



Northridge High School
2017-2018
Student Handbook

56779 NORTHRIDGE DRIVE
MIDDLEBURY, IN 46540
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NORTHRIDGE RAIDERS

FIGHT SONG

Go you Northridge Raiders,
fight to earn our fame.
We want to win, bring victory in,
to uphold our name.
Raiders wield you lances,
Vanquish all our foes,
With our Gold Shield, we'll never yield,
Listen to our cheer.
Go Northridge
Rise to fame
Raiders fight to win this game.
Go you Northridge Raiders,
Fight to earn our fame.
We want to win, bring victory in,
To uphold our name.
Raiders wield your lances,
Vanquish all our foes,
With our Gold Shield, we'll never yield,
Victory is our goal.

NORTHRIDGE HIGH SCHOOL

**56779 NORTHRIDGE DRIVE
MIDDLEBURY, IN 46540**

CONTACT PERSONS

Address Changes	Dena Deal
Athletics	Brad Frank
Attendance	Paula Wickersham
Student Attendance Manager	Dawn Gage
Book Rental	Margaret Renaud
Clinic	Amy Zook
Homework	Samantha Hartzell
Insurance	Patti Miller
Rental Pool/Fieldhouse.....	TBD
Auditorium.....	Mark Coleman
Superintendent's Office.....	825-9425
Transcripts	Dena Deal
Transportation Information	825-9410
Work Permits	Samantha Hartzell

DEAR STUDENT:

Welcome to Northridge High School! The administration and staff are committed to providing the best learning environment possible and are glad to have you as part of this educational community. The dedicated staff, the varied and extensive curriculum, the wide selection of extracurricular programs and the outstanding facilities offer great educational opportunities. We want you, the student, to make the most of your high school experience.

To that end, the administration, staff, and student body encourage acceptable student self-discipline which includes:

- attending school
- respecting and maintaining the school environment
- determining what is right and doing it
- carrying out responsibilities that are assumed
- being punctual and meeting obligations promptly
- honoring and respecting your parents, the school staff and your fellow students
- being honest

We wish you a fantastic year at NHS!

Sincerely,

The Northridge High School Administration

MIDDLEBURY COMMUNITY SCHOOLS

NORTHRIDGE HIGH SCHOOL

STUDENT HANDBOOK

2017 - 2018

MISSION OF THE SCHOOL CORPORATION

Public schools exist to transmit the culture and intellectual heritage of their society, and to equip the young for effective citizenship and economic competency. They were created by society through the governmental process. Thus, they are subject to the political process at the local, State, and national levels.

In keeping with this philosophy, the Board adopted the following mission statement:

The mission of Middlebury Community Schools is to prepare our students to be life-long learners and contributing citizens.

In order to support the mission of the Middlebury Community Schools, the community developed the following beliefs which are statements of an organization's fundamental convictions, its values, and its character. They provide the bedrock upon which the organization commits itself to a specific mission and objectives. We believe that:

- A. Learning is a life-long process.
- B. All students can learn and share in the responsibility for their own education.
- C. Education provides the means for students to develop and fulfill their vision.
- D. Students are entitled to a quality education that strives to meet their individual needs.
- E. Education promotes the development of the "whole person".
- F. Quality school personnel are essential in developing young minds.
- G. Homes and schools should provide stimulating learning experiences and encourage positive values.
- H. Education is a cooperative effort involving students, families, school personnel and the people of the community.

1. The school and community must anticipate and prepare for change.

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Middlebury Community Schools maintains records on all students who have attended and are presently attending schools of the Corporation, said records are directly related to the students. The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records and affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

DIRECTORY INFORMATION

Although FERPA requires that Middlebury Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records, Middlebury Community Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Middlebury Community Schools

to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Middlebury Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **October 1, 2013**. Middlebury Community Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires [School District] to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office, whose address is stated above. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Corporation to provide an equal education opportunity for all students.

Middlebury Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

SPECIAL EDUCATION

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school counselor or assistant principal.

AMERICANS WITH DISABILITIES ACT – SECTION 504

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact [Insert Name].

THE PLEDGE OF ALLEGIANCE

Each school will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance I.C. 20-30-5-0.5. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if the student chooses not to participate or if the student's parent chooses to have the student not participate.

I.C. 20-30-5-4.5 requires that each classroom will establish a daily moment of silence.

STUDENT INSURANCE

Generally speaking Middlebury Community Schools is **not responsible** for injuries and accidents occurring to students. Therefore, Middlebury Community Schools makes Student Accident Insurance available each school year. The insurance is administered by a third party. At the beginning of each school year the plan coverage and rates are established. 2017-2018 school year Student Accident Insurance information and Application will be available at Middlebury Community Schools website - Student Insurance Link.

NHS MISSION STATEMENT

The mission of Northridge High School is to provide meaningful and challenging educational experiences to develop persons of character and responsibility who will confidently adapt to change in a global society.

NHS VISION STATEMENT

Northridge High School is committed to providing excellence in education for all students. The school will design programs and learning experiences based on, but not limited to, state and federal standards promoting academic achievement and the personal and social growth of every student, regardless of academic ability. Northridge High School will assume a central role in the community by linking parents, local agencies and businesses to the school to develop a respect for diversity and a sense of intrinsic worth for each individual.

Northridge High School will provide a safe and productive learning environment in which students can communicate effectively, think critically, solve problems and become technologically literate through a variety of curricular and extra-curricular activities. Through a challenging course of study with high standards, students will become responsible learners who work collaboratively and are accountable for their own academic and developmental progress.

Northridge High School students will graduate as lifelong learners who will make valuable contributions to society. Through the collaboration of school, home and community, every Northridge High School graduate will be well prepared for the skills of the 21st century.

PHILOSOPHY OF NORTHRIDGE HIGH SCHOOL

Education is the total of all experiences through which persons develop attitudes, abilities, and behaviors that are beneficial to themselves as well as to the changing societies to which they belong. Education is the fundamental method of social progress and reform and the foundation of a nation's security, stability, and prosperity. However, education should not be thought of only in the context of the school. Rather, the important task of teaching youth is a responsibility that must be shared among the school and other institutions in our society – especially the family, the church and the government. Furthermore, the high school must be seen as a component on a continuum that includes early childhood through post-high school learning experiences. Therefore, in planning and evaluating secondary school programs, it is important to recognize the fact that the high school does not carry on its work in isolation, and that the quality of the education of an individual is shaped by the quality of all the institutions that teach the developing person and by the interactions among them.

The educational program of the high school must address the broad needs and goals of the community and the world, as well as provide for the individual needs of its students. Required programs and courses are designed to insure competency in language, mathematics, science and technology; knowledge about the world and an awareness of the rights and responsibilities in a democratic society; and an understanding of physical, social and emotional needs. These must be balanced with experiences designed to encourage individuals to realize themselves through development of their intellectual, artistic, creative, and physical abilities. Thus, effort needs to be continually directed to maintain balanced programs, curricular, co-curricular and extra-curricular, as well as an educational program which provides a variety of teaching styles, methods and materials in order to enhance the opportunities for all to succeed.

Learning and teaching occur best in an environment, which is orderly, fair, consistent, and encourages individual responsibility. Such an environment will be characterized by clearly stated rules and expectations that are understood by the students and faculty, and personal interactions that are based upon the mutual respect of the rights and dignity of the individual. Furthermore, student achievement and teacher competency is promoted by establishing an organizational climate where a strong sense of academic mission, high student expectations, and meaningful recognition of personal and academic excellence exist. This effort, in order to respond to the developmental needs of adolescents as well as encourage personal and academic achievement, will continually be directed toward the development

and maintenance of a learning atmosphere that recognizes the uniqueness of the individual and provides nurture and humane treatment. Northridge High School will provide challenging educational experiences for all individuals regardless of their abilities, race, color, gender, national origin, or creed.

EXIT SKILLS, KNOWLEDGE AND ATTITUDES

A graduate of Northridge High School will:

1. Have the skills, attitudes and awareness of resources, which will enable him/her to be a lifetime learner.
2. Be able to interact responsibly with the political, social and ecological environment.
3. Be able to communicate effectively through speech and writing.
4. Be able to think critically, creatively and logically to solve problems.
5. Respect others and appreciate diversity.
6. Be able to evaluate various occupational opportunities in light of his/her aptitudes and interest.
7. Have the skills and understanding necessary to pursue physical and emotional health as central elements of a satisfying life.
8. Be able to utilize changing technologies.
9. Have awareness of his/her aptitudes for creative expression and of the discipline necessary to develop and enjoy them.
10. Possess the interpersonal skills to work cooperatively.

BLOCK EIGHT SCHEDULE

Each student is enrolled in eight ninety-minute classes each year. Classes meet four each day on alternating days. Alternating classes are designated on the student's schedule as green and gold days. Each class (there are a few exceptions) will earn one credit per semester. Homeroom periods will be used to accomplish administrative tasks, class meetings, guidance activities, academic support, etc.

Wednesday late arrival days are used by the faculty for school improvement and collaboration time. Students arrive to school 20 minutes later than normal on those days. Students arriving at the normal time will be supervised in the media center and/or the cafeteria until school begins. In the event of a 2-hour delay on Wednesday, the start time will be 10:45 which allows us to follow the normal 2-hour delay schedule.

DAILY TIME SCHEDULE

Monday, Tuesday, Thursday, Friday

Block 1 8:45 – 10:15

Block 2 10:20 - 11:55

Block 3 12:00-2:10

Lunch a: Lunch 12:00-12:35; Class 12:40-2:10

Lunch b: Class 12:00–12:45; Lunch 12:50–1:25; Class 1:25–2:10

Lunch c: Class 12:00–1:30; Lunch 1:35-2:10

Block 4 2:15-3:45

Wednesday Late Arrival

Block 1 9:10-10:37

Block 2 10:42-12:11

Block 3 12:16-2:13

Lunch a: Lunch 12:16-12:46; Class 12:46-2:13
Lunch b: Class 12:16-1:00; Lunch 1:00-1:30; Class 1:30-2:13
Lunch c: Class 12:16-1:43; Lunch 1:43-2:13

Block 4 2:18-3:45

Homeroom Day

Block 1 8:45 – 10:10

Block 2 10:15 – 11:40

Block 3 11:45 – 1:45

Lunch a: Lunch 11:45–12:15; Class 12:20–1:45

Lunch b: Class 11:45–12:27; Lunch 12:27-12:57; Class 1:02-1:45

Lunch c: Class 11:45-1:10; Lunch 1:15-1:45

Homeroom 1:50 – 2:20

Block 4 2:20 – 3:45

Two Hour Delay

Block 1 10:45-11:50

Block 2 11:55-1:00

Block 3 1:05-2:35

Lunch a: Lunch 1:05-1:35; Class 1:35-2:35

Lunch b: Class 1:05-1:35; Lunch 1:35-2:05; Class 2:05-2:35

Lunch c: Class 1:05-2:05; Lunch 2:05-2:35

Block 4 2:40-3:45

EMERGENCY SCHOOL CLOSING

In the event of severe weather or mechanical breakdowns that delay or cancel school, the School Messenger service will make an automated phone call notifying all students and staff. Information about closings and delays can also be found at www.mcsin-k12.org. Information will also be found on the following radio and television stations:

Radio: WCMR-AM, WTRC-AM
WFRM-FM, WRBR-FM, WZOW-FM

Television: WNDU-16, WSBT-22, and WSJV-28

*If a green day is cancelled, school resumes the next day on a green day schedule. If a gold day is cancelled, school resumes the next day on a gold day.

TEXTBOOK RENTAL

Book rental and education fees are charged to the student at the beginning of the school year. The amount of book rental is based on the courses selected by individual students. Adjustments to book rental charges will be made if a student's schedule is changed, if a student loses a book, or if he/she transfers to another school within the first four weeks. A refund will include the cost of unused books, not consumable supplies. Credit balances for overpayment will be refunded from the Administration Office in June.

WORK PERMITS

Work permits are issued through the Front Office. Before a student can be issued a work permit, he/she must first obtain an "Intent to Employ" form from the employer and complete the required information. Once the completed form is returned to the office, a work permit can be issued. The school

has the right to deny or revoke a work permit to a student whose attendance is not in good standing or whose academic performance does not meet school standards.

GRADUATION REQUIREMENTS

At least forty (40) credits are required for a Core 40 Diploma. Forty-seven (47) credits are required for the Core 40 with Academic Honors and Core 40 with Technical Honors. Northridge High School also offers the International Baccalaureate (IB) Diploma. Students pursuing the IB Diploma follow a path similar to the Academic Honors Diploma with special emphasis on their junior and senior years. All graduation requirements must be met for the student's intended diploma by the end of the student's 7th semester for early graduation to be considered. The completion of the Core 40 diploma is the minimum Indiana graduation requirement. Students must pass the appropriate state exams as required for their graduation year.

Core 40 Credit Requirements

English-8 credits

Math-6 credits

Science-6 credits

Social Studies-6 credits

Directed Electives-5 credits

Physical Education-2 credits

Health-1 credit

Elective-6 credits

Students must take a math or quantitative reasoning course each year in high school.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

Participation in commencement is contingent upon successful completion of all requirements, academic and financial, prior to the ceremony dates. Students must be in good standing with the school to participate.

See a guidance counselor for more details regarding diploma types, state exams, and other graduation requirements.

GRADING AND REPORTING

Report cards are distributed 2 times each year (Semester 1 and Semester 2) to report grades and show credits earned, which will be recorded on official transcripts. Semester grades, which count for the GPA, are determined by the following method: coursework (80%), final exam (20%). Athletic and extracurricular eligibility checks will be completed after the 1st and 3rd nine weeks as progress reports.

GRADING SCALE/GPA

A+	97-100%	4.0
A	93-96%	4.0
A-	90-92%	3.6667
B+	87-89%	3.3333

B	83-86%	3.0
B-	80-82%	2.6667
C+	77-79%	2.3333
C	73-76%	2.0
C-	70-72%	1.6667
D+	67-69%	1.3333
D	63-66%	1.0
D-	60-62%	.6667
F	59% and lower	0
WF	0.00	0
NC	0.00	0
I	0.00	0

Marks earned in half-unit subjects are averaged at half (1/2) the value of one (1)-unit subjects.

The quality of a student's work in each course is indicated by letter symbols using the above scale. F and NC (no credit) are used to indicate failure or the loss of credit. NC does not impact a student's grade point average.

WEIGHTED GRADES

Northridge High School has a weighted grade program which began in the fall of 2013 for all students.

- Grades will be weighted at two levels. Level One will include any classes in AP, ACP, IB or PLTW and any dual credit course. Level Two will include all NHS Honors and Accelerated Classes.
- Level One classes will be weighted one (1.0) point higher than the present NHS Grading Scale. i.e. A=4.0 becomes 5.0 and A- = 3.6667 now becomes 4.6667, etc.
- Level Two classes will be weighted at 0.5 higher than the present NHS Grading Scale. i.e. A=4.0 becomes 4.5 and A- = 3.6667 becomes 4.16667, etc.
- Weighted Grades will be retroactive for all students beginning with the class of 2014.
- Beginning with the Class of 2018, for a student to receive an additional 1 point of weight, a student needs to complete all of the requirements of a course including registration and end of course examinations. The transcripts will indicate in the course title that the class is for AP, IB or dual credit. If a student does not meet all of the requirements of an AP, IB or dual credit course, the course title on the transcript will NOT include the AP, IB, or dual credit designation. The transcript will indicate that it is an honors class, and it will receive an additional weight of .5.

INCOMPLETE GRADES

At times, a teacher may give a student an incomplete grade (I) in place of a letter grade in order to indicate that all work is not completed and that a grade cannot be computed. Whenever a student receives an incomplete grade, he or she is expected to consult with the teacher to determine the nature of the assignments to be completed and the deadline for meeting them.

MISSING WORK

Teachers will set and communicate with students a due date for all work to be submitted (including homework, projects, quizzes, exams, etc.) for full credit. Following the due date, the teacher will set and communicate a date of final submission for any outstanding work. Work turned in after the due date but prior to the final submission date may receive a late penalty up to 10% off per class period that an assignment is missing. After the final submission date, the student will not receive any credit for missing work.

Assignments that have not been turned in will be designated as missing in the PowerSchool gradebook with a "M" and also a "0". This will show a true reflection of the missing assignment on the student's

grade. Once the assignment is turned in, the teacher will remove the "M" from the score in PowerSchool and enter the student's grade. If the assignment is not turned in past the final submission date (as determined by the teacher), then the "M" will be removed and the grade will be stored as a "0".

*This policy does not supersede teacher discretion based upon individual student needs.

STUDENT PROGRESS

Students' grades can be accessed on line. A parent must pick up their student's Power School password in the Front Office or at Parent/Teacher conferences. No appointment is necessary for Parent/Teacher conferences. Look for dates and times in the "On Slate" or at www.mcsin-k12.org. A paper copy of the mid-term report will be available at the conference.

