

NEW ALBANY HIGH SCHOOL  
Handbook  
2022-2023

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

New Albany High School

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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.

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## **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](http://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

Adam Lord: Freshman Class of 2026 Cohort Administrator

Josh Nall: Sophomore Class of 2025 Cohort Administrator

Kelly Payne: Junior Class of 2024 Cohort Administrator

Jamie Crick: Senior Class of 2023 Cohort Administrator

B.J. McAlister – Assistant Principal/Student Activities

## **COUNSELORS**

Natalie McGarvey – Freshman Class of 2026 Cohort

Jessy Spainhour – Sophomore Class of 2025 Cohort

Olivia Jacks – Junior Class of 2024 Cohort

Mary Beth Hackman – Senior Class of 2023 Cohort ( M-Z ) , ELL Students

Celia Gregory – Senior Class of 2023 Cohort ( A-L)

Eddie Bobbitt –College Prep, Post Secondary, Bulldog 101

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

Jennifer Miller – Facilitator Junior Class of 2024 and Senior Class of 2023

Liz Chaddic– Life Springs Therapist

Jennifer Davis – Life Springs Therapist

Missy Konjetti - Life Springs Therapist

Shelby Renner–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

Carol Thurston – 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 a basic citizenship right; (b) that students have full 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 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 rights and responsibilities 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 RIGHTS AND RESPONSIBILITIES OF STUDENTS**

### **1. Freedom of Speech and Assembly**

- a. Students are entitled to express their personal opinions verbally as long as such opinions do not interfere with the freedom of others to express themselves. Students may not use lewd, vulgar, indecent or offensive speech, or engage in lewd, vulgar, indecent or offensive conduct while participating in, or present at, any school activity or any school sponsored extracurricular activity.
- b. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. 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. The use of obscenities or personal attacks is prohibited. Violence, threats of violence and possession, use or threatened use of weapons are prohibited.

### **2. Freedom to Publish**

- a. 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.
- b. 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 student 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.

### **3. Search and Seizure**

- a. A student is presumed to have no expectation of privacy in a school locker, desk or other area assigned to the student, or in the contents of those assigned areas.
- b. The school principal or another member of the administrative staff designated by the principal may search a student's locker or other assigned area at any time.
- c. Other than a general search of student lockers or other assigned areas, any search shall be, where possible, 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 (including vehicles) 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. Driving to school and utilizing the school parking lot are privileges for student drivers. Any student who parks his/her car in a school parking lot consents to a search of the car if the school administration has reasonable suspicion.
- h. In an effort to promote a drug-free campus and to protect the safety and health of the district's faculty, staff, and students, the district may routinely partner with 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.

**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 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.

## 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

The principal or designee shall conduct a thorough and complete investigation for each report 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 educational 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**

Criminal organization and criminal organization related activities, clothing and accessories are prohibited on school property at all times. Signs, symbols and membership activities associated with criminal organizations are also prohibited. 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. It is the Policy of the New Albany-Floyd County Consolidated School Corporation to maintain and operate a learning and working environment that is free from discrimination or harassment on the basis of a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age or religion. This commitment applies to all Corporation operations, programs, and activities; thereby to protect employee and student interest in personal dignity and freedom from discrimination and harassment, to make available to the Corporation their full productive capacities, to secure the Corporation against domestic strife and unrest which would menace its democratic institutions, to preserve the public safety, health and general welfare, and to further the interests, rights and privileges of individuals within the Corporation.

b. It shall be a violation of this Policy for any employee of the New Albany-Floyd County Consolidated School Corporation to discriminate against or harass another employee or student on the basis of a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age, or religion. It shall be a violation of this Policy for any student to discriminate against or harass another student or an employee based upon any of the above-mentioned protected characteristics.

c. 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, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age, or religion in employment or in the educational programs and activities which it operates, in accordance with applicable state and federal statutes and regulations.

