40 - 12:10 Lunch C: 12:55 – 1:25
Period 4	1:30 – 2:10 p.m.
Period 5	2:15 – 2:55 p.m.
Bus Departure	3:00 p.m.

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, 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
Maddie Burton	(E-K) Guidance/Counselor
Lauren Strausser	(L-R) Guidance/Counselor
Chris Kurtz	(S-Z) Guidance/Counselor

WHERE TO GO AND WHO TO SEE

Athletic Questions	Athletic Director
Attendance Questions/Passes for Early Departure/ Morning Tardy Pass	Attendance Office
Textbook & Chromebook Information	Bookstore
Bus Information	Transportation (812-279-6322)
Locker Problems	Counseling Office
Lost and Found	Attendance Office
New Students	Counseling Office
Scheduling, College Information	Counseling Office
Medical Forms/First Aid/Illnesses	Nurse's Office
Visitor Check-in	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 Cognia Accreditation Commission and Board of Trustees.

NON-DISCRIMINATION

The North Lawrence Community Schools, in compliance with federal regulations, does not discriminate on the basis of race, color, religion, sex, national origin, or disability in admission to and participation in its educational programs, 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 students 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 Jordan Key, keyj@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 2: 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 addition, all students must pass state qualifying exams or meet the waiver requirements by the end of their senior year.

Curriculum Area	Indiana Core 40 Minimum requirements	Indiana Core 40 with Academic Honors Minimum requirements	Indiana Core 40 with Technical Honors Minimum requirements
English	8 credits	8 credits	8 credits
Math	7 credits Must include: <ul style="list-style-type: none"> o 3 credits Algebra 1 o 2 credits Geometry o 2 credits Algebra 2 o <i>All students must take a math or quantitative reasoning class each year in high school.</i> 	7-9 credits Must include: <ul style="list-style-type: none"> o 3 credits Algebra 1 o 2 credits Geometry o 2 credits Algebra 2 o <i>All students must take a math or quantitative reasoning class each year in high school.</i> o 2 additional Core 40 math credits (Pre-Calculus, Quantitative Reasoning, Finite, Calculus) 	7 credits Must include: <ul style="list-style-type: none"> o 3 credits Algebra 1 o 2 credits Geometry o 2 credits Algebra 2 <i>All students must take a math or quantitative reasoning class each year in high school.</i>
Science	6 credits Must include: <ul style="list-style-type: none"> o 2 credits Biology 1 o 2 credits in Chemistry 1 OR Physics 1 OR Integrated Chemistry/Physics o 2 credits in any other Core 40 Science course 	6 credits Must include: <ul style="list-style-type: none"> o 2 credits Biology 1 o 2 credits in Chemistry 1 OR Physics 1 OR Integrated Chemistry/Physics o 2 credits in any other Core 40 Science course 	6 credits Must include: <ul style="list-style-type: none"> o 2 credits Biology 1 o 2 credits in Chemistry 1 OR Physics 1 OR Integrated Chemistry/Physics o 2 credits in any other Core 40 Science course
Social Studies	6 credits Must include: <ul style="list-style-type: none"> o 2 credits World History & Civilization OR World Geography & History of the World o 2 credits US History o 1 credit US Government o 1 credit Economics 	6 credits Must include: <ul style="list-style-type: none"> o 2 credits World History & Civilization OR World Geography & History of the World o 2 credits US History o 1 credit US Government o 1 credit Economics 	6 credits Must include: <ul style="list-style-type: none"> o 2 credits World History & Civilization OR World Geography & History of the World o 2 credits US History o 1 credit US Government o 1 credit Economics
PE	2 credits	2 credits	2 credits
Health	1 credit	1 credit	1 credit
Electives	11 credits	6-8 credits in World Languages (3 years of one language OR 2 years each of 2 different languages) 2 credits in Core 40 Fine Arts	11 credits
Additional Requirements	None	Must complete ONE of the following: <ul style="list-style-type: none"> o 4 credits in AP courses and completion of corresponding AP exams o 6 college credits in Dual Credit courses o 2 credits in AP courses and completion of corresponding AP exams AND 3 college credits in a Dual Credit course o Combined score of 1750 or higher on the SAT Reading, Math, and Writing sections and a minimum 530 on each o ACT composite of 26 or higher 	6 credits in the college and career preparation courses in state-approved College & Career Pathway AND one of the following: <ul style="list-style-type: none"> o Pathway designed industry-based certification or credential o Pathway dual credits from the priority course list resulting in 6 transcribed college credits Complete ONE of the following: <ul style="list-style-type: none"> o Any of the A-F options of the Academic Honors Diploma o Earn these minimum scores on Accuplacer: Writing-80; Reading-90; Math-75
GPA Requirement	None	Minimum 3.0 cumulative GPA Must earn a grade of "C-" or above in all courses that will count toward the diploma.	Minimum 3.0 cumulative GPA Must earn a grade of "C-" or above in all courses that will count toward the diploma.
Total	40 credits	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 REQUIREMENTS