STUDENT SCHEDULES

Schedules are created in compliance with State mandates for full-time enrollment. With this in mind, schedule changes may not be possible. A student wishing to withdraw from a class or add a new class to his or her schedule must consult his or her guidance counselor.

- Add a class may only happen at the beginning of a semester and is limited to the first 5 class sessions.
- Dropping a class for a study hall is allowed until the end of Quarter 1 and Quarter 3.
- Dropping a class for a study hall after Quarter 1 or Quarter 3 will result in a W/F.
- A drop form is used to communicate with both the teacher and parent. This form must be completed before the schedule will be changed.

HONOR ROLL POLICY

Students must be enrolled in six (6) classes / semester or three (3) per day to be eligible for the honor roll. A student must earn all "A's" in a semester to be designated as high honor roll. A student that has earned all "A's" and / or "B's" will be designated as honor roll. No grade may be lower than a "C" nor may a student have a NC (No Credit), I (Incomplete), or WF (Withdrawn Failing) to be designated high or regular honor roll.

NATIONAL HONOR SOCIETY MEMBERSHIP

Students at Northridge High School have the opportunity to become members of the J. Lloyd Trump chapter of the National Honor Society. Junior and senior students eligible for membership must have achieved a cumulative grade point average of 3.6 out of 4.0. This grade point average is taken from the cumulative GPA at the end of each school year. This GPA only makes students eligible for membership; it does not guarantee it.

In addition to demonstrating outstanding scholarship, candidates must meet high standards of leadership, character, service, and citizenship. These must be demonstrated through extra-curricular activities, community associations, community service, and leadership positions in a variety of organizations.

The process of becoming a member of National Honor Society will be as follows:

- The application for membership is by invitation only. When a student has become eligible through his/her GPA, he/she will receive an invitation and application for membership.
- This application must show responses in each of the areas listed above. In addition two (2) short essays must be completed.
- The application must then be submitted to the sponsor by the deadline date.
- A five-member faculty council representing all disciplines will review each student's application and candidates receiving a majority vote from the faculty council will be notified of acceptance.
- Students who are denied membership will also be notified.
- By the National Constitution, as well as the Northridge Constitution, the decision of the faculty council is final. There can be no challenges.

The induction ceremony for new candidates is held early in the fall, shortly after the beginning of school.

In order to maintain membership in National Honor Society, students are required to maintain a 3.6 GPA, participate in the activities of the Honor Society-both required and non-required-complete the required service hours, and regularly attend the meetings, which are held the third Friday of each month. Students may be dismissed from membership because of lack of participation, infraction of the rules (see constitution), or by administrative decision of the officers, sponsor, and/or school officials for valid reasons.

**COLLEGE ENTRANCE TEST DATES
SCHOLASTIC APTITUDE TEST (SAT)**

Registration	Test Dates
July 28, 2017	August 26, 2017
September 8, 2017	October 7, 2017
October 5, 2017	November 4, 2017
November 2, 2017	December 2, 2017
February 9, 2018.....	March 10, 2018
April 6, 2018.....	May 5, 2018
May 3, 2018	June 2, 2018

AMERICAN COLLEGE TEST (ACT)

Registration	Test Dates
July 28, 2017.....	September 9, 2017
September 22, 2017	October 28, 2017
November 3, 2017	December 9, 2017
January 5, 2018	February 10, 2018
March 9, 2018.....	April 14, 2018
May 4, 2018	June 9, 2018

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS

The responsibility of the NHS administration is to establish written discipline policies, procedures, and consequences for misbehavior. The entire NHS staff, including teachers, cafeteria workers, custodians, and resource officer, is committed to enforcing these policies and handling problems before they must be sent to the administration. You, as a member of the student body, must understand that your behavior and attitude has a huge impact on the success of classroom instruction.

In the absence of self-discipline, the administration and staff is authorized to enforce Indiana state codes by taking reasonable measures to help any student, to further school purposes, or to prevent any interference with the educational process.

During school or school-related activities, students are to follow the directions of the adults responsible for the operation of the school including (but not limited to) custodians, secretaries, building aides, bus drivers, cooks, teachers, and administrators.

Students are to obey all laws of the state of Indiana while at any school activity. The student code of behavior applies to all after school activities and events for spectators and participants. All students in attendance at extra-curricular events are expected to model good citizenship. Students who fail to adhere to these expectations may be barred from attending further events.

According to Indiana Law and Board Policy, Northridge Administration is authorized to use the following as consequences. For further explanation see the appropriate pages under the heading of Disciplinary Actions.

- verbal reprimand

- office log
- behavior contracts
- noon detention
- time out of class
- suspension from class
- after-school detention
- in-school suspension
- out-of-school suspension
- expulsion
- suspension of driver's license
- referral to School Resource Officer (SRO)

COMMON VIOLATIONS OF STUDENT BEHAVIOR

ACADEMIC DISHONESTY – INDIANA LAW AND BOARD POLICY

Students are expected to refrain from the acts of cheating on tests, copying another's work and forging signatures of teachers and parents. Students are not to be truant in order to intentionally delay a test or project.

- The teacher has the freedom to take appropriate measures to prevent cheating. This policy applies to cheating on a test, quiz, or major assignment.
- No internal IB assessments which were produced as a result of cheating will be sent for external grading.
- In the following instances, the teacher will make a parental contact either by phone, letter or e-mail.
- Upon the first incident of cheating, the student will receive a "0" for the test, quiz, or major assignment.
- Upon the second incident, the student will receive an "F" for the term.
- The uncited use of other persons' published works is considered plagiarism and therefore a cheating offense under Northridge policy.

AREA VIOLATIONS

Students may not leave the building without permission. Students must sign out in the attendance office. They may not be in the student parking lot, loiter in the halls or restrooms during class periods, or enter designated areas during lunch periods.

Teacher Assistants – These students are to remain with the teacher. They are required to carry a pass anytime they are to leave their assigned area on an errand for the teacher.

- Food products, other than lunches, are not to be stored in lockers or brought into the classroom. All food is to be consumed in the cafeteria unless a student is given permission by a staff member and a pass is issued.

ARSON – INDIANA LAW AND BOARD POLICY

Students will not knowingly or intentionally burn, or attempt to burn, any part of any building or any property of Middlebury Community Schools.

ATTENDANCE – INDIANA LAW AND BOARD POLICY

Because school attendance is compulsory in Indiana, students are to attend all classes, on time, every day. Students are not to leave school without following school procedures. The Middlebury Community Schools participates in the Elkhart County Attendance Program which is used when a student's attendance record shows consistent absences of a questionable nature.

- Loitering – Students may not be in or about any school building or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of the school's personnel.
- Tardiness – Students are to be in class on time.

- Truancy –The act of unauthorized absence from school or classes for any period of time.
- Further information can be found in the attendance section of this handbook.

BULLYING / INTIMIDATION – INDIANA LAW AND BOARD POLICY

Bullying – Students are not to use fear or intimidation or verbally or physically abuse or threaten others on school grounds or buses. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age and/or disability. Northridge High School is in compliance with HEA 1423 passed by the Indiana General Assembly regarding bullying prevention and intervention programs. Students are encouraged to report concerns to teachers, counselors, principals, or other school staff; however, anonymous reporting may be done via the MCS website using the reporting form or the reporting boxes outside the 600 hallway and in the library.

BUILDING SAFETY

Students are expected to honor and respect the safety of all persons in the building. To this end, students should not prop open doors or windows, falsify identification, or assist in allowing unauthorized individuals into the building. Students who have knowledge of safety violations, or potential safety violations, with our school should report the instance to the administration immediately.

- Stairwells - All standard behavior codes apply to stairwells as well. Students are to refrain from general horseplay, such as sliding down rails and leaping over steps, in the stairwells.
- Skateboards, rollerblades, and other wheeled footwear are not allowed on school property due to safety reasons.

BUS RULES

Students are to observe bus rules at all times. The buses provide service to Middlebury Community Schools. We ask for parent cooperation in supporting them and in helping the student to be more aware of his/her responsibility while riding the bus. It is essential that each parent assumes the responsibility when the student does not. The driver is not responsible for the behavior of the child, just the consequences of his/her behavior. Safe, pleasant and efficient transportation is the goal.

- Public school children, while being transported on a school bus, shall be under the supervision, direction and control of the school bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation.
- In addition the Indiana State police and Middlebury Community Schools have certain safety rules that govern student discipline on school buses.
- Boarding the bus:

Be at the bus stop on time. The child shall be waiting at his/her boarding station when the school bus arrives. The bus driver need not wait beyond his/her regular scheduled pick up time, unless there are visible signs of the child proceeding toward the bus. Students should wait at the bus stop and not in the house.

 - o Do not destroy surrounding property.
 - o Line up in orderly fashion.
 - o Allow bus to come to full stop before boarding.
 - o Always walk in front of the bus to load.
- Riding the bus
 - o Be seated promptly and remain seated in forward position. Sit in assigned seats.
 - o Keep all parts of body inside the windows.
 - o Talk quietly and do not use profanity or sexually explicit language.
 - o Listen respectfully and obey all instructions given by the bus driver for the safety of all passengers.
 - o No eating, drinking, smoking is allowed. In addition, drugs, alcoholic beverages, firearms or objectionable articles that could cause injury to another person are not allowed on the bus.
 - o Any damage to bus property is the financial responsibility of that student and his/her parent(s).

- o Students are not to use cell phones on the bus.
- Unloading:
 - o Remain seated until bus comes to a full stop.
 - o Unload from front to back, alternating sides without crowding.
 - o Stay six feet away from the side of the bus.
 - o Always go around in front of the bus – never behind – when crossing a roadway.
 - o When homes are in close proximity, or there are other reasons, students may be expected to walk a reasonable distance, not to exceed .2 of a mile, to board the bus or to reach their homes when unloading.
- Students who violate these rules are in jeopardy of losing bus transportation privileges for a period of time to be determined by an administrator in charge of the route involved. Transportation services will only resume after the student and his/her parents can give assurance of improved conduct.
- The communication between drivers and parents is necessary in order to make the MCS Transportation Department run as smoothly as possible.

CONFLICT BEHAVIOR / PROVOCATION – INDIANA LAW AND BOARD POLICY

Conflict Behavior – Students will refrain from conflict behavior which includes argument, the spreading of rumors, the encouragement of conflict, the instigation of disagreement, the perpetuation of discord even though none of these may lead to physical violence.

- Provocation – Students should not encourage others to fight, or intentionally escalate conflict situations between students.

CONSUMER PRODUCT TAMPERING – INDIANA LAW AND BOARD POLICY

Students are not to introduce poison, harmful foreign objects or other harmful substances to any consumer product.

- Students are not to tamper with any product labels.

CONTINUOUS CLASS DISRUPTION – INDIANA LAW AND BOARD POLICY

Students are not to interfere with classroom instruction. No one should behave in any manner that would interrupt the educational process.

DRIVING PRIVILEGES – INDIANA LAW AND BOARD POLICY

Students should follow traffic safety rules driving to and from school.

- Students having a valid driver's license may drive to school and park in areas designated for students.
- Student vehicles are to be parked in areas designated by school administration as student parking.
- Cars are to be locked at all times.
- The school SRO can assist if requested to gain access of a locked vehicle.
- Students may not take cars, motorcycles, or other vehicles off school grounds during school hours without permission of a school official.
- Students may not go to their cars during school hours without permission of a faculty member. Students must sign in and sign out at this time.
- Observing the 15/25 MPH speed limits, students are expected to drive with caution in the parking lot. The SRO is permitted to give speeding tickets.

- Students must register their vehicles and purchase a parking tag within one week after the beginning of school. After the beginning of the school year, students must register their vehicles and purchase a parking tag prior to driving that vehicle to school.
- All students and teachers must have a permit and tag to park on school grounds. These tags must be visible.
- When leaving the parking lot, student vehicles must yield to buses.
- Students who violate the traffic policy of Northridge High School may be subject to disciplinary action and / or receive a school traffic citation (ticket) with a fine.

FAILURE TO REPORT

Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

FAILURE TO SERVE DISCIPLINARY ACTIONS

The expectation is for students to serve any detention. Students who fail to serve within this time frame may receive a more serious consequence. The accumulation of disciplinary referrals may result in a more serious consequence.

FALSE ALARMS / SAFETY DRILLS – INDIANA LAW AND BOARD POLICY

Students are to follow school rules concerning safety drills and assemblies. Students are not to violate regulations concerning fire alarms or similar false threats.

- False Alarms – Students will refrain from the act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
- False Reports – Students will refrain from falsely reporting incidents, or making false accusations or giving false testimony to school personnel which would affect the welfare of others.

FIGHTING / DISORDERLY CONDUCT – INDIANA LAW AND BOARD POLICY

Students should not engage in fighting or commit any act, which jeopardizes the health, safety or welfare of other students, staff members or visitors.

- Physical Attack – Students should not engage in conflict battery or assault.
- Verbal Assault – Students should not insult, call derogatory names, dishonor, or in other manner abuse orally, in writing, or electronic means any member of the school staff or student body.
- Defensive Behavior – Defensive behavior or the attempt at containing a fight to avoid escalation will not be punished. However, those students who step in may not throw punches; this action is punishable.

FIREARMS / WEAPONS – INDIANA LAW AND BOARD POLICY

Students are not to carry weapons to school or on school buses. Students are not to present any item as if it were a weapon. School is not the place for any type of weapon.

- Fireworks – Students will not be in possession, use, or threaten to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury.
- Possession or Using Weapons – Students will not possess, use or threaten to use any weapon, including a knife, or other instrument capable of inflicting bodily injury pursuant to Gun Free Schools Act of 1994.

GAMBLING – INDIANA LAW AND BOARD POLICY

Students are not to play cards or to engage in gambling at school.

GANG BEHAVIOR – INDIANA LAW AND BOARD POLICY

Middlebury Community Schools and Northridge High School are in compliance with IC 20-26-18 which requires school corporations to have a written policy to address criminal gangs and criminal gang activity (see corporation policy). Students are not to *engage in gang-related behavior* or display gang symbols, colors or paraphernalia at school. Symbols or colors may be restricted for persons of concern.

HARASSMENT – INDIANA LAW AND BOARD POLICY

School is a place where all persons should feel safe and secure. When harassment occurs, the student should write down what happened and what was said. The student should report the incident to a guidance counselor or administrator.

- Extortion – Students will refrain from the act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into the agreement freely.
- Sexual - Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature.
- Verbal – Students are not to insult, call derogatory names, dishonor, or in any other manner abuse, orally, in writing, or electronic means any member of the school staff or student body.

INDECENCY IN BEHAVIOR

Students should be considerate of other people at school.

- Students are not to participate in a **public display of affection**. Students are expected to use moderation concerning their affectionate expressions toward other students while in school. Holding hands in the hallways is not considered objectionable or immoderate; however, hugging and kissing are not acceptable.
- Students are not to engage in physically aggressive horseplay.

INSUBORDINATION

Students will respond to or carry out any reasonable request by authorized school personnel.

LITTERING – INDIANA LAW AND BOARD POLICY

Students will refrain from the willful act of littering on school property or private property enroute to or from school.

LOCKERS – INDIANA LAW AND BOARD POLICY

Every student is issued a locker which will be retained for his or her personal use at the beginning the school year. This locker is subject to search at any time.

- Each locker is equipped with a combination lock.
- Lockers are intended for the storage of school supplies and coats. Other items of value should not be stored in the locker. The school cannot assume responsibility for materials taken from lockers.
- Students are expected to keep lockers neat and locked at all times. If there is damage, the nature of the problem is to be reported to an assistant principal. Intentional damage to lockers will result in disciplinary measures as well as payment for repair and/or replacement.
- Students should keep their locker combination secret. Locker sharing is prohibited.
- Any locks not issued by the school will be removed by school officials.

OBSCENITY AND PROFANITY – INDIANA LAW AND BOARD POLICY

Students are to show respect for the school environment and personnel by refraining from the use of obscene or profane language.

PASS MISUSE

- Hallway Passes – These must be issued in the student's handbook by a teacher, administrator, or

adult staff member. The pass must be filled out completely.

- Forgery – Any student who forges a pass, uses another student's passbook, or goes to an area not designated by the pass may lose his/her privilege of passes and face disciplinary action.

THEFT – INDIANA LAW AND BOARD POLICY

Students are to refrain from the act of taking or acquiring the property of others without their consent.