- d. The School Corporation strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of discrimination or harassment. The School Corporation has appointed Jeanine Corson, 2813 Grant Line Road, Telephone 542-2118, as the Title IX and Complaint Coordinator to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected characteristic. Any inquiries regarding the School Corporation's Policies in this matter should be directed to the Title IX and Complaint Coordinator. The Title IX and Complaint Coordinator shall document all reports of discrimination and harassment and establish a protocol for recordkeeping.
- e. Harassment or discrimination of students, employees, and guests is prohibited at all academic, extra-curricular, and school sponsored activities. Behavior prohibited by this policy also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any off campus conduct that has continuing effects on campus or in any school program or activity. The School Corporation prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, the School Corporation will not take action to regulate expression protected by the United States and Indiana Constitution.
- f. Harassment and Discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include the intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the School Corporation.
- g. Anyone who believes that a student or employee has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate employee such as a teacher, counselor, administrator, or the Title IX and Complaint Coordinator. Any employee who observes, suspects, or is notified of discrimination or harassment must report the behavior to his/her immediate superior. The reporter need not be the target of the discrimination or harassment. Complaints against an employee should not be reported to the accused staff. Instead, complaints against an employee should be reported to that employee's supervisor or appropriate coordinator based on the form of harassment or discrimination.
- h. The Corporation will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within thirty (30) days of discovering the alleged discrimination or harassment.
- i. Procedures for investigating and responding to harassment and discrimination can be found in Board Policy 5517, or by contacting the Title IX and Complaint Coordinator listed above. For any questions, concerns, or to file a complaint, contact the Title IX and Complaint Coordinator listed above.
- j. Inquiries concerning the application of any federal civil rights statute or regulation may also be referred to the Regional Director, United States Department of

Education, Office of Civil Rights, Region V, 500 West Madison Street, Chicago, Illinois 60661. Copies of the complete policies, enforcement procedures and the Complaint Report Form are available in the offices of all schools and of the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150

**9. Human Dignity Policy**

It is the Policy of the 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.

**10. 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.

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

a. FERPA affords parents and students over eighteen (18) years of age (“eligible students”)

certain rights with respect to student education records. They are:

(1) 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.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students 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, the School Corporation will notify the parent or eligible student of the decision and inform them of his/her

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure of student educational records to school officials, with legitimate educational interests in assessing the student's record, without consent. "School officials" include administrators, supervisors, instructors, support personnel, health and medical staff, law enforcement unit personnel, School Board members, persons or companies contacted to perform a special task, or a parent or student serving on an official 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. Upon request, the School Corporation disclosed education records without consent to officials of another school corporation in which a student seeks or intends to enroll.

(4) The School Corporation has classified the following information about individual students as "Directory Information" under FERPA and will release such information, without consent, except as set out below:

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.

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: Director 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.

(5) The School Corporation will also release Directory Information to representatives of the U.S. Armed Forces and the service academies of the U.S. Armed Forces unless a parent, guardian or student submits a written, signed request that such information not be released; such request must be submitted to the principal of the student's school not later than the end of the student's sophomore year.

(6) 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](http://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

**12. 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.

**13. 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.

**14. 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.

**15. 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.

**16. Administration of Medications**

Before any prescribed medication or treatment may be administered to any student during school hours, the proper form completed by the student's doctor and parent/legal guardian must be completed. The medication must be furnished to the school in compliance with appropriate policy on labeling and packaging.

Notwithstanding, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

- a. The student's parent has completed the Student Authority to Possess and Administer Medication form. The authorization must include a statement in writing by a licensed physician that:
  - (1) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - (2) The student has been instructed in how to self-administer the medication; and
  - (3) The nature of the disease or medical condition requiring administration of the medication.
- b. The authorization and physician's statement described in subsection (a) must be submitted annually.

17. **Enrollment/Residence/Withdrawal**

Resident students are those whose legal settlement is within the School Corporation's geographic boundary. 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.

18. **Parental Involvement/Visitor/Media**

The school welcomes and encourages parental visits to school, parent volunteering, and other parental involvement in their student's education. 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.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

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.

19. **McKinney-Vento**

Children who meet the legal definition of a "homeless" student (McKinney-Vento) will not be denied enrollment based on a lack of proof of residency and will be provided a free appropriate public education in the same manner as all other students of the District. Questions about enrollment of a student who may be considered homeless should be



directed to Katie Stein, Licensed School Social Worker (812-542-5505) or Tony Duffy, Assistant to the Superintendent for Elementary Education (812-542-2142).

