

NEW ALBANY HIGH SCHOOL
Handbook
2023-2024

New Albany High School will ensure learning
and success for all.

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New Albany High School Code For SAT & ACT
Registration And Transcripts For College Applications 152505

How this handbook is organized:

This book begins with the preamble to the student rights of all NAFCS students. That is followed by a brief description of the school. The rest of the book is organized in alphabetical order. This handbook is subject to change throughout the school year as warranted by changes in policies and state statutes. The school district has other rules and regulations for students. Acts of questionable judgment are prohibited.

TABLE OF CONTENTS

Academic Handbook	46
Academic Integrity Policy	44
Activity Schedule	46
Administration	6
Administration of Medications	55
Alcohol	46
Announcements	46
Asbestos	23
Athletics	46
Attendance Policy	46
Bell Schedule	46
Bookstore/Book Rental	50
Bullying	30
Bus Safety Code	37
Cell Phone	50
Charges by Parent or Students	16
Cheating	50
Class Rank	44
Clubs	50
College Visits	50
Counselors	50
Counselor's Office	6
Criminal Organization, Clothing or Accessories	11
Cyberbullying	50
Delinquent Lists	51
Detention/Detainment	51
Directory Information	17
Discrimination & Harassment	12
Dress Code	51
Drills	53
Driver's License	37
Drop/Add	53
Drug & Alcohol Policy	29&46
Electronic Devices	53
Elevator Usage	53
Enforcement of Rules and Regulations	23
Expulsion	24
Extended Learning Center	54
Extra Curricular Attendance	54
Family Education Rights & Privacy Act (FERPA)	16
Fighting	54
Final Exam Week	54
Financial Obligations	54

Freedom of Speech & Assembly	8
Fund Raising	54
Gambling	54
Graduation Requirements	54
Hall Passes	54
Health Office/Medical	55
Honor Roll/Scholarship “N”	58
Human Dignity Policy	15
Identification	9
Immunization	57
Internet	38&58
Library/Media Center	58
Lockers	58
Loitering	58
Lost & Found	59
Lost, Stolen or Damaged Student Owned Property	19
Lunch	59
Make-Up Work	59
McKinney-Veto	20
Medications at School	
National Honor Society Members	59
New Albany High School Policies	7
New Albany High School Profile	5
Office Staff	6
Open House	59
Parking	59
PAWS	59
Permanent Record	59
Pledge of Allegiance	59
Posting/Publishing	59
Pregnant Students	60
Privacy	61
Prom	61
Prosser	62
Public Display of Affection	62
Publications	62
Report Cards	62
Residency	62
Restraints & Seclusion	23
Safe School Hotline	62
SAT Testing	62
Scheduling	62
Scholarships	62
School Safety Policy	34

School Song	74
Screening for Health Concerns	18
Search & Seizure	8
Self Administered Medications (I C 20-33-8-13)	
Senior Activities	62
Skateboards/Rollerblades	63
Smoking	63
Sport	63
Student Government	70
Student Insurance	18
Suicide Threats	71
Suspension /Expulsion	24
Suspension Alternative Lab (SAL)	71
Tardy Policy	71
Teacher Temporary Dismissal	24
Technology	38
Tobacco	
Transcript Check	71
Truancy	71
Two-Hour Delay Schedule	72
Unsupervised Students on School Property	19
Visitors	72
Withdrawing From a Class	72
Work Permits	72

NEW ALBANY HIGH SCHOOL PROFILE

Opening on the first Monday in October of 1853, New Albany High School is the first public high school in the state. Being the first high school, New Albany has a proud tradition of famous alumni, award-winning programs, and academic success.

There are many outstanding programs at New Albany. For example, WNAS 88.1 FM is the first high school radio station in the world. It started operating during school hours and playing classical music and educational programs. Today, WNAS is not only on the FM dial, but also at wnas.org and cable channel 25. Also, the station is on 24 hours a day and plays a variety of music, airs Bulldog athletic events, and televises a variety of school events.

New Albany High School Theatre Arts is nationally recognized among high schools in the US. New Albany Theatre Arts was named an Outstanding High School Theatre by the Educational Theatre Association, a prestigious honor. With its busy production and classroom schedule, the program offers theatre classes, musicals, plays and technical theatre opportunities in both a 900 seat main stage auditorium and also in an intimate 50 seat studio theatre. With consistent appearances at the International Thespian Festival, the theatre department offers professional level training in the classroom and within its extracurricular production season. The program has been featured in the New York Times and piloted shows with Musical Theatre International. New Albany was one of only 7 schools to perform the first production of High School Musical and Beauty and the Beast. An array of alumni can be seen in movies, television, on Broadway, and with touring companies, including Josh Dallas of Once Upon a Time.

We are the home of the 2018 Indiana Mr. Basketball Recipient. NAHS is the 2016 Boys Basketball 4A State Champions. The athletic department has also won state championships in boys' tennis, girls' basketball and softball. Also, individually the state high jump record was set by a Bulldog, a Medal Award Winner in boys' basketball, and individual wrestling champions were awarded. There have been hundreds of sectional, regional, and conference titles in a variety of sports. Individual track and field athletes were state champions in the 100 meters and high jump in 2012 and 2014.

Academically, New Albany has a tradition of excellence that is unsurpassed. New Albany graduates have been named as National Merit Scholars. In the 2018 Graduating Class NAHS had 1 US Presidential Scholar and 2 students achieved a perfect ACT score of 36. Millions of dollars are awarded annually to the senior class, and hundreds of scholarships are distributed. Recently, New Albany graduates have received scholarships and gone to such prestigious schools as Penn, Yale, and Stanford.

The members of the New Albany High School Hall of Fame are on plaques outside the office. Walking around the building, pictures of award winners, trophies won in a variety of areas, scholarship winners, and other proud moments of New Albany's history are displayed. These items symbolize what is special about New Albany High School. Remember, each person on the walls of this building once was in the same position you are today and became part of the tradition of excellence. As you walk down the hall, think about your legacy and what you can do to keep New Albany great.

ADMINISTRATION

Michelle Ginkins, PhD – Principal

Amy Miller Freshman Class of 2027 Cohort Administrator

Adam Lord: Sophomore Class of 2026 Cohort Administrator

Josh Nall: Junior Class of 2025 Cohort Administrator

Jamie Crick: Senior Class of 2024 Cohort Administrator

XXX– Assistant Principal/Student Activities

COUNSELORS

Olivia Miles – Freshman Class of 2027 Cohort

Natalie McGarvey – Sophomore Class of 2026 Cohort

Jessy Spainhour – Junior Class of 2025 Cohort

Olivia Singleton – Senior Class of 2024 Cohort

Mary Beth Hackman – Intervention Specialists , ELL Students

Eddie Bobbitt –College Prep, Post Secondary, Bulldog 101

Patti Howland – Facilitator Sophomore Class of 2026 and Junior Class of 2025

Kristi Charbonneau– Facilitator Freshman Class of 2027 and Senior Class of 2024

Liz Chaddic– Life Springs Therapist

Katie Higgs – Social Worker

OFFICE STAFF

Charla Mingus – Credit Recovery Facilitator

Cindy Mattingly - Credit Recovery

Kevin Tumey - Credit Recovery (AM/PM)

Caroll Daugherty – Attendance Clerk/Counselors' secretary

Donna Trulock-Jones – Secretary/Assistant Principals

Travis Nelson – School Resource Officer

Suzie Maled – Bookkeeper

Rhonda Maynard – Secretary/Principal

Lisa Lacy – Secretary/INOW

Carrie Simler – Secretary/Athletics

Beth Bowley – Bookstore

Megan Fitzgerald – Nurse

Dacia Wright - Receptionist

Cheryl Stuber - Secretary/ WNAS

Jodie Budd – Home/School Liaison

NEW ALBANY HIGH SCHOOL POLICIES

PREAMBLE

The New Albany-Floyd County Consolidated School Corporation recognizes: (a) that education is important to citizenship; (b) that students have rights of citizenship as delineated in the U.S. Constitution and its amendments; and (c) that citizenship rights must not be abridged, obstructed, or in other ways altered, except in accordance with due process or other relevant provisions of law.

Just as in our democratic society at large, the foundation and success in public school education depends on the balance of individual rights and individual responsibilities. Certain standards of student conduct are necessary to assure that individuals seeking to express their rights do not at the same time infringe upon the rights of others. Self-discipline, which comes from understanding this balance of rights and responsibilities, is essential in any democracy. The schools believe that self-discipline is promoted not only through instruction about our representative form of government, but also through practicing democracy in the schools, in the home, and throughout the community.

Those enjoying the benefits of citizenship in the school community must also accept the responsibilities of school citizenship. A democratic school must have rules and regulations just as must the larger democratic society. It is the responsibility of students, parents, educators and the community to work to establish rules and regulations which promote the best possible learning environment for all those involved in the educational process. Not only should the school environment provide equal opportunity for all, it should also permit the teaching-learning process to proceed in an orderly manner.

In an effort to create a more democratic school society, the Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has outlined some of the basic principles which will allow self-disciplined students to better govern themselves within the total school environment. These policy statements made by the Board of School Trustees are summarized below under eight main headings: (I) Basic Rights and Responsibilities of Students, (II) Enforcement of Rules and Regulations, (III) Procedure for Handling Suspensions and Expulsions from School, (IV) School Safety Policy, (V) Driver's License Policy, (VI) School Bus Safety Code, and (VII) Telecommunication.

As set out in Indiana law, I.C. 20-33-8, in all matters relating to the discipline and conduct of students, School Corporation personnel stand in the relation of parents and guardians to the students of the School Corporation. Therefore, School Corporation personnel have the right, subject to Indiana law, to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

I. BASIC FREEDOMS AND RESPONSIBILITIES OF STUDENTS

1. Freedom of Speech and Assembly

- a. The School Corporation recognizes students' constitutional rights to free expression. While participating in, or present at, any school activity or any school sponsored extracurricular activity, students may not engage in speech (spoken or written) or conduct (including by wearing clothing, jewelry, or hairstyles) that: is obscene, lewd, vulgar, indecent or plainly offensive ; actually or is reasonably be expected to substantially disrupt the school; promotes alcohol or other illegal drug use; incites imminent lawless action; threatens violence; asserts false statements of fact about another person or entity; or expresses school sponsored speech that is inconsistent with educational interests.**

- b. The School Corporation recognizes students' freedom to assemble peacefully. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the school principal. In considering such requests, the principal shall not unlawfully withhold permission based on the identity of the speaker or viewpoint being expressed. The use of obscenities is prohibited. Violence, threats of violence and possession, use or threatened use, of weapons are prohibited.

2. Freedom to Publish

- a. Students may edit, publish, and distribute printed, handwritten, or duplicated matter among their fellow students within the schools. Students must assume the responsibility for the content of such publications or handwritten opinions. The distribution of such material must not interfere with, or disrupt, the educational process, learning environment, or endanger the safety of students and employees. Such material must include the name of any student author(s) and distributor(s). Students may not write, edit, publish, or distribute materials that violate I.1.a above in school, on school grounds, at any school sponsored functions, or at any time while under the supervision of school personnel.

3. Search and Seizure

- a. A student has no expectation of privacy in a school locker, desk or other area assigned to the student for use, or in the contents of those assigned areas.
- b. The school principal or designee may search a student's locker, desk, or other assigned area at any time without reasonable suspicion.
- c. Other than a general search of student lockers, desks, or other assigned areas, any search shall be, where appropriate as deemed by the principal, conducted in the presence of the student whose locker is the subject of the search.
- d. A law enforcement officer with appropriate jurisdiction may, at the request of the school principal, assist the school administration in searching such a locker and its contents.
- e. The principal or designee may search the person or property of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of schools' rules. The extent and conduct of a search will be governed by the student's age, gender, and the nature of the infraction. Strip searches are prohibited.
- f. To combat escalating school violence and the potential presence of weapons in our schools, and in accordance with School Corporation policy and procedures, the School Corporation may utilize metal detectors, including, but not limited to, wands for random and reasonable suspicion-based searches to detect firearms, knives, and other weapons.
- g. Permission for a student to bring a vehicle on school property shall be conditional upon consent of the search of the vehicle and all containers inside the vehicle by an administrator without individualized reasonable suspicion. The student and the owner of the vehicle shall have no expectation of privacy in any vehicle or in the contents of any vehicle on school

property. The Superintendent shall prepare a written agreement consistent with this Policy to be signed each school year by each student driving to school and the owner of each vehicle driven to school. Each vehicle brought on school property by a student shall display a decal showing that the written agreement permitting the search of that vehicle has been signed.

Student vehicles parked off school property but falling within the scope of this Policy shall be subject to search by a school administrator with individualized reasonable suspicion.

- h. In an effort to promote a drug-free campus and to protect the district's educational purposes, including campus safety and health of the district's faculty, staff, and students, the district may routinely direct local law enforcement to conduct random searches of lockers, classrooms, and school parking lots. During those partnerships, the Board has authorized the use of specially trained dogs to locate and detect the presence of weapons and prohibited drugs on school property.
- i. Anything found in the course of a search pursuant to this 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 or turned over to an appropriate law enforcement authority.

4. Identification

It is the responsibility of all persons, upon request, to identify themselves to proper school authorities in the school buildings, on school grounds, or at school sponsored events.