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.

There are THREE components to the Graduation Pathways requirements.

Components	Criteria for Completion
<p>1</p> <p>Complete Diploma Requirements</p>	<p>Complete all credits to meet diploma requirements for one of the following diploma types:</p> <ul style="list-style-type: none"> · Core 40 Diploma · Core 40 with Academic Honors Diploma · Core 40 with Technical Honors Diploma · General Diploma
<p>2</p> <p>Demonstrate Employability Skills</p>	<p>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.</p> <p>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. Students may also fulfill this requirement by providing verification of employment or participation in a service club or organization, including school athletics and band programs.</p>
<p>3</p> <p>Meet Postsecondary Ready Competencies</p>	<p>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.</p> <p>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.</p>

GRADING SCALE

Percent Grade	Letter 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

WEIGHTED GRADES

Advanced academic courses, including dual credit courses, Advanced Placement (AP) courses, and third-year (and higher) world language courses, carry a weighted GPA value as outlined by the BNL grading scale (see grading scale above). All letter grade requirements, including Academic Honors Diploma, Technical Honors Diploma, and Indiana College Core, require the minimum letter grade of a C- (or higher) regardless of the weight of the course.

STELLAR SCHOLARS-EARLY COLLEGE

BNL's early college program, Stellar Scholars, provides students with supports to help them achieve an Indiana College Core. For more information about this program, including applications, please visit the BNL website.

Indiana College Core

The Indiana College Core (ICC) is a block of 30 college credits that is transferable to any Indiana state funded college and university. The ICC, through the Stellar Scholars program, prepares students for college by exposing students to college level coursework in high school. Other benefits of this achievement include both time and money savings for students pursuing college.

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 allow 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 mutually agree a schedule change is in the student's best interest. 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 can submit course requests to fulfill graduation requirements each Spring for the following school year. Once schedules are created and distributed for student review, BNL observes a three school day Drop & Add Period for each Trimester. Students who would like to choose a different class, request a different teacher, or revise their academic plan may request an appointment with their school counselor to discuss the change. All requests must be submitted within the three-day Drop & Add period. BNL counselors will meet with students to fulfill schedule changes requests as the master schedule allows. All schedule changes after the Drop & Add period will be reserved for academic needs only as determined by their academic plan. After the Drop & Add period, requests for teacher changes or other preferences will not be approved. Requests for lunch changes cannot be accommodated due to master schedule constraints. Drop & Add periods will be announced prior to each term to students through Google Classroom and daily announcements. Students may request a change through the Counselor Appointment Request form. Students will be notified of their appointment as soon as possible.

ACADEMIC HONORS: CLASS RANK & 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 and Top Ten status will be determined at the end of 12 trimesters of work. Students graduating early (After 11 Trimesters or Mitch Daniels program) will not be eligible for these honors. 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. All outstanding fees and balances due must be paid in full in order to participate in Commencement exercises. A student must be within two credits of meeting all requirements 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.

EARLY GRADUATION

BNLHS offers two different opportunities for students to graduate early. Students eligible for the Mitch Daniels Scholarship may graduate after the completion of their junior year. Students in grade 12 may graduate after the second trimester of their senior year. Students must complete an Early Graduation Application and follow all guidelines outlined on the application, included below. Students graduating early will not be ranked.