20. **Asbestos**

An asbestos management plan is on file in the main office and is available for review by the public.

**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 every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has this legal responsibility. 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 by the school by telephone if possible.

2. **Restraint and Seclusion**

New Albany-Floyd County Consolidated School Corporation has a plan 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.

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 period not to exceed one (1) school day, when a student interferes with the educational function of which the teacher is then in charge.

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 in the following instances:

a. When the school personnel in charge of a student consider the behavior of any student under their supervision to be so serious as to warrant the principal’s attention;

b. When the alleged misconduct constitutes a violation of any of the “Grounds for Expulsion or Suspension”. The principal or designee shall provide notice and hold a conference with the student prior to the suspension. During the conference, the student is entitled to the following:

(1) A written or oral statement of the charges against the student;

(2) A summary of the evidence against the student; and if the student denies the charges, and

- (3) An opportunity for the student to explain the student's conduct  
If the circumstances or the nature of the misconduct requires immediate removal, the notice and conference shall follow as soon as reasonably possible after the suspension.

Following a student's suspension, the principal or designee shall send a written statement to the parent of the suspended student describing the student's misconduct and the action taken by the principal or designee.

## 5. Expulsion

a. An expulsion is:

- (1) A denial of the right of a student to take part in any school function for any period greater than ten (10) school days;

- (2) A separation from school attendance for the remainder of the current semester or 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. Generally, an expulsion will not be longer than the remainder of the school year in which the expulsion took effect if the misconduct occurred during the first semester. If the misconduct occurred during the second semester of the school year, a principal may request that an expulsion remain in effect through the following summer session and/or the first semester of the following school year.

c. An expulsion for a full school year may be for fewer than the total number of student days in a full school year when such expulsion results in the loss of school credit for two school semesters, or for two school semesters and a summer session.

d. 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.

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

f. 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.

g. 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.

h. 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 by:
    - (1) Counseling with a student or group of students;
    - (2) Conferencing with a parent or group of parents;
    - (3) Assigning additional work;
    - (4) Rearranging class schedules;
    - (5) Requiring a student to remain in school after regular school hours to do school work or for counseling;
    - (6) Restricting athletic and other extracurricular activities, including removal from participation in such activities; and
    - (7) Removing a student from any noncredit school activity.
  - b. A principal or designee may assign a student to:
    - (1) A special course of study;
    - (2) An alternative educational program; or
    - (3) An alternative school.
  - 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 is unlawful and may reasonably be considered to be interference with school purposes or an educational function when such activity occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions.
  - 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.
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:

  - (1) Student misconduct; and/or
  - (2) Substantial disobedience.

The following enumeration is illustrative of the type of conduct prohibited by this Section. This list is not exhaustive.

a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct, constituting an interference with school purposes, or urging other students to engage in such conduct:

- (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- (2) 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;
- (3) Setting fire to or substantially damaging any school building or property;
- (4) Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
- (5) Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises for any unlawful purpose.
- (6) 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;
- (7) 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.
- (8) Discriminating or harassing on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, genetic information, age, religion, or other protected characteristics in violation of the Policies described in Article I, Section 8, above.
- (9) Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- (10) 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. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another 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. A student will be expelled for a full calendar year for knowingly possessing, handling, or transmitting a firearm, deadly weapon, and/or destructive device 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 or designed to or that may readily be converted to expel a projectile by means of an explosion. Under I.C. 35 – 31.5-2-86, a "Deadly Weapon" means 1) a loaded or unloaded firearm; 2) a destructive device weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; 3) an animal that is readily capable of causing serious bodily injury, and used in the commission or attempted commission of a crime; or 4) a biological disease, virus, or organism that is capable of causing serious bodily injury. Under I.C. 35-47.5-2-4, a "Destructive Device" means 1) an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge or more than one-quarter (1/4) ounce, mine, molotov cocktail or device that is substantially similar to an item previously described; 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 (1/2) inch; or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. 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 the expulsion may be reduced by the Superintendent or designee, if the circumstances warrant such reduction.

g. Threatening (whether specific or general in nature) 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.

h. 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.

i. It may be grounds for an immediate expulsion for any student to knowingly transmit or attempt to transmit any drug including:

- 1.all dangerous controlled substances as so designated and prohibited by Indiana statute;
2. all chemicals which release toxic vapors;
3. all alcoholic beverages;
4. 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;

5. any “look-alike” substances;
- 6 .any chemicals or substances that are precursors to drug manufacturing;
7. any other illegal substance so designated and prohibited by law;
8. any substance not taken as directed or prescribed;
9. 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 an immediate ten (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 immediately 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.