UNAUTHORIZED ELECTRONIC USE – INDIANA LAW AND BOARD POLICY

Possession of a cellular telephone or other electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Cellular telephones and other electronic devices may be used during passing periods and during the student's assigned lunch. However, any use of an electronic device or cellular telephone in a classroom is **not allowed unless permission is granted from the classroom instructor**. These devices include, but are not limited to, cellular telephones, digital music players, tablets, personal gaming devices, etc. Any student who possesses a cellular telephone or electronic device is responsible for its care. **Middlebury Community Schools is not responsible for theft, loss, damage, or vandalism to cellular telephones or electronic devices brought onto its property.**

Using an electronic device to capture or transmit audio and/or pictures and/or video of an individual without his/her consent is considered an invasion of privacy and is not permitted. Additionally, capturing audio and/or pictures and/or video of an illegal activity taking place is not permitted. Students who violate the privacy rights of any other person (including staff members) or capture illegal events happening at school may have their electronic device confiscated and/or receive other disciplinary / legal consequences. Using an electronic device for academic dishonesty (cheating) may result in the confiscation of the device and additional disciplinary action as outlined in the academic dishonesty section of the student handbook. Students are not permitted to use external speakers at school or on school property unless given permission to by a staff member.

Students are not permitted to access inappropriate Internet sites with their cellular telephones or electronic devices. Doing so may result in suspension or expulsion from school. Additionally, sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device, may be cause for disciplinary action and referral to law enforcement officials.

The use of electronic devices that contain built-in cameras is prohibited in locker rooms and bathrooms. Students must keep all electronic devices off and out of sight when in these locations. Any student that takes a picture / video in a locker room may be suspended or expelled from school.

While on school property, a teacher or administrator may require a student to turn off and/or remove such devices for any reason at any time, including but not limited to a lockdown or other school security situation.

Violations of this policy may result in disciplinary action and/or **confiscation of the cellular telephone or electronic device**. If the cellular telephone or electronic device is confiscated, it will be taken to and stored in the office where it may be released / returned to the student or parent/guardian in accordance with the guidelines below.

- 1st Offense – Returned to the student at the end of the school day

- 2nd Offense – Returned to the student at the end of the next school day
- Subsequent Offenses – Returned to the parent/guardian after 3 school days

These guidelines may be subject to change – specifically if the electronic device is used as evidence in a criminal matter.

Failure to hand over a device when requested by a staff member will be interpreted as insubordination and will result in additional consequences.

UNAUTHORIZED SALE OR DISTRIBUTION – INDIANA LAW AND BOARD POLICY

Students are not to participate in the production, reproduction, buying/selling, or distribution of any materials inappropriate for the school setting.

UNLAWFUL ACTIVITIES

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.
- Any unlawful activity that occurs on school grounds or during related school activities will be reported to local law authorities.

UNLAWFUL DRUGS AND BEHAVIOR-ALTERING SUBSTANCES – SEE CONTROLLED SUBSTANCE ACT— INDIANA LAW AND BOARD POLICY

- Uses of substances - Students are not to possess or be under the influence of other drugs or controlled substances on school grounds, school-related activities or school-sponsored activity at any location including the school bus. These types include but are not limited to of alcohol, marijuana, inhalants, stimulants, intoxicants, narcotics, depressants, or hallucinogens whether they be synthetic, look-a-like, or legend drugs.
- The use of medication, which is prescribed by a person authorized to prescribe medication, does not violate this rule. If you are unsure whether possession, use, or providing another person with any particular medicine or substance would violate this rule, you should contact an administrator for clarification.
- Controlled Substance Paraphernalia - Students are not to be in possession of drug paraphernalia nor be involved in the unlawful selling of drugs at school. It is a violation of the rules of Northridge High School to possess or provide to any other person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, steroids, stimulants, intoxicants, inhalants, depressants, or hallucinogens on school grounds at any time or at any school-sponsored activity at any location including the school bus.

USE OF TOBACCO PRODUCTS, MATCHES AND LIGHTERS – INDIANA LAW AND BOARD POLICY

Middlebury Community Schools maintains a tobacco-free campus. Students are not to be in possession, provide to another person, or use any type of tobacco or nicotine-containing products, including matches or lighters, on school grounds any day that school is in session, on school grounds at any other time when the school is being used by any school group, or at any school-related activity.

- Students under the age of 18 who violate tobacco rules will be reported to local law enforcement.

USE OF ELECTRONIC CIGARETTES OR VAPING DEVICES – INDIANA LAW AND BOARD POLICY

Students are prohibited from being in possession of, providing to another person, or using any type of electronic cigarette, electronic hookah or vaping devices while at school, on school grounds or at any school-related activity.

USE OF PRE-WORKOUT SUPPLEMENTS

Students are prohibited from being in possession of, providing to another person, or using any type of pre-workout supplement while at school, on school grounds or at any school-related activity.

VANDALISM - INDIANA LAW AND BOARD POLICY

Students are to respect the property of the school, other students, and the community by not damaging, defacing, vandalizing or stealing.

DISCIPLINARY ACTIONS

Students are to be self-disciplined; however, when disciplinary action is necessary the following is a list of progressive steps. The administration of Middlebury Community Schools now employs a School Resource Officer (SRO) who works in conjunction with the administrators to enforce all school policies and the laws of the state of Indiana. When appropriate administrators will use a progressive disciplinary format. Discipline will be appropriate to the level of offense.

1. Administrative Intervention

Consequences for inappropriate behavior are up to the discretion of administrators based on the severity of the offense.

2. Office Log

Teachers have freedom to submit reports regarding the infractions of any of these codes of conduct to any counselor or to the office of an administrator. This log, maintained as proof of a student's constant and/or excessive violation of school rules, can and will be used in any resulting expulsion hearing. On the discipline chart:

- Office referrals are defined as contact with counselors or administrators who log in infractions.
- Administrative interventions include the reporting of misbehavior to any of the administrators who also maintain this log.
- Any illegal activities will also be reported to the SRO or other proper authorities.

3. Verbal Reprimand—Administrators and teachers may verbally reprimand students for minor offenses with warning of possible more severe discipline for repeated offenses.

4. Detention

The goal of detention is to assist students in developing responsibility by adhering to classroom rules and building regulations. Students who do not serve detentions in a timely manner will receive more severe punishments in accordance with the guidelines.

- Excessive detentions will result in more serious disciplinary actions. The students are expected to serve detentions beginning the following day, consecutively until completed.
- The number of detentions a student receives is an indicator of his or her willingness to cooperate with teachers and school rules. An excessive number of detentions or failure to serve detention will result in more serious disciplinary action. Further disciplinary action may involve suspension.
- It is desirable for students to bring study materials. They are to remain in their seats and study quietly the entire time they are in the room. No one is to be admitted after the bell rings or to be dismissed early. If student behavior is questionable, no credit will be given for the time.
- Detentions may be assigned in the following instances:

- o Area Violation –Students may not leave the building without permission. Students must sign out in the attendance office. They may not be in the student parking lot, loiter in the halls or restrooms during class periods, or enter designated areas during lunch periods.
- o Misconduct – A student is to obey classroom rules, follow directions of staff members, and not interfere with the learning of other students.

5. Discipline School

Students are assigned to Discipline School for attendance or discipline problems. Examples would include truancy from one or more classes or insubordination to a teacher. Discipline School sessions are held after school on Tuesdays (DST) and Thursdays (DSR) from 3:50-5:50 p.m. Students who fail to serve Discipline School hours as assigned are subject to a more severe penalty.

6. Class Suspension

The classroom teacher may suspend a student for one (1) period if the teacher believes that the suspension is necessary to help a student to understand the seriousness of his/her misbehavior, or to prevent an interference with the classroom climate. The administration may extend the class suspension to multiple days. Students suspended from class are sent to guidance or to an administrator. Students may be required to write a behavior contract before returning to class.

7. In-School Suspension

A student may be suspended from attending regular classes and activities and reassigned to a para-classroom setting on the school premises for behaviors including but not limited to:

- Tobacco Violation
- Conflict Behavior
- Repeated Truancy
- Foul/Threatening Language to Staff
- Bullying Behavior
- Failure to Serve Detentions or Discipline Schools

Informing Parents of Suspension

If a student is assigned to In-School Suspension, every effort will be made to contact the parent before the beginning of the following school day. Parents will be informed by school officials before Out-Of-School Suspension takes place. In the interest of helping the students, the Board of Trustees expects that parents/guardians will cooperate fully when conferences are requested by school officials.

While in this setting, the student is isolated from contact with other students but is given the opportunity to continue working on class assignments. The primary purpose of this form of suspension is to discipline the student yet maintain the opportunity for continuing studies. Normally, in-school suspensions will range from 1-3 days.

8. Out-Of-School Suspension

The principal or his designee may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days for some of the following behaviors:

- Chronic Misbehavior
- Tobacco Violation
- Fighting
- Repeated Truancy
- Foul/Threatening Language to Staff
- Bullying Behavior

Such short-term suspension will be made only after the principal or his designee has made an inves-

tigation and determined that such suspension is necessary to help the student, to further school purposes, or to prevent interference with the educational process. Normally out-of-school suspensions are three (3) days. More severe violations or repeated violations may result in suspensions up to ten (10) days.

Suspension from school will be made only after the student is given an opportunity for informal due process. Normally, if a student is suspended during the school day, he/she will not be permitted to leave the school building until parents have been notified. If the parent cannot be contacted, the student will be detained until the normal dismissal time if at all possible.

9. Expulsion or Exclusion from School

Expulsion - This refers to any disciplinary action in which a student is suspended from school up to a maximum of one calendar year. According to Indiana law, the student and his parents are entitled to a formal Due Process Hearing designated by the Superintendent of Schools.

- Some reasons for expulsion are:
 - repeated or severe violence
 - repeated attendance problems
 - repeated tobacco violations
 - use/possession of alcohol/drugs
 - weapon possession

Exclusion – This may occur if a student has a dangerous communicable disease, if his/her removal is necessary to restore order or to protect other persons or property, or if he/she is not a legal resident of the school corporation.

The law provides that before a student may be expelled or excluded, the Superintendent must first review the circumstances surrounding each case and provide the student's parents or guardians with the opportunity for a formal hearing on the matter.

10. Search and Seizure – Indiana Law and Board Policy

- School Property – School facilities such as lockers, equipment, computers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a corporation administrator by the use of a lock or other device.
- Drug Testing – Random –Student drivers and those involved in co-curricular and extra-curricular events will be randomly tested for banned substances. Students are expected to sign a policy document before beginning participation in these activities.
- Student drivers are subject to random drug testing. The student and his parent or guardian must sign and turn in the random drug testing agreement to receive a parking tag.
- Students who test positive will lose driving privileges and participation privileges in co-curricular and extracurricular activities.
- Student Property –
 - o Prior to a search of a student's personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others.
 - o Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board.

- o Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level since the Board has established a zero tolerance for alcohol use.
- o Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of the vehicle operated or parked on school property.
- o The administration may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.
- Use of Dogs
 - o The Board authorizes the use of specially trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.
 - o Anything found in the course of a search pursuant to the policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.
 - o The principal may promptly record in writing the following information for each search pursuant to this policy:
 - The information upon which the search was based.
 - Time, date, location, students or places searched, and persons present.
 - The item and date of notice to the parent or guardian in the case of the search of the person of a student.

Note:

- Teachers are expected to submit reports regarding the infractions of any of these codes of conduct to any counselor or to the office of an administrator. This log, maintained as proof of a student's constant and/or excessive violation of school rules, can and will be used in any resulting expulsion hearing.
- The administration of Middlebury Community Schools now employs an SRO who works in conjunction with the administrators to enforcement of all school policies.
- Any illegal activities will also be reported to the SRO or other proper authorities.

DRESS CODE

Student dress is considered to be a personal and family responsibility. Students are to dress appropriately for good school decorum. Students should select clothing that will not offend others.

- School Measures - If a student's clothing is considered inappropriate for the school setting or may jeopardize the student's personal safety, the student will be requested to wear something appropriate. The school reserves the right to send the student home if counseling does not solve the problem. A student sent home to change any clothing deemed inappropriate by the administration will incur an unexcused absence for the time missed. Appropriate clothing is available for students to borrow to avoid the need to go home.

- Lanyards/ID's – All students are required to daily wear their NHS picture ID attached to a school acceptable lanyard. Student ID's are used for the purchase of lunch, checking materials out of the library, and entrance to school and school-related activities.
 - o The lanyard is to be worn around the student's neck and the ID must be visible at all times during the school day.
 - o Students who repeatedly fail to wear their ID's as expected will be subject to disciplinary action. Students may also face disciplinary action for altering or falsifying ID's.
 - o Students who enter the building without ID's will be required to report to the attendance office, Students without ID's will be issued a temporary sticker once each semester, which must be worn above the waist. Students without ID's who have already been issued a temporary sticker will be required to purchase a new ID and lanyard. Students who frequently fail to wear their ID may be subject to disciplinary action.
- Student Book Bags – Students are required to carry a laptop bag at all times when transporting their computer.
 - o Students' book bags, backpacks and purses are subject to search and seizure policies at any time.
 - o Purses, not designed to carry books, may not be used to carry school materials.
- Special considerations – There are two kinds of activities in which there may be specific rules regarding student dress.
 - o Specific rules may be necessary for the student's health and safety or that of his or her classmates. For example, in the shop, certain rules regarding clothing and hair covering must be enforced.
 - o Specific rules may apply to the enhancement of presentations of individuals or school groups in public performances, for example, during choir concerts.

Prohibitions include all of the following:

- T-shirts and other items of clothing that promote or advertise beer or other alcoholic beverages, cigarettes and other tobacco-containing products, and drugs or other controlled substances. This includes pictures or drawings of marijuana leaves.
- T-shirts and other items of clothing that have symbols or pictures that are in poor taste and inappropriate for the school setting. This includes lewd, suggestive or violent language.
- Clothing that by virtue of color, arrangement, trademark or other attribute denotes membership in gangs or advocates drug use, violence or disruptive behavior.
- Shirts or blouses that leave the midriff bare; tank-tops or cutout T-shirts, pants with holes in them above the knee; other suggestive or revealing clothing
- Students may not wear hats, hoods or bandanas in the building.
- No undergarments are to be visible.
- No low-cut shirts revealing cleavage are allowed.
- No form fitting clothing. This includes skirts and dresses.
- No skirts/shorts shorter than fingertip length.

STUDENT DRUG TESTING PROGRAM

Middlebury Community School Corporation and Northridge High School believe that drug and alcohol abuse in the school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, and deterioration of the organs of the

body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest ability. The primary purpose of this program is not intended to be disciplinary or punitive in nature, but to educate our students. Education directs students away from drugs and alcohol abuse and toward a healthy, safe, and drug free life.

The extra-curricular activity (driving to school, athletics, co-curricular activities, and clubs or student groups) programs of Northridge are an integral part of the school system and the Middlebury community. The recognized value of extra-curricular participation to a student's personal development has given these activities a high priority in the total school program. All students should be encouraged to participate in extra-curricular programs of the school, but the opportunity for such participation is not an absolute right. It is a privilege offered to students and necessitates that students meet the high standards set by the Middlebury Community School Corporation. Driving to school is not a right but a privilege granted to students under conditions that include operating the vehicle in a safe and legal manner. One condition set by the school shall be an agreement by the student to submit to testing for the use of drugs and alcohol, if selected, in accordance with the testing program. Every student intending to participate in any extracurricular activity must submit a permission slip at the beginning of the school year or on the first date of enrollment to be eligible for such activities. If the student agrees to participate in the random drug testing program and participates in an extracurricular activity during the school year, the student may not decline to participate in the random drug testing program upon the completion of the season or activity; the student will remain in the random testing pool for the entire year. The program will be applied to all middle school and high school students (6-12), male and female, who participate in extra-curricular activities, and/or who drive to, from, or during school.

It is **MANDATORY** that each student who attends Northridge High School sign and return the consent form indicating his/her intentions to participate in co-curricular, extra-curricular activities and/or to drive to school. Failure to comply will result in non-participation and/or no permit being issued. Each student shall be provided with a consent form, which shall be dated and signed by the student, parent or guardian and returned by the announced date or prior to the start of the extra-curricular activity. If the student indicated that he/she intends to participate in extra-curricular activities and/or drive to school, it is mandatory for the student to participate in the random drug-testing program at Northridge High School for the entire school year. In addition, Middlebury School Corporation reserves the rights to continue testing at any time during the remaining school year any participating student who tested positive.

The implementation of this program will not affect the policies, practices, or rights of the Northridge High School in dealing with drug and alcohol use where reasonable suspicion is obtained by means other than the random sampling provided within this program.

Drug Testing For Student Drivers

A chemical test of the student's saliva will be conducted at the discretion of the school corporation. If that test indicates a positive result, the student and parent will be notified by telephone and receive a letter coupled with a written copy of the lab results of the drug test. If a second positive result is obtained from a follow-up test, or any later test of that participant, the student will be prohibited from driving to school for 60 days from the date of the second test. The student's parents will be notified by telephone and receive a letter coupled with a written copy of the lab results of the drug test. A third positive result on a drug test will result in the student being prohibited from driving to Northridge High School for a full calendar year from the positive test result.