5. Student Conduct at Events on and Off School Grounds and at Other Times When Not at School

- a. The New Albany-Floyd County Consolidated School Corporation has adopted a School Safety Policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees or visitors) or property. This Policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function or event and while traveling to and from school or a school activity, function or event. This Policy may also apply when a student's conduct is unlawful and may reasonably be considered to be interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts may be suspended and may be expelled for up to one (1) school year or one (1) calendar year, as set out in Article II, herein.
- b. Students are required to observe school rules and regulations and to be subject to the authority of school officials at school events, whether on or off school grounds. Students are required to be courteous and obedient in response to all reasonable orders from school personnel at school events, whether on or off school grounds.

6. Criminal Organizations and Activity

As required by Indiana Law, I.C. 20-26-18-3, a copy of the School Corporation's criminal organization policy (Board Policy 5840 Criminal Gang Activity), is included below: 5840- CRIMINAL GANG ACTIVITY

Prohibited Conduct

New Albany-Floyd County Consolidated School Corporation prohibits criminal gang activity on school property, school buses, or at school-sponsored functions.

New Albany-Floyd County Consolidated School Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity or who are victims, witnesses, bystanders, or others with reliable information about criminal gang activity.

Definitions

Per IC 35-45-9-1, "criminal gang" means a group with at least three members that specifically either:

- a. Promotes, sponsors, or assists in; or participates in; or
- b. Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity" means knowing or intentional participation by a student in a criminal gang, or knowing or intentional solicitation, recruitment, enticement, or the intimidation of another individual to join a criminal gang.

Procedures for Reporting and Investigating

A school employee is required by law to report any incidence of suspected criminal gang activity, including criminal gang intimidation or criminal gang recruitment, to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year, starting in 2017.

Consequences

A confirmed incident of criminal gang activity is a violation of the school's code of conduct. The principal or the principal's designee shall respond to criminal gang activity, according to the parameters described in the school's code of conduct.

Support Services

The principal may provide information or relevant support services to a student involved in, or suspected of, being involved in a criminal activity. The following types of services, including family support services, are available:

- a. Refer to counseling
- b. Establish programs to enhance school climate
- c. Enlist parent cooperation and involvement
- d. Enlist community cooperation and involvement

Criminal Gang Prevention and Education

The school corporation shall establish an evidence-based education criminal gang awareness program for students, school employees, and parents (IC 20-26-18-4).

The school corporation shall implement school employee development to provide training to school employees in the implementation of its criminal gang policy (IC 20-26-18-4).

The superintendent shall ensure that notice of this policy appears in the student handbooks and on the corporation's website.

7. Criminal Organization Activities, Clothing or Accessories

Students may not display signs, wear clothing or hairstyles, or otherwise display symbols that advertise criminal gang activity. Any activity, clothing or accessory affiliated with a criminal organization that can be construed to intimidate, separate or distract students from the primary mission of the schools is prohibited and provides grounds for suspension or expulsion under Article II, herein.

8. Policy Against Discrimination and Harassment Including Title IX

- a. The New Albany-Floyd County Consolidated School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.
- b. The School Corporation has appointed as Title IX and Complaint Coordinator to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected characteristic:

Jeanine Corson
2813 Grant Line Road

New Albany, Indiana 47150
Telephone 812-949-4200
jcorson@nafcs.org

The coordinator is responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

- c. Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
Fax: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website <https://www.nafcs.k12.in.us>. Hard copies can be obtained in office upon request by Jeanine Corson.

9. ANTI-BULLYING

Bullying is **prohibited** by the School Corporation. Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

Definition

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

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;

- (3) has the effect of substantially interfering with the targeted student's academic performance;
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the Corporation.

Bullying does **not** include, and should not be interpreted to impose any burden or sanction on, any of the following:

- a) participating in a religious event;
- b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- c) participating in an activity consisting of the exercise of a student's freedom of speech rights;
- d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- e) participating in an activity undertaken at the prior written direction of the student's parent; and
- f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

"Bullying," as defined by this policy and state law, does **not** include actions involving employees.

Applicability

The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Bullying behaviors based on the targeted individual's race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

Education

The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees, in accordance with Indiana law.

Reporting

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a

designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law (where the bullying constitutes child abuse, neglect, or other violation of law), such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

Investigation

Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees.

Intervention/Responses

If a report of suspected bullying is substantiated through an investigation, then the Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication.

Reporting to IDOE

Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

10. Human Dignity Policy

It is the Policy of the School Corporation that all employees, parents/guardians, students and members of the community **should be treated and should treat others** with courtesy, fairness and decency. Respect for the dignity and worth of every member of the school community must be recognized and promoted in the School

Corporation. Accordingly, it is a violation of Board Policy to degrade, demean, harass, haze, bully, stereotype or ridicule any person..

11. Charges by a Parent/Student

When a student or his/her parents believe that the student is being improperly treated, or improperly denied participation in any educational function of the School Corporation, or is being subjected to an illegal rule or standard, as provided by the statutes of the State of Indiana or applicable statutes of the United States, or by the Constitutions of the State of Indiana or of the United States, they may file a signed complaint form with the administration and if unable to work out their problems with the administrative staff, they shall be entitled to initiate a conference with the Superintendent or designee by filing a charge with the Superintendent in the same manner as a charge is initiated by the principal under Article III of this Guide. Parents can contact the Assistant to the Superintendent for Administration and Operation or the Director of Human Resources to obtain a corporation complaint form.

12. Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

Student records maintained by the New Albany-Floyd County Consolidated School Corporation are governed by laws including the Family Education Rights and Privacy Act ("FERPA"). FERPA affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to student education records. They are:

- a. The right to inspect and review the student's records within forty-five (45) days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- b. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and inform 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.

- c. The right to consent to disclosures of personally identifiable information contained 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 interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under certain circumstances, education records may be disclosed to a state or local juvenile justice agency. Also, federal law requires the school corporation to release a student's name, address and telephone listing to military recruiters unless the parent requests that such records not be released. Upon request, the School Corporation will disclose education records without consent to officials of another school corporation in which a student seeks or intends to enroll.

- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA.

Parents and eligible students who wish to file a complaint under FERPA should do so by submitting the complaint form found at www.studentprivacy.ed.gov/file-a-complaint electronically to FERPA.Complaints@ed.gov. Alternatively, individuals may print out the form, sign, and mail to the following address:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave., SW
Washington, DC 20202-8520

Directory Information: The School Corporation has classified the following information about individual students as "Directory Information":

Name; address; telephone listing; date and place of birth; school enrolled in; photograph or videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; academic majors and minors; participation in any officially recognized activities or sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; recognition of service or achievement; and the most recent previous educational agency or institution attended. The School Corporation may

disclose any of those items without prior written consent, unless notified in writing to the contrary by the following procedure:

If a parent/ guardian or eligible student does not wish to have some of the above listed Directory Information items released without prior parent's or eligible student's consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to: Chief of Human Resources, 2813 Grant Line Road, New Albany, Indiana 47150. Such statement must be submitted not later than October 15 of a school year or within thirty (30) days of the student's initial enrollment for the school year.

Release of Information to the Military: Federal law requires schools to provide high school juniors and seniors' names, addresses, and telephone numbers to military recruiters. Parents may opt out of this disclosure of directory information to military recruiters by delivering the request in writing to the school within fourteen days of the start of school or within fourteen days of enrolling their student.

13. Screening for Health Concerns

In the course of each school year, the School Corporation provides the opportunity for students at some grade levels, or in some programs to be screened for possible health concerns which could adversely affect a student's performance in the educational program of the School Corporation, including, but not limited to hearing and sight. If parents or guardians do not wish to have their child or ward screened for these possible health concerns because of religious beliefs, such parents or guardians must submit to the building principal a written signed statement indicating that the parent objects on religious grounds.

14. Student Insurance

Unless proven negligent, the School Corporation and School Corporation personnel assume no financial responsibility for medical expenses, treatment or damages resulting from injuries sustained by students while participating in any School Corporation sponsored educational program, or practicing for or participating in athletics, or any other school activity. The School Corporation makes student accident insurance available through a commercial insurance carrier; the protection and limitations are stated in the policy. Enrollment in this student accident insurance program is voluntary. If parents decide not to enroll in the student accident insurance program, it is the parents' responsibility to provide appropriate insurance, or to assume the risk of possible financial responsibility inherent in having their child participate in any school activities. Individual schools may request that parents provide the name of the company carrying the family's health and accident insurance, in order for school officials to have this information in cases of medical emergency.

15. Lost, Stolen, or Damaged Student-Owned Property

The School Corporation and School Corporation personnel assume no financial responsibility for lost, stolen or damaged student-owned property while such property is on the school grounds, or is being used at any school related activity off school grounds.

16. Unsupervised Students on School Property

The School Corporation and its employees assume no responsibility for the safety of students who are on school property at times when they are not involved in a school activity under the direct supervision of School Corporation personnel.

17. Administration of Medications

The administration of prescribed medication and/or medically-prescribed treatment to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
 - a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine).
 - b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.
3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.
4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose.

The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

Chronic Disease or Medical Condition

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - b. the student has been instructed in how to self-administer the medication;
 - and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

Transportation of Medications by Students

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication; or

Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by Corporation); and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Therefore, Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student. This policy shall not interfere with a health care provider's obligation under Indiana law.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such a facility.

18. Enrollment/Residence/Withdrawal

Resident students are those whose legal settlement is within the School Corporation's geographic boundary. **Proof of residency is required upon enrollment.** A student's legal settlement will be determined under applicable Indiana law.

A student's legal settlement will also determine the student's school attendance area within New Albany-Floyd County School Corporation. The School Corporation will accept the transfer of students who do not have legal settlement with the school corporation according to School Board Policy and Indiana law.

19. Parental Involvement/Visitor/Media

The School Corporation welcomes and encourages visits to school by parents, guardians, and others, but in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the

schools, it is necessary to invoke visitor controls. Disruptions to the educational environment will not be tolerated.

Visitors must register at the school office and seek permission to see a student or employee, participate in an activity, or observe. All visits are subject to the approval of the Superintendent, building principal, or designee. The prohibitions and expectations governing classroom observations are equally applicable to online instruction.

Specifically, visitors are reminded:

- Visitors are to be silent observers and not create any kind of disturbance or distraction.
- Statements and actions of other students (or statements by an instructor to other children) are to be maintained in confidence.
- Instruction and services may not be recorded in any manner (audio, video, cell phone, use of Alexa, etc.) unless first receiving approval from the principal and instructor.

Student visitors, except for those involved in a student council exchange program, are not permitted. All other visitors must have the approval of the principal or his designee.

Parents will be involved in the planning, review and improvement of the corporation's Title I programs and timely responses will be given to parental questions, concerns, and recommendations. Information concerning school performance profiles and their child's individual performance will be communicated to parents.

20. McKinney-Vento

The Corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation's Civil Rights Coordinator or the State Coordinator.

Questions about enrollment of a student who may be considered homeless should be directed to Katie Stein (kstein@nafcs.org), Licensed School Social

Worker/McKinney Vento Liaison (812-542-5505) or Tony Duffy (tduffy@nafcs.org), Assistant to the Superintendent for Elementary Education (812-542-2142).

21. Asbestos

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, the School Corporation is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Director of Facilities

II. ENFORCEMENT OF RULES AND REGULATIONS

When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. School staff members will make appropriate efforts, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. Authority for such action is given in the School Powers Act and the Student Due Process Statute, I.C. 20-33-8, et. seq. The Board of School Trustees has established policy in the Policy Manual of the New Albany-Floyd County Consolidated School Corporation and appointed administrative officers to carry out those Policies as amended.

1. After School Detainment

Students may be detained after school, but only for a reasonable length of time (a "reasonable length of time" is determined by the child's age and other factors). Unusual delays should be reported to the parent via the district/school communication if possible.

2. Restraint and Seclusion

New Albany-Floyd County Consolidated School Corporation has a plan and policy 5620 in place for the use of restraint and seclusion, as a last resort, to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations. A copy of this plan is located at the central office by calling 812-942-4200.

3. Teacher Temporary Dismissal

A teacher may dismiss a student from participation in any educational function under that teacher's charge and supervision for a reasonable period consistent with state/federal law and also the teacher handbook.

4. Suspension

A principal or 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.

- a. In Indiana, a suspension is defined as a disciplinary action whereby a student is separated from school attendance for a period of ten or fewer school days. Within 24 hours, or such additional time as is reasonably necessary, following a suspension, the principal/designee shall send a written statement to the student's parent(s) describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal/designee shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal/designee does not justify extending the period of the student's suspension.

Students who have been suspended or expelled from the regular school setting, following applicable Indiana law, will not be permitted to attend or participate in any extracurricular activity during the time of their suspension/expulsion. Students who have been suspended or expelled are not permitted to participate in extracurricular practice, contests, or performances until the day of their return to the normal classroom setting following the suspension or expulsion.

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to the items in II.8 below. For more information on suspension and expulsion, please refer to [identify policy].Policy 5610.

5. Expulsion

a. An expulsion is:

- i. A denial of the right of a student to take part in any school function for any period greater than ten (10) days;
- ii. A separation from school attendance for the remainder of the current semester of current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.

- b. In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation Section II.8.f below.

a. An expulsion for violation of the rule against knowingly possessing, handling, or transmitting a firearm, while under the jurisdiction of the School Corporation, will be for a full calendar year, as set out in Article II, Section 8, f., below.

b. The expulsion process offers the opportunity for a student due process meeting (See Article III, below).

c. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. Such reviews shall be conducted by the Superintendent or his/her designee after notice of the review has been given to the student and the student's parent or guardian. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original expulsion meeting and may lead to a recommendation that the student be reinstated for that semester.

A principal may require a student who is at least sixteen (16) years of age and who wishes to enroll after an expulsion to attend an alternative program.

The Board has voted to not hear any appeals on the decision of the Expulsion Examiner.