1. 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.

2. 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.
3. 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.
4. 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.

- j. Intending to cause intoxication, euphoria, excitement or a similar condition, 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.
- k. Possessing, using, distributing, purchasing, or selling tobacco, nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any kind of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
- l. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- m. Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - (1) Engaging in harassment of a student or staff member;
  - (2) Disobedience of administrative authority;
  - (3) Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - (4) Violation of the Corporation's acceptable use of technology policy or rules;
  - (5) Engaging in sexual behavior on school property;
  - (6) Violation of the Corporation's administration of medication policy or rules.
- n. 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.
- o. Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.
- p. Excessive cutting of classes and/or tardiness to classes.
- q. Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.
- r. 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.

s. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.

t. 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.

u. "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.

v. Personal or group messaging of inappropriate comments, pictures, emojis or videos that contain sexual, humiliating, harassing or threatening messages.

w. Possessing sexual-related materials or engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.

x. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation that is unrelated to a school purpose or function.

y. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.

z. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

aa. Engaging in pranks or other similar activity that could result in harm to another person.

bb. Violating any school conduct rule the building principal establishes and give notice to students and parents.

cc. Engaging in bullying which is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including electronically or digitally); 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:

(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; or

(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 school.



### **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. A principal or designee may suspend a student from school for a period not to exceed ten (10) school days. The principal or designee shall send a written statement to the student's parents describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal or designee shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school. A student may be suspended from school pending a meeting on his/her expulsion.

2. 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.

3. If the student has an identified disability and is receiving special education services in the School Corporation, the principal or designee will contact the Director of Student Support Services to schedule a causal relationship case conference at the time he/she submits a written charge to the Superintendent. If the case conference committee determines that no causal relationship exists, under Article 7, the principal or designee may proceed with the expulsion recommendation.

4. 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:

- (1) 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
- (2) 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:

- (1) Interference with an educational function or school purpose; or
- (2) A physical injury to the student, other students, school employees or visitors to the school.

c. An expulsion will not take place until the student and the student's parent or guardian are offered the opportunity to request an expulsion meeting conducted by the Superintendent or the person designated by the Superintendent.

d. The opportunity to request an expulsion meeting will be in writing, delivered by certified mail or by personal delivery and contain the reasons for the recommended expulsion and the length of expulsion recommended. For purposes of this provision, a notice of opportunity to request an expulsion meeting or notice of the action taken at an expulsion

meeting is effectively given at the time the notice is delivered personally or sent by certified mail to a student and the student's parent or guardian.

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.

5. 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 shall 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 student and the student's parents or guardians. 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**

This Policy, adopted by the Board of School Trustees, is designed to comply with Indiana law I.C. 9-24-2 and 20-33-8, as amended, which amended Indiana driver's license law to invalidate an operator's license or permit and to prohibit the issuance of an operator's license or permit to a student less than eighteen (18) years of age, under the conditions set out in this Policy.

### **1. Definitions, For Purposes of This Policy**

- a. "Cutting Class" refers to a student's absence from an assigned class period during a school day without the knowledge and consent of the student's parent and/or the school; a student is cutting class, unless both the parent and the school approve of the student's absence from class. Three (3) instances of cutting class, whether on one (1) school day, or cumulative over more than one (1) school day, is a truancy from an entire school day, provided that no more than one (1) truancy may be accumulated on any one (1) school day, and provided that no more than three (3) instances of cutting class on a single school day is one (1) day of truancy.
- b. "Suspension" means an out-of-school suspension and does not include an assignment to the Suspension Alternative Laboratory (SAL).
- c. "Truancy" refers to a student's absence from school without the knowledge and consent of the parent and/or the school; i.e., a student's absence is a truancy unless both the parent and the school approve of the student's absence from school. A student who commits truancy is a truant. A suspension or expulsion for any reason is not truancy; however, absences due to suspension or expulsion are excused.
- d. "Habitual Truant" refers to a student who has been truant for a period of:
  - (1) Ten (10) or more days during a school year;
- e. "Operator's License or Permit" includes an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator's endorsement,

