

**Northeast Dubois County  
School Corporation  
Board Policy  
and  
Northeast Dubois  
Intermediate School  
Handbook**

**Updated July 2025**



## **Northeast Dubois County School Corporation Board Policy**

### **Basic Rules for Behavior/Student Conduct Code Policy**

Every orderly group (family, club, and nation) has evolved rules for preserving the rights of the individual and for living harmoniously together. Here are the important rules of Northeast Dubois County School Corporation.

1. Conduct: The conduct of the students at Northeast Dubois is expected to be in keeping with generally accepted good student practices. Whether in school or engaged in school activities, every student is expected to conduct himself or herself as a gentleman or lady. No teacher will expect more or less.
2. Courtesy, good manners, and respect should be shown in contact with teachers, fellow students, and the general public. Observance of this rule will make a long list of minor rules unnecessary.
3. Obey your teachers promptly and without argument. If you request, your teacher will explain or discuss the situation after class or school.
4. Hands off other people and their property. This applies to:
  - a. scuffling, pushing, fighting, etc.
  - b. damaging the property of others including books, clothing, cars, etc.
  - c. boy and girl relations.
5. No smoking in the school building, on the school buses or on school grounds.
6. Boisterous conduct in the building including running, whistling or shouting is prohibited.
7. The following are prohibited on or in school unless written permission of the Principal is given in advance:
  - a. advertising or selling tickets for activities (dances, parties, lectures, etc.) not sponsored by the school;
  - b. selling merchandise, chances or tickets;
  - c. soliciting or receiving money for any non-school activity; card playing or gambling.
8. Food brought into the building should be consumed only in the cafeteria.
9. Protect school property, building furniture and equipment. Refrain from writing on or defacing walls, posters, bulletin boards, desks, tables, rented or borrowed books. Take good care of the locker that has been provided for your use. You benefit when all is in good working order.

The Board of School Trustees of the Northeast Dubois County School Corporation on 9-12-79 unanimously adopted as official board policy the "Student Due Process Law," (Burns 285369) as passed by the 1972 Indiana General Assembly. This provides that certain student misconduct will be grounds for suspension or expulsion of students from school.

Northeast Dubois utilizes a “stepped” disciplinary system. This is a process by which students are disciplined and the severity of the punishment is increased with each incidence of improper behavior. The final step is suspension or expulsion from school.

Full details of the rules, regulations and due process procedure of the Northeast Dubois County School Corporation are available to any parent, guardian, or student in the office of the Superintendent, Northeast Dubois County School Corporation, Dubois, IN 47527.

### **Article I – Philosophy**

The entire foundation and success of public school education depends on the basic concepts of self-discipline – a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators and community.

A portion of the responsibility for the developments and enforcement of regulations for the protection of the rights of individuals is delegated by the School Board of Education to responsible officials within the School Corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-disciplined standards.

However, in the absence of self-discipline, the superintendent, principal and administrative personnel, or any teacher of the School Corporation is authorized to take certain actions reasonable, desirable or necessary to help any student to further school purposes, or to prevent an interference with the educational process. School officials are charged with a moral and “parental” duty to teach proper values.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, corporal punishment, probation, referral to special personnel in the schools (counselor, principal), parent conference, suspension, referral to special central office personnel and expulsion are devices available to school personnel in dealing with students involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the students to suspension or expulsion from school.

Regardless of an individual's behavior or the discipline imposed, no student should be subject to ridicule or undue embarrassment as a result of the discipline process. For that reason, communication to other staff, other students or to persons outside of the School Corporation which identifies the student and which is not reasonably necessary to further a legitimate school purpose is discouraged.

### **Article II - Rules of Conduct**

Pursuant to I.C. 20-8.1-5-4, all rules of conduct, shall be applicable when a student is:

1. on school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event;
3. traveling to or from school or a school activity, function or event;
4. at any time, regardless of the purpose of the student's presence.

### **Statutory Rules**

The rules of conduct which are specifically provided by State Statute and which constitute conduct which can result in the suspension and/or expulsion of a student are:

1. Using violence, force, noise coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
  - c. Setting fire to or substantially damaging any school building or property.
  - d. Firing, displaying or threatening use of firearms, explosives or other weapons on the school premises for an unlawful purpose.
  - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under his/her supervision.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.