6. Other Disciplinary Actions Which Do Not Constitute a Suspension or An Expulsion

a. A principal, teacher or other school staff member who supervises students may discipline a student as necessary to ensure a safe, orderly, and effective educational environment by:

- i. Counseling with a student or group of students;
- ii. Conferencing with a parent or group of parents;
- iii. Rearranging class schedules;
- iv. Requiring a student to remain in school after regular school hours to do school work or for counseling;
Restricting athletic and other extracurricular activities, including removal from participation in such activities.

b. A principal or designee may assign a student to:

- i. A special course of study;
 - ii. An alternative educational program
- c. A principal or designee may remove a student from school sponsored transportation;
- d. The disciplinary actions listed in this Section do not constitute suspensions or expulsions, and the list of disciplinary actions are not exhaustive.

7. Application of the Grounds for Expulsion or Suspension

The grounds for expulsion or suspension, set out below, apply when a student is:

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

The grounds for expulsion or suspension may also apply when a student's conduct **on or off school grounds** is unlawful and may reasonably be considered to be 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, school recesses, or during the summer when a student may not be attending classes or other school functions. Please refer to I.C. 20-33-8-15**

- e. The grounds for bullying may be applied regardless of physical location of the bullying behavior when a student demonstrating bullying behavior **and the targeted student attend a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to a safe and peaceful learning environment.**

8. Grounds for Expulsion or Suspension are:

The following are the grounds for student suspension or expulsion, subject to the procedural requirements, set out below:

- a. Student misconduct; and/or
- b. Substantial disobedience.

The following enumeration is illustrative of the type of conduct **for which suspension or expulsion may be imposed. This list is not exhaustive.**

- a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or **other comparable** conduct constituting an interference with school

purposes, or urging other students to engage in such conduct, **such as (without limitation):**

- i. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
 - ii. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or exit from, or use of, the building or corridor or room;
 - iii. Setting fire to or substantially damaging any school building or property;
 - iv. Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
 - v. Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises;.
 - vi. Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any lawful meeting or assembly on school property;
 - vii. **Continuously and** intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under their supervision. This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.
 - viii. Harassing on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, **religion, or other protected** characteristics in violation of the Policies described in Article I, Section 8, above.
 - ix. Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, **or simulates a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined below.**
 - x. Violating the School Safety Policy (Section IV).
- b. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
- c. **Intentionally** causing or attempting to cause physical injury or **intentionally** behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect **some other person is not a violation of this rule.**
- d. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.

- e. Engaging in violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- f. No student shall possess, handle, or transmit any firearm or destructive device on school property. The following devices are considered to be a firearm under this rule: 1) any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, 2) the frame or receiver of any weapon described above, 3) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device, 4) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter, 5) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled, 6) an antique firearm, 7) a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes. A “destructive device” as defined in I.C. 35-47.5-2-4 means: 1) an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rock with a propellant charge for more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above, 2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule and/or when a student brings a firearm or destructive device onto school property or is in the possession of a firearm or destructive device on school property.
- f. Threatening injury to persons or damage to property or intimidating any person for any purpose, including obtaining money or anything of value regardless of whether there is a present ability to commit the act.
- g. Failing to report the actions or plans of another person to school personnel where those actions or plans, if carried out, could result in harm of another person or persons or damage property when the student has information about such actions or plans.
- h. Possession, use, transmission, or being under the influence of the following:

- i. Controlled substances as so designated and prohibited by Indiana or federal statute;
- ii. All chemicals which release toxic vapors;
- iii. All alcoholic beverages;
- iv. Any “medication” including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies, including, but not limited to, herbal remedies, anabolic steroids, dietary supplements, and antihistamines, except for those which permission to use in school has been granted pursuant to Board policies 5330 and 5330.01;
- v. Any “look-alike” substances;
- vi. Any chemicals or substances that are precursors to drug manufacturing;
- vii. Any other illegal substance so designated and prohibited by law;
- viii. Any substance not taken as directed or prescribed;
- ix. Any substance that alters behavioral patterns and is not prescribed by a physician.

It shall be sufficient grounds to prove transmitting a substance governed by this regulation if the provider transmits a substance which closely resembles such a substance, or which he/she represents to be a substance.

It is a violation of this Policy for a student to transmit paraphernalia used with any of the substances listed herein.

A charge of transmitting a substance covered by this subsection may include a charge of possession of such substance. It may be grounds for up to a 10-day suspension.

It shall be sufficient grounds to prove possession or use of a substance by this regulation if the student uses or possesses material which closely resembles such a substance or which he/she represents to be such a substance.

It is a violation of this Policy for a student to possess paraphernalia used with any of the substances listed herein.

Use of medication by a student when such medication has been prescribed for that student by a health care provider authorized by law to prescribe medication does not violate this rule, provided such medication is used by the student in accordance with the School Corporation policy governing the use of prescription drugs while under the jurisdiction of school authorities.

First time offenders determined to be in possession or under the influence of a prohibited substance, as set out herein, may be suspended up to five (5) days pending expulsion; however, an alternative to expulsion may be offered, by the school administrator to the student and his/her parents or guardian. A student is eligible for participation in this alternative program only one (1) time at each level

of instruction (elementary, middle, and high) during his/her total enrollment in the New Albany-Floyd County Consolidated School Corporation.

Second or repeat offenders determined to be in possession or under the influence of a chemical substance, as set out herein may be immediately suspended pending expulsion without being offered the alternative educational program.

- i. This program shall attempt to assist students in maintaining responsible behavior so that they may successfully complete school after experiencing the consequences of their violation of this Policy.
 - ii. If this alternative is chosen by the student and parents or guardian, the student must attend all sessions of the program. Any cost for the alternative program, not approved by the Corporation, will be the responsibility of the student's parents or guardian.
 - iii. If a student enrolls in the alternative program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
 - iv. If the student or his/her parents or guardian do not choose to participate in the alternative educational program, the building administrator shall immediately resume the expulsion process for such student. Such student may also be referred to the proper authorities.
- i. Intending to cause intoxication, euphoria, excitement or a similar condition by ingesting or inhaling, or attempting to ingest or inhale the fumes of model glue or a substance containing toluene, acetone, benzene, N-butyl nitrite or other similar substances.
- j. Possessing, using, distributing, purchasing, or selling tobacco or, nicotine-containing products, cigars, pipes, snuff, or other matter or substance that contains tobacco or nicotine as well as electronic, vape pens/devices (whether or not the vapor actually contains tobacco/nicotine), or other substitute forms of cigarettes, along with any kind of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
- k. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- l. Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - i. Engaging in harassment of a student or staff member;
 - ii. Disobedience of administrative authority;

- iii. Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or promotes illegal drugs, including tobacco and alcohol, ;
 - iv. Violation of the Corporation's acceptable use of technology policy or rules;
 - v. Engaging in sexual behavior on school property;
 - vi. Violation of the Corporation's administration of medication policy or rules.
- m. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
- n. Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.
- o. Excessive cutting of classes and/or tardiness to classes.
- p. Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.
- q. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- r. Falsely accusing any person of violating a school rule, and/or state or federal law.
- s. While on school grounds during school hours, knowingly possessing or using a laser pointer or electronic device in a situation or for a purpose not related to a school activity or an educational assignment without permission from the school principal or designee.
- t. "Sexting" or using a cell phone, school issued technology, or any other personal communication device to send, distribute, share, view, or possess pictures, text messages, emails, or other material reasonably interpreted as indecent or sexual nature. In addition to taking any disciplinary action, **the device or devices in question** will be confiscated and any suspected violations of criminal law(s) will be reported to law enforcement authorities.
- u. Personal or group messaging of inappropriate comments, pictures, emojis or videos that contain sexual, harassing or threatening messages.
- v. Engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.

- w. **Unauthorized taking**, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings **during a school function or activity**
- x. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- y. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- z. **Engaging in pranks or other similar activity that could result in harm to another person and disruption to the education environment.**
- aa. Violating any school conduct rule the building principal establishes and give notice to students and parents.
- bb. Engaging in bullying as **defined by the bullying policy at I.9 above.**

III. **PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL**

The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has provided a procedure for the handling of student suspensions and expulsions from school. The basic premise of this policy is fairness. A full text of the procedure required by Indiana Law is available in the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150, upon request. The following is a summary of that procedure.

1. **Suspension Procedures: When a principal (or designee) determines that a student should be suspended, the following procedures will be followed in accordance with policy 5610. A meeting will be held prior to the suspension of the student. At this meeting, the student will be entitled to:**
 - i. **A written or oral statement of the charges;**
 - ii. **If the student denies the charges, a summary of the evidence against the student will be presented; and**
 - iii. **The student will be provided an opportunity to explain his or her conduct.**

The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.

Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of suspension, describe the student's misconduct, and describe the action taken by the principal or his designee.

If, after an investigation, the principal or designee decides that expulsion is warranted for any student, he/she shall file a written charge with the Superintendent requesting that the student be expelled.

1. The School Corporation may vary from the discipline procedures in this handbook where appropriate to comply with 511 Indiana Administrative Code Article 7.
2. When a principal or designee recommends to the Superintendent that a student be expelled from school, the following procedures will be followed:
 - a. The Superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - i. A member of the administrative staff who did not recommend that the student be expelled and who was not involved in the events giving rise to that recommendation; or
 - ii. Legal counsel.
 - b. The Superintendent or the person appointed to hold the expulsion meeting may continue the suspension of a student for more than the ten (10) school days of the principal's suspension and until the time of the expulsion decision, if he/she determines that the student's continued suspension will prevent or substantially reduce the risk of:
 - i. Interference with an educational function or school purpose; or
 - ii. A physical injury to the student, other students, school employees or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion for an expulsion due to failure of legal settlement under I.C. § 20-33-8-17.

- c. An expulsion will not take place until the student and the student's parent or guardian are given notice of their right to appear at an expulsion meeting conducted by the Superintendent or the person designated by the Superintendent.
- d. The notice of the right to appear must be in writing, delivered by certified mail or by personal delivery, contain the reasons for the recommended expulsion, and contain the procedure for requesting an expulsion meeting.
- e. Failure by a student or a student's parent or guardian to request or to appear at an expulsion meeting shall be deemed a waiver of all rights administratively to contest the expulsion.

- f. The Superintendent or the person designated to hold an expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.
 - g. At the expulsion meeting, the principal or designee will present information to support the charges against the student. The student, parent or guardian will have the opportunity to answer the charges against the student, and to present information to support the student's position.
 - h. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent or guardian, by certified mail or personal delivery.
 - i. In accordance with Indiana Code, a student or parent may request an appeal to the Board of School Trustees on the action taken by the expulsion examiner unless the Board of Trustees has voted to not hear any appeals. The NAFC Board of Trustees voted not to hear any appeals. The ruling of the Expulsion Examiner is final.
3. Under Indiana law, judicial review of the Board of School Trustee's action, by the Circuit or Superior Court of Floyd County is limited to the issue of whether the School Corporation acted without following the procedure required by the student due process statute, I.C. 20-33-8 et. seq.

IV. SCHOOL SAFETY POLICY

The New Albany-Floyd County Consolidated School Corporation has adopted proactive safety policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees, or visitors) or property. This policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function, or event, and while traveling to and from school or a school activity, function, or event. This policy may also apply when a student's conduct is unlawful and may reasonably be considered an interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts will be suspended and may be expelled for up to one school year or one calendar year, in the case of firearms violations. Students will also be referred to the probation office or the prosecutor's office as required or appropriate. Students who make threats, whether spoken, written, by gesture, or expressed in digital means; and/or students whose behavior gives rise to a reasonable belief that the student is substantially likely to injure the student or others may be the subject to a Threat Assessment by the Corporation.

The school safety policy is implemented at each specific level of instruction (elementary, middle and high), and will not follow the student to the next level of instruction.

1. It shall be grounds for an immediate ten (10) days suspension pending expulsion for any student to possess, handle, use, threaten to use, demonstrate the intent to use or transmit weapons, firearms, or explosives. Except in instances involving firearms, upon the recommendation of the building principal, first-time offenders may be given the option of participating in an approved educational/counseling program outside the school corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The School Corporation may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
2. A student will be expelled for a full calendar year for possessing, handling, or transmitting a firearm, as defined by Indiana law, while under the jurisdiction of the school corporation. Under I.C. 35-47-1-5, a "firearm" means any weapon that is capable of expelling or designed to expel or that may readily be converted to expel a projectile by means of an explosion. A student expelled under this provision will not be re-enrolled in the school corporation until the beginning of the semester following the end of the expulsion. The length of expulsion for possession, handling, or transmitting a firearm may be reduced by the Superintendent, if the circumstances warrant such a reduction.
3. First-time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use, or transmitted weapons, firearms or explosives may be immediately suspended for up to five (5) school days. Such students shall also be required to meet with the school counselor upon returning to school.
4. The remainder of this policy notwithstanding, when a first-time offender has engaged in violent conduct or has continued to demonstrate aggressive behavior after being told by a school employee to cease and desist (students must be able to immediately demonstrate restraint and self-control) such student may be suspended for ten (10) school days pending expulsion. The students may, upon the recommendation of the building principal, be given the option of participating in an approved educational/counseling program outside the School Corporation. The cost of such outside educational/counseling program shall be the responsibility of the school district. The Superintendent may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
5. Second time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use or transmitted weapons, firearms or explosives shall be immediately suspended up to ten (10) school days. Such conduct may also be grounds for expulsion; however, an educational/counseling alternative to expulsion provided by an approved outside agency may be offered by the building principal to the student and his/her parents or guardians. If the educational/counseling alternative is offered, required documentation must be presented upon return to school.