motorcycle operator's license, or any other license or permit issued by the Indiana Bureau of Motor Vehicles to operate a motorized vehicle in the State of Indiana.

f. "Parent" includes any person or agency legally responsible for a student.

g. "Principal" includes any designee of the principal.

h. "Student Guide" refers to the New Albany-Floyd County Consolidated Schools Student Guide for Student Rights and Responsibilities, Enforcement of Rules and Regulations and Due Process Procedures, as adopted by the Board of School Trustees and, from time to time amended.

i. "Superintendent" includes any designee of the Superintendent.

2. Indiana law prohibits the issuance of an operator's license, or permit and invalidates any existing license or permit, if a person less than eighteen (18) years :

a. Is under a second suspension from school for the school year;

b. Is under an expulsion from school;

c. Is a habitual truant; or

d. Withdraws from school before graduating in an effort to circumvent the sanctions listed in this subsection or for any reason other than financial hardship.

3. When a student, who is at least fourteen (14) years of age, but less than eighteen (18) years of age, is suspended for the first time in a school year, the parent and the student will be informed of the consequences of a second suspension under this Policy.

4. The opportunity for an expulsion meeting will be offered, when a student is charged with conduct for which expulsion is recommended.

5. A student whose operator's license or permit has been denied or invalidated under the terms set out above, will become eligible for an operator's license or permit, or to have such a license or permit revalidated upon one of the following events:

a. The student becomes eighteen (18) years of age;

b. One hundred eighty (180) days after the student is suspended, or the end of a semester during which the student returns to school, whichever is longer;

c. Thirty (30) days after a student resumes school attendance following an expulsion.

d. The expulsion is reversed through the student due process procedures set out in the Student Guide; or

e. If 2 (d) above applies, the student in good standing has re-enrolled in school and attended for thirty (30) days.

6. When a student has been suspended twice or expelled, the student's principal will communicate the pertinent information to the Indiana Bureau of Motor Vehicles. The student's principal will, at the appropriate time, provide such student the information necessary for the student's operator's license or permit to be revalidated by the Indiana Bureau of Motor Vehicles.

7. If a principal has reason to believe that a student is withdrawing from school in order to avoid a second suspension in a school year or an expulsion, the principal may proceed with the suspension or the recommendation for expulsion and notify the Indiana Bureau of Motor Vehicles.

8. If a student less than eighteen (18) years of age withdraws from school before graduating for any other reason than financial hardship, the principal of the student's school will report the student's withdrawal under I.C. 20-33-2-21 and I.C. 20-33-2-11 and the student's operator's license or permit may be invalidated, or the student will not be eligible to receive such a license or permit. When a student seeks to withdraw, the principal will hold an exit interview and will determine the reason for the student's withdrawal. If the principal determines that the reason for withdrawal is not financial hardship, the student and the student's parent will receive a copy of the determination.
9. Nothing contained in this Policy shall limit disciplinary action under the Corporation's attendance policy for any individual instance of truancy or cutting class. The student who has been truant and the parent of such student will be informed of each truancy and the consequences of additional truantries under this Policy.
10. The parent of a student charged by a principal with being a habitual truant will receive notice of such charges and may request a meeting under the provisions of the School Corporation's student due process procedures set out in the Student Guide.
11. The Superintendent acting on behalf of the Board of School Trustees, will inform the student and the student's parent of his/her determination, and if he/she determines that a student is a habitual truant, he/she may submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's ineligibility to be issued an operator's license or permit.
12. The Superintendent will provide the principal of each secondary school in the Corporation a copy of each list of habitual truants and will provide the principal of the student's school a copy of the official determination for inclusion in the student's education record.
13. The attendance record of a student who has been found to be a habitual truant shall be reviewed by the principal of the student's school at the end of each school year during which the student is designated a habitual truant.
  - a. In reviewing the student's attendance record, the principal will decide whether or not the student's attendance has improved to the degree that the student should no longer be designated a habitual truant and should become eligible to be issued an operator's license or permit upon fulfilling all other requirements for such license or permit, and the principal shall submit a recommendation to the Superintendent on this matter.
  - b. The Superintendent, acting on behalf of the Board of School Trustees, will notify the student and the student's parent of the principal's recommendation and will offer the opportunity for a meeting under the School Corporation's student due process procedures, set out in the Student Guide.
  - c. The Superintendent, acting on behalf of the Board of School Trustees, will inform the student and the student's parents of his/her determination, and if he/she determines that a student is no longer a habitual truant, he/she will submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's eligibility to be issued an operator's license or permit.