The view of Bedford North Lawrence High School: Determining whether or not a student is eligible for early graduation is a decision that the administrators of Bedford North Lawrence High School make with much thought and consideration. Leaving high school earlier than your entering cohort/class has many consequences, and therefore, is a decision that you and your family will need to consider thoughtfully and carefully. Please review and discuss our policies and guidelines before submitting your application for consideration. **Applications for early graduation must be returned to the counseling office by the end of drop & add during your final trimester.**

MITCH DANIELS SCHOLARSHIP

This scholarship is for students who graduate from a publicly supported high school at least one year early. It pays \$4,000 toward tuition and fees, and can be used by any SSACI eligible Indiana College.

Who is eligible:

A student who: (1) Is a resident of Indiana, (2) attended a publicly supported high school on a full time equivalency basis, (3) had legal settlement in Indiana for at least the last two terms before the student graduated, and (4) met at least the minimum requirements for graduation by the end of grade 11, and by July 1st of that year of graduation. In order to be eligible for the scholarship, students must be a student in good standing at an approved college within five months of graduating high school.

BNLHS acknowledges the above program and adds the following stipulations: (1) A student who graduates a year early will not be included in class rank and will not be eligible Top Ten honors, (2) students are expected to earn at least a Core 40 diploma,

For more information on the Mitch Daniels Early Graduation Scholarship please follow the link below. In addition to the requirements listed, students must also submit a letter of intent (to pursue this scholarship and graduate early) to the building principal by the end of the 10th grade year. <https://www.in.gov/che/state-financial-aid/state-financial-aid-by-program/mitch-daniels-early-graduation-scholarship/>

GRADUATION AFTER SECOND TRIMESTER

All early graduates must complete all required graduation requirements by final exams of the second trimester in order for approval to be granted. These requirements include required credits, graduation exams, waivers, and/or Graduation Pathways in order to qualify for early graduation.

STAR PLUS CREDIT RECOVERY PROGRAM

Star Plus, BNL's credit recovery program, is offered to high school students to allow them the opportunity to graduate on time. Star Plus affords students the opportunity to regain or "recover" a credit for a class they have previously failed. BNL policy allows students to take a credit recovery course in Star Plus after they have attempted the course in the traditional classroom setting at least twice. Students will be referred by their counselor or an administrator for Star Plus enrollment.

In Star Plus, students work independently under the supervision of a credit recovery teacher on a computer-based program, Edmentum, to master deficient competencies as identified by a pre-test. Most core academic classes, along with a limited number of electives, are offered through this computer-based program which is aligned with state curriculum standards.

Students in grades 9 and 10 will be enrolled in Star Plus with BNL administration approval only.

Students will be enrolled in first time credit courses in Star Plus with BNL administration approval only.

GATEWAY ACADEMY: ALTERNATIVE EDUCATION PROGRAM

Gateway Academy is an alternative education setting for BNLHS students. Gateway Academy utilizes the online learning platform Edmentum Courseware. The intent of Gateway is to provide a smaller, more intimate environment for students in need of credit recovery. Students are frequently referred to Gateway due to lack of academic progress with a goal for students to return to BNL as quickly as possible. Student placement at Gateway is determined by the Student Support Team. Students may also be placed at Gateway as an alternative to expulsion or suspension.

RED, WHITE, BLUE DAYS: ADVISORY PROGRAM

BNL observes an advisory period for 40 minutes daily to promote student success and engagement. In this advisory program, White days are scheduled on Mondays and are reserved for traditional homeroom activities with students' scheduled advisory teacher. Students will be scheduled to grade specific advisories and remain with that teacher for all four years in high school. Tuesdays, Wednesdays, and Thursdays are Blue Days. On these days, students have the opportunity to make selections to attend academic labs for homework help, tutoring, or enrichment activities. Teachers are able to assign students that need additional support to these labs as well. Fridays are Red days when students select clubs and activities of personal interest.

Every Monday in their Advisory, students make advisory selections on Plus Time (bnl.pltime.net) for all blue and red days of that week. Students have the opportunity to make changes to their selection until the day-of at 9am. Students who fail to make selections will be assigned to an 'unassigned' lab. Students who repeatedly fail to make Plus Time selections may receive disciplinary action including lunch detention, in-school suspension, or other consequences as determined by the principal or designee.

Students with two or more failing grades will be assigned to Blue 1 and will not have the ability to make choices in Plus Time. Students who are in Blue 1 for more than two weeks may be moved to Blue 2 to meet with their school counselor. Students who do not make academic progress after attending Blue 1 and Blue 2 will move to Blue 3. Parents/guardians will be notified of a student's assignment to Blue 3. A conference with school officials, parents/guardians, and the student may be held.