- a. This program will be designed to assist students in successfully managing and resolving conflicts in a nonviolent and non-aggressive manner, so that they may successfully complete school after experiencing the consequences of their violation of this policy.
 - b. If the outside educational/counseling program is chosen by the student and parents or guardians the student must attend all sessions of the program. Any cost for this program will be the responsibility of the student and the student's parents or guardians.
 - c. If the student enrolls in the outside educational/counseling program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
 - d. If the student or his/her parents or guardians do not choose to participate in the outside educational/counseling program, the building administrator shall immediately resume the expulsion process for such student. Such student may be referred to the Floyd County Probation Office for any appropriate action.
6. Students who threaten or commit aggressive acts on more than two occasions may be immediately suspended for ten (10) school days pending expulsion.
 7. If a student's behavior is a criminal act, in addition to school discipline, the school will also notify the proper authorities.

V. DRIVER'S LICENSE POLICY

The School Corporation reserves the right to prohibit students from obtaining drivers' permits and/or drivers' licenses and/or to revoke students' drivers' licenses under the applicable provisions of state law and school corporation policy. The policy may be implemented for students who are habitually truant (those who have more than ten uncertified absences in a semester), are suspended from school for a second time, and/or are expelled or excluded from attendance at New Albany High School. New Albany High School may also implement this policy for students under the age of eighteen (18) who withdraw from school, including those who withdraw from school in order to avoid the revocation process. The portion of this policy dealing with drivers' permits applies to students aged fourteen (14) and fifteen (15). The policy relating to the revocation of drivers' licenses applies to students under the age of eighteen (18). In the event that the process is implemented, a registered letter will be sent to the parent(s) or guardian(s) of the student. The student and parent(s)/guardian(s) will have due process rights. At the conclusion of the due process procedure if the student is determined to be in violation of this policy, the proper form will be sent to the Bureau of Motor Vehicles.

VI. SCHOOL BUS SAFETY CODE

All school children, while being transported on a school bus, shall be under 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.

The following rules have been instituted for the safety and comfort of our children and the efficient operation of our bus fleet.

Students must do the following:

1. Be at their bus pickups on time.
2. Wait their turns to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.
3. The bus driver and bus monitors should be treated with respect.
4. Show consideration for the property where their bus stops are located. Damage and destruction at "stops" may result in the discontinuance of these "stops."
5. Nothing (arms, hands, heads, books, etc.) shall be allowed to protrude from open windows on the bus. Windows may only be opened or closed with the permission of the bus driver. Feet should be kept on the floor at the seats and not protrude into aisles of the bus.
6. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endangering every person on the bus.
7. Students must wear seat belts on buses where they are available.

VII. TELECOMMUNICATION

Student Access to the Internet

Users are legally bound to the terms and conditions of the Telecommunications Use Agreement. It is assumed that users have read the terms and conditions carefully and understand their significance including the understanding that any violation of these regulations is unethical, may constitute a criminal offense, that accessor's privileges may be revoked and school disciplinary action may be taken as well as appropriate legal action.

If a parent or guardian does not authorize the school to make Internet access available to their student, it is the parent's responsibility to inform the school in writing. Alternate activities of a suitable educational nature not requiring Internet access will be assigned to students whose parents have informed the school not to make Internet access available to their student.

VIII. NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION TELECOMMUNICATIONS USE AGREEMENT

The New Albany-Floyd County Consolidated School Corporation firmly believes that there is a wealth of information and interaction on the worldwide computer network that will provide valuable resources for our students. With access to computers and people from all over the world through Internet, it is impossible to control access to all materials found on the Internet, and an industrious user may discover controversial information. Sponsoring teachers will instruct and supervise their students in acceptable use of the Internet and proper Internet etiquette.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Access to the Internet through school

machines requires responsible, efficient, ethical, and legal utilization of Internet resources. Users violating **any of the acceptable use policy may** be disciplined, and their access to Network and Internet services terminated and future access denied

IX. INTERNET-TERMS AND CONDITIONS

1. **Responsible Use** – Internet and Network access must be in support of education and research and consistent with the educational objectives of this School Corporation. Transmission of any material in violation of any U.S. or State regulation is prohibited. This includes, but is not limited to, infringement of any copyrighted material, threatening or obscene material, or material protected by trade restrictions. Users may not access, upload, or download sexually explicit materials. Internet and Network access may not be used for commercial activities.
2. **Privileges** – The use of the New Albany-Floyd County Consolidated School Corporation telecommunications service is a privilege, not a right, and inappropriate use will result in a cancellation of all privileges. Assignments that require Internet access will have a faculty sponsor who will instruct and monitor student activity on the Internet. The sponsor and the Network administrators will deem what is inappropriate use and their decision is final. Parents, faculty sponsors, administration, faculty, or staff may request that further account privileges be denied, revoked, or suspended for any violation of this policy.
3. **Network Etiquette** – Users are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not be abusive in messages to others.
 - b. Use appropriate language. Offensive or vulgar messages, such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the School Corporation's existing Policies, rules, and regulations governing harassment and discrimination. Illegal activities are strictly forbidden.
 - c. Do not reveal personal address or telephone number, or those of other students or colleagues.
 - d. E-mail is not guaranteed to be private. System Operators may have access to all e-mail. Messages relating to or in support of illegal or improper activities will be reported to the proper authorities.
 - e. Do not use the Internet or Network in such a way that would disrupt the use of the Internet or Network by other users.
 - f. All communications and information accessible via the Internet should be assumed to be private property and safeguarded by copyright laws.
 - g. Word messages carefully and be brief.
 - h. Passwords may not be shared except with the teacher/supervisor and the System Operator.

- i. Users may not access another person's files or account without their permission.
- 4. Warranties – The New Albany-Floyd County Consolidated School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Albany-Floyd County Consolidated School Corporation will strive to provide error-free, dependable access to the computing resources associated with Network and Internet use. However, this School Corporation is not responsible for any damages suffered due to loss of data resulting from delays, non-delivery, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's risk. The New Albany-Floyd County Consolidated School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through these Network and Internet services.
- 5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the network, he/she must notify a sponsoring teacher or a system administrator. Do not demonstrate the problem to others. Do not use another individual's account without permission from that individual. Attempts to log on to the network as a system administrator will result in disciplinary actions. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet services.
- 6. Vandalism – Vandalism will result in cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user of other networks that are connected to the New Albany-Floyd County Consolidated School Corporation wide area network. This includes, but is not limited to, the uploading or creation, or distribution of computer viruses. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.

The Director of Technology and Instructional Services shall develop and maintain a Technology Manual setting forth additional rules, policies, and procedures for effective management of the School Corporation's Wide Area Network and technological services.

The Board of School Trustees firmly believes that broad educational opportunity should be a right for all children. Educational experiences are provided not only in the regular classroom, but also by a comprehensive extracurricular activities program. Therefore, removal from the extracurricular activities or from the classroom as a disciplinary measure is resorted to only when self-discipline fails.

It is the sincere hope of the Board of School Trustees that this Guide will be helpful to students, parents, and teachers in the effort to promote more democratic schools and continued good relations between students and teachers.

X. Every Student Succeeds Act

- a. **Parent's Right to Know:** Upon a parent's request, the School Corporation will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.
 - b. **Testing:** Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the School Corporation. More information about Indiana's testing requirements is available at: <http://www.doe.in.gov/assessment>.
- I. **Local School Wellness Policy:** In accordance with School Board policy, the Superintendent has appointed INSERT NAME AND/OR POSITION to serve as the Indoor Air Quality (IAQ) Coordinator for the Corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation. The IAQ Coordinator (Leslie Beach) may be contacted at lbeach@nafcs.org and 812-942-4200.
- II. **Meningococcal Disease:** Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.
- III. **Pesticide Use:** On occasion, the Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation's Pesticide Notification Registry. Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry. Forms are available in each school's office.** Notification will be given at least two days before planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The Corporation will keep records of pesticide applications and information

about the pesticides used for two years. Anyone may request to review these records by contacting the corporation's Director of Facilities at 812-942-4200.

IV. Student Privacy, Parental Access to Information, and Inspection of Materials

- a. The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:
 - i. political affiliations or beliefs of the student or his/her parents;
 - ii. mental or psychological problems of the student or his/her family;
 - iii. sex behavior or attitudes;
 - iv. illegal, anti-social, self-incriminating, or demeaning behavior;
 - v. critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 - vii. religious practices, affiliations or beliefs of the student or his/her parents; or
 - viii. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).
- b. The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.
- c. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.
- d. Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

- e. The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- f. The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
- g. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- h. The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

V. Access to Students with Disabilities: In compliance with state and federal law, the (LEA) will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected disabled students, contact:

Name and/or Title Michelle Ferree, Director of Support Services
 Address 2813 Grantline Rd, New Albany, IN 47150
 Telephone No. 812-942-4200

VI. Directory Information

The Superintendent hereby provides public notice to students and their parents of the school corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; and scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

The Superintendent is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The School Corporation hereby provides notice to parents and students that either one may request that the information not be released by the School Corporation to the military recruiting representatives. To complete this process, a student or parent would submit a written request to the building administrator at their respective school.

If the student opts-out and later changes his/her mind a revocation may be made by submitting a written revocation of opt out to the building administrator at their respective school. address].

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the building administrator at their respective school within ten (10) days after receipt of this annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parents/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student,

ACADEMIC INTEGRITY POLICY

As members of the New Albany High School community, all teachers, students, administrators and parents have the responsibility to work together to ensure the Academic Integrity Policy is followed and upheld and that the purpose of education is the development of knowledge, skills and habits-not just the accumulation of points for a grade. Policy Goals In keeping with the school's role as a center for all types of learning, including the building of character for life after high school, New Albany High School resolves to teach all students the meaning and relevance of integrity in their academic and professional careers. The goal of the NAHS Academic Integrity Policy is to create a school community in which every member is assured that

integrity and fairness are the norm, that violations of this norm are not tolerated, and that actions that undermine this expectation are handled firmly consistently and in a timely manner. In the end, the purpose of this policy is to create a school where each student can proudly state of each assignment: (This work is my own. I have neither used, nor received, nor given aid unauthorized by a teacher when turning in completed work.) Definition of Academic Dishonesty Academic dishonesty (malpractice) is any attempt to gain academic credit or recognition to which one is not entitled or to assist others to do so. Academic dishonesty includes, but is not limited to:

- Copying, or allowing the copying of, graded or ungraded work
- Collaborating with others beyond what the classroom teacher (authorized) allows
- Gaining unauthorized prior knowledge of assessments or providing such knowledge to others
- Transmitting or receiving information (i.e. texting, Twitter, Facebook, etc.) related to the content of graded or ungraded work
- Misrepresenting situations for academic gain, including as a means to receive additional time to complete graded or ungraded work
- Falsifying data or sources in graded or ungraded work
- Manipulating the system to gain an unfair advantage (i.e. attempting to confuse the Scantron machine)
- Altering a grade, whether on an individual assignment or in student records (grade book)
- Failing to comply with the instructions of the proctor or other member of the school's staff responsible for the conduct of the evaluation
- Impersonating another candidate
- Stealing examination papers
- Using an unauthorized calculator during an examination
- Violating the rules of school sponsored academic competitions or assignments
- Plagiarism-the stealing or using of others' words, original ideas, images or work without crediting the original source. Examples of plagiarism include, but are not limited to: (a) using others' words, phrases, images or work without giving accurate documentation, (b) downloading information from the internet in part or in whole (global plagiarism) and inserting it into one's work without giving proper credit to sources (c) copying the structure and organizational pattern created by another writer Teachers have the responsibility to:
 - Enforce the Academic Integrity Policy by reporting every incident that they believe, based on evidence, represents a violation of the policy
 - Hold themselves to the same standards of integrity that they expect of their students
 - Provide expectations regarding student work in the course syllabus, including what is permissible in terms of collaboration
 - Give rigorous, relevant and equitable assignments and assessments
 - Respond sensitively and in a timely manner to student and parent inquiries regarding course content and expectations
 - Refer students to resources or provide help when asked or when it is apparent that students are struggling in the course
 - Keep accurate records of student performance
 - Use plagiarism detection software when appropriate Students have the responsibility:
 - Read and understand the Academic Integrity Policy, including their own teachers' expectations as set forth in those teachers' syllabi

- Clarify with the appropriate teacher any questions they have about whether a particular action is acceptable, before taking that action
- Take an active role in their own education-to choose classes at appropriate levels, to seek help when they need it, and to avoid placing themselves in situations that make unacceptable behavior tempting
- Report to a staff member any violations of the Academic Integrity Policy a student observes; student's identity will remain confidential Administrators have the responsibility to:
- Assist teachers in providing authentic assignments and assessments
- Make the Academic Integrity Policy available to all students, teachers, and parents
- Keep accurate up-to-date records on Academic Integrity Policy violations for the duration of each student's high school tenure
- Enforce the Academic Integrity Policy and apply consequences consistently and in a timely manner Parents have the responsibility to:
- Familiarize themselves with the Academic Integrity Policy and discuss the policy with their child
- Familiarize themselves with individual teacher policies and expectations and discuss them with their child
- Be actively involved and engaged in what their child is learning, but avoid providing assistance that would be in conflict with the Academic Integrity Policy
- Support school consequences for the Academic Integrity Policy
- Be sensitive to the pressure students face and adjust expectations accordingly

ACTIVITY SCHEDULE See “Bell Schedule”.

ACADEMIC HANDBOOK

The Academic Handbook is available in the counseling office and provides information about course offerings, class rank, diploma requirements and other information.