3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
  - a. Pocket Knife Policy
    - i. 1st Offense - signed letter by student and Principal, parent must pick the item up in order for it to be returned.
    - ii. 2nd Offense - 3 day out of school suspension
    - iii. 3rd Offense - Up to 10 day out of school suspension, expulsion process begins.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, alcoholic beverage or intoxicant of any kind.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in an activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an education function.
11. Violating or repeatedly violating function and are validly adopted under sections 2 and 3 of I.C. 20-8.1-5.
12. In addition to the grounds for expulsion or suspension as set forth above, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
13. Any incidents of threats, intimidation, battery, or harassment against a school employee shall be immediately reported to the law enforcement agency.  
(IC 20-33-9-10).

### **Article III – Board Rules**

Further, pursuant to Sections 2 and 3 of I.C. 10-8.1-5, the Board of School Trustees hereby prohibits the following conduct when that conduct interferes with a legitimate school purpose or impedes an educational function, and directs that such conduct can result in the suspension or expulsion of a student. Such conduct includes the following:

1. Possession or use of any tobacco or tobacco product by a student.
2. Whether by alarm, telephone, written communication or any other form of communication, falsely reporting a fire, bomb threat, or any other form of disaster.
3. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absence from school when there is an attempt to evade the School Attendance Law.
4. Violation of students driving and riding policy as established by the School Board of Education.
5. Engaging in any activity on a school bus that endangers the safety and well being of others.
6. Using obscene, profane, indecent or other inappropriate modes of expression.
7. Cheating on any test, quiz, homework assignment, or plagiarism on any project or research paper; or any other instance of dishonesty, as the same would apply to the student's academic pursuits; or assisting another to cheat or plagiarize.
8. Displaying affection for another person in an inappropriate manner.
9. Violation of a student dress code, which has been duly adopted by the principal of a school and published to the student body.
10. Repeated instances of being tardy to school or to any class or the failure to report to any class or any other place as scheduled or as directed by a teacher, aide or administrator.
11. Reported instances of belligerence and/or disrespectful behavior directed at any employee of this corporation, including contract bus drivers serving this corporation.
12. Repeated instances of failure to minimally take part in the education process. By way of example, and not by way in limitation:
  - a. sleeping in class,
  - b. failure to complete assignments or
  - c. failure to do homework.
13. Any act or communication which causes another person to engage in a fight, or which could reasonably cause another person to engage in a fight.
14. Knowingly or intentionally touching another person in a rude, insolent or angry manner.
15. Possession of Laser Light Pointers.

#### **Article IV – Corporation Drug/Alcohol Policy**

Further, pursuant to Sections 2 and 3 of I.C. 10-8.1-5, the Board of Education hereby prohibits the following conduct and directs that a violation of any of the following can result in suspension or expulsion of the student involved:

1. The possession, delivery and/or sale, or being under the influence of any substance listed in paragraph 4 below.
2. The recent or detectable consumption or use of any substance listed in paragraph 4 below.
3. The possession, delivery or sale of any object listed in paragraph 7 below.
4. For purposes of paragraphs 1 and 2 of section V of this policy, the following substances are prohibited:
  - a. Alcohol
  - b. Marijuana
  - c. Any intoxicant
  - d. Any narcotic drug
  - e. Any depressant
  - f. Any hallucinogen
  - g. Any other controlled substance as defined by state statute.
  - h. Any other substance which would be dangerous to the life or health of a person if ingested.
  - i. Any substance, which is represented by another person to be or to contain any substance, enumerated in sub-paragraphs A through H of paragraph four of the article.
5. Prescription Medicines – If a student needs to take prescription medicine during school hours, State Law and the following procedure must be followed:
  - a. State law allows students with an acute or chronic disease or medical condition to carry medication with them and self-administer it on school grounds and during any school-related function. This should assure that students with serious conditions receive quick treatment. The law will apply to students with asthma who may need to carry an inhaler with them. Students who react severely to bee stings, peanuts, or other allergens can carry an Epi Pen and self-administer their own medication. Students must have a written release from a parent and a doctor that authorizes the activity. These written statements must be kept on file at the school and re-authorized annually.
  - b. For PK-4 students, prescription medications that are not needed for acute or chronic conditions listed above should be handed by a parent/guardian/designee to a bus driver or school personnel. Medication for students in grades 5-12 should be delivered to office personnel and not kept in the student's possession.
  - c. The student shall, while in school, only take the medication in the presence of the school nurse or the school principal or designee, if the nurse is not available. No student shall keep any prescription medicine on his/her person or in his/her locker while at school. All medication shall remain with the school nurse or office personnel with exception to those medications stated in (a) above.