d. The decision of the Superintendent, under subsection C, immediately above, may be appealed in accordance with the School Corporation's student due process procedures, in the Student Guide.

e. If a student who has been designated a habitual truant, and who remains ineligible to obtain an operator's license or permit, withdraws from the School Corporation for any reason, the student's former principal in the School Corporation shall have no authority or duty to conduct a review of such student's attendance record; conversely, if such a student moves or transfers to the School Corporation, or to another school in the School Corporation, the principal of the school in which the student is newly enrolled shall conduct the appropriate review.

f. A determination that a student is no longer a habitual truant shall not cause the number of trancies to be erased for purposes of considering a charge that a student is a repeat habitual truant under this Policy.

14. For purposes of this Policy, when a student enrolls in the School Corporation and the student's attendance and disciplinary records are obtained from the student's previous school(s), the principal of the newly enrolled student shall treat such records as if the conduct of the student recorded therein had occurred with this School Corporation. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension or expulsion.

## **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" 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 accessers' 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 these provisions 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.

## **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 third period, run on the in-house television station, and are sent via email to all staff and other interested parties. 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 (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 send 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 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 - 12:05</i>
5	12:05 - 12:49
6	12:54 - 1:36
7	1:36 - 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**

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.

a. 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:

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; or
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 school.

Bullying does not include:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- 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;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

b. Applicability: The School 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 School 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 School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

c. Education: All students in grades K-12 will be provided age appropriate instruction focusing on bullying prevention.

d. 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 staff member such as a teacher, school counselor, or administrator (including the Superintendent). All staff who observe or receive a report of suspected bullying shall immediately notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member 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, such as when a staff member 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 the extent permitted by law. The School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

e. Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

f. Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School 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; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

g. 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. Parent notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and the School Corporation policy.

**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 “Bullying”.

## **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 Tuesday and Thursday 2:30-3:30pm in the DOGS Lab. 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 doctors 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:

- 1<sup>st</sup> offense -- device taken for the period,
- 2<sup>nd</sup> offense -- device will be taken for the period, referral to administrator for detention to be assigned,
- 3<sup>rd</sup> offense -- device taken for the period, referral to administrator for two detentions to be assigned and parent contact to be made,
- 4<sup>th</sup> 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 "School Safety Policy".

**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 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. 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 See "Tobacco".**

## **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 HARRASSMENT 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 or 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](http://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](http://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](http://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](http://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.

## **TOBACCO**

Tobacco, chewing, smoking or other use of tobacco by students is illegal and not permitted within any school building, on school premises, or in the immediate vicinity of school premises. Lighters, electronic

cigarettes and matches are not permitted on school grounds. Students found to be in violation of this policy will be assigned the following:

- 1st offense: An in-school suspension, at which time the student will complete a smoking cessation program online; parent notification; placed on “No Pass List”.
- 2nd offense: 3-day out-of-school suspension; loss of driver’s license if applicable; parent notified.
- 3rd offense: 3-day out-of-school suspension; parent notified; possible referral to prosecutor’s office if student is under 18 years of age.
- 4th and subsequent offenses: 3-10 day out-of-school suspension; parent notified; possible referral to prosecutor’s office; possible expulsion from school.

### **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 See “Bell Schedule”.**

### **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.