ALCOHOL See “Drug and Alcohol policy”.

ANNOUNCEMENTS

Announcements are made at the start of the 1st period. To receive the announcements each day via the “Bulldog Bulletin”, an email should be sent to llacy@nafcs.k12.in.us.

ATHLETICS

New Albany High School is a member of the Indiana High School Athletic Association and conforms to the rules of that organization. To be eligible for participation in athletics, students must be passing five full-credit classes the quarter before their competition begins. NAHS. is also a member of the Hoosier Hills Conference. The school urges students to try out for any sport that is of interest to them.

When student athletes register for the ACT. or SAT, they should be sure to send their test scores directly to the NCAA clearinghouse. Simply have them mark code 9999 on the registration form. Student athletes can pick up the NCAA Initial-Eligibility Clearinghouse Student Release Form and the booklet, “Making Sure You Are Eligible to Participate in College Sports,” from the main office or the Athletic Office. Students are given discounts on tickets to all athletic events. A bigger discount is given for purchasing a student season ticket.

The Athletic Office is in A114 and handles the selling of tickets. Additional information (including district policies) is listed under "Sports".

ATTENDANCE POLICY

All students are expected to attend school regularly and to be on time for classes in order to derive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Much more is taught in classes than can be included in examinations, regardless of how comprehensive such examinations may be, and a student can benefit from this instruction only by being present in the classroom. The responsibility for regular school attendance rests with the student and his or her parent or guardian. Parents are encouraged to schedule routine/non-emergency medical appointments outside the school day.

Teachers will maintain accurate attendance records for each student. Absences from school fall into one of four (4) categories: excused, unexcused, truancy, and out-of-school suspension or expulsion.

In order for an absence to be excused, a parent/guardian must call the school or the student must bring a note signed by his or her parent or guardian, or a physician's statement, to his or her counselor when returning to school. Calls from parents do not require a follow-up note. New Albany High School reserves the right to discipline students for any note submitted to the attendance office that has been forged, falsified or altered. It is the parent's/guardian's responsibility to notify the school attendance office by phone, or in person, of the reason for the student's absence, either in advance, or on the day of the absence. Calls may be made 24 hours a day to the NAHS Attendance Hotline (812-981-2501).

It is the student's responsibility to initiate the request to make up work. The length of time permitted to make up work will depend on the length of the absence at the discretion of the teacher. Suspended or truant students can make up their work.

When an assignment made prior to an absence is due on the day of a student's first absence, the student is expected to complete and turn in the assignment upon return. Tests assigned prior to an absence will be administered immediately upon a student's return to school, unless other arrangements are made with the teacher prior to the student's return to school.

The school reserves the right to determine if the absence is excused or unexcused. Commonly accepted reasons for an excused absence are:

- Personal illness;
- Death of an immediate family member (parent, guardian, grandparent, brother, sister or spouse);
- Medical/Dental appointments, which cannot be scheduled outside the school day;
- Travel for a limited time period involving new educational experiences for a student, which is requested, on an infrequent basis, by the parent or guardian at least one (1) week in advance of the proposed absence. A prearranged absence form should be obtained from a counselor;
- Celebration of religious holidays by a student and parents or guardians;
- Other highly extenuating circumstances which the principal or his or her designee will determine either in advance or on the day of the absence.

Some absences are not recorded and will count as days of attendance for a student, as follows:

- Service as a page or as an honoree of the Indiana General Assembly;
- Service on a precinct election board or as a helper to a political candidate or a political party on the date of a general, city, town, special, or primary election - the student must have written permission of parent or guardian and must verify performance of such services;

- Appearance as a witness in judicial proceedings, under subpoena;
- Service on active duty with the Indiana National Guard for not more than ten (10) days in a school year, the student must verify by providing a copy of the official orders;
- Attending a school for religious instruction upon request of parent or guardian and approval of N.A.H.S. principal;
- Participation in out-of-class, school-sanctioned activities with prior approval of N.A.H.S. principal or designee. These may include verified college visits, fine arts performances, academic or military tests, elementary camp, or field trips;
- Service as a member of the state standards task force when attendance at a state standards task force meeting and travel conflicts with a student's instructional day.

Full Day Absences- Per Semester:

- 4 days – a letter sent home by home school liaison
- 6 days – 1 after school detention assigned by administrator, 1st legal letter sent home Request parent conference
- 8 days – review record, administrator may remove driver's license or parking pass
- 10 days – 2 after school detentions, reconvene parent conference, expulsion may be filed, 2nd legal letter sent home by home school liaison, referral to probation, work permit may be pulled
- 11 + days – Suspension may be assigned by administrator, reconvene parent conference, expulsion may be filed, change of placement may be made, driver's license may be invalidated, student may forfeit participation in or attendance at extra-curricular and/or co-curricular activities

Every student must get permission to leave school before signing out in the general office. The parent or guardian must send a note with the student requesting the early dismissal and the reason for the dismissal. The note should be taken to the student's counselor or the home-school liaison before school who will verify the early dismissal needed. No dismissal will be made by a counselor without a note or phone call from a parent or guardian. All notes will be kept on file. Sending a note before school starts ensures the timely release of your student.

Prearranged Absences:

If a student knows he/she will be absent on a certain date(s), a "Prearranged Absence" form must be completed, if students expect work to be counted. The form must be submitted and approved in advance. These days are counted as absences.

The School Board Policy Manual lists "Travel for a limited time period and involving new educational experiences for a student, which is requested on an infrequent basis, by parents or guardian at least one week in advance of the proposed absence" as an authorized absence if approved.

Tardiness/ Late Arrival

If a student is more than ten(10) minutes tardy to school, he/she should sign in with the attendance clerk before reporting to class. The attendance clerk will issue a pass, which the student is to show to his/her teacher.

Students are expected to be in their scheduled classroom when the bell rings. Students who enter the classroom after the bell rings must present an admittance pass or they will be considered tardy. A student who misses more than ten(10) minutes of a class period is considered absent from that class for that day. An admittance pass is required to gain entrance to class. Tardies and late arrivals are tracked independently per 9 weeks.

- 3: parent contact, detention warning
- 5: ½ hour after school detention or lunch detention assigned by administrator
- 7: 1 hour after school detention assigned by administrator and phone call made to schedule conference to write attendance plan, added to no pass list for 9 weeks, expulsion warning given, change of placement discussed, referral to probation may be made
- 10: 2 1 hour after school detentions assigned by administrator, reconvene parent conference, discuss suspension, change of placement discussed/made, referral to probation may be made, work permit may be pulled; remain on no hall pass list
- 11+: Suspension may be assigned by administrator, reconvene parent conference, Request for expulsion may be filed; change of placement made, driver's license may be invalidated, student may forfeit participation in or attendance at extra-curricular or co-curricular activities; remain on no pass list for the nine weeks.

Truancy per Academic Year:

- 1: 1 hour after school detention by administrator; parent contact made; "no-pass list" for the rest of the Academic year
- 2: 2-1 hour after school detention by administrator, phone call made to schedule conference to write attendance plan; expulsion warning given, change of placement discusses; referral to probation may be made
- 3: SAL assigned by administrator; reconvene parent conference; discuss suspension; change of placement discusses/made; referral to probation may be made.
- 4: OSS assigned by administrator, reconvene parent conference, discuss suspension, change of placement discussion/made; referral to probation may be made
- 5: Expulsion filed

BELL SCHEDULE

Period	Reg Schedule
1	7:40 - 8:25
2	8:30 - 9:15

3	9:20 - 10:05
4 (Lunch)	10:10-12:00
	<i>Lunch 1 10:05-10:35</i>
	<i>Lunch 2 10:35 - 11:05</i>
	<i>Lunch 3 11:05 - 11:35</i>
	<i>Advisory Time 11:35 - 12:00</i>
5	12:05 - 12:49
6	12:54 - 1:38
7	1:43 - 2:26

BOOKSTORE/BOOK RENTAL

The New Albany High School Bookstore is located in A201 near the office; hours are 7:30 a.m. to 2:30 p.m. All textbooks are rented or sold through the bookstore. Lost or damaged books must be paid for by the student. All books must be returned to the bookstore when schedule changes are made or when a student withdraws from school. The bookstore sells school supplies needed by students.

BULLYING: SEE BASIC FREEDOMS AND RESPONSIBILITIES OF STUDENTS

CELL PHONE See “Electronic Devices”.

CHEATING

Cheating is not accepted at New Albany and may result in a variety of consequences. See the Academic Integrity Policy.

CLASS RANK: See Academic Handbook for information.

CLUBS

There are many clubs offered during the school day and some after school. Students will be allowed to sign-up for clubs early in the school year, and there are dates scheduled as “club days” which have a different schedule to accommodate clubs. A booklet is distributed describing all clubs offered and all students are encouraged to join a club.

COLLEGE VISITS See Academic Handbook for information.

COUNSELORS

The counselors of New Albany High School are located across the hall from the main office. The aim of the NAHS counseling and guidance staff is to help all students discover and develop their interests and abilities to the greatest extent possible. Students are to work with their respective counselors on all-academic planning. For personal problems students are welcome to visit a counselor of their choosing, the principal or assistant principals, or ask to be referred to Student Services.

Counseling help is available during the entire school day. Students who wish to see their counselor may request an appointment via the classroom teachers or may visit the counseling office at a convenient time before or after school or during the lunch period. Students should complete a blue "Request For Counselor" form.

CYBERBULLYING: SEE BASIC FREEDOMS AND RESPONSIBILITIES OF STUDENTS

DELINQUENT LISTS

At the end of each school year, delinquent lists are prepared naming those students who have not paid required book rental fees, who owe library fines, who have not returned rented textbooks or library books or who owe some other obligation to the school. It is in the interest of each student/parent to see to it that all obligations are taken care of as soon as possible.

DETENTION/DETAINMENT

Students may be assigned after-school detention by an administrator for such infractions of the rules as tardiness, truancy, inappropriate language or inappropriate conduct. **After school detention is held after school from 2:30-3:30pm.** Students may be detained after school, but only for a reasonable length of time. (A "reasonable length of time" is determined by the child's age and other factors.) Unusual delays should be reported to the parent by the teacher by telephone, if possible.

DIRECTORY INFORMATION

Under regulations of the No Child Left Behind Act of 2001, schools are required to give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. Schools are generally required to provide students' names, addresses, and telephone listings to recruiters, when requested. Parents may opt out of providing directory information to third parties. A letter requesting that directory information NOT be released must be on file in the Office of the Superintendent, New Albany-Floyd County Schools, 2813 Grant Line Road, P.O. Box 1087, New Albany, IN 47150.

DRESS CODE

The School Board believes that student dress and appearance should be respectful and not interfere with the learning environment. This replacement policy begins with the 2022-2023 school year.

The School Board understands that schools may have special days/events where the principal allows restricted items to be worn (e.g. sunglasses on Beach Day).

Clothing and jewelry which includes depictions or symbols of the following are prohibited:

- a. sex or sexual innuendo;
- b. lewd, vulgar, indecent, or plainly offensive speech, including profanity;
- c. violence, destruction of property, or advocating the use of force;
- d. urging violation of the law or school regulations;

- e. alcohol, drugs, tobacco, or tobacco like products;
- f. anything that humiliates others or which may be considered racist, sexist, ethnically derogatory, including the confederate flag
- g. anything that substantially or materially disrupts the school environment.

Restricted items will include the following:

- a. Any item deemed inappropriate by a building administrator
- b. Any item that may cause safety concerns/issues
- c. Head covering of any kind unless the item (e.g. religious headwear) is approved by the principal
- d. Pants and skirts must be worn at the waist
- e. Tops without sleeves unless deemed appropriate by a building administrator and cover the stomach
- f. Pajamas or similar nightwear
- g. Sunglasses without a doctor's statement
- h. Clothing or holes in clothing that exposes stomach/private areas

Principals should consider the following progressive consequences when students do not follow the policy:

- a. Warning
- b. Warning and parent contact
- c. Parent conference at the school
- d. In school suspension
- e. Out of school suspension

Principals have the authority to develop a school uniform policy, if they follow the following procedure:

- a. A committee made up of parents, students, certified staff, non-certified staff, and administrators should meet to develop a school uniform policy.
- b. Parents, staff, and students, grade 3 or higher, should be surveyed to get their opinions.
- c. The principal will bring a recommendation to the Superintendent.
- d. The Superintendent shall bring a recommendation to the Board.
- e. The Board will vote on the recommendation.

DRILLS

State law and district policies require all public schools to conduct a specific number of fire, disaster and intruder drills in the course of the school year. Each classroom posts a list of directions for each type of drill. All teachers will go over the specific instructions for their room. Follow these directions without fail. It is essential that silence be maintained so that directions may be heard. Careful haste (but no running) is encouraged.

DROP/ADD: See Academic Handbook for information.