SECTION 3: 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 or concluded.

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.

LATE ARRIVAL/EARLY DEPARTURE

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 term's course work will be administered on designated dates. Students should take these examinations seriously as they will count as 15% of the final 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.

PLAGIARISM/ ACADEMIC MISCONDUCT POLICY

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 may be found at <https://studentcode.iu.edu/responsibilities/academic-misconduct.html> and reads as follows:

"Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered 'common knowledge' may differ from course to course.

- A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
- A student must give credit to the originality of others and acknowledge indebtedness whenever:
 - directly quoting another person's actual words, whether oral or written;
 - using another person's ideas, opinions, or theories;
 - paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 - borrowing facts, statistics, or illustrative material; or
 - offering materials assembled or collected by others in the form of projects or collections without acknowledgment."

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 + one day in-school suspension + parent contact by teacher + zero for the assignment + possible alternate assignment*
- Second offense: Office referral + one day out-of-school suspension + parent contact by administration + zero for the assignment + possible alternate 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

* For first and second offenses, a student may make a written request to complete an alternate assignment. The form for this request is available from a BNL administrator. After the request is submitted to the teacher, a conference will be held with the student, the teacher, and an administrator to determine if an alternate assignment will be given. If the alternate assignment is approved, upon completion, the student may receive credit for the original assignment minus 25% for the first plagiarism violation and minus 50% for the second violation.

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 for the assignment + possible alternate 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

* For the first offense, a student may make a written request to complete an alternate assignment. The form for this request is available from a BNL administrator. After the request is submitted to the teacher, a conference will be held with the student, the teacher, and an administrator to determine if an alternate assignment will be given. If the alternate assignment is approved, upon completion, the student may receive credit for the original assignment minus 50%.

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 + after school detention + alternate assignment for 75% credit
- Second offense: Office referral + parent contact by administrator + one day of in-school suspension + alternate assignment for 50% credit.
- Third offense and beyond: Office referral + parent/teacher conference with student and administrator + one day of out-of-school suspension + zero for the assignment

Continued violations of this policy could result in further disciplinary actions and/or 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 + alternate assignment for 50% credit
Second offense: Office referral + parent/teacher conference with student and administrator + one day in-school suspension + zero for the assignment
Third offense and beyond: Office referral + parent contact by administrator + one day of out-of-school suspension + zero for the assignment

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, 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

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 donated to charitable organizations. 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.

North Lawrence Community Schools works with the Lawrence County Health Department to record and review student immunization data using the Children and Hoosier Immunization Registry Program (CHIRP). North Lawrence will share your student's name, DOB, and address on file with the Health Department. If you wish to opt out of North Lawrence sharing this information, please contact your school nurse.

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.

SECTION 4: 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

All Bedford North Lawrence High School students are expected to respect the school community by dressing appropriately for a 9-12 educational environment. Student attire should facilitate learning as well as health and safety of students and the adults that supervise them. This policy is to provide guidance for students, staff, and families.

- A. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- B. Shirts and dresses must have fabric in the front, back, and on the sides (under the arms).
- C. Clothing must cover undergarments (waistbands and straps included).
- D. Sheer clothing must have a layer of cloth beneath it
- E. Hats, hoods, and other headwear are not allowed to be worn during the school day, except for on designated hat days.
- F. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shops, and other activities where unique hazards exist.
- G. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- H. Clothing may not depict, imply, advocate, or advertise illegal, violent, lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- I. Clothing may not depict or imply pornography, nudity, or sexual acts.
- J. Clothing may not describe or imply vulgar, discriminatory, or obscene language or images.
- K. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or other protected categories.
- L. Clothing and accessories that endanger student or staff safety may not be worn.
- M. Winter coats and blankets are not permitted to be worn or to be in classrooms.

Students in violation of the BNL dress code policy may be asked to change. Discipline for dress code violations may include student conferences, detention, or other disciplinary actions as determined by BNL administration.

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.

SLURS AND HATE SPEECH

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 race, color, religion, sex, national origin, disability, or sexual orientation. 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.

SCHOOL 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 or designee depending on the circumstances.