Drug Testing for Athletics / Extra-Co Curriculars

Any student involved with Northridge High School athletics or extra-curricular / co-curricular programs will be held to the standard of that program including the athletic code of conduct. A positive result will result in disciplinary consequences including up to the removal of the student from the program. See program policies for specific information regarding positive drug tests.

SCIENCE SAFETY CONTRACT

PURPOSE

Safety in the classroom is the #1 priority for students, teachers, and parents. To ensure a safe classroom, a list of rules has been developed and provided to you in this safety contract. These rules must be followed at all times. The bottom portion must be signed by both you and a parent/guardian, detached, and turned in to your teacher before you can participate in laboratory experiments. The upper portion is to be kept by you, in your folder, for referencing and reviewing as we will frequently be referring to it.

GENERAL GUIDELINES:

1. Any time chemicals, heat, or glassware are used students will wear protective eyewear approved by teacher in their proper position.
2. Know the locations and operating procedures of all safety equipment including the first aid kit, eye wash/safety shower, fire extinguisher, fire blanket, absorbent material for some liquid spills (kitty litter), and sand used to smother chemical fires and electrical fires.
3. No student is allowed to enter the Chemical Storeroom.
4. No chemical is allowed to leave the classroom.
5. Open toe shoes and bare feet are not allowed in the laboratory.
6. Contacts are not allowed in the laboratory; please wear glasses if you need them.
7. Wash your hands after performing all experiments.
8. Never leave a lit Bunsen burner unattended.
9. Long hair and loose clothing are dangerous. Tie back long hair and be careful around flames and chemical spills if wearing loose-fitting clothing.
10. Report any accident, no matter how small. Let your teacher know immediately.
11. Follow all written and verbal instructions carefully. If you do not understand a direction, part of a procedure or how to use a piece of equipment, ask the instructor before proceeding.
12. No student may work in the laboratory without an instructor present.
13. When first entering the laboratory, do not touch any equipment, chemicals, or other materials in the laboratory until you are instructed to do so.
14. Do not eat food, drink beverages, or chew gum in the laboratory.
15. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the lab procedure or by your instructor.
16. Keep work areas clean. If you spill a chemical, ask your teacher how to dispose of it. Clean all equipment and the lab table surface before leaving the lab.
17. Dispose of all chemical waste properly. Always double check that it is safe to put something in the sink or in the regular trash container.
18. Keep hands away from face, eyes, and mouth while using chemicals.
19. Check the label twice before removing any of the contents of a container. Take only as much as you need. Never return unused chemicals to the original container. Once you take it out, it is contaminated. If you have a large amount left over tell your teacher.
20. Examine the glassware before each use. Cracked glassware will break when heated. Never touch broken glass with your hands. Tell your teacher of the breakage and he/she will get the equipment necessary to clean up the mess.
21. Do not put hot glassware into cold water; it will break.
22. Hot glass and most hot metals look the same as cool glass and cool metal. Be very careful before touching anything that has been heated

Save this portion and keep in your binder.

Detach and turn this portion in to your teacher.

I have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to ensure my own safety and that of others. I understand that if I show unsafe laboratory conduct, then I may lose my laboratory privileges which will have a negative impact my grade.

Student Name (printed legibly)

Student Signature

Date

Your signature below indicates that you have read this student Safety Contract, are aware of the measures taken to ensure the safety of your son/daughter in chemistry laboratories and will instruct you son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Parent/Guardian Signature

Date

GUIDELINES FOR ATTENDANCE

ATTENDANCE POLICIES & PROCEDURES

Good attendance is a vital component of the total educational process. It is the position of Northridge High School that every class meeting is important and that anything less than perfect attendance will have a detrimental effect on the individual student and his/her grade.

When a student will be absent or tardy, the parent/guardian must call the attendance secretary at 822-5060 by **8:00 A.M.** on the day of the student's absence or late arrival. **If no contact is made on the day of the absence, the student's absence may be marked unexcused and be considered an absence of concern.** A message may be left on **attendance voicemail 24 hours a day at 822-5060.** Any change of attendance status must be reported by the parent within 24 hours following the student's return to school. A parent call, however, does not mean that an absence will be excused.

Parents are responsible for having their children in school. Every attempt should be made to schedule appointments around school hours. When appointments must be scheduled during the school day, the parent/guardian must call the school or send a note before the student will be permitted to leave the building. If a student has a study hall/service work period, please use this time to schedule necessary appointments. Students are expected to attend school before and after appointments when time permits. Students will be considered unexcused from classes missed unnecessarily. Absences from school for medical or legal reasons need to be verified with a **written** statement from a licensed medical practitioner or legal counsel or official with whom the student met. **Upon return to school** the student must present this written verification to the attendance secretary before returning to class. **Failure to do so will result in the absence being unexcused.** The school may require medical notes for ongoing medical problems requiring frequent absence.

Students who are ill for the full school day should not attend or participate in any school functions that day or evening. Students will be considered unexcused from school if they appear on school grounds or at any school function without prior permission. Students must sign in at the attendance office upon arrival to school.

LIMITED ABSENCE POLICY

Students are expected to be present each class of each day school is in session. Attendance is recorded for each class period. Northridge High School limits the number of times a student may be absent from class/school. If a student accumulates 10 days (or partial days) of absence from school, the student's subsequent absences may be considered "**absences of concern**" unless he/she provides an appropriate medical or legal statement. Also, students missing five consecutive days must present a medical statement upon return to school. Indiana code states that work permits may be revoked and driver's license suspended for excessive absenteeism.

EXCUSED ABSENCES

Absences will be classified as excused when they are the result of:

- Absences due to approved field trips, rehearsals, contests, etc.
- Personal illness requiring a physician's care
- Absences due to an emergency illness in the family (example: mother taken to hospital)
- Deaths and funerals of members of the household and immediate family
- Illness in cases where the student is sent home by the school nurse or an administrator
- Medical and dental appointments, which must be scheduled during the school day. **MUST HAVE DOCUMENTATION** (Reminder: The school encourages parents to make appointments outside of the school day, or during study hall/service work period.)
- Required religious observances (arrangements made in advance)
- Court appointments (arrangements made in advance. The State does not consider these an absence from school)

- College orientation visits are limited to two (2) a year. College visit forms must be completed in advance.
- Driver's examinations (arrangements made in advance and requires parent's permission)
- The principal or his/her designee may consider other situations when extenuating circumstances arise. Excused absences with proper verification do not count toward the 10-absence limit.

UNEXCUSED SINGLE-BLOCK ABSENCES

Uncleared absences (A) will turn into an unexcused absence (U) if not resolved within 3 days. If an attendance error occurs, it is the responsibility of the student to get the absence cleared with the classroom teacher. Students with unexcused absences totaling 4 or more days will be referred to the Elkhart County Attendance Program (ECAP)

ELKHART COUNTY ATTENDANCE PROGRAM

In addition to the NHS attendance policy, the Elkhart County Attendance Program (ECAP) also applies to Northridge students under the age of 18. Students enter the ECAP as their number of "Absences of Concern" or unexcused absences accumulate. An absence of concern is defined as truancy, non-verified absence, or an absence verified with question. Northridge assists the county in notifying and warning students as the absences of concern accrue. Parents will be contacted after a student reaches 10 absences of concern or four unexcused absences of concern and will be moved to Level 1 of the ECAP. After the student reaches seven absences of concern, a legal notice will be mailed home and the student will be moved to Level 2 of the ECAP. Continued absences will result in a referral to juvenile probation.

PRE-PLANNED AND RELIGIOUS ABSENCES

Northridge High School does not encourage students to miss classroom instruction or assignments, or the opportunity for individual attention. Please limit vacations to normal school holidays. The school recognizes that there may be unusual circumstances, emergencies, or opportunities for which a parent feels that the student must miss school. If an unusual circumstance arises for a family, the principal or his designee will make a determination in regard to work missed and excusing the absences.

In order for an absence to be considered an excused pre-planned day, the student must be accompanied by his/her parent during the course of the absence. If an absence must occur the school encourages the parent and student to pre-arrange days, and submit the appropriate forms to the Attendance Office five (5) school days prior to the absence. Planning ahead helps with the communication between teacher and student. The following applies to pre-planned days:

- Make-up work and tests should be completed and submitted prior to the absence when possible or upon the first seven calendar days of the student's return to school. For more information, see section Entitled "Policy for Make-up Work."
- If an absence must occur in the last 5 days of the semester a "Request for change in Final Exam" form must be submitted to the attendance office a week in advance to be considered. Unless it is considered an emergency situation it will be considered "unexcused" or absences of concern.
- Pre-Planned days taken during state required testing will be considered "unexcused" and absences of concern.
- Students with excessive absences or performing poorly in the classroom may be denied "an excused pre-planned absence" by the building principal or his designee. These absences will instead be considered unexcused or "absences of concern".
- All absences will be counted in the total ten-absence limit, as described in the Limited Absence Policy. If an absence is excused by a parent and no documentation is provided they become absences of concern after the limit of ten per school year. The Elkhart County Attendance Program considers an excused absence without documentation an "absence of concern".

Students may participate as an individual in religious or other non-school related youth type organizations during school hours and be excused from the school provided the following criteria are met:

- The parent and student will complete the Pre-Arranged absence application to the principal or his

designee five days prior to the event.

- The approval of the parent/guardian and principal or his designee is required.
- Verification by the organization (state, national, church, etc...) that the student is to be in attendance at the event as a participant and that it cannot be done outside school hours is required. This responsibility rests with the parent/student and is needed at the time of the application.

Or

- The participation of the student as a result of a continuation of earlier participation; or because the student has been invited to participate or be so honored as a result of the student having exceptional talent in a special area. Documentation is required. In the event that limited absences are exhausted, only national level or "once in a lifetime" opportunities will be considered.

The principal or his designee may not approve such requests if the student is not maintaining satisfactory grades or has excessive absences. This type of absence counts in the ten absence limit for the school year. Extenuating circumstances may be considered by the principal or his designee on an individual basis.

COLLEGE VISITATION DAYS

Juniors and Seniors wishing to have absences excused for college visitation must follow these procedures:

- Obtain a college visitation request form from the attendance office.
- Return the completed request form to the attendance office. The assistant principal in charge of attendance grants final approval on such requests.
- Obtain visit verification from the college.
- Return the verification to the attendance office upon return to school.

Northridge High School may confirm college appointments. Failure to follow the above procedures will result in an unexcused absence. College visitation days count toward the total 10-absence limit. College visitation days are not granted when they extend vacations nor can they occur the last five days of a nine-week grading period. Students are granted 2 college visitation days per year, which do not negatively impact perfect attendance. Any visits beyond these two will count against a students' achievement of perfect attendance.

PERFECT ATTENDANCE POLICY

A student at Northridge High School will be determined to have achieved Perfect Attendance recognition for the school year if they accumulate a total of 3 or less individual class absences throughout the entire year. A full day absence or a cumulative number of absences of 4 or more individual classes will disqualify the student for Perfect Attendance recognition for that school year. Excessive tardiness may also disqualify a student from Perfect Attendance Recognition.

ATTENDANCE AND PARTICIPATION IN GRADUATION CEREMONY

To maintain the integrity and the honor of the graduation ceremony. Parents of a high school senior with 10 absences will be notified by letter of the possibility of the student not being able to participate in graduation ceremony if the student continues to miss school. Students who miss 10% or more school days (18 days) in the senior year will be reviewed by the high school administration. If sufficient cause cannot be found (extended illness for example) for the excessive amount of absences the administration will recommend that the student not be allowed to participate in graduation.

Students who miss 20% or more school days (31 days) will automatically be recommended for non-participation in the graduation ceremony. Students who have been recommended for non-participation will have to petition a graduation review panel if they wish to participate in the graduation ceremony.

Absences are calculated based on the following: Miss 1 or 2 blocks = .5 days or Miss 3 or 4 blocks = 1

day.

TARDY POLICY

Class periods begin and end with ringing of a bell. Students are expected to be in their seat before the beginning bell. Tardy students are subject to the classroom management procedures of the teacher. Excessive tardiness within a semester may result in assigned discipline school time. Students more than five minutes late (severe tardy, T5) may be considered "truant" and subject to the appropriate consequences for truancy.

ARRIVING LATE TO SCHOOL

Whenever a student arrives after the normal starting time, he/she is required to sign-in at the main office. The reason for the late arrival needs to be confirmed by a parent. Students arriving late but do not sign in are subject to progressive discipline.

LEAVING SCHOOL EARLY

Students are not permitted to leave the school during the day without the permission of an administrator. When it is necessary for students to leave early because of appointments or any other reason, a parent should call the attendance office in advance to inform the secretary of the reason for leaving, or a note or appointment card should be provided to the student. Students with an appointment card or note from home must have it signed and authorized by the attendance secretary before school begins. **BEFORE LEAVING THE BUILDING, STUDENTS ARE EXPECTED TO SIGN-OUT IN THE MAIN OFFICE.** ABSENCES THAT OCCUR WHEN A STUDENT LEAVES WITHOUT PERMISSION WILL BE CLASSIFIED AS TRUANT AND SUBJECT TO PROGRESSIVE DISCIPLINE.

STUDENT PICK-UP AND DROP-OFF

Students who do not drive to school or ride the bus must be dropped off and picked up at the northwest entrance to the school. Each afternoon the gate into the teacher parking lot will be closed between 3:30 and 4:00. Please use the student parking area during this time as student pickup should not occur in the teacher parking lot.

TRANSFER TO ANOTHER SCHOOL

To transfer to another school the student and parent or guardian must come to the guidance office and complete the withdrawal paperwork, return books, laptop and power supply, etc. Student records will be mailed or faxed to the new school upon written request from that school.

WITHDRAWING FROM SCHOOL

To withdraw from school, a student who is at least eighteen (18) years of age who wishes to withdraw from school must have an exit interview with the principal. The student will receive a copy of the exit interview, which is necessary, if the student chooses to enroll in a GED program. Families who wish to withdraw and begin a homeschool program must register with the superintendent's office after the exit interview.

POLICY FOR MAKE-UP WORK

For a regular excused absence, illness, or funeral the student will have one class meeting to make up the assignments for each class meeting missed. Deadlines for papers or projects when due dates have been given well in advance will be enforced despite absence.

Students should get their assignments in advance if they have an approved college visit or field trip. The form for a college visit must be signed by a guidance counselor and assistant principal in charge of attendance. Students must advise the attendance office five (5) days in advance that they are going to miss school for a family vacation. See section on pre-arranged absences.

ARRANGEMENTS FOR WORK TO BE SENT HOME

If a student is absent more than two (2) days, it is best to check individual courses on Moodle for missing notes and homework. Most teachers update their Moodle sites regularly so the most up-to-date information can be found there. If not, a student/parent can always contact a teacher through email or by phone to be given missing assignments and work.

NOON HOUR

Northridge High School operates on a closed campus. This means that students are expected to remain at school until their normal dismissal time. Students may not leave the school during the noon hour without the specific permission of a school official. The parking lot is off limits during lunch.

Lunches are served in the cafeteria during third block. Therefore, classes are in session during each of the lunch periods. Students are restricted to the cafeteria.

INVALIDATION OF STUDENT DRIVER'S LICENSE

A student's license may be invalidated as a result of either of the following situations:

- Attendance: See section entitled Habitual Truant.
- Discipline: If a student is suspended twice in a school year, the driver's license can be invalidated for one hundred twenty (120) days or the end of the semester, whichever is longer. If the student is expelled or quits school to avoid a suspension or expulsion, the license may be invalidated until the next semester the student enrolls in school or until the student becomes eighteen (18) years of age.
- This law applies to all students who are under the age of eighteen (18). Also, if a student transfers to another school, the invalidation continues full term or until Northridge requests the revalidation.

TRUANCY

A student is truant when neither his/her parents/guardians nor school officials know the reason for a student's absence at the time of the absence or the "willful refusal to attend school in defiance of parental/guardian authority." (Indiana Court of Appeals: Simmons v. State of Indiana.) Intentionally arriving late to class, skipping a class, or leaving school without permission are all examples of truancy. If a student is truant, progressive discipline will ensue and consequences may include detention, suspension, loss of parking privileges, and loss of license or learners permit. (See "Habitual Truant"). Truancy will count toward absences of concern.