ELECTRONIC DEVICES

The use of an electronic pager, cell phone, radio, headset, CD/MP3 player, camera, laser pointer, electronic game, television, or any other communication device on school grounds during school hours is prohibited unless authorized by a school official. Per Board policy, these devices should be powered completely off (i.e. not just placed into vibrate or silent mode) during school hours and stored out of sight. These items will be confiscated and disciplinary action will result. Parents are discouraged from contacting their children during the school day by using electronic devices such as cell phones, text messaging or email. Students who respond to these types of messages will be in jeopardy of having the item confiscated and may face additional disciplinary action. Parents who need to reach their child during the school day can contact their child's counselor or the front desk receptionist to deliver a message to the student. Students may not photograph or film others while on school property or at school events without the permission of those individuals unless they are part of an authorized school organization. Consequences for multiple offenses:

- 1st offense -- Phone/electronic device is confiscated
- 2nd offense -- Detention assigned by Assistant Principal/Dean
- 3rd offense -- Detention and parent conference assigned by Assistant Principal/Dean
- 4th offense -- One day SAL and parent conference assigned by Assistant Principal/Dean

ELECTRONIC DEVICES (SCHOOL ISSUED)

The same electronic device policy as outlined above will be followed, with the exception that they will only be confiscated for one class period, rather than the entire day. The steps listed below will be followed:

- 1st offense -- device taken for the period,
- 2nd offense -- device will be taken for the period, referral to administrator for detention to be assigned,
- 3rd offense -- device taken for the period, referral to administrator for two detentions to be assigned and parent contact to be made,
- 4th offense -- device taken for the period, referral to administrator for assignments of SAL and parent contact to be made.

ELEVATOR USAGE

Students are not permitted to use the school elevators unless arrangements have been made through the health office. The health office will issue an elevator pass. Elevators are reserved for students with certain medical conditions or temporary disabilities.

EXTENDED LEARNING CENTER

The alternative school for New Albany High School is the Extended Learning Center, located in the former agriculture building across Locust Street from the main building. Students must fulfill the attendance and work requirements to be a student in good standing. Students are assigned to the center who have been expelled, have health issues, or another reason approved by the New Albany High School administration.

EXTRA CURRICULAR ATTENDANCE

Attending extracurricular activities is a privilege for students. A student may be denied the right to attend school events at the discretion of any school administrator. In addition, a student will be removed from an event when an administrator feels that the student's conduct creates an unsafe environment or is deemed inappropriate by school personnel.

FIGHTING: SEE BASIC FREEDOMS AND RESPONSIBILITIES OF STUDENTS

FINAL EXAM WEEK : See Academic Handbook for information.

FINANCIAL OBLIGATIONS

Students may be assessed a financial obligation for failure to pay fees or for damage to school property including textbooks. The student is then notified of his or her obligation and payment is due promptly. This is done to teach respect for property and to ensure that our textbook rental funds are managed in a responsible fashion.

FUNDRAISING

Many valuable and worthwhile fund raising activities occur each year. No fund-raising event may take place without prior approval of the assistant principal for student activities. Students may not sell or solicit for personal gain.

GAMBLING

Gambling of any form is prohibited on school grounds. Students caught gambling will be suspended from school. Playing cards and dice are not permitted during the school day.

GRADUATION REQUIREMENTS: See Academic Handbook for information.

HALL PASSES

A pass in a color assigned by floor and assigned by a staff member of the school is necessary to travel around the building and grounds. The pass must be in the possession of the student anytime during the day except lunch when the student is moving around the building or grounds. If a staff member asks to see the student's pass it must be shown without hesitation. Students not having a pass will be sent back to class upon the first offense; the second offense may lead to disciplinary action. Students with an excessive amount of disciplinary referrals or attendance issues may be placed on a "No Pass" list. Students caught using or possessing tobacco are automatically placed on a "No Pass" list.

HEALTH OFFICE/MEDICAL

A school nurse oversees the health services offered at this school. In case of illness or injury, a child will be cared for by the school nurse or trained members of the school staff. If your child has a health concern, please include this information on your child's health history information or notify the school as soon as possible. This information remains confidential and is shared with school personnel only on an as-needed basis. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the hospital by ambulance at the parents' expense. ***Remember, an emergency telephone number where parents can be reached must be on file and is vital in reaching parents in the case of an emergency.***

Admission of Students to Health Office

If students present themselves at the health office and have been injured or are obviously ill, they may be admitted without a pass and will be cared for according to the medical standing orders approved by the medical advisor. All other students who wish to be admitted to the health office must have a pass from the teacher to whom they are responsible that period. Students who do not feel well may be allowed to remain in the health office for a maximum of thirty minutes. At the end of that time, the school nurse or health aide will determine if returning a student to class, phoning a parent/guardian, or referral to a counselor or administrator will best meet the student's health and learning needs. Students should NOT call home from a personal cell phone or general use phone in the school to be excused for illness. When a student returns to class from the health office, the original pass will be used with the time of dismissal from the health office and nurse or health aide's initials.

Medications at School

1. A "Request for Administration of Medication" form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request

Must contain the student's name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.

2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The section of the medication form entitled "Possession and Self-Administration of Emergency

Medication Authorization/Approval" must be signed and dated by the doctor and parent/legal Caregiver.

- 3..The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exceptions to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to a one (1) school week's supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal. The medication must come to school meeting the requirements listed in # 5 below.

4. All non-prescription medication must be in the original container and be clearly labeled with The child's name.

5.All prescription medication must be in the pharmacy labeled or packaging with the following information:

Prescription Number
Child's name
Doctor's name
Name of medication
Dosage
Time to be given

Illness and Returning to School

Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons and require a doctor's statement for readmission:

1. Reddened eye(s) with possible drainage, matting, or discomfort.
2. Recurrent or persistent skin infections – including scabies.
3. Unexplained or undiagnosed rash.
4. Injury involving documented loss of consciousness.
5. Untreated drainage from skin.

Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons:

- 1 Temperature of 100.4 or over. Students must be fever-free for 24 hours before returning to school *without the aid of fever-reducing medication such as Tylenol/Ibuprofen before returning to school.*
- 2.Temperature of 96.5 or lower.
- 3.Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day, but should be treated and checked by school personnel before being admitted to class the next day. According to New Albany-Floyd County School Board Policy, classroom head checks will not be done.
4. Vomiting. Student must be free of vomiting for 24 hours before returning to school unless documentation has been provided to indicate an underlying, non-contagious cause See # 6
- 5.Diarrhea. Student must be free of diarrhea for 24 hours before returning to school, unless documentation has been provided to indicate an underlying, non-contagious cause See # 6
- 6.During periods of community spread respiratory illness such as COVID -19, guidelines for returning to school may be extended. Input will be taken from the Floyd County Health Department, NAFCS medical advisor and the Indiana Department of Health.

Severe Allergies at School

If your child has a potentially life threatening allergy to food, insect sting, latex, or other allergen, please be sure to have your child's health care provider complete an Allergy Action

Plan for your child and provide the school with an EpiPen. A school nurse or other trained school employee may give the EpiPen according to the directions on the Allergy Action Plan. But, what if your child has an allergic reaction for the very first time at school and has never been diagnosed with an allergy? New Albany-Floyd County school nurses are prepared to handle these potentially life threatening allergic reactions as well. If your child experiences a life threatening allergic reaction at school that involves severe swelling of lip, face, tongue, or throat, severe difficulty swallowing or breathing, or unconsciousness, 911 and a parent will be notified. A school nurse or trained school employee under the direction of a school nurse may use a lifesaving medication called an EpiPen according to orders from the medical advisor. If you do not want your child to receive the life saving measure of medication from the EpiPen, please contact your school's nurse in writing.

Health and Wellness in the Classroom

According to the NAFCS Wellness Policy, all foods that are provided, not sold, to students on the school campus during the day, must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards (<https://foodplanner.healthiergeneration.org/calculator/>). Individual

School buildings are allowed up to three (3) exemption days from this policy for the purpose of classroom parties. Each building will independently decide the three(3) days in which food may be served (provided) that do not comply with the USDA guidelines. However, schools are encouraged to serve water and provide fruit or vegetable options as part of the celebration. All food items for parties or celebrations must be store-bought and have a label that includes ingredients, allergens and carbohydrate counts. If classroom birthday celebrations are allowed, non-food items such as a classroom book, bouncy balls, party favors or pencils rather than food items are encouraged.

Immunization

A number of immunizations are required by state law for students admitted to public school. Evidence of receiving these immunizations or a letter of medical or religious objection is required before starting school. Your child could be excluded from attending school with other students if the required proof of immunizations or objection is not given to the school.

Meningococcal Disease

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and prevention recommends routine

meningococcal immunizations at 11 to 12 years old, with a booster dose at 16 years old. The meningococcal vaccine is required for 6th- 12th grade students to attend school.

Health and Extracurricular Activities

New Albany-Floyd County Schools offers nursing services during school hours. However, a school nurse or health aide is not in the building after school hours. If your child has a medical condition requiring nursing care or a specialized care plan and intends to participate in any before or after-school activities, sports or programs, please notify your school nurse. Many agencies/programs use our school buildings for student activities but do not have access to your child's health information or training on how to handle health concerns. Your school nurse can help you know what steps need to be taken to keep your child safe and healthy outside of the normal school day.

HONOR ROLL/SCHOLARSHIP “N” See Academic Handbook for information.

INTERNET : See Technology.

LIBRARY/MEDIA CENTER

The NAHS library is located on the second floor (C201) across from the main office and is open from 7 a.m. until 3 p.m. Books are circulated for four weeks with renewal privileges. Materials/books should be returned promptly to avoid fines and to enable others to use them. The library provides thousands of books for projects and for leisure reading, as well as computer access for school work. Students are encouraged to use the library and may do so before and after school and with a pass from their teacher during lunch, from study hall, or from a class.

LOCKERS

Only one person is assigned to a locker. Lockers should be kept locked and the combination kept confidential; this includes PE lockers. Lockers are subject to search at the discretion of school officials.

LOITERING

Students may not gather in large groups or stand in groups to block hallway traffic. Students asked to disperse should comply with this request. Students are not to stand and look over “rails” located throughout the school. School rules specify that loitering or sitting in cars between 7:30 a.m. and 2:45 p.m. shall not be permitted in the following areas:

- School parking lots;
- Along Vincennes and between DePauw Avenue and Shelby Street;
- Along Beeler Street between Vincennes Street and the railroad tracks;
- Along Locust Street between Hazelwood and the railroad tracks;
- Along Clark Street between Beeler Street and Chartres Street. Violators will be subject to school disciplinary procedures and possible legal action for violation of City Ordinance 130.03.

Students who are on school property must be involved in a school-sponsored event. Whenever students are in the building they are to be under the supervision of a staff member.

LOST AND FOUND

Articles that are found are turned in to the secretary in the general office. Inquiries concerning lost property may be made at the general office. Lost textbooks are returned to the bookstore and lost library books to the library. The school is not responsible for any lost or stolen items.

LUNCH

New Albany High School students will have a scheduled lunch during 4th period and are expected to be back for class on time. The cafeteria is located in C117. Students are expected to report to the first floor cafeteria and remain in that area throughout their lunch period. Students should not stay in their classroom without adult supervision or roam the halls during their lunch periods. When necessary, students may utilize the library or make appointments with their counselors during their lunch periods. Students are not allowed to leave the building. No food deliveries during lunch or other times of the day. Violation of this policy will result in disciplinary action.

MAKE-UP WORK

It is the student's responsibility to initiate the request to make up work. The length of time permitted to make up work will depend on the length of the absence at the discretion of the teacher. Suspended or truant students can make up their work. .

NATIONAL HONOR SOCIETY MEMBERS

The New Albany High School Chapter of the National Honor Society inducts new members in October and April of each year. Membership in the National Honor Society is based upon excellence in four areas: scholarship, leadership, service, and character. Junior and senior students with a cumulative grade point average of 3.2 or better are eligible for membership. In addition to the academic requirement, participation and leadership in school and other activities are required. Each candidate is responsible for verifying service and leadership qualities. Because of their direct contact with students, the faculty evaluates, on a numerical scale, the character of those students they have had contact with in class, homeroom, club, or extra- curricular activities. If a faculty member believes that this honor should not be conferred upon any student, that faculty member submits reasons in writing to the Faculty National Honor Society Selection Committee. The Faculty Selection Committee considers all data and makes all final recommendations. Numerical scores for leadership and service are assigned by the committee. The identity of candidates remains anonymous during this evaluation process. Candidates are notified of the final decision as soon as possible after the selection procedure is completed.

OPEN HOUSE

All parents are encouraged to attend Open House to meet teachers, administrators, and counselors. There are two sections of the open house. One is a relaxing atmosphere of groups, clubs, and classes providing information on what they offer for parents and students. The other section provides parents an opportunity to go to classes throughout the building and meet teachers. The date for Open House is early in the school year.

PARKING

Students must hold a valid license to be eligible for a parking permit. Students must register their vehicles in the bookstore and obtain a parking permit to park in the lots of the high school complex. All parking permits must be displayed on the rear view mirror. The school is not liable for damage or losses to private automobiles. For protection, students should lock their cars. Students arriving on the complex are to leave the vehicles immediately after parking and go to class. Driving to school is a privilege, and that privilege may be suspended or revoked if the student fails to exercise appropriate and safe driving practices arriving at school, during school and leaving school. To maintain driving privileges, a student must be in good standing in the areas of academics, behavior and attendance. Driving privileges may also be revoked or suspended for excessive tardiness to school or truancy from school. While parked on school property, student vehicles may be searched. Student parking will be allowed only in Lots A, B, C, D, F, G and H. These lots are labeled and located on the same side of Vincennes Street as NAHS. There will be no student parking in the lots across Vincennes Street. The school parking pamphlet will have all information about parking at New Albany High School, which you will receive when registering your vehicle.

PAWS

People Achieving Winning Service is an award given monthly by teachers who want to recognize a student for going above and beyond to make New Albany High School a better place. Students receive a certificate and possibly additional rewards for their help in making New Albany High School a positive learning environment.