CELL PHONES

Students at BNL will be permitted to have cell phones 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.

First Offense One lunch detention

Second Offense Two lunch detentions

Third Offense Three lunch detentions

Fourth Offense School administrator will determine the disciplinary action which may include in-school or out of school suspension

It is imperative that the student who brings a cell phone 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

"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 Statue 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 Statue 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 a 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 could be suspended for a minimum of 5 days, with further action being taken at 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 cooperation 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
- D. 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;
- E. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
- F. 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.
- G. 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

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, Career Center 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 ensure that the locker is being used in accordance with its intended purposes, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen items, and/or 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.

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

- to identify substances which may be found in the lockers; or
 - 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.
1. 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.
 2. 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 two (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 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 policies.

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 \$5.00 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, 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 the 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) years of age who is under:

- At least a second suspension from school for the year under Indiana statute.
- An expulsion from school under Indiana code.
- 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:

- The person becomes eighteen years of age.
- 120 days after the student is suspended, or until the end of the semester whichever is longer.
- The suspension, expulsion, or exclusion is reversed after a student hearing under Indiana Code.
- 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:

- The person becomes eighteen years of age.
- 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.

- The suspension, expulsion, or exclusion is reversed after the student has had a hearing under Indiana Code.
- 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.

PERFORMANCE 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.

TOBACCO AND VAPING INTERVENTION AND SUPPORT

Bedford North Lawrence recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. BNL believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property, or at school sponsored events is detrimental to our students. BNL is a tobacco free campus.

Prevention & Anti-Tobacco Promotion: BNL will introduce prevention and anti-tobacco promotion in multiple waves to reach all grade levels. Prevention, with the inclusion of the [You & Me, Together Vape Education](#), in BNL Health courses will aim to address key factors with adolescent vaping. Promotion will include various anti-tobacco efforts in small group settings to raise awareness of adolescent tobacco use, misperceptions, attitude, substance coping, etc.

Tobacco | Vaping Concerns: Students who exhibit concerns of suspected vaping will result in conferences and parent notification. Student conference will include screening for tobacco usage and dependencies.

Vape Detector: If the Vape Detector activates, students may be subject to conferencing and suspected concerns may result in student search.

1st Offense: Students in possession of, use of, distribution of tobacco, including vapes, will serve a designated ONE DAY IN-SCHOOL SUSPENSION. *Students will be assigned to a tobacco & vaping education class: [INDEPTH Education & Panel Discussion](#).* Parents will be notified and provided resources as needed. Students may be subject to a referral to BNL's Student Resource Officer for a Tobacco Citation.

2nd Offense: Students in possession of, use of, distribution of tobacco, including vapes, will serve a TWO DAY ALTERNATIVE to SUSPENSION assignment. *One Day will be reserved for a second assignment to In-School Suspension, attending a tobacco & vaping education class covering [Not-On-Tobacco](#) practices taught in a small group format by a certified NOT facilitator. One Day will be reserved for a ATS Saturday Service Day from 8.30am until 11.00am.* Parents will be notified of the second violations, and any concerns thereof. Students may be subject to a referral to BNL's Student Resource Officer for a Tobacco Citation.

3rd Offense: Students in possession of, use of, distribution of tobacco, including vapes, will serve a THREE DAY Alternative to Suspension assignment. *Students will be assigned two-days of In School Suspension with a third day reserved for Saturday Service.* Students will also be referred to community partners and tobacco cessation support options. Parents will be notified of the violations, and any concerns thereof. Students may be subject to a referral to BNL's Student Resource Officer for a Tobacco Citation.

Additional Offenses: Students in possession of, use of, distribution of tobacco, including vapes, will be subject to further disciplinary action by administrative discretion. Parents will be notified of the violations, and any concerns thereof.

INDEPTH Day: BNL will host an intensive tobacco education day including the INDEPTH curriculum, along with panel discussions in a group setting; including the education of vaping, use of tobacco as substance, and impacts of tobacco use.

NOT Program Day: BNL will host an intensive tobacco education day including the N-O-T curriculum with a trained and certified official.