- d. Students may possess and self-administer medication for acute medical conditions with the written permission of their physician and parent.
6. Non-Prescription Medicines – If a student needs to take a non-prescription medicine while at school, he/she shall follow the procedures as set forth in paragraph 5 above, except that the permission slip from the parent/guardian shall also instruct the school nurse as to dosage. No student shall keep any non-prescription medication on his/her person or in his/her locker while at school. All medication shall remain with the school nurse or office personnel.
7. For purposes of paragraph 3 of Section V of this policy, the following objects are prohibited: any object used or designed to be used primarily for the storage, processing, delivery, consumption of alcohol, marijuana, a stimulant, an intoxicant, a narcotic drug, a depressant, a hallucinogen, or any other controlled substance.
8. Any student found to have violated the provisions of this article by delivering or selling a substance to another person shall be expelled from school for a period of one (1) year unless extreme extenuating circumstances are found. Any student engaged in the delivery, sale or possession of a prohibited substance shall be reported to law enforcement officials. A student expelled for this infraction will be notified of the trespass laws of the State of Indiana and informed that they will be prosecuted in the event they enter school grounds before, during, or after school hours for the full period of the expulsions. “School Grounds” is defined as property belonging to the School Corporation. If extreme extenuating circumstances are shown then the student may request the drug abuse class set forth below.

Any student who is found to have violated this article by being in possession of or under the influence, having recently consumed a prohibited substance shall be expelled for a period of one (1) year unless extenuating circumstances are presented. The student may request to enroll in a special drug abuse course of study, as an alternative to expulsion. This course will be provided as an alternative to expulsion only in the event the student is a first offender with regard to a drug and/or alcohol offense. In order to qualify for the drug abuse course of study, the student must also exhibit a sincere desire for help, and must be recommended by his counselor, dean or principal for the course of study. Parents should pay for counseling.

### **Student Smoking/Tobacco Policy**

#### **Use and/or possession of tobacco by students:**

A. Students **may not** be in possession of tobacco products on school property during the school day.

B. Students may not be in possession of tobacco products at any class function or school sponsored activities. This includes dances, athletic events, social functions, band performances, and etc.

C. Tobacco products are banned from buses to and from school or buses used for school sponsored activities.

**Operational Definitions:**

**TOBACCO PRODUCT:** includes cigarettes, cigars, snuff, chew, chewing tobacco, liquid nicotine, and any other substance that contains tobacco. Includes smoking paraphernalia: lighters, matches, e-cigarette/vapor pens, and etc.

**POSSESSION:** On the person, in lockers, or school bags, which belong to the person, and etc.

**SCHOOL PROPERTY:** School perimeter including entire school building, athletic facilities, and privately and corporate owned buses.

**PRIVATELY OWNED VEHICLES:** Tobacco products may not be in privately owned vehicles, which are parked on school property.

**DRUG TESTS:** Failed drug tests count as offenses.

**CONSEQUENCES FOR VIOLATIONS:**

**1<sup>st</sup> offense:** 3 day suspension and notification of parents/guardians. Referral to law enforcement if under age 18

**2<sup>nd</sup> offense:** 3 day out of school suspension, and referral to law enforcement if under age 18. Notification is sent to the Bureau of Motor Vehicles.

**3<sup>rd</sup> offense:** 5 day out of school suspension pending expulsion proceedings

**Article V - Search and Seizure Policy**

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a student and school property when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, stolen goods or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

1. School Property: The school owns student lockers, desks, and other such property. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.
2. The Person: According to the decision of the Supreme Court of the United States “a student may be searched if there are reasonable grounds for suspecting that the search

will turn up evidence that the student has violated either the law or the rules of the school.” A particular student’s effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property. The scope of the search must be “reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction”. If school officials conclude that a more intrusive search (i.e., a full strip search) is needed, they shall call the parents of the students involved and report their suspicions to the police who shall be responsible for any such search. School officials should not conduct such searches. The principal or his designee may request law enforcement assistance in the random search process; such assistance includes an agreement with law enforcement to use trained drug dogs.