PERMANENT RECORD

A permanent record is maintained for every student from the day the student enters the ninth grade. Subject marks, units of credit, attendance, standardized test scores, participation in school activities, and other important information are placed on the permanent record. This record is extremely important and becomes increasingly so after the student has left school. The permanent record will be referred to for transcripts to colleges, by employers, and in many other instances when official information about a person must be secured and permission has been received to release such information. The current permanent records are filed in the principal's office. Students may examine their own record only in the presence of a teacher or counselor.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance and a moment of silence will be observed every day (I.C. 20-10.1-4- 0.5 and I.C. 20-10.1-4-3.5).

POSTING/PUBLISHING

Students must receive permission from the principal to post materials in school or on school property. Students may not use school equipment to print or publish materials. No materials may be posted on walls. All material must be placed on bulletin boards or cork strips.

Students are entitled to express their personal opinions in writing, as long as they do not use lewd, vulgar, indecent or offensive language in such writing. Students may edit, publish, and distribute printed, handwritten, or duplicated matter among their fellow students within the schools. Students must assume the responsibility for the content of such publications or handwritten opinions. The distribution of such material must not interfere with, or disrupt, the educational process, learning environment, or endanger the

safety of students and employees. Such material must be signed by the authors. Libel, obscenities, and personal attacks as well as lewd, vulgar, indecent and offensive language are prohibited in all material written, edited, published, or distributed by students in school, on school grounds, at any school sponsored functions, or at any time while under the supervision of school personnel.

PREGNANT STUDENTS

- Pregnant students are expected to attend school regularly as are all other students.
- If a pregnant student has unusual medical or other problems, there are alternatives to full time school attendance which will fulfill to compulsory attendance requirements during pregnancy
- A pregnant student experiencing medical or other issues which interfere with school achievement should contact her counselor who will refer her to the appropriate central office administration.

PRIVACY

Students may be photographed or videotaped for official school use or in school approved activities unless a specific request not to be photographed is on file in the superintendent's office. Students may not photograph or film others while on school property or at school events without the permission of the individuals being filmed or photographed unless they are part of an authorized school organization.

PROM

The Prom is for regularly enrolled members of the junior and senior classes in good standing and approved guests. Freshmen in high school may not attend. All guests must be actively enrolled juniors and seniors from another school in good standing, high school/GED graduates and be under the age of 22, or a sophomore at New Albany High School. Students attending an alternative school are not eligible to attend. As an exception, NAHS/FCHS students attending an alternative school who have not been expelled and are attending a program/alternative school in good standing are eligible to come as a registered guest. Students and guests must provide specific registration information in order to attend. Students violating prom policies will lose future prom privileges. Students suspected of using alcohol may be asked to submit to a sobriety test. The school prom is a tobacco-free event and school suspension rules apply. The school reserves the right to restrict attendance at any school function. Guest permits may be picked up at the front desk. They should be completed and returned to the assistant principals' office. Students will be notified if a guest permit request is denied.

PROSSER

All students who attend Prosser will ride the bus. The buses will pick-up students outside the cafeteria before school for AM classes and will drop off students at the same location at lunch time. Students will then report to their assigned locations for the remainder of fourth period. PM Prosser students will get on the bus outside the cafeteria after lunch. These students will then be brought back to school at the end of the day and will be dropped off. Students may then go to their bus or drive home.

PUBLIC DISPLAY OF AFFECTION

Inappropriate displays of affection on school grounds will be treated as discipline problems. hugging, kissing, or inappropriate closeness is not acceptable.

PUBLICATIONS

VISTA, the NAHS yearbook, includes historical pictures and facts from each school year using contemporary layouts and design. Students will receive information about purchasing a yearbook through the mail. Typically, yearbooks are distributed in the fall of the following year. Another student publication, the BLOTTER, is the school newspaper. All students receive the BLOTTER as part of the Activity Fee paid by each student.

REPORT CARDS: See Academic Handbook for information.

RESIDENCY

Individuals with questions about residency need to contact student services at the New Albany- Floyd County Administrative Services Center. Information is also available on the following website:
<http://www.doe.in.gov/finance/docs/TransferTuitionFAQ.pdf>.

SAFE SCHOOL HOTLINE

The school district has made available the services of a national safe school hotline for parents and students to call to report any safe school issue anonymously. These issues could include acts of vandalism, theft, drug or alcohol use, any form of harassment, violence, or weapons on campus. These reports will be passed on to the appropriate school. (812) 542-2230.

SAT TESTING: See Academic Handbook for information.

SCHEDULING: See Academic Handbook for information.

SCHOLARSHIPS: See Academic Handbook for information.

SENIOR ACTIVITIES

A student's high school career culminates in Senior Week, the last week of the school year. The important events of the week are Senior Class Night at which senior honors, awards, and scholarships are announced; Baccalaureate; and the Commencement program at which diplomas are presented by the Superintendent of Schools to all graduating seniors. Only those seniors with 40 credits are eligible to participate in the graduation ceremony. Diplomas will only be granted upon the completion of all requirements. Seniors must be in good standing to participate in all senior graduation activities. "Good standing" means that the student is attending all scheduled classes, completing required coursework, and abiding by all school rules. If the student is not in good standing, the principal may exclude that student from any school-related activity, including the graduation ceremony.

SKATEBOARDS AND ROLLERBLADES

Skateboards and rollerblades are not to be used on school premises due to liability and property damage. Bicycles are not to be used inside the building.

SMOKING NICOTINE / VAPING DISCIPLINE GUIDELINES

This would be a yearly policy and not a Level policy

- 1 st offense Attend on-site Nicotine Cessation classes
 - One day In-school suspension
 - Refer to Law enforcement
- 2 nd offense Student 1 day of O.S.S
 - Refer to Law enforcement
- 3 rd offense 2 days out of school suspension pending expulsion
 - Complete nicotine dependency counseling approved by school Board
 - Refer to law enforcement
- Repeated offenses 3 days out of school suspension
 - Refer to law enforcement

SPORTS

Code Of Conduct/Expectations Of Athletes

Contestants' conduct, in and out of school and season, shall be such as:

- not to reflect discredit upon their school, team, or family, and
- not to create a disruptive influence on the discipline, order, moral, or educational environment of New Albany High School.

1. This policy shall become effective for all athletes in all sports on the first day of fall practice (IHSAA selected date) of an athlete's freshman year and continue until our teams are eliminated from the state tournament in the spring season of an athlete's senior year

2. The principal has the discretion to enforce stricter penalties for offenses deemed more serious. In cases that involve exceptional circumstances, principals may accept an appeal.

3. The head coach of each sport must read, understand, and distribute the NAHS athletic code and may have additional training rules, which are also valid and must be followed by athletes involved in their sport. Eligibility and Participation in the athletic program is a privilege earned by meeting the rules and standards set forth by New Albany High School, NAFC School Corporation, and the IHSAA. (Included below are several common IHSAA by-laws that affect most student athletes at NAHS.)

1. Attendance - Student athletes are expected to make school attendance a priority – this means being in attendance both the entire day of and the entire day after evening activities. Student- athletes must be in attendance to be eligible for athletic activities. Exceptions would be pre- arranged absences, excused absences, school related functions, or other exceptions approved by an administrator.

2. Academic Eligibility - IHSAA By-Law C-18-1 To be eligible for participation in athletics, students must be passing five full-credit classes the quarter before their competition begins and must be currently enrolled in at least five full- credit classes.

3. During School Year/In-Season Participation Limitations - IHSAA By-Law 15-1.2 Participation in organized non-school sports competition during the authorized contest season, including the IHSAA tournament series, in that sport shall cause such students to become ineligible for their school team in that sport for a period not to exceed 365 days as determined by the Commissioner.

4. During School Year/Out of Season Participation Limitations - IHSAA By-Law 15-2

- Individual Sports (Cross Country, Golf, Gymnastics, Swimming, Tennis, Track, Wrestling) Students may participate in non-school contests as individuals or as members of a non-school team in non-school contests.
- Team Sports (Baseball, Basketball, Football, Soccer, Softball and Volleyball) Students may participate in team sport contests as Members of a non-school team provided no more than the following number of students who have participated in a contest the previous season as a member of one of their school teams in that sport are rostered on the same non-school team, at the same time. Baseball – 5 Football – 6 Softball – 5 Basketball – 3 Soccer – 6 Volleyball – 3

5. Transfers - A student who transfers to New Albany High School shall not be eligible to participate in inter school athletics unless the student and his/her parent(s) or guardian meets with the Athletic Director and completes an IHSAA Athletic Transfer Report. The Transfer Report must be approved by the IHSAA. (This includes foreign exchange students.)

6. Physicals - Between April 1 and the student's first practice in preparation for inter school athletic participation, the student shall have had a physical examination by a physician holding an unlimited license to practice medicine. The proper Parent and Physician's Certificate must be on file in the athletic office (By-Law C-3-10).

7. Ten Practice and Other Practice Requirements - IHSAA By-Laws 50-1 & 50-1.1
Rule 50-1: There shall be ten separate days of organized practice in that sport under the direct supervision of the high school coaching staff in that sport by each player preceding the date of participation in any inter school contest. Only one practice may be counted for any one day. Rule 50-1.1: Individual student athletes moving directly from one sport season to the next sport season may be eligible to participate in a following season contest after five separate days of organized practice.

8. Athletic/Activity Conflict Policy - New Albany High School students are encouraged to participate in as many extra-curricular activities as their time and schedule allow; however, this sometimes leads to conflict when activities occur on the same dates and times. Coaches, sponsors, and students should work together to try to solve these conflicts before they occur. It is the student's responsibility to inform the coach and/or sponsor at the first of the season of his or her intention to be involved in more than one activity. Students, coaches, sponsors, and the athletic director will meet to solve practice, game and performance conflicts. In those rare cases where a large number of conflicts cannot be avoided, the student may need to make a choice regarding participation. (In cases of event conflict, HHC, IHSAA, and State Performances will be given priority. When choices are made in regard to events or games, students should notify sponsors or coaches in writing.)

9. Transportation Policy - Before student-athletes are allowed to travel home from an athletic event with their parents, a letter of request must be on file in the athletic office. The permission letter should be submitted before 3:45pm the day of the game – or by Friday if the game is on Saturday. It is the student-athlete's responsibility to inform the coach before the trip. (*Note: This practice is discouraged except for

special circumstances and is only for sports whose coaches allow their student-athletes to travel home with parents.)

10. Human Dignity Policy - It is the policy of the New Albany Floyd County School Corporation that all employees, parents/guardians, students, and members of the community are entitled to be treated and are obligated to treat others with courtesy, fairness, and decency. Respect for the dignity and worth of every member of the school community must be recognized and promoted in the School Corporation. Accordingly, it is a violation of Board Policy to degrade, demean, harass, haze, bully, stereotype or ridicule any person on the basis of any assumed, perceived, or actual characteristic, whether or not such characteristic is listed as a protected characteristic. Hazing is defined by any humiliating or dangerous activity required of someone seeking to join a group, regardless of the individual's willingness to participate. Bullying means overt, repeated acts or gestures including:

- verbal or written communications transmitted;
- physical acts committed; or
- any behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student (I.C. 20-33-8-0.2).

Hazing/Initiation

Hazing: Any humiliating, degrading, or dangerous activity required of someone seeking to join a group, regardless of the individual's willingness to participate. Hazing can be fairly harmless (i.e. pouring liquid on someone) to serious physically/abusive acts (i.e. sexual touching).

According to a national survey of high school students, hazing/initiations has become a widespread practice among high school age students. Almost half of high school students belonging to groups were subjected to some form of hazing.

The Indiana Code defines criminal hazing as forcing or requiring another person to:

- With or without consent of the other person; and
- As a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.

A person who recklessly, knowingly, or intentionally performs an act of hazing commits criminal recklessness, a Class B misdemeanor. However, it becomes a Class A misdemeanor if the conduct includes the use of a vehicle, and a Class D felony if armed with a deadly weapon (which could be a baseball bat or golf club or other piece of athletic or band equipment). A person who recklessly, knowingly, or intentionally performs hazing which results in serious bodily injury to a person commits criminal recklessness, a Class D felony, and a Class C felony if a deadly weapon is involved.

A teacher or coach who knows hazing is occurring and either encourages or does nothing to stop it runs a risk of being charged criminally, and obviously a great risk of liability for money damages resulting from an injury caused by hazing. Insurance would not cover this situation because the school employee would not be acting within the scope of his or her employment.

A person who makes a report of hazing or participates in court, in good faith (even with less than probable cause) is granted immunity for any civil damages or criminal penalties that might otherwise be imposed because of the report.

The Indiana law on hazing does cover secondary school hazing, as well as college hazing. The New Albany-Floyd County School Corporation has established a Human Dignity policy that prohibits harassment and discrimination of students. The district's Safety Policy also prohibits aggressive acts towards persons or property. Initiations to join groups or organizations may also fall under these policies as well. Penalty - Students who are in violation of any hazing and initiation practice are subject to school discipline. Students who are members of school organizations or teams who participate in such activities are subject to a minor two game/activity suspension. Students who participate in more serious activities may also be subject to removal from that team/organization. As always, the Principal and head coach has the discretion to strengthen penalties under certain circumstances.

Due Process The following procedures will be followed for Due Process: 1. The violator and their parents will meet with the Coach, Athletic Director, and/or Principal. 2. The violation and suspension will be set forth in writing. 3. The suspension may be appealed (a. Athletic Director, b. Principal, c. Superintendent) 4. Re-evaluation – Hearing 5. Final judgment

POLICY AGAINST DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, SEX, AND OTHER PROTECTED CHARACTERISTICS

1. The New Albany-Floyd County School Corporation does not discriminate on the basis of race, sex, age, color, creed, disability, limited English proficiency, family status, national origin or religion in employment or in the educational programs and activities which it operates, in accordance with applicable state and federal statutes and regulations.
2. It shall be a violation of this policy for any employee, coach and/or athlete of the New Albany- Floyd County Consolidated School Corporation to discriminate against or harass another employee, coach, and/or athlete based upon race, sex, age, color, creed, disability, limited English proficiency, family status, national origin, or religion. It shall be a violation of this Policy for any student athlete to discriminate against or harass another student athlete or an employee based upon any of the above mentioned protected characteristics.