HABITUAL TRUANT

Northridge High School defines a "habitual truant" as a student who is truant from school or any part of the school day, for a second time during the school year. Indiana Senate Enrolled Act #319 requires the school to notify the Indiana Bureau of Motor Vehicles which could then either invalidate that student's license to operate a motor vehicle or prevent the student from acquiring a learner's permit for a time period as prescribed by law. Indiana Senate Enrolled Act #319, effective July 1, 1995. This act prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than eighteen (18) whom

- is a habitual truant;
- has at least a second suspension from school for the school year;
- has an expulsion from school; or
- has withdrawn from school, for a reason other than financial hardship, and the withdrawal was reported before graduating.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following events:

- the student turns eighteen (18);
- 120 days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer;
- the suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who

is:

- at least thirteen (13) years of age, but less than fifteen (15);
- a habitual truant;
- and identified in a list submitted to the Bureau of Motor Vehicles that he/she may not be issued an operator's license or a learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is at least eighteen (18) years of age.

PERMITTING STUDENTS TO LEAVE SCHOOL BECAUSE OF INJURY OR ILLNESS

As a general rule, the school will not permit students to leave the school grounds without first contacting a parent. If a parent cannot be reached the student will be kept at school if at all possible. In cases of emergency, the school will take whatever action deemed necessary, including contacting emergency medical personnel. Please remember to keep student's emergency contact information updated.

When students become ill or injured at school, they are expected to report to the nurse's office. They will be examined and a decision will be made as to whether they should return to class, remain in the sick room, or go home after contacting a parent. **When a student leaves school without first reporting to the nurse's office and receiving permission to leave, the absence will be considered truant.**

CHANGE OF DEMOGRAPHICAL INFORMATION

Anytime a student moves or changes his/her address or telephone number, the change must be reported to the Guidance Office. Current emergency medical contact information is critical to the student's well-being.

MISCELLANEOUS

STUDENT EMAIL

It is the responsibility of the student to check his or her email on a daily basis. NHS staff, including teachers and guidance / office staff routinely use email to communicate with students.

STUDENT ACCIDENT INSURANCE

The school does not have insurance coverage for student accidents. The student's family must pay all medical costs. However, each year the school offers a student insurance program for those families wishing limited coverage for minor accidents. The policy is a supplement to regular family insurance and is administered by a third party. At the beginning of each school year the plan coverage and rates are established. 2012-2013 school year Student Accident Insurance information and Application will be available at Middlebury Community Schools website - Student Insurance Link.

MEDICATION—CHECK THE SCHOOL BOARD POLICY

Students requiring medication during the school hours need to observe the following guidelines.

- All medications, including prescription and over-the-counter, are to be kept in the nurse's office.
- A medication consent note must be on file. This note should include the name of the medication, dosage, and time when the medication should be given. This statement, signed by a parent or guardian, is required for nonprescription medications such as aspirin as well as prescription medication.
- Medication given to school personnel for dispensing must be in the original container with the practitioner's dosage instructions.
- Student possession of any kind of over the counter or prescription drug is prohibited by the controlled substance policy unless by board policy regarding self-administered for a chronic condition.

FIELD TRIPS

Students may not participate in any field trips without the written permission of the parent/guardian. The student's teacher will distribute official school permission slips when a field trip is scheduled.

PARTICIPATION IN PHYSICAL EDUCATION POLICY

Students will dress for class each day unless the teacher determines otherwise. If a student is injured or ill, a note from home will excuse him/her from **ACTIVE** participation for one day. He/She, however, is **REQUIRED** to dress and participate in class in an **INACTIVE** capacity. A student who fails to dress 2 times during any given semester will fail that semester. Any student who fails to dress 5 total days during the year will fail and be removed from the class. A doctor's certificate is required to excuse a student for more than one day from dressing out, at which time, appropriate class-related written material will be assigned to determine the student's participation grade. In case of more than five consecutive days on non-participation per semester due to injury or illness, the student must reschedule the class.

PE UNIFORM POLICY

All PE students need to wear a uniform in class. This uniform will consist of a black shirt/grey, green or black shorts. Students can provide their own black shirt/ grey, green or black shorts as long as they adhere to the school dress code. Cut off shirts or tank tops will NOT be allowed. Students can purchase a uniform through the school at \$12.25 for both shirt (\$6.00) and shorts (\$6.25), if they wish to do so.

If a student forgets their clothes they need to borrow some from the school. Students may NOT use clothes they wore to school that day as their uniform. Their uniform must be a separate set of shirt/shorts. If students do not have clothes that fit our policy they will need to borrow clothes to wear during class (examples include: shorts that are too short, uniform is wrong color, uniform has profanity/non-school appropriate content). Instructors have ultimate authority on any questionable articles of clothing.

Students may wear any color sweatshirt/sweatpants if they are outside in colder weather, as long as the content on sweatshirts is appropriate for school.

SCHOOL PUBLICATIONS

All articles and advertisements published in the school newspaper or yearbook may be censored by the principal's designee. Articles or advertisements that are inappropriate for the school setting will not be approved.

YEARBOOK PICTURE

If a student wishes to have his/her picture in the yearbook, he/she must have his/her picture taken by the official school photographer.

EMERGENCY PHONE CALLS

Students may have a cell phone in their possession, but it should not be used during the day. From the beginning of the first class period until the end of the last class period, the student cell phone should be turned off and be stored out of sight. Student cell phones are subject to administrative search and seizure at any time. Students needing to make an emergency phone call should come to the office where an adult staff member will assist them in making that call.

VISITORS TO THE BUILDING

Visitors coming to the school to conduct legitimate school business or those invited by staff members are welcome. During school hours all visitors must report to the school office and receive a visitor's pass. During school hours social visits with staff and students is not permitted.

SCHOOL DANCES

ATTENDANCE PROCEDURES: Students are to arrive at school dances no later than one hour after the posted beginning time of the dance. Students arriving after the one-hour limitation will not be admitted into the dance. Students will not be permitted to leave the building and then return to the dance. Students may leave before the posted ending time.

DANCING GUIDELINES: School dances should develop a positive atmosphere for all attendees. Dances of a sexual nature will not be allowed. Grinding will not be allowed at the school dances. Grinding is defined as front to back direct contact between dancers. Also dancers will not be allowed to interlock legs while facing each other during the dancing. Students who do not comply with the dancing guidelines will be asked to leave without refund of ticket cost. School administrators will notify parents if a student is asked to leave for a dancing violation.

DRESS: It is expected that students will follow the dress code of Northridge High School during dance activities. No clothing should be advertising alcohol or tobacco or any sexual innuendoes. The students are to be fully clothed at all times. Boys are not to remove shirts and no tank tops are allowed for boys or girls. Formal wear is encouraged at the annual school prom.

BEHAVIOR: Northridge sponsors dances for the students to enjoy with their friends. It is a time for healthy activity and social interaction. Student behavior is expected to follow school guidelines. Foul language, rude or sexual behaviors, or any physical confrontation will not be allowed. Safe and positive interaction with friends is the goal.

NHS 1-TO-1 COMPUTING

Every student will be issued a laptop computer when they register for school. In order to receive the laptop, students and a parent/guardian will be required to attend an orientation session as well as sign all necessary forms for acceptable use and care. Any new student will have the option to purchase a bag at the time they receive their laptop. A laptop bag must be used to transport the computer to and from school as well as during the school day. Optional insurance is available for purchase from an outside agency. Parents may choose to allow students to bring their own laptop instead of receiving a school issued computer. See the guidelines for Bring Your Own (BYO) at goo.gl/UT1Yi5. Students must bring a school issued or personal laptop to school every day.

LAPTOP USE AGREEMENT

Standards for Responsible Use of Technology

Middlebury Community Schools (MCS) believes that technology users have the same responsibilities while using MCS technology that are expected in any other school activity. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with Middlebury Community Schools' mission. Technology should be used by students to learn and communicate in correlation with the curriculum. MCS technology shall be used by students with the objective of improving instruction and student learning.

Care of Equipment

The learner will exercise all due and reasonable care in handling the use of laptop and associated peripherals and agrees to return the equipment in good condition at the end of each school year. Middlebury Community Schools accepts and acknowledges reasonable and normal wear and tear of the laptop over the course of its useful life.

Required Procedures

- Students will take possession of their assigned laptop during the registration days provided by NHS or during the first five (5) days of school. The laptop will be returned to NHS no later than the last day of each school year or upon withdrawal from the district.
- In the case of theft, vandalism, or other criminal acts, a police report **MUST** be filed by the student and/or parent within 48 hours of the occurrence. Incidents happening off of the NHS campus must be reported to the police by the parent and a copy of the report be brought to the school for verification.
- If the student deliberately damages or continues to show careless behavior with the laptop, the school will repossess the laptop.
- Students will be expected to charge their laptop outside of the school day. There will be no accommodations for charging laptops provided at school or in the classrooms.

Damage

- **Students and parents will be held financially responsible** for any and all damages determined to be as a result of neglect. It is important to use extreme caution when transporting the laptop.

Transporting Laptops

- Laptops must be carried in a laptop bag at all times during the school day and before and after school on the school bus.

Music, Games or Programs

- Music and games may not be downloaded or streamed over the internet if they are in violation of copyright laws.
- All software loaded on the system must be approved by Middlebury Community Schools
- Violation of this policy will result in repossession of the laptop

Deleting Files

- Students will not delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with the student's ability to complete classwork, may affect student's grades, and result in repossession of the laptop.
- Changing restricted settings on the computer will result in immediate repossession.

Unauthorized Access

- Access to another user's account or computer is considered unacceptable and a violation of the Acceptable Use Agreement.

Home Use

- Laptops are to be used by students only; other family members may not use the school-owned laptop.
- If a laptop has performance issues, then it will be reformatted. Any information one may have saved to the laptop will be deleted. These files can be restored by the student if they have them backed up to an external source. (Email and documents on the server are safe).
- Personal files (pictures, videos, music, documents, etc.) may be saved to the laptop, but should be backed up to an external hard drive.
- When accessing the Internet from home on your laptop, access will be filtered as it is at school (via content filtering software).

- The Technology Staff does not support home or personal use, including but not limited to: troubleshooting home internet service provider issues, installing personal software, printers, or providing access to non-educational websites.

Liability

- **Student/Parent is financially responsible for the replacement cost of the laptop** or its accessories if damaged or stolen. If concerned about liability, then the student/parent may consider purchasing an insurance policy for laptop replacement purposes.
- Middlebury Community Schools is not responsible for damages resulting from the use of the laptop, which includes, but is not limited to: home service interruption, spread of viruses to other personal computers and loss of personal data.

NHS STUDENT COMPUTER ACCESS RULES

School computers are designated for educational use only. Labs are not intended for student entertainment purposes. **Be advised:** Corporation technicians monitor the network continuously. Every keystroke and mouse click is recorded. All computers and accounts can be accessed and viewed at any time. Infractions of these computer rules may result in disciplinary action including suspension of that student's computer privileges. Northridge students are required to utilize computers frequently. Students should not do anything that may jeopardize their access and ability to complete school projects. Accordingly, the following rules and restrictions apply:

1. Students will log in only under their own account and not share their account with other students.
2. Students are required to log out when they are finished. A student who walks away from his or her computer should press "ctl-alt-del" and then select "lock computer" to lock the computer.
3. Students will not manipulate any of the default settings on the computer.
4. Students will not deliberately or willfully cause damage to computer equipment or assist others in doing the same.
5. Students will not try to enter files or systems that are restricted. Students will only access those programs and files approved by MCS and accessed through the start program menu or icons on the desktop.
6. Students will not attempt to access pornography or other inappropriate websites. If the student should unintentionally bring up an inappropriate site they must immediately notify the teacher or the librarian and fill out a form.
7. Students may not buy, sell or trade through the school's Internet.
8. Students may only use email for educational purposes with direct teacher approval and supervision.
9. Students will not access Facebook, Instagram, Twitter or other social networking sites. There will be no exceptions. Teachers may direct students to access forums for educational purposes only.
10. Students will not give out personal information such as their addresses, phone numbers, locations of the school or parent's work address/home numbers unless it is for a class project or college application and then it must be with the direct approval and supervision of a teacher.
11. Students will not use the computer as a way to intimidate or harass other users and students are encouraged to report any inappropriate actions by others.
12. Students will not install anything on to school computers. No executable files should be downloaded, either in a student's directory or on a thumb drive.
13. Students will not download any material without direct approval of a teacher. Program downloads are prohibited.
14. All games, unless part of a teacher-led learning activity, are prohibited. This includes online games and Microsoft Accessories games such as Solitaire.
15. Student's home directories should only be used for storing documents, projects or presentations

- related to school. Students may not store personal picture files, music, video clips, etc. These files will be removed and deleted without warning.
16. Students need to report any computer problems to the staff member in charge of the lab. Problems cannot be fixed if the technicians are not aware of the situation.
 17. Printing documents should be for school purposes only. Students should not print personal items. Be aware of document length and limit the number of printouts that are run in order to conserve paper resources.
 18. Students may not connect to change any hardware on the computers. This includes: mice, keyboards, monitors, etc. Notify a teacher if there is a problem.
 19. USB storage devices are allowed as long as they are not U3 "smart drive" technology. Flash drives can only be used for storage. Be aware that they are used at the student's own risk and any possible damage caused to the device is at the student's expense.
 20. Transferring of music files between MP3 players connected through the school computers is prohibited. Charging iPods and MP3 players through a school computer is not allowed.

MIDDLEBURY COMMUNITY SCHOOLS' COMPUTER NETWORK/INTERNET ACCEPTABLE USE AGREEMENT

Computer Network/Internet access is now available for students and teachers.

We are very pleased to bring computer network/Internet system access to the Middlebury Community Schools and believe that it offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence in schools through innovation, communication, and resource sharing. This agreement is consistent with the mission statement of our school system.

The primary purpose of providing access to its computer network/Internet system is to allow Middlebury Community Schools' students, faculty, and administration the privilege of using a unique educational resource. However, this access brings the availability of material not suitable for school purposes. The Middlebury Community Schools and its employees have taken precautions to avoid direct links to unsuitable materials. It is impossible to control all materials on a global network, and an industrious user may discover controversial information. We firmly believe the valuable information and interaction on this worldwide network far outweigh the possibility that users may obtain material not consistent with the educational goals of the school district.

The purpose of this Agreement is to ensure that all who access Middlebury Community Schools' computer network/Internet system will use this unique resource appropriately. This Agreement establishes an acceptable use philosophy and standard of conduct to which all Internet and network users must subscribe and follow any time they access the computer network/Internet system regardless of the location from which the user is operating. This Agreement applies to each user of an account provided by the Middlebury Community Schools. It is the user's own responsibility to comply with these "rules of the road." Use of the school corporation's computer network/Internet system demands that users adhere to the following requirements:

At school, responsible users shall not:

- use the school corporation computer network/Internet system to perform any act that may be construed as immoral, illegal, or unethical, including unauthorized access to other systems or sites.
- deliberately cause damage to computer equipment or to software or help others to do the same.
- cause or attempt to harm, modify or destroy another user's data, information or materials.
- exchange or use other user's account password or other access codes.
- intentionally upload, download or create a computer virus.
- harass other users. Harassment includes, but is not limited to, sending unwanted e-mail, participating in conversations or chat rooms in which the theme or essence includes sexual, racial or ethnic

slurs and innuendoes.

- **Under no circumstances should a user send or cause to be sent via internet e-mail or any other media, information of a personal identifying nature - his or her own or that of any other person (eg. Names, addresses, phone numbers, etc.). Remember, e-mail is not a private file!**
- deliberately access inappropriate materials or show others how to do the same. If any user should find or learn that another user has found materials that may be deemed inappropriate or illegal, the user shall refrain from downloading or otherwise transferring the material, and the user shall not identify or share the location of the material with any user other than the appropriate adult in charge.
- buy or sell products or services on the Internet.

At school, responsible users shall:

respect the privacy rights of other users' files and not access or view those files without the owner's clearly stated permission.

- respect and uphold copyright laws
- follow the direction of the appropriate adult in charge and follow the established procedures to access the computer system.
- seek the advice of the appropriate adult in charge if questions arise.
- be polite and use no abusive or offensive language.

RESPONSIBILITIES

The user assumes full responsibility for the consequences of his or her own actions and activities while connecting or being connected to the computer network/Internet system. All student users of adequate age and their parents and guardians must sign the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement. There are to be no exceptions, and a student who fails to provide the school with an appropriately signed agreement will forfeit their access privileges. To ensure user compliance with these guidelines, the corporation reserves the right to examine and to access student held computer disks and floppies, files, and accounts, as well as all data stored in the machines involved in the Internet or network.

CONSEQUENCES

Users of the Middlebury Community School Corporation computer network/Internet system should be aware that they are embarking into an electronic global community and their actions reflect upon the reputation of their school.

- All users have the responsibility of complying to a strict ethical and legal standard of conduct.
- All instances of abuse will be reviewed by the Building Principal or his/her designee.
- Anyone abusing the connection will be suspended from computer network/Internet system access and may be subjected to further disciplinary action and/or, if appropriate, a fine, jail sentence, or any combination of the preceding consequences.
- Other disciplinary actions may include, but are not necessarily limited to, removal from the activity for the balance of the exercise, removal from class, after school detention, in-school or out-of-school suspension, or expulsion.