### **Article VI – Handicapped Students**

Any handicapped child enrolled in a special education program or class may be denied the right to attend school or to take part in any school function through suspension, expulsion, or exclusion procedures as outlined in Indiana Code 20-8.1-5 and this policy. Although the procedure described under Indiana Code 20-8.1-5 does provide due process, expulsion of a handicapped student is also governed by federal regulations implementing P.L. 94-142 and by Rule S-1 of the Commission on General Education. Because of the nature of such expulsions, a case conference committee must be convened to make the change in placement. At the case conference the relationship between the misconduct and the handicap shall be determined. After making such a determination, appropriate procedures for expulsion of a handicapped student will be followed.

### **Article VII - Bullying Policy IC 20-33-8-0.2**

As used in this article, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's 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, and privileges provided by the school.

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

#### **Article VIII - Threats, Intimidation, Battery, Harassment**

Any incidents of threats, intimidation, battery, or harassment against a school employee shall be immediately reported to the local law enforcement agency. IC 20-33-9-10

#### **Article IX - Attendance Policy**

For a child to have the greatest educational opportunity, regular school attendance is absolutely necessary. Regular and punctual school attendance enables students to derive maximum benefits from instructional programs and develop habits of self-discipline, punctuality, and responsibility.

Absences fall into two categories: excused and unexcused absences.

Absences are considered excused if the following conditions are met:

1. Student has seen a medical professional and a note is delivered to the school.
2. Student served as a page for the general assembly, serves on the precinct election board, or as a helper to a political candidate on election day (I.C. 20-33-2-14 & 20-33-2-15).
3. Student subpoenaed to appear in court as a witness in a judicial proceeding. (I.C. 20-33-2-16).
4. Student participated in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5).
5. Any other absence approved by state law or the school principal.

All excused absences after 10 in a school year will be considered **unexcused**. Upon 3 unexcused absences in a school year, the school attendance officer will begin contacting the family of the student. Multiple unexcused absences may result in a referral to Project Attend through the Juvenile Probation Office. **Per Project Attend, two tardies are counted as one day of absence.**

A student's attendance record will transfer and be enforced when transferring to another school within the county.

On the day of a student absence, his or her parent/guardian must call the school by 8:30 A.M., state their name, date, son/daughter's name and the nature of the absence. If the school does not receive a call, a phone call will be made in reference to the absence. **No contact about the absence will result in the absence marked as unexcused.**

Truancy: A "truant" is defined as a student who is willfully absent from school without the knowledge or consent of the parent and school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. A "habitual truant" is defined as a student who is truant three times any semester, or is absent from school a total of 20 or more days in a school year. **Friday school will be served as consequence for truancy for grades 5-12.**

#### **Article X - Rules For Students Riding School Buses**

School bus drivers are to have control of all school children so conveyed between the homes of the children, the school building, and return. The driver shall keep order, maintain discipline among the children while in the bus along the route, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and use every care for the safety of the children under his/her charge.

1. Each student shall be seated in the place assigned by the driver
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease or handle each other.
5. No windows or doors will be opened or closed except by permission.
6. No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. No glass containers on the bus.
8. Band instruments and duffel bags are to be placed under the seat of the student. Final authority rests with the bus driver.
9. No eating on the bus.
10. The bus driver controls all discipline on the bus. He/She has, by School Board authority, the right to suspend student riding privileges. for a period of twenty-four (24) hours.

### **Bus Drivers**

#1A	Jason Braunecker	812-630-0444	# 9	John Fuhrman	812-639-0715
#2	Tony Danhafer	812-630-1471	#11	Brad Danhafer	812-630-5453
#3	Tim Danhafer	812-639-9462	#12	Tony Quinn	812-631-1459
#4	Ed Freyberger	812-309-3407	#13	Brian Terwiske	812-508-0898
#5	Brad Knies	812-639-2073	#14	Jeff Bieker	812-639-8358
#7	Sheila Bachman	812-309-4414	#15	Larry Mehringer	812-631-0146
			#16	Chris Reckelhoff	812-639-0098
Dubois Co. Public Schools #1	Jennifer Braunecker	812-630-0513			
Dubois Co. Public Schools #9	Patty Chatman	812-631-4408			
Preschool Route # J5	Scott Chatman	812-639-0246			

### **Article XI – Grounds for Exclusion**

1. If he/she has a dangerous communicable disease which poses a substantial threat to the health or safety of the school community.
2. Where his/her immediate removal is necessary to restore order to protect persons or school property where on account thereof the student's presence in school would constitute an interference with school purposes.
3. Where he/she is mentally or physically unfit for school purposes.