Parent Resources: Cessation Resource

This is Quitting: Truth Initiative - Text messaging program for support to quit tobacco: <https://truthinitiative.org/thisisquitting>

Vape Free Indiana - Information site with many resources: <https://www.in.gov/vapefreeindiana/about-vape-free-indiana/>

1-800-QUIT-NOW: Hotline for Tobacco Support

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 and encouraged to carry water throughout the day. Students are not permitted to have food in hallways during the school day and during passing periods. Students arriving at school in the morning must consume all food in the cafeteria before entering the main hallways. Teachers may grant permission to have food/beverage in classrooms.

SECTION 5: ATTENDANCE

Research shows that educational achievement is directly related to attendance and is essential to a successful learning environment. A student who is absent two days a month will miss 11% of the school year. Over the course of four years in high school, missing two days a month accumulates to a loss of four full months of instruction. 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, email, or physical note prior to or on the day of the absence. A note signed by a parent, call from a parent, email from parent, or medical excuse must be brought to the attendance office within 48 hours (2 days) of the absence. Parent notes/calls/emails will be considered excused for twelve (12) 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 & UNEXCUSED ABSENCE LIMITATIONS

Students are allowed 12 absences per school year without requiring a doctor's note - 4 per trimester. These 12 absences will be EXCUSED with a phone call or note from a parent. Once these 12 excused 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.

EXCUSED ABSENCES

- Personal illness or injury
- Medical and Legal Appointments (Such appointments should be scheduled after school hours when possible. Doctor/Attorney statements are required to excuse these absences.)
- Family Emergency (subject to approval by building administration)
- Funerals (with proper documentation)
- 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. *Pre-arranged days are included in the twelve 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.

- 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 twelve 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.
- Required religious observance or church activity
- 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.
- Mandatory college, vocational, or military testing required for admission
- Legislative page (verification)
- Election precinct worker (verification)

- Poll Worker (one of ten parent notes with verification)
- Court subpoena
- Honoree in the Indiana General Assembly
- Service in the National Guard
- Field Trip Requests: Any request for class absence due to a class/club field trip must have prior approval.

BNL recognizes that, in rare instances, a student may be under a physician’s care and/or receiving medical treatments that could result in frequent absences from school. In this case, a parent/legal guardian must contact the school to set up a Medical Meeting. In this meeting, the parent/legal guardian shall provide medical documentation from a *licensed physician* detailing the nature of the student’s illness and the expectations for his/her attendance at school. Additionally, a 504 plan may be established to provide accommodations for the student to support his/her success in school.

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.)

CONSEQUENCES FOR UNEXCUSED ABSENCES

3rd Unexcused Absence	One to two days in-school suspension
5th Unexcused Absence	Truancy Letter issued; One to three days in-school suspension; Privileges to attend student activities such as Homecoming Dance, Prom, or other activities can be revoked. Student parking permits can be revoked, and parking fees will not be refunded
10th Unexcused Absence	Truancy Meeting with student, parent/guardian, school administration, and Lawrence County Prosecutor’s Office; Possible referral to the Prosecutor’s Office for truancy and potential juvenile delinquency charges (Indiana Code 31-37-2-3). 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 (Indiana Code 20-33-2-11).

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.

First Truancy	Student will serve one day of in-school suspension.
Second Truancy	Student will serve one to three days of in-school suspension.

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

MAKE UP WORK

Classwork may be made up and credit given for any absence. Make up work is defined as any work assigned on a day a student is absent. It is the responsibility of the student to obtain assignments and arrange for times to take missed tests. One day for each day absent will be given to turn in assignments. In cases of extended periods of absence, a building principal or designee may consider the uniqueness of the case.

Any assignment to which a student has access to in advance of a due date, and which the student has ample time to complete, may be considered late if not submitted on time, regardless of student absences. It is the responsibility of the student to communicate with their teacher(s) to discuss these due dates and determine the expectations for the submission of said assignments.

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

TARDIES TO SCHOOL

Students who arrive at school after 8:08am will be considered tardy to school. Students will sign in at the Attendance Office and then report to their first period class. Consequences for being tardy to school are as follows.

One unexcused tardy	One after-school detention
Two unexcused tardies	Two after-school detentions
Three unexcused tardies	One day of in-school suspension
Four or more unexcused tardies	Two days of in-school suspension; additional consequences at administrator discretion which may include out of school suspension

The calculation of the number unexcused tardies to school shall be cumulative throughout the school year.