The Middlebury Community Schools prohibits the illegal distribution, copying, pirating, or possession of software in violation of the copyright laws. Anyone transferring such files through the computer network/Internet system or anyone whose accounts are found to contain such files shall lose the privilege of using the service in accord with the above-described consequences. Also, such offenders may be turned over to the appropriate law enforcement agency. In some instances, the electronic transfer of certain materials is illegal and punishable by a fine, jail sentence, or both.

VANDALISM

Vandalism will result in the cancellation of privileges and any additional disciplinary action deemed appropriate. Vandalism is defined as intentionally defacing, disassembling, or destroying any part of the computer hardware. Students are not to move any cables, switches, and plugs associated with the network. Vandalism also includes any attempt to harm or destroy data of another user, the MCS network, the Internet, or any other connected agency or network. This includes, but is not limited to, intentional uploading, downloading or creation of computer viruses. Payment for repair or replacement of damaged hardware, or for services needed to undo software changes, may be required of the offender.

DISCLAIMER

Middlebury Community Schools makes no warranties of any kind, express or implied, for the services it is providing or for the reliability of the data connection. The Middlebury Community Schools will neither be responsible for any damages incurred to any equipment, software, or to any other materials not owned and housed at one of its educational facilities nor will it be liable for the actions of any user whether while accessing or while connected to the computer system, including the Internet or network, including but not limited to, any loss or corruption of data, service interruptions, user errors or omissions, or for the consequences whether resulting directly or indirectly from a user's access to any Internet site or service, or for any other service failures or access problems. The corporation takes no responsibility for any information, materials, programs, or files transferred through the computer system, including the Internet and network. Each user shall assume full responsibility for their actions associated with the user's computer system use. Middlebury Community Schools is not responsible for any financial obligations resulting from use of school corporation resources and accounts to access the Internet.

To the extent that proprietary rights in a work product would vest in the student upon creation, I agree to assign those rights to the Corporation.

The Middlebury Community Schools reserves the right to change this Agreement. Notice of any revisions of those rules will be made available in the same manner as are the policies of the corporation, the rules and regulations of the individual school buildings, and the student handbooks.

NORTHRIDGE HIGH SCHOOL
CO/EXTRACURRICULAR CODE OF CONDUCT
(MARCHING BAND, SHOW CHOIR, ACADEMIC / ATHLETIC TEAMS)

A. RULES

Participants shall abide by the following rules in season and out of season: (365 days)

- 1) **Participants shall not violate the electronic device policy of Northridge High School.**
- 2) Participants shall not use tobacco in any form at any time.
- 3) Participants shall not illegally possess or consume alcoholic beverages at any time.
- 4) Participants shall not possess or use performance-enhancing drugs at any time.
- 5) Participants shall not possess or consume unauthorized or illegal drugs or intoxicants at any time.
- 6) Participants shall not commit offenses, which would be classified as misdemeanors or felonies if committed by adults.

B. PROCEDURE

Coaches/Directors are responsible for enforcing all of the rules. A Director/Administrator must confront a participant concerning a rule violation and its consequences. If they determine that the student has violated the rules, they must inform him/her of the punishment for the violation.

An Administrator will make a written or verbal contact with the student's parent or guardian.

The student and his or her parent or guardian may appeal the disciplinary action to the Principal. If they are not satisfied with the Principal's decision, they may appeal to the Superintendent and School Board.

C. DEFINITIONS

For the purposes of these rules a season consists of the scheduled contests for a group or an individual.

- 1) A participant is one who has established a position in a group. When a student has become a member of a group, he/she will maintain that status as long as he/she is a student at Northridge unless he/she has been permanently excluded from the group.
- 2) Participants in co-curricular activities grades will not be affected by the sanctions. They will be asked to submit individual work to replace their participation in contests. The grade for this work will replace the grade they would have received had they participated in contests.
- 3) An Administrator will determine the number of contests for each activity.
- 4) **Electronic Device offences include but not limited to;**
 - a. **Improper use of cell phone**
 - b. **Improper use of computer**
 - c. **Improper use of any technologic device other than cell phone or computer.**

D. SANCTIONS

A student who breaks a rule prescribed by his or her coach/director shall be subject to the sanctions set forth in the coach/director's rules. A student who breaks any codes of conduct applicable to all participants shall be subject to the following sanctions

FIRST OFFENSE: Suspension from participation in 1/3 of the contests. If the violation occurs in the last 1/3 of the season, the participant will be suspended from all remaining contests and will not receive any awards as a result of his/her participation. If the violation occurs out of season, the participant will be suspended for 1/3 of the contests of the next co/extracurricular activities in which he/she participates. During suspension from participation in contests for a first offense, a participant must attend all practices for his/her activity (unless excused).

A participant must sit out 1/3 of the contests and complete that season to be reinstated. A participant whose offense involves alcohol, drugs or other illegal substances must also submit to a professional drug and alcohol assessment by an organization approved by the school after notification of the parent or guardian. A copy of the assessment and the recommendations must be submitted to an Administrator. The participant must follow the recommendations of the assessment. Reinstatement is conditional upon continued compliance with the recommendations of the assessment. A participant who does not continue with the assessment recommendation will be suspended from participation in contests until he/she completes the recommendations of the assessment.

SECOND OFFENSE: Suspension from all co/extracurricular activities for one calendar year from the date of notification.

If the offense involves alcohol, drugs or other illegal substances, the participant must also submit to a professional drug and alcohol assessment by an organization approved by the school after notification of the parent or guardian. A copy of the assessment and the recommendations must be submitted to an Administrator. The participant must follow the recommendations of the assessment.

Reinstatement is conditional upon continued compliance with the recommendations of the assessment. A participant who does not continue with the assessment recommendation will be suspended from all co/extracurricular activities until he/she completes the recommendations of the assessment.

THIRD OFFENSE: Permanent exclusion from co/extracurricular activities.

A participant may not serve an academic penalty and a code of conduct rule violation penalty simultaneously. A participant who is academically ineligible may continue to practice with the consent of his or her parent or guardian and the director.

E. SELF-REFERRAL PROCEDURE

In an attempt to support parents and their efforts, Northridge High School has established the "Self-Referral" procedure.

This procedure encourages parent(s)/guardian or participants to come forward voluntarily to acknowledge a participant's dependency on alcohol, drugs, intoxicants and tobacco. Parent(s)/guardian and/or participants who voluntarily come forward may earn a waiver, which suspends any discipline that would have been imposed for violation of this Code of Conduct from participation in contests.

- 1) The parent(s), guardian and/or participant must voluntarily seek a waiver before any school personnel or a law enforcement agency learns or is about to learn of a violation of the Code of Conduct and before the selection of the participant for any testing under the random drug testing program which yields a positive test result.
- 2) The parent(s)/guardian and participant agree to work through the Northridge High School Administration to complete the assessment outlined in a "First Offense".
- 3) The participant and parent(s) or guardian will consent to mandatory participant drug screening for one full calendar year. Northridge High School personnel will determine the frequency of the drug test after reviewing the assessment recommendations.
- 4) The parent(s)/guardian and /or participant must agree to pay for a maximum of three tests. However, if a participant qualifies for free lunches, the school will pay for the first three tests. The school will assume the financial responsibility for any additional tests.
- 5) A Northridge student may qualify for this waiver once during his/her career. If a student commits a violation after using the "Self-Referral" procedure the violation will be treated as a "Second Offense" and those procedures will apply.

F. DRUG-TESTING PROGRAM

- 1) Purposes. The purposes of the Northridge High School student participant drug-testing program are:
 - a. To prevent drug, alcohol, intoxicant and tobacco usage.
 - b. To educate participants and parents/guardians as to the serious physical, mental and emotional harm caused by drug, alcohol, intoxicant and tobacco use and abuse.
 - c. To assist participants who might be tempted to use drugs, alcohol, intoxicants or tobacco to say no and have a sound reason for doing so.
 - d. To prevent injury, illness and harm as a result of drug, alcohol, intoxicant and tobacco use.
 - e. To maintain a school environment free of drugs, alcohol, intoxicant and tobacco use and abuse.
 - f. To expose and educate participants to a procedure frequently and increasingly used in society.
- 2) This program will provide an opportunity for participants and parents/guardians to gain a greater awareness of substance use and abuse issues. Participants, with the support of their parents/guardians, will be encouraged to choose a drug free lifestyle.
- 3) Participation in the Program is a Condition of Participation in Co/extracurricular activities. No student shall be allowed to participate in co/extracurricular activities sponsored by Northridge High School unless the student and his or her parent or guardian shall have signed a form in which they agree that the student will participate in the drug-testing program. The student will be asked to sign the form as soon as he or she has established participant status.
- 4) Random Selection. The Administration shall maintain a database, which includes the names of all student participants. In the database, each student shall be assigned an identification number. After any change in the database and before the next selection of student participants for testing, an Administrator shall report to the local selection, collection and reporting agency all of the identification numbers currently in the database. (This report may require only notification of changes.)
- 5) Tests shall be conducted when school is in session. An Administrator shall determine how frequently the tests shall be conducted; having made a determination with regard to frequency, an Administrator shall select by lot the day or days within any given period when the tests shall be conducted. An Administrator shall also determine the number of student participants to be tested on any given day. An Administrator shall tell the local selection,

collection and reporting agency when the next tests will be conducted and how many student participants will then be tested, and that agency shall use a reputable computer program for randomly selecting the identification numbers of student athletes to be tested. The local selection, collection and reporting agency shall not have access to the student names that correspond with identification numbers.

- 6) Collection of Samples. On the day of testing, the nurse shall notify the student participants whose identification numbers have been drawn that they should report to the collection facility at an appointed time. The means of notification shall be as discreet as practicable; the notice shall be clear with respect to the time and place of the student's appointment.
- 7) Samples shall be provided under the supervision of medical personnel in an area closed off from view. Such medical personnel shall be in the employ of the local selection, collection and reporting agency or in the employ of the Corporation.
- 8) The school nurse shall monitor the presentation of students at the collection facility. Students shall be instructed to identify themselves by number only to the person or persons supervising the production of samples. After a student produces a sample, he or she will observe the process of sealing and marking the sample, and upon leaving the collection facility the student shall initial the nurse's cross-reference list, thereby confirming that the sample was properly sealed and marked. If a student refuses to produce a sample for testing after having been selected and requested to do so, the participant's refusal shall be deemed a confirmed positive test result.

Testing. Medical personnel in the employ of the Corporation will collect the samples and shall transmit the samples to the testing agency under conditions, which would preserve the samples, from the possibility of tampering or loss. The testing laboratory shall first screen a sample using the enzyme multiplied immunoassay technique (EMIT). In the event any sample tests positive, the laboratory shall conduct a confirmatory test using the gas chromatography/mass spectrometry (GC/MS) techniques.

Samples may be tested for tobacco constituents, alcohol, performance-enhancing drugs, illegal drugs and substances and commonly abused prescription drugs. Samples will not be screened for the presence of any other substance or the existence of any physical condition other than drug intoxication. After testing, the laboratory shall retain the remainder of any sample producing a positive test result for a period of at least thirty days. The laboratory shall dispose of any sample producing a negative test result and, after at least thirty days, any sample producing a positive test result in such a manner as to render any further identification or testing of the sample impossible.

Test Results. The laboratory shall report test results by sample number to the local selection, collection and reporting agency, which shall report test results by sample numbers to an Administrator. Upon notice of a positive test result, an Administrator will notify the student participant and his parent or guardian. At that time (or at any time prior thereto), the student or his parent or guardian may provide to an Administrator in a sealed envelope information concerning use by the student participant of over-the counter or prescription drugs, which may explain a positive test, result. The envelope should be marked with the student's identification number only, and nothing in the envelope should identify the student by name or otherwise than by his or her identification number. If an Administrator receives (or has previously received) such information, the Administrator shall deliver the sealed envelope to the local selection, collection and reporting agency. That agency in consultation with the laboratory shall then determine if the positive test result may be thus explained and shall report to an Administrator who shall then advise the student participant and his or her parent or guardian of the determination.

Test results shall initially be disclosed only to an Administrator. An Administrator may advise the student participant's director /coach that the drug-testing program has revealed a violation of the code of conduct rules requiring sanctions under section D of this Co/extracurricular code of conduct, but shall not initially disclose to the director /coach the particular test results. With the written consent of the student athlete and his or her parent or guardian, test results may be disclosed to any other person. The written agreement to participate in the drug-testing program shall constitute written consent by the student participant and his or her parent or guardian to the disclosure of test results to the organization conducting a drug and alcohol assessment under section D of this Co/extracurricular Code of Conduct. If a student participant submits to a professional drug and alcohol assessment required as a part of the sanction for a first offense, the written consent to participate in the drug-testing program shall constitute written consent by the participant and his or her parent or guardian to the disclosure of both the test results and the results of the assessment to the participant's director/coach. If the student and his parent or guardian appeal a decision of an Administrator based upon test results, the written request for an appeal shall constitute written consent to the disclosure of test results to the Principal, Superintendent, Assistant Superintendent or Board of School Trustees hearing the appeal.

Test results will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or the legal process, which the Corporation shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at least 72 hours before response is made by the corporation.

2017-2018

STUDENT ATHLETE HANDBOOK

I. INTRODUCTION

The *Student Athlete Handbook* exists in so that athletes and their parents may better understand their responsibilities and rights when an athlete participates in the Northridge High School athletic program. It shall be understood that the *Student Handbook* of Northridge High School is applicable to all students, including student athletes, and shall have precedent over the *Student Athlete Handbook* should any question arise regarding interpretation of rules.

For information & forms go to: <http://www.northridgeathletics.com>

A. Organization of Handbook - The handbook is divided into thirteen (13) sections. The sections may be located in the handbook in the following order:

1. Section I – Introduction
2. Section II - Philosophy
3. Section III - Mission Statement
4. Section IV - Objectives of Participation
5. Section V - Student-Athlete Conduct
6. Section VI - Insurance for Injuries
7. Section VII - Injuries
8. Section VIII - Medical Exams
9. Section IX - College Bound Athletes
10. Section X - Academic Eligibility
11. Section XI – Open Facility Workouts
12. Section XII – Athletic Awards
13. Section XIII – Detailed Information

A. IHSAA Calendar of First Practices

B. Parent/Athlete/Coach Relationships

C. Medical Emergency Form – requires parent(s)/guardian(s) signature and must be returned to the athletic office before you may begin practicing.

D. Student Application for Athletic Participation/Notice of Disclosure – requires parent(s)/guardian(s) signature and must be returned to the athletic office before you may begin practicing.

E. Parent Consent to Play – requires parent(s)/guardian(s) signature and must be returned to the athletic office before you may begin practicing.

F. Code of Conduct - requires parent(s)/guardian(s) signature and must be returned to the athletic office before you may begin practicing.

G. Transportation Fee (\$40) – required to be paid to your coach (1st) or the athletic office (2nd) prior to your first event.

H. Allergy Form - requires parent(s)/guardian(s) signature and must be returned to the athletic office before you may begin practicing.

I. “No Publish list” – parents need to let Athletic office know if your son or daughter is on it.

B. Pertinent Points:

1. The principal of the high school has the authority and the responsibility to control the athletic program including staff, participants, and any other individual or organization actively engaged in activities promoting the athletic interests of the Northridge High School Athletic Program.
2. The athletic director is responsible for organizing and administering the athletic program under the supervision of the principal.

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

Sportsmanship: "Good sportsmanship is viewed by the National Federation as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship."

II. PHILOSOPHY

The administration and the athletic department agree that competitive athletics and activities are desirable and constitute one of the invaluable heritages of all American youth; That extra-curricular activities are an important and vital part of the American educational system and have great potential to contribute to the sound growth and all-around development of the athletes;

That the program of activities should conform to and be closely and wholly integrated with the administrative policies of the school to the end that there shall be no undue interruptions or interference with the established rules and principles. High school interscholastic athletics will be governed by rules established by the Indiana High School Athletic Association (IHSAA) and by those local regulations developed by Middlebury Community School Corporation. The Athletic Director of the high school has the authority and the responsibility to control the athletic program including staff, participants, and any other individual or organization actively engaged in activities promoting the athletic interests of the Northridge High School athletic program and that the welfare of the student athletes takes top precedence;

That the will to win is a natural human trait and entirely desirable, but this urge whether individual or collective, is not to be attained at the price of unfair advantage or gained through violation of established rules and principles and that all athletic activities should be school controlled and school directed;.

III. MISSION STATEMENT

The Northridge Athletic Department is committed to creating an environment that not only reflects values such as honesty, respect, responsibility, and pride in every participating student, but also encourages each student to combine opportunity with the effort to achieve his/her potential in athletics **and** academics.