### **Cell Phones & Electronic Devices Policy**

Students may possess personal communication devices (cell phones, smart watches, etc.) in school, on school property, during after-school activities (e.g. extracurricular activities), and at school-related functions; however, these devices are not to be accessed during any class periods. Teachers will confiscate communication devices that are being used or are visible at any time during class periods and bring them to the office.

Personal communication devices may be accessed by the student in school before the first bell, during passing periods, during lunch, and after school. At all other times, personal communication devices should be placed in a secure location outside of the classroom. These locations are to be determined by the student and it is the responsibility of the student to place the device in a secure location.

#### **Consequences of violations:**

##### 1st offense

- The student's device is sent to the office.
- The student picks the device up at the final bell of the day.
- Office inputs the information into Skyward.

##### 2nd offense

- The student's device is sent to the office.
- The student picks the device up at the final bell of the day.
- Two lunch detentions are assigned to the student.

- Parent/guardian phone call is made.

3rd offense

- The student's device is sent to the office.
- The device is picked up by a parent/guardian.
- The student is assigned an after school detention (2 hours).
- The student's device will be brought to the office for 5 consecutive school days to be stored in a safe location at the start of the school day. Additional discipline may be issued if the student fails to bring the device to the office.
- Parent/guardian meeting will be held.

4th offense:

- The student's device is sent to the office.
- The device is picked up by a parent/guardian.
- A 2 day ISS will be assigned to the student.
- The student's device will be brought to the office for 15 consecutive school days to be stored in a safe location at the start of the school day. Additional discipline may be issued if the student fails to bring the device to the office.
- Parent/guardian meeting will be held.

5th offense:

- The student device is sent to the office.
- The device is picked up by a parent/guardian.
- A 3 day OSS will be assigned to the student.
- All phone privileges for the student will be lost at school. The student will bring the device to the office at the start of the school day.

This rule is not violated when the student has:

1. Been given permission from a teacher or administrator to use a wireless device
2. Manage the student's healthcare
3. Using a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

An automatic 3-day out-of-school suspension will be served to any student who refuses to give their cell phone to the staff member.

Students are not permitted to use cellular telephones to record, store, send, or transmit the spoken word or visual image of any person, including other students or staff members, or education instrument/document (e.g., test, quiz, etc.) any time while on school property. Any student who disseminates in any manner an unauthorized or misrepresented photograph, video, or recording for the purpose of embarrassing, demeaning, or discrediting the reputation of any student or staff, or that results in this or any action or activity that results in the disruption of the education process shall be subject to disciplinary action up to and including suspension and/or expulsion at the discretion of the principal. An incident of this nature could result in sexual harassment charges, other violations, and the loss of the wireless device for the remainder of the year on school grounds.

Finally, students may not use cellular telephones on school property to access and/or view

internet websites that are otherwise blocked to students at school. Doing so will result in the student being banned from the wireless network.

Ongoing and repetitive cellular device issues by a student will cause more disciplinary actions as deemed necessary by administration.

The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or brought onto its property. If any infraction of this policy is serious enough to violate the Board of Education policy and procedures governing the use of communication devices, more serious consequences could result.

Parents/guardians are advised that the best way to contact a child during the school day is by calling the school office.

### **Exceptional Children's Co-op Annual Written Notification**

Accessing Public Benefits & Releasing Personally Identifiable Information to the Medicaid Program, the federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Indiana Medicaid program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program. If you have previously given consent for Northeast Dubois County School Corporation to access your or your child's public benefits and to release information needed to access Medicaid funding for services provided through your child's individualized education program (IEP), the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services at no cost to you. Reimbursed services provided by the Northeast Dubois County School Corporation or Exceptional Children's Co-op does not limit coverage, change eligibility, affect benefits, or count against visit or funding

limits in Medicaid programs in which your child is enrolled. You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services at no cost. You may ask questions about this program or revoke your consent at any time by contacting the Director of Special Education at Exceptional Children's Co-op. Date Notification Provided to Parent and Method of Delivery: This information will be located in the Student Handbook and in the Online Registration Packet.