TARDIES TO CLASS

Students who arrive to class after the bell shall be marked as tardy to class. Students who do not present a pass from a teacher or administrator will be considered unexcused. Consequences for being tardy to class are as follows.

One to two unexcused tardies	Verbal warning
Three unexcused tardies	One after-school detention
Four unexcused tardies	Two after-school detentions
Five or more unexcused tardies	One day of in-school suspension; additional consequences at administrator discretion which may include out of school suspension

The accumulation of unexcused tardies to class will reset at the beginning of each trimester.

SECTION 6: DISCIPLINE

AM & PM DETENTION

After School or Before School detention may be assigned when students are tardy to school and/or class or have been referred to the office for a behavioral incident. PM Detention will be after school from 3:00 - 3:30 p.m. in the Detention Room and students must bring study 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. 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. 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.

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 (Detention Room) as determined by a school administrator. Repeated visits to lunch detention may result in additional disciplinary action.

IN SCHOOL SUSPENSION: A. I. M. (ACTIVE INTERVENTION AND MENTORING)

Students may be assigned to IN School Suspension or 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 receive classroom to complete during this time of detention. 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 study materials with them. Students who are absent from school on the day assigned will be required to make up the absent time.

ALTERNATIVE TO SUSPENSION

Students may be assigned to Alternative to Suspension at our Gateway Academy for continued office referrals as an alternative to out-of-school suspension for disciplinary reasons. During ATS, students will receive course work to complete in an off-campus small group setting.

SATURDAY SERVICE

Saturday Service is an Alternative to Suspension/School Consequence. Saturday Service will be a day of community service as an alternative to suspension – Students will work at BNL campus on beautification and other assignments with support staff.

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 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 "Juul" devices and/or any paraphernalia related to such
- l. Fighting.
- m. Possessing or setting off 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.

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 7: STUDENT ATHLETICS

SEE ATHLETIC HANDBOOK

SECTION 8: POLICY & PROCEDURES

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. Students quietly walk to the designated exit door that is posted on the wall by the classroom door.
3. Teacher will be the last to exit to ensure all students have left the classroom. Teacher will turn off the lights and close the classroom door on the way out.
4. Teachers will bring their Emergency Bag with them.
5. Students and teachers will report to their designated Rally Point.
6. At the rally point, teachers will take attendance.
7. Teachers will display (hold high) the green card or red card accordingly.
8. Names of any missing students will be written on the red card and collected by an administrator or designee.
9. Students and staff will not return to the building until an administrator or first responder provides instructions to do so.
10. Students and staff return to the building in an orderly manner.

TORNADO DRILL PROCEDURES

1. A tornado drill will be announced on the intercom.
2. All classes will proceed to their designated shelter areas.
3. If the class must exit to a different location, the teacher will be the last to leave the classroom.
4. Teacher will turn off the lights, take the emergency bag, and close the door on the way out.
5. All students and staff will kneel or sit on the floor facing away from any glass, remaining quiet so that all instructions can be heard.
6. Students and staff will not return to their classroom until an administrator or first responder provides instructions to do so.
7. Students and staff return to their classroom in an orderly manner.

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. All students and staff will take cover under desks or tables.
3. If in an area with no desks/tables, students and/or staff shall move to an interior wall and kneel or sit on the floor facing away from glass.
4. All will remain sheltered until instructed otherwise.
5. Students and staff should be prepared to evacuate the area once the tremor has subsided. The fire drill procedures will be used for rally points and attendance.

VIOLENT INTRUDER

A violent intruder/active shooter on campus will be communicated by a unique tone and an announcement via intercom. The announcement will relay all known details of the person and his/her location in the school or on school grounds.

Teachers will quickly determine the most reasonable way to protect themselves and their students. All are empowered to make choices.

RUN -- If there is an accessible escape path, attempt to evacuate the premises.

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

HIDE -- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., a room with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

FIGHT -- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

- Act as aggressively as possible against him/her
- Throw items, e.g. textbooks, Chromebooks, large/heavy objects
- Yell
- Commit to your actions

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
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
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.

Breakfast and Lunch 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 <https://northlawrence.familyportal.cloud/> 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 <https://www.familyportal.cloud/> and 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.

NLCS BULLY REPORT

The NLCS Bullying Report Form can be found at 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)