IV. OBJECTIVES OF PARTICIPATION

To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities as follows:

1. Physical, mental, and emotional growth and development.
2. Acquisition and development of special skills in activities of each students choice.
3. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
4. A focus of interests on activity programs for student body, faculty, and community that will generate a feeling of unity.
5. Achievement of initial goals as set by the school in general and the student as an individual.
6. Provisions for worthy use of leisure time in later life either as a participant or spectator.
7. Participation by the most skilled that will enable these individuals to expand possibilities for

future vocational pursuits.

V. STUDENT-ATHLETE CONDUCT

As a student athlete at Northridge High School, each individual becomes a personal representative of the student body, school, and community. Every student athlete's conduct is under constant scrutiny and evaluation not only during the particular athletic season, but also at all other times, including school vacation periods; therefore, a student athlete's appearance and conduct must be, at all times, beyond reproach. Participation in athletics at Northridge High School is viewed as a privilege and not a right; a student athlete is supposed to be a good example as a student, as a citizen, and as an athlete to other students, parents, and community members at Northridge and at other communities. Participation on an athletic team at Northridge High School is allowed at the discretion of the coach of that team, subject to review by the principal, in accord with Indiana law. In addition, an athlete must meet or exceed those rules and regulations set forth by Northridge and the IHSAA.

Students are not only required to avoid the behaviors prohibited in the *Student Athlete Handbook*, but are further required to avoid any behavior that supports or encourages the misconduct of other students. The sanction assigned would be directly related to the nature of the supporting behavior and the violation encouraged by that support.

If a student is not violating the rules, but is present, then he or she could still be implicated in the violations of others. If someone is breaking the rules, a student should walk away, report them, or take whatever steps are necessary to show that he or she is not part of the problem.

With this tremendous responsibility in mind, four general statements of policy regarding rules and regulations are applicable to all student-athletes of Northridge. All athletes will adhere to these rules and regulations. Coaches will enforce all rules and regulations.

- Eligibility requirements established by the Indiana High School Athletic Association must be met and maintained.
- Athletes will meet and maintain standards established by the Middlebury Community School Corporation herein to be called the *Student Athlete Handbook*.
- Administrators and/or coaches may set guidelines in addition to those standards listed in the *Student Athlete Handbook*. These rules are referred to as "Supplemental Rules".

A. Indiana High School Athletic Association Rules and Middlebury Community School Corporation Rules: To be eligible to represent your school in interscholastic athletics you:

1. must be a regular bona fide student in good standing in the school you represent; must have enrolled no later than the fifteenth day of the current semester.
2. must have completed 10 separate days of organized practice in said sport under the direct supervision of the school coaching staff preceding date of participation in interscholastic contests; exceptions based on IHSAA rules only (refers to overlapping seasons).
3. must have received passing grades at the end of the last 9 weeks or semester grading period in at least six full credit hour subjects.
4. must not have reached your twentieth birthday prior to or on the scheduled date of the IHSAA State Finals in a sport.
5. must have been enrolled in your present high school last semester or at a junior high school from which your high school receives its students:
 - a. unless you are entering the ninth grade for the first time.
 - b. unless you are transferring from a school district or territory with a corresponding bona fide move on the part of your parents.
 - c. unless you are a ward of the court; you are an orphan, you reside with a parent, your former school closed, your former school is not accredited by the state accrediting agency in the state where the school is located, your transfer was pursuant to school board mandate,

you attended in error a wrong school, you transferred from a correctional school, you are emancipated, you are a foreign exchange student under an approved CSIET program.

- d. **NOTE:** You must have been both academically and athletically eligible at the school from which you transferred.
6. must not have been enrolled in more than 8 consecutive semesters beginning with grade 9.
7. must be an amateur (have not participated under an assumed name; have not accepted money or merchandise directly or indirectly for athletic participation; have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract).
8. must have had a physical examination (IHSAA Physical Form) between April 1 and your first practice and filed with the athletic office your completed Consent and Release Certificate, Drug Test Release Form (for fall sports), signed code of conduct and Emergency Medical Form. Winter and spring sport athletes will use Drug Test Release Form in the *NHS Student Athlete Handbook*.
9. must not have transferred from one school to another for athletic purposes as a result of undue influence or persuasion by any person or group.
10. must not have received, in recognition of your athletic ability, any award not approved by your principal or the IHSAA.
11. must not accept awards in the form of merchandise, meals, cash, etc.
12. must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than their school team.
13. must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral, or educational environment in your school.
14. students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability as a prospective student-athlete. Graduates should refer to college rules and regulations before participating.
15. must not participate with or against a student enrolled below grade 9.
16. must not, while on a grade 9 junior high team, participate with or against a student enrolled in grade 11 or 12.
17. must, if absent five or more days due to illness or injury, present to your principal written verification from a physician licensed to practice medicine stating that you may participate again.
18. must not participate in camps, clinics, or schools during the IHSAA authorized contest season. Consult your athletic director for regulations regarding out-of-season and summer.
19. girls shall not be permitted to participate in an IHSAA tournament program for boys when there is an IHSAA tournament program for girls in that sport in which they can qualify as a girls' tournament entrant.

This is only a summary of the rules. Contact your school officials for further information before participating outside of your school.

B. Athletic Handbook Rules - The rules listed in this section are adopted for Northridge High School athletes with the intention of promoting citizenship and developing good behavior and positive attitudes. **Note: These rules are in effect year-round.**

1. Attendance – Athletes who have an unexcused absence, an all-day absence due to illness, or leave school early due to illness are not permitted to practice or participate in contests on that school day. If it is determined that an athlete has had an unexcused absence at a later time, the athlete may be subject to disciplinary procedures, including missing a practice or a contest. Verified appointments with medical or legal personnel or other excused absences (not including illness) do not affect contest and/or practice eligibility.

EXCUSED ABSENCES

Absences will be classified as excused when they are the result of:

- Absences due to approved field trips, rehearsals, contests, etc.
- Absences due to an emergency illness in the family (example: mother taken to hospital)
- Deaths and funerals
- Medical and dental appointments, which must be scheduled during the school day. (Reminder: The school encourages parents to make appointments outside of the school day, or during study hall/service work period.)
- Required religious observances (arrangements made in advance)
- Court appointments (arrangements made in advance. The State does not consider these an absence from school)
- College orientation visits are limited to two (2) a year. Arrangements must be made in advance. The visits should not be used to extend a vacation.
- Driver's examinations (arrangements made in advance and requires parent's permission)
- Approved family trips (limit five days a school year, within the five (5) day maximum). See section on Pre-Arranged Absence for procedures. The student must be accompanying the parent on the trip for the absence to be excused. (Also, see policy for make-up work)

2. Attitude - A student athlete shall display exemplary attitude, behavior, and citizenship at all times, not just during a particular athletic season.

3. Lost Equipment - The athlete must return all equipment issued to him/her: If the equipment is lost and/or stolen, the athlete must pay the school the amount required to replace the missing item(s).

4. Quitting a Team - An athlete must remain on the squad (in the sport in which he/she is participating) until the entire schedule has been completed and/or until he/she has been released by the coach. An athlete who quits the team will not receive any awards, nor be permitted to play on a different sport/team in the same season until one of the two criteria above is met.

5. Rebellious Behavior - Insubordination, abusive or critical language, toward anyone, fighting, lack of full cooperation, lack of maximum effort, and harassment and/or intimidation (verbal, written, physical, and/or sexual) are all examples of misconduct which are strictly prohibited.

6. Profanity – A student-athlete shall not use language, which is deemed abusive, offensive, or disrespectful by school personnel. A student-athlete shall not use obscene gestures or conduct, or possess materials that are considered obscene by school personnel.

7. Responsibility - The conduct of all phases of participation in interscholastic activity, including practice sessions, trips to and from athletic contests, and residence away from home for participation in athletic contests, and participation in the contest itself, shall be according to the rules and dictates of the coach and Northridge High School.

- a. The head coach of each varsity sport may require that athletes practice or participate in contests on a weekend or vacation day, (never on Sunday). As is the case with each and all sports, athletes who choose to be on a team are expected to make a commitment to their sport, coach, and teammates. This means that athletes are expected to attend all practices and contests and thus meet and fulfill the same requirements as their teammates. While the majority of the non-school day practices and/or contests will be at the varsity level, there will upon occasion be instances in which non-varsity athletes will have an attendance obligation. Any penalty, which results from a violation, shall be determined by the grade-level head coach of the sport with approval from the administration.
- b. Off-season Participation Rules – Athletes, who participate on an organized team not school sponsored during the school off-season, must note IHSA eligibility rules. While coaches

are expected to inform their players about the participation rule, it is the athlete's responsibility to know the rule. Ask the athletic director if in doubt.

- c. **Team Travel** - Athletes are required to attend and return from any contests via means of the transportation provided by the school. Exceptions may be made only if in the coach's mind a need exists to permit the athlete to travel from the athletic event with his/her parents. The coach must be notified in advance in writing by the parent. **(Return Transportation Authorization Form)** At no time will an athlete be approved to drive or to travel with another student.
- d. **Removal from Team** - Upon occasion it may be necessary to suspend or remove an athlete from a team. In that event the coach of the sport from which the athlete is suspended or dismissed will discuss the matter with the athlete. His/her parents are to be contacted regarding the decision. Depending upon the circumstances, an administrator might be involved in this action.
- e. **Definition of Summer** - The period which begins on Tuesday following Memorial Day (May 30, 2017) and ends on the day before Monday of Week 5 (July 30, 2017).
 - 1. Whether Summer athletic activities are sponsored by a member School or a non-school organization, students may participate so long as participation is voluntary.
 - 2. If a member School sponsors athletic activities for its student athletes at the School during the Summer, such athletic activities may only be conducted in an Open Facility program, except for Summer athletic competitions, which may be conducted outside of an Open Facility program.
 - 3. Summer Conditioning Program may extend through Saturday of Week 4.
- f. **Open Facility** – Program in which the gymnasium, playing field or other school facilities are open for athletic participation on a voluntary basis, to:
 - (i) all students who attend the school,
 - (ii) all students who attend a feeder school of the school sponsoring the program, and
 - (iii) during the summer, all transfer student and to all incoming 9th grade students from a non-feeder school who intend to attend the school and have confirmed such intention with the school's principal or school administration, or have enrolled or have applied for admission and have paid a deposit.

RULE 15-3.2 CAMPS AND CLINICS

- For all school-sponsored camps and clinics, attendance must be terminated prior to Monday, Week 5 (July 29, 2017).
- For non-school-sponsored camps and clinics, attendance must be terminated prior to Monday, Week 7 (August 13, 2017).
- Attendance for winter and spring sport camps and clinics may resume on or after Monday, Week 7 (August 14, 2017), or the first day of school, whichever comes first. Attendance must be limited to non-school time. Verified Olympic development camps are exempt from this rule.

RULE 15-3.3 FOOTBALL

A School, and players from the School's football program, may participate in Football Activities (participation in any football related activities while wearing helmets or shoulder pads) under the following standards:

- 1. Students may not participate in any Full Contact Football Activities (any intentional football activity by a player where the goal is to take One (1) or more competing players to the ground as the result of a collision) during the Summer.

2. Schools may sponsor up to Twelve (12) Football Activity Days (a day when a School's football coaching staff coaches Two (2) or more players from the School's football team engaged in Football Activities) during the Summer.

3. A School's Football Activity Days may include up to Five (5) Football Competition Days (a day when a School's football coaching staff takes Two (2) or more players from a School's football team to either Practice with or compete against One (1) or more players from another School or program). The maximum time for a School's Football Activity Day held at a member-School facility will be Three and one-half (3 1/2) hours of activity over a Five (5) hour period.

4. A student's football equipment during Summer Football Activities is limited to a helmet, shoes, shoulder pads, a girdle and a mouth piece.

5. A student may engage in no more than One (1) session of Football Activities during a Football Activity Day and the maximum time of the session is Two (2) hours.

6. Prior to the first day of Summer, a School's football coaching staff must designate to the School's athletic director or the principal the specific Football Activity Days and the Football Competition Days in which the football program plans to participate.

RULE 15-3.4 MORATORIUM

• Each member school shall observe a moratorium starting on Monday of the week which includes July 4th (July 3 – July 9, 2017). During this seven-day period, there shall be no contact between athletes and coaches, and no athletic activities, including conditioning, conducted.

8. Suspension from School - are of two types:

- a. Out-of-school - The athlete who receives an out-of-school suspension shall not practice and/or participate in athletic contests until the suspension period is complete. For an out-of-school suspension, the time period begins immediately upon being suspended by the administration. The suspension period is completed at the end (12:00 a.m.) of the last day that the suspension is in effect.
- b. In-school - The athlete who receives an in-school suspension shall not practice and/or participate in athletic contests during the actual suspension time. In-school suspension begins on the day that the student first spends in the suspension room. It is completed at the close of the school day on the last day the athlete serves in suspension. Student athletes are ineligible for any events or practices for a 24-hour period which begins with the ISS.

9. Practices and/or contests shall be postponed in the event of school closing or early dismissal due to inclement weather. **Exceptions require approval by the A.D. and principal.**

10. School-sponsored athletic activities are never held on a Sunday.

11. All school rules are in effect at extracurricular activities.

12. STUDENT DRUG TESTING PROGRAM

All NHS Athletes must participate in the random drug testing program. See Drug Testing information in the Student Handbook for details on the Middlebury Community Schools Random Drug Testing Program.

C. ATHLETIC HONOR CODE POLICY FOR SUBSTANCE ABUSE:

See Extracurricular Code of Conduct

1. Being a Student-Athlete at Northridge High School is both an honor and a privilege. With this privilege comes additional responsibility to model appropriate behavior. **Without question, student-athletes are held to a higher standard. This responsibility applies year-around, not just during the athlete's season of participation.**

2. Student-athletes at NHS must participate in the random drug screening program on a year-around, not just during the athlete's season of participation.
3. Student-athletes would be in violation of the Athletic Honor Code for possession and/or consumption of alcohol, illegal drugs, drugs not prescribed to them, or the use of any form of tobacco product. Student-athletes may not possess, use or be under the influence of any substance which is, or the student-athlete has reason to believe is, or which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drug, depressant, inhalant, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items.
4. If a student-athlete is at a party or location where any of these violations are occurring he/she should leave **IMMEDIATELY**.

D. CONSEQUENCES FOR EACH POLICY VIOLATION:

1. **FIRST VIOLATION-** As an athlete, he/she will also be subject to a 30% game suspension penalty.
2. **SECOND VIOLATION-** The student is not eligible to participate in any extra-curricular or co-curricular activities or drive to school for one year from the violation date.
3. **THIRD VIOLATION-** The student is not eligible to participate in any extra-curricular or co-curricular activities or drive to school for the remainder of their time in Middlebury Community School Corporation.

****All substance violations including drugs, alcohol, and tobacco are cumulative over the high school years. This includes all positive drug test results that were conducted for random testing, positive drug tests for reasonable suspicion, violations in the tobacco use policy and/or arrests and convictions involving drugs, alcohol, and tobacco from community violations.****

E. GENERAL PROVISIONS (rules provided for the purpose of governing those athletes relative to substance abuse).

1. Rules regarding substance abuse violations are in effect year round; that is off-season and summer as well as in season.
2. If the violation occurs while the athlete is out of season, the suspension will be served in the next season the athlete has established prior participation (i.e. received a NHS letter or participation certificate). Freshmen athletes will have the opportunity to establish participation in any sport. In all cases, the athlete will not be allowed to circumvent the rule and must finish the season in which the suspension occurred in good standing.
3. Substance abuse violations that occur during an athlete's high school years are not erasable as they relate to subsequent violations. All are counted and are erasable only when an athlete graduates from NHS.
4. The rehabilitative process begins immediately after reasonable suspicion or confirmation. If the violation occurs during a vacation or summer, the rehabilitative process will begin as soon as possible.
5. Nothing in this policy shall be construed to require the school corporation to follow the provisions of the Process and Pupil Discipline Statute (IC 20-8.1-5) in removing a student from participation in any extra-curricular activity.
6. Being excluded from extra-curricular activities for an athlete means no practice, team conditioning/weight lifting or contest participation.

F. FELONIES, MISDEMEANORS, ACTS OF DELINQUENCY, AND OTHER ACTS OF BEHAVIOR WHICH REFLECT DISCREDIT UPON THE SCHOOL

A student may be suspended from athletics for the use of violence, force, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with the athletic program. He/she may be suspended for urging other students to engage in the above conduct. Damage or

theft involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student, possessing weapons, violation of local, state, or federal law, or failing in a substantial number of instances to comply with the directions of coaches and/or rules of the athletic program and the school are all grounds for suspension.