SPORTSMANSHIP EXPECTATIONS Parents' good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic athletic programs of the New Albany-Floyd County School Corporation school system, as well as for the individuals who participate. People involved in all facets of the interscholastic athletic programs are expected to demonstrate respect for others and display good sportsmanship. It is essential that student-athletes, coaches, parents, student groups, and fans in general be constantly reminded of the importance of sportsmanship. The following are expectations for the parents of NA-FC student-athletes: Encourage good sportsmanship by demonstrating support for all athletes, coaches, and officials.

- Place the emotional and physical well-being of student athletes ahead of any personal desire to win.

- Support coaches, officials, and school administrators in providing a positive, enjoyable experience for all by treating all other players, parents, coaches, fans and officials with respect.
- Discourage any behaviors or practices that would endanger the health and well being of athletes.
- Respect the coaches' authority during games by not confronting them at the game site. Discuss any issues or concerns with coaches at an agreed upon time and place.
- Support a drug, tobacco, and alcohol-free sports environment for their child and refrain from their use at all events.

Spectator Conduct

The Indiana High School Athletic Association requires its member high schools to monitor spectator behavior at all school-sponsored activities.

IHSAA By-Law C-3.6:

The member school's responsibility for the conduct of its athletic program includes the responsibility of instituting full and complete team and crowd control measures at all contests in which such member school participates, assuring that the participants, staff and boosters of the member school conduct themselves at all times in a proper and sportsmanship-like manner.

Accordingly, an event supervisor may request any person involved in misconduct at a school-sponsored activity to leave the premises if deemed necessary. The New Albany-Floyd County School Board of Trustees has adopted a policy that supports such action by school personnel.

TRAINING RULES

Participation in the athletic program is a privilege which carries with it varying degrees of responsibility, recognition, and reward. Participating student athletes represent their school and other members of the student body, and it is their duty to conduct themselves in a manner that is positive for themselves, their families, their school and their community. The following training rules shall apply to all NAHS students associated with the athletic program in grades 9 thru 12. The Principal in consultation with the Athletic Director and Coach have the discretion to reduce the penalty and when it is imposed under certain circumstances. **In addition, scrimmages / practice games are not counted in games to be excluded from participation. Exclusion from games will occur immediately and in sequence order in which a training rule was violated.**

1.. Felonies, Misdemeanors, Acts of Delinquency, Expulsions

Penalty: Any student/athlete arrested or detained as a juvenile on such a charge may be suspended from any participation (games and practices) pending investigation of the incident. The student/athlete may be excluded from extracurricular activities for 365 days (one calendar year) from the date of the violation. Any student/athlete expelled from school, regardless of abeyance, may be excluded from extra-curricular activities for 365 days (one calendar year) from the date of the violation. The principal has the discretion to reduce this penalty under certain circumstances.

Rationale: Rule 8, Section 1 of the IHSAA by-laws states that the conduct of an athlete in and out of school shall be such as (1) not to reflect discredit upon the school or the association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment of the school.

2. The use of, consumption, or possession of controlled substances; alcohol or drugs (except as prescribed medically by a licensed physician) Penalties:

First Violation- Exclusion from participation in all athletic contests for a total of 10% of their teams' games once the Principal, Athletic Director, and Coach have met with the athlete concerning the violation. No participation will be permitted until a meeting is held, and the suspension will begin with the athletes' next scheduled contest. A team's games is defined as their number of regular season contests as defined by the IHSAA (i.e. Basketball-22, Baseball-29, Soccer-16).

Second Violation- Exclusion from participation in all athletic contests for a total of 20% of their teams' games along with enrollment in a substance abuse program of assessment, counseling, screening and/or indicated therapy (the cost of the program shall be the responsibility of the student and/or his/ her parents or guardian) once the Principal, Athletic Director and Coach have met with the athlete concerning the violation. No participation will be permitted until a meeting is held, and the suspension will begin with the athlete's next scheduled contest. Successful completion of the substance abuse program and a written appeal to the principal may reduce this penalty. A team's "games" is defined as their number of regular season contests as defined by the IHSAA (i.e., Basketball-20, Baseball-29, Soccer16).

Third Violation- Exclusion from participation in all athletic contests for a total of 50% of their teams' games once the Principal, Athletic Director, and Coach have met with the athlete concerning the violation. No participation will be permitted until a meeting is held, and the suspension will begin with the athletes' next scheduled contest. (Further violations will also incur suspension from participation in athletic events for one calendar year.)

Rationale: The use or possession of controlled substances (drugs) and/or alcohol is prohibited by law. Their use reduces physical and mental performance, and is injurious to one's health.

This policy is cumulative and applies to a student-athlete's four-year high school eligibility in the New Albany – Floyd County School Corporation. This policy will not be in conflict with the school district's drug and alcohol policy.

3.. Use or possession of tobacco products / e-cigarettes (any form)

Penalties:

First Violation- Exclusion from participation in all athletic contests for a total of 5% of their teams' games (minimum of one game or event) once the Principal, Athletic Director, and Coach have met with the athlete concerning the violation. An athlete shall not participate before a meeting is held, and any suspension will begin with the athlete's next scheduled contest.

Second Violation- Exclusion from participation in athletics for a total of 10% of their teams' games (minimum of two games) once the Principal, Athletic Director, and Coach have met with the athlete. An athlete shall not participate before a meeting is held.

Third Violation- Exclusion from participation in all athletic contests for a total of 50% of their teams' games once the Principal, Athletic Director, and Coach have met with the athlete concerning the violation. No participation will be permitted until a meeting is held, and the suspension will begin with the athlete's next scheduled contest. Successful completion of the substance abuse program and a written appeal to the principal may reduce this penalty.

Rationale: The use of tobacco is injurious to one's health and is prohibited by law.

This policy is cumulative and applies to a student-athlete's four-year high school eligibility in the New Albany – Floyd County School Corporation.

4 Violation of Title IX

First Violation- Exclusion from participation in all athletic contests for a total of 20% of their teams' games (minimum of one game or event) once the Principal, Athletic Director, and Coach have met with the athlete concerning the violation. An athlete shall not participate before a meeting is held, and any suspension will begin with the athlete's next scheduled contest.

Second Violation- Exclusion from participation in all athletic contests for a total of 50% of their teams' games once the Principal, Athletic Director, and Coach have met with the athlete concerning the violation. No participation will be permitted until a meeting is held, and the suspension will begin with the athlete's next scheduled contest. Successful completion of the substance abuse program and a written appeal to the principal may reduce this penalty.

5 Violations of School Rules

Penalties: Student athletes may not compete, practice, or participate in any way with an athletic team during a suspension from school. Less serious violations of school rules are to be handled by the head coach.

6. Social Media

Because athletic teams represent the school and are a source of school and community pride, and because they are recognizable in the community and often serve as role models for younger students, high school students who choose to participate in the athletic program are expected to exhibit standards of character and behavior both in and out of school beyond what may normally be required of other students. This includes posting vulgar language, obscene pictures are other inhumane acts that would place in question the quality of a student's character on a social network (Facebook, YouTube, Twitter, etc). Violation of this training rule could lead to a one contest suspension up to suspension from athletics for one calendar (365 days) year.

7. Expectations

Finally, because athletic teams represent the school and are a source of school and community pride, and because they are recognizable in the community and often serve as role models for younger students, high school students who choose to participate in the athletic program are expected to exhibit standards of character and behavior both in and out of school beyond what may normally be required of other students.

STUDENT GOVERNMENT

The Student Council is an activity group that plans and promotes various opportunities for student involvement at NAHS. The Student Council follows IASC suggestions. Students who wish to serve on the

Student Council must fill out an application. Class Representatives are chosen. Students wishing to run for office must also prepare a speech and campaign. In order to run for a senior position, the student must have at least one year of previous student council experience.

STUDENT MEAL ACCOUNTS

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for managing student meal accounts. It is the parent's/guardian's responsibility to provide the means for their child to be properly fed and ready to learn. In order to do so they should: provide the money for the child/ children to purchase a school meal, complete the free/reduced meal application to determine if they are eligible for assistance or send a meal from home. MyPaymentsPlus: All parents/guardians are required to open an online MyPaymentsPlus account to manage their child's meal account. MyPaymentPlus is an online secure and convenient way to monitor purchases, make payments and receive their personalized low balance notifications regarding their child's school meal account. Log on to www.mypaymentsplus.com. Meal Payments: All cafeteria purchases are to be prepaid before meal service begins. Payments can be made two ways: 1) mypaymentsplus: log on to www.mypaymentsplus.com 2) prepay at school: parents can make advance meal payments by sending checks to school. Checks must contain the student's name and PIN number. Make checks payable to your child's school.

Meal Charge Policy: Go to www.nafcsnutrition.com for full details of "Charge Policy". The New Albany Floyd County Consolidated School Corporation recognizes that on rare occasions, students may forget to bring money to school for meals. Charging can be embarrassing to the students. Students and adults are expected to pay daily or in advance for all food purchases. Unpaid debts are disallowed by the Federal School Nutrition Program Regulations; accordingly, unpaid debts must be collected and paid to be School Food and Nutrition Program. Emergency meals: An emergency meal is necessary when a student wants a meal but does not have money to pay for it. Elementary and secondary schools have procedures in place to ensure students do not go without a meal outlined in the Meal Charge Policy. Refunds: Money will only be refunded from accounts to parents upon written request. Go to www.nafcsnutrition.com for guidelines. Print the "Refund Meal Account" form and submit it to the school Food & Nutrition Manager.

SUICIDE THREATS

Students who indicate through comments, writing, action or statements that they are contemplating physical harm to themselves or others fall under the policy. Refer to the policy obtained in Assistant Principals' of Student Development offices

SUSPENSION ALTERNATIVE LAB (SAL)

The Suspension Alternative Lab (SAL) is designed to provide an alternative to suspension from school. A student who violates school rules may be given the opportunity to serve an excused in-school experience rather than an out-of-school suspension. Students who are placed in SAL have a chance to complete classroom assignments and receive credit for their work. Students in SAL will relinquish their cell phones for the day.

TARDY POLICY: See Attendance

TEACHER TEMPORARY DISMISSAL (TTD)

A teacher may dismiss a student from participation in any educational function under that teacher's charge and supervision for a class period when a student interferes with the educational function of which the teacher is then in charge.

TRANSCRIPT CHECK

A minimum of one time per semester, students will have time to analyze their transcripts and ask questions about their past academic performance and how it impacts their current options. Counselors are available for help during this time period.

TRUANCY: See Attendance.

TWO-HOUR DELAY SCHEDULE

PERIOD	START	END
AM Prosser students will report to the <u>CAFETERIA</u> upon arrival to school for instructions and to join Prosser instructor via Google Classroom.		
1	9:40	10:05
2	10:10	10:35
PM Prosser students are dismissed after 2 nd period (report to cafeteria for lunch) *bus to Prosser 11:05		
3	10:40	11:05
4	11:10	12:35 <small>LUNCH</small>
5	12:40	1:12
6	1:17	1:49
7	1:54	2:26

VIDEO SURVEILLANCE

Video surveillance is being utilized on this school property.

VISITORS

The New Albany Floyd County Schools will screen all visitors before allowing entry to our buildings. A valid state issued ID such as a driver license will be scanned upon your arrival. Our system will print out a badge that visitors will be required to wear during the visit. Our goal is to make sure our schools are secure and that we continue to create a welcoming environment for all of our visitors.

Students not currently enrolled at NAHS are not permitted to visit unless they are accompanied by their parents, have the permission of the principal, and have been given a visitor's pass. Students wishing to visit NAHS prior to enrolling must make an appointment with an Assistant Principal for Student Development.

WITHDRAWING FROM A CLASS

The parent or legal guardian must come into the Assistant Principal Office to sign the withdrawal papers. We will give the parent/legal guardian a copy of the school transfer /withdrawal form. On the student's last day he or she must return all books and other property of NAHS/ROTC/NAHS Library to the appropriate department(s). When the student arrives at his/her new school they submit the transfer/withdrawal form to the registrar for that school to request records. Record requests are to be faxed to 812-542-4797. Please allow one business day for the record request to be processed.

WORK PERMITS

The State of Indiana is creating an Employer Registration system for any employer that employs five (5) or more minors. Effective 7/1/2021, Indiana will no longer require work permits for minor employees. Employers will no longer be required to complete the "Intent to Employ" form, and schools will no longer issue work permits.

Employers will be responsible for maintaining an accurate list of all minor employees. If an employer has four (4) or fewer minor employees, registration will not be required. This registration does not have any impact on the work hour requirements for minors. All employers must still comply with the Teen Work Hour Restrictions.

SCHOOL SONG

Here's to her whose name we'll ever
Cherish in our song Dear Old High School,
Dear Old High School Praise to her belong.

Chorus: Gloriana Frangipana,
here's to her success
We to her will ere be faithful, Hail N.A.H.S.
Seniors, juniors, sophomores, freshmen,

All together say
On to victory, on to victory
We will win the day.

Chorus: Gloriana Frangipana,
here's to her success
We to her will ere be faithful, Hail N.A.H.S.

Honor to the Black and Crimson
Banner held so dear. It will lead us to
our triumph. Cheer,

Old High School, cheer.