An athlete arrested, or detained, as a juvenile on such charges will be suspended from participation pending investigation of the incident. The consequences for the above mentioned violations will be immediate suspension from the team. **The length of the suspension, if the student athlete is found to be in violation shall be for a minimum of 30% of the maximum games allowed by IHSAA policy for the sport in which he/she is currently participating**

G. SUPPLEMENTAL RULES

In the interest of fairness athletic policies will applied to all athletes in all sports. While those rules listed in the *Student Athlete Handbook* are applicable to all athletes, each varsity or grade level head coach may desire and even need to establish some additional rules that are needed in order to make his/her sport function efficiently. These rules are not to supersede the departmental rules or school rules but are to be viewed as supplemental in nature.

H. CONFERENCE PROCESS

A suspended or team-dismissed athlete and his/her parent(s) are entitled to understand the decision for imposing a penalty. Procedures are in place to ensure this information is made accessible to those athletes and/or parents who wish to discuss the matter in a conference setting.

1. The conference must be requested within five days after the athlete is notified of his/her suspension or dismissal from the team.
2. Following the conference the athletic council review committee will decide to support the suspension or team dismissal, modify the suspension or dismissal, or to declare the suspension or dismissal invalid.
3. If the parent or athlete disagrees with the decision of the committee concerning a suspension or team dismissal following a conference with the athletic council review committee, the athlete and his/her parent(s) may request a meeting with the building level principal. The principal's decision is final and binding.

VI. INSURANCE FOR INJURIES

In order to eliminate any confusion relative to athletic injuries, expenses, and insurance, please note the following:

- A. Middlebury Community School Corporation expects each athlete to have accident coverage before participating in athletics.
- B. Middlebury Community School Corporation will not pay any injury-related expense sustained by athletic participants.
- C. All Middlebury Community School Corporation students may enroll in the "Student Accident" insurance plan underwritten by Markel Insurance Company. This insurance is made available at the beginning of school and all year to all students.
- D. The IHSAA purchases a Catastrophic Insurance policy that covers all athletes participating in IHSAA sports. (This does not include cheerleading.) However, this policy is excess insurance and pays up to \$1,000,000, (amount may increase) only after the athlete's insurance has paid the maximum amount. It should be noted that neither the Middlebury Community School Corporation, nor the IHSAA carries any kind of "first dollar" athletic insurance.

VII. INJURIES

Middlebury Community School Corporation employs a full-time certified/licensed athletic trainer (**Alexis**

Holthues). An athletic trainer is an allied health professional who specializes in the prevention, evaluation, treatment and rehabilitation of athletic injuries and related conditions. Any athlete who is injured should immediately report the injury to his/her coach and to the athletic trainer even if medical attention is not sought.

- A. The athletic trainer is available after school during athletic practices and at most home athletic events. If not on site, a coach can call the athletic trainer via walkie-talkie or cell phone.
- B. The IHSAA and Northridge High School eligibility rules require that any athlete who misses five (5) or more consecutive days of school or activity due to injury or illness must have a signed physician's note before returning to athletic participation. **In addition, when a student-athlete misses more than five (5) days of athletic activity in succession for any reason, the athlete must complete four (4) consecutive separate days of practice before he/she is permitted to return to competition. If the student-athlete misses more than ten (10) days of athletic activity in succession for any reason, he/she will be required to complete a minimum of six (6) consecutive separate days of practice before he/she is permitted to return to competition.**
- C. If an athlete and/or parent have been unsuccessful in discussing an injury or concern with the athletic trainer, call the Athletic Office at 825-7667 to set up an appointment.

VIII. MEDICAL EXAMS

Before participation in open gym, athletic practice and/or games, an athlete must have on file in the athletic directors' office an "IHSAA Physical Form" (as well as all other required forms). **Athletic physicals must be obtained after April 1, 2017 and prior to participation in athletics in the 2017-2018 school year.** The form must be signed by a physician to indicate fitness for play. In addition, the legal guardian must sign indicating consent is given for participation.

IX. COLLEGE BOUND ATHLETES

Those athletes who will eventually participate on the college level need to meet N.C.A.A. guidelines as they relate to recruiting and eligibility. Complete and fill out the NCAA clearing house. A copy of the N.C.A.A. guide for the college bound student-athlete is available to the athlete online at www.ncaa.org See your NHS guidance counselor for assistance.

X. ACADEMIC ELIGIBILITY

This section of the handbook contains information that is pertinent only to the high school student in athletics.

A. Academic Eligibility - In order to participate in athletics a student must be in good standing with the school academically. This means to participate in extra-curricular contests a student must be **passing at least 6 classes** at the end of each nine weeks and at the end of each semester. If a student does not meet these standards he/she will not participate in extra-curricular contests during the next nine weeks grading period. Students not academically eligible **are** permitted to practice.

A student not meeting these standards during the last nine weeks and semester of a school year will not participate in extra-curricular contests during the first nine weeks of the next school year except under the following limited conditions:

- 1. Fourth nine week failure but passes the course for the second semester: Student must pass a Northridge High School approved summer school course in a subject for which he/she has not previously received credit.
- 2. Second semester failure but passes the fourth nine weeks grading period: Student must retake the class and pass. The course must be a Northridge High School approved summer school course.
- 3. Second semester failure and nine week failure in the same course: Student must retake the class and pass. The course must be a Northridge High School approved summer school course.

XI. OPEN FACILITY WORKOUTS

The purpose and design of open facility workouts is to improve an athlete's out of season conditioning, as well as increasing strength, speed, skill and knowledge of a particular sport. These workouts are not viewed as a team practice, but an opportunity for self-improvement. The decision to hold an open facility workout is at the discretion of the head coach and must be approved by the NHS athletic administration in advance.

All athletic teams and coaches will abide by IHSAA guidelines regarding open facility programs. **Open facility workouts are open to all high school students within the corporation. Also, any second semester Northridge Middle School eighth grade student may attend after the eighth grade season of the sport holding the workout has been concluded.** Furthermore, any eighth graders in attendance must conclude his/her workout no later than 9:00 p.m. on school nights.

The athletic department encourages attendance by athletes who are not participating members of a team that is in-season at the time of the workout, but stresses that participation is strictly voluntary. Parents are responsible for safe transportation to these workouts and are expected to pick up their student athlete in a timely manner.

IHSAA DEFINITIONS REGARDING OPEN FACILITY PROGRAMS:

The IHSAA definitions of athletic participation include three periods of time. They are: In School – In Season; In School – Out of Season; and Summer participation.

1. Open Facility Program (In school – out of season):

An open facility program is a program in which the gymnasium, playing field or other school facilities are open to all students for participation. Specific equipment related to a particular sport, i.e. balls, goals, nets, etc., may be used.

- a. **Open facility sessions for a particular sport may be conducted three times per week (maximum).** However, they may be held more frequently within one month of the date of the official first practice in that sport.
- b. Member school coaches may supervise the program, communicate with students and offer correction provided that:
 - (1) they do not organize teams or assign individuals to teams;
 - (2) the program is open to all students of the member school;
 - (3) attendance and participation is voluntary and not required by the member school coach for membership on a team.

XII. ATHLETIC AWARDS

A. Athletic Awards - Those athletes who meet all guidelines as described herein will receive an award upon conclusion of the season.

B. General Requirements to receive awards (all sports):

1. **The athlete must be eligible for awards according to all rules and regulations set forth by the Indiana High School Athletic Association and the NHS Student Athlete Handbook.**
2. **The athlete must complete the season and maintain good standing throughout the season. The loss of good standing means the athlete is no longer eligible to receive honorary awards for that season(s) in which the violation is penalized.**
3. An injured and/or seasonally ill athletes (must be medically excused) may or may not receive awards. These situations fall under two (2) categories:
 - a. An athlete who meets all performance and good standing requirements before being injured or becoming seasonally ill can be lettered through the regular process.
 - b. An athlete in good standing who is injured or becomes seasonally ill before meeting per-

formance requirements may or may not letter. In order to award a letter or present a performance award the head coach (if he/she feels the award should be issued) should request a ruling from the **athletic office**.

C. Types of Awards – Various types of awards are available to athletes, managers, student athletic trainers, and cheerleaders.

1. Participation Awards - certificate received by athletes for a freshman or reserve level.
 - a. Freshman Award
 - b. Reserve Award
2. Letter - A **green** three dimensional block “N”, a **white and green** Sports Bar and **yellow** Chenille will be awarded the first time an athlete meets the requirements. Athletes may earn a letter by meeting one or more of the following standards.
 - a. A senior athlete who completes the season in good standing will receive a letter. Seniors shall not compete on a reserve team unless approved by the athletic director for special circumstances.
 - b. An athlete who begins and completes his/her freshman, sophomore, and junior seasons of the same sport in good standing will receive a letter.
 - c. Any athlete winning an individual varsity conference and/or sectional championship and fulfilling all general requirements as they apply will receive the letter award for that sport.
 - d. Athletes who receive playing time on a sectional champion team (during sectional play) will receive the letter award for that sport.
3. Performance Awards - In addition to the four methods (described above) of earning a letter, an athlete who meets the general requirements can earn a letter in the sports listed below by equaling or exceeding the minimum standards listed herein: For the purpose of communication these awards are referred to as “performance awards”.
 - a. Baseball and Softball - Must play in 25% of the total varsity innings.
 1. Or appear in 25% of total varsity games as a pitcher.
 2. Or subject to coaches opinion as a varsity pinch hitter.
 - b. Basketball (Boys' and Girls') - Must play in 25% of the total varsity quarters.
 - c. Cheerleading - Must complete season as a varsity cheerleader and/or is subject to coaches opinion.
 - d. Cross Country (Boys' and Girls') - Must participate in 50% of all varsity meets and be among top seven varsity runners.
 - e. Football - Must participate in 33% of the total varsity quarters.
 - f. Golf (Boys' and Girls') - Must participate in 50% of all varsity meets or have total points among the top eight scores.
 - g. Soccer (Boys' and Girls') - Must participate in 50% of the varsity halves.
 - h. Tennis (Boys' and Girls') - Must participate in 50% of the regularly scheduled varsity matches (excluding tournaments).
 - i. Track (Boys' and Girls') - Meet at least one of the criteria listed below:
 1. Rank number one or number two in an event.
 2. Score 15 or more points in a season.
 - j. Swimming (Boys' and Girls') - Must accumulate an average of three points per varsity meet. This does not include the NLC meet. Divers must average 33% of swimmers total points.
 - k. Volleyball - Must participate in 50% of total varsity matches.

- I. Wrestling – Must participate in a minimum of 12 matches at the varsity level.
 4. Scholar Athlete Patches and White Chenille – Students having a 3.8 or higher GPA during the **previous completed high school semester. Incoming freshmen participating in fall sports will be based on first 9 weeks.**
 - a. 1st time patch and chenille
 - b. 2nd and there after chenille
 5. Honorary Awards - Awards are given in each sport to those athletes who have earned distinction as being the most outstanding in a category. A Mental Attitude award will be given out for each team along with these honorary awards.
- D. General Awards
1. Jacket - An athlete who earns the letter is eligible to purchase a letter jacket. The jacket shall be of the color and design traditionally designated by the school.
 2. Patches – **Individual all-conference selections and state champions/runners-up as well as members of team conference champions, sectional champions, regional champions, semi-state champions, and/or state champions will receive a patch from the athletic office at no cost.** Individuals who have distinguished Northridge High School by winning conference, sectional, regional, **semi-state** titles **and** any state qualifier **may purchase** patches through the athletic department **at a cost of \$17** per patch.

XIII. DETAILED INFORMATION

IHSAA CALENDAR OF FIRST PRACTICES

Sport

First Practice Day

A. Fall Sports

- | | |
|-----------------------------------|-----------------------|
| 1. Cheerleading | Monday, July 31, 2017 |
| 2. Golf (girls') | Friday, July 28, 2017 |
| 3. Cross country (boys' & girls') | Monday, July 31, 2017 |
| 4. Football | Monday, July 31, 2017 |
| 5. Soccer (boys' and girls') | Monday, July 31, 2017 |
| 6. Tennis (boys') | Monday, July 31, 2017 |
| 7. Volleyball | Monday, July 31, 2017 |

B. Winter Sports

- | | |
|------------------------|--------------------------|
| 1. Basketball (girls') | Monday, October 16, 2017 |
| 2. Swimming (girls') | Monday, October 23, 2017 |
| 3. Wrestling | Monday, October 30, 2017 |
| 4. Basketball (boys') | Monday, November 6, 2017 |
| 5. Swimming (boys') | Monday, November 6, 2017 |

C. Spring Sports

- | | |
|-----------------------------|---------------------------|
| 1. Track (boys' and girls') | Monday, February 12, 2018 |
| 2. Softball | Monday, March 5, 2018 |
| 3. Baseball | Monday, March 12, 2018 |
| 4. Golf (boys') | Monday, March 12, 2018 |
| 5. Tennis (girls') | Monday, March 12, 2018 |

CO/EXTRA-CURRICULAR CONFLICTS

Athletic and Co-curricular schedules are set well before the start of each season. Students are expected to identify any potential conflicts between co/extracurricular activities they are involved with. Every effort will be made between students, coaches, and directors to allow student participation in both areas. In the event of an unresolvable conflict, a co-curricular event will take precedence as there are academic grades attached to those activities.

PARENT/ATHLETE/COACH RELATIONSHIPS AND COMMUNICATIONS

A. Facts:

- Parenting and coaching are both extremely difficult vocations.
- Coaches and parents both want the athletes to have a positive experience as they participate on an athletic team.
- There are situations that may require a conference between the coach and the parent(s). **Communication** between both parties is encouraged. It is important that both parties involved have an understanding of the other's position.
- **Communication is the key** to making the positive experience become a reality. Athletes, parents and coaches are all responsible for effective communications.
- Research indicates a student involved in co-curricular activities has a greater chance for success during adulthood.
- Many of the character traits required to be a successful participant in athletics are exactly those that will promote a successful life after high school.

B. Communications coaches expect from players:

- Athletes should express concerns immediately and directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns in regard to a coach's philosophy and/or expectations.

As your children become involved in the athletic programs at NHS, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. These experiences, when well-handled by all, can be excellent "life lessons" for our children. Discussions between the coach and the athlete to reduce frustration are encouraged.

C. Communications parents should expect from the coach:

- Expectations the coach has for your child as well as all members of the squad.
- Locations and times of all practices, contests, and meetings.
- Team requirements, (fees, forms, special equipment, practice packs, off-season conditioning, etc.)
- Procedure, should your child be injured during participation.
- Any discipline measures that result in the denial of your child's continued participation on the team.

D. Appropriate concerns to discuss with coaches:

- Concerns regarding your child's mental and physical status.
- Ways to help your child improve in the activity.
- Concerns about your child's behavior.

It is very difficult to accept when your child is not playing as much as you may hope or at the level you believe they are capable. However, the decision must be made by the coach or coaches without undue influence from the parents. Coaches are professionals. They make decisions based

on what they believe to be best for all athletes involved. Those decisions have a measure of subjectivity that you may not agree with, yet must accept. Please allow your child to enjoy the experience of athletic participation, without pressure or negative remarks about their performance. Comments to your child that questions the competence of the coaching staff or game officials will only harm your child's opportunity to grow and learn from this experience.

E. Issues not appropriate to discuss with coaches:

- Team strategy.
- Play calling.
- Playing time (asking how the student-athlete could improve his/her skills is welcome)
- Other student-athletes.

F. If you have a concern to discuss with a coach:

- Call to set up an appointment with the coach. The NHS athletic phone number is 825-7667.
- If the coach cannot be reached, call the Athletic Director at: 822-5332.
- The Athletic Director will be happy to discuss the mission and purpose of the NHS athletic program and to offer suggestions on ways to best communicate your concerns with the coach.
- **Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.**

G. What a parent can do if a meeting with the coach does not resolve the concern:

- Call and set up an appointment with the Athletic Director for that sport to discuss the situation.
- The appropriate next step can be determined at this meeting.
- The Athletic Director will not discuss playing time, team selection or what team level your child is playing (varsity, junior varsity or freshman). These topics are the responsibility of the coach and will not be overruled by an Athletic Director, or School Administrator.
- The Athletic Director can only discuss issues regarding your child and will not discuss or compare other student-athletes.

Participation in high school athletics should be an enjoyable and learning experience for the student-athlete. The behavior and attitude of the parent(s) is critical in this process. Years from now, you will care deeply about your grown child's health, and happiness – but you will care very little about how many points they scored in a ballgame, meet or match. Please help us to teach the important lessons that come from playing high school sports. These experiences can make a positive impact on their ability to handle the tremendous challenges of life.

Great teams have players, coaches and parents pulling together toward a common goal. Thank you for trusting us to do our part!

Please fill out completely and return all athletic forms (code of conduct, physical and emergency med card) to the Athletic Office and check-in prior to participation.

Thank you