## **Northeast Dubois Intermediate School Handbook**

### **Section 1 - Policies**

#### **A. Cell Phones and Electronic Devices**

Students may possess wireless communication devices in school, on school property, during after school activities (e.g. extracurricular activities) and at school-related functions. However, these devices are not to be accessed during academic periods in classes during instruction. Teachers will confiscate cell phones that are being used in class periods during instruction times. If they are seen and are disruptive to the educational process, they will be taken to the office. Parents/guardians will then be required to pick up the device from the office. The device will sit in the office until this is done.

An automatic 3 day out of school suspension will be served to any student that refuses to give their cell phone to the staff member.

Students will be permitted to utilize their cellular phones during passing periods. Cell phones will not be allowed at breakfast, lunch, or during recess.

A teacher may grant permission for the use of these devices to assist with instruction in his/her classroom. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Students are not permitted to use cellular telephones to record, store, send, or transmit the spoken word or visual image of any person, including other students or staff members, or education instrument/document (e.g., test, quiz, etc.) any time while on school property. Any student who disseminates in any manner and unauthorized or misrepresented photograph, video, or recording for the purpose of embarrassing, deaming, or discrediting the reputation of any student or staff, or that results in this or any action or activity that results in the disruption of the education process shall be subject to disciplinary action up to and including suspension and/or expulsion at the discretion of the Principal. An incident of this nature could result in sexual harassment charges, other violations, and the loss of the wireless device for the remainder of the year on school grounds.

Finally, students may not use cellular telephones on school property to access and/or view Internet websites that are otherwise blocked to students at school. Doing so will result in the student being banned from the wireless network.

Ongoing and repetitive cellular device issues by a student will cause more disciplinary actions as deemed necessary by administration.

The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or brought onto its property. If any infraction of this policy is serious enough to violate the Board of Education policy and procedures governing the use of communication devices, more serious consequences could result.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

## **B. CONDUCT AT SCHOOL ACTIVITIES**

The following guidelines should be followed at each assembly:

1. Respectful attention is always important. Give everyone a chance to enjoy the program.
2. Lack of attention will mean automatic removal.
3. The behavior of students is expected to follow the guidelines of the stated discipline policy. The current discipline policy will be enforced. The types of activities include assemblies, sporting events (participant or spectator), dances, etc.

## **C. Discipline**

Students who willfully disobey school rules will be subject to any of the following forms of discipline, depending on the severity of the infraction.

### Lunch Detention

Lunch detentions will be given for: chewing gum, inappropriate language, rude or disrespectful behavior, not following classroom rules, not following detention rules, or unacceptable conduct at any Northeast Dubois School Event. Students must have detention slips signed by parent/guardian and return the slip to the office on the following school day. If there is no signature or a questionable signature, then the student will contact parent/guardian by phone.

Detentions are based on a 9-week grading period. Demerits accumulate the entire school year.

#### Demerits

6 Detentions = 1 DEMERIT

8 Detentions = Friday School + 2<sup>nd</sup> DEMERIT

Out of School Suspensions and Friday School assignments will result in a DEMERIT.

Demerits may be worked off by going 2 weeks without a detention. Two or more demerits at the time of any school activity excludes the student from participating in or attending this event. This includes athletic events and other non-academic school activities.

#### Time-Out

Students who are disruptive or uncooperative may be sent to another area for time-out.

#### In-School Detention (ISD)

Students are expected to complete all assigned homework and tests. For these scores to be counted, work must be turned in to the office before leaving for the day. Each ISD will result in a demerit.

#### Out of School Suspension (OSS)

Students or parents must request homework and arrange to pick it up at school. On the day of return, the student must turn in all homework and is responsible for requesting a time to make up tests. All scores will be counted provided these conditions are met. Each OSS will result in a demerit.

#### Friday School

Friday School is held at the high school one Friday per month. It is 3 hours in length from 2:30 p.m. to 5:30 p.m. Students and parents will be notified at least one week in advance of the student's assignment to Friday School unless agreed to by parent. Each Friday School will result in a demerit.

#### Expulsion

Students can be expelled from school if they continually disobey school rules or endanger other students by their presence.

### Corporal Punishment

Corporal punishment, paddling, is allowed by the State of Indiana and will be used if deemed necessary.

### **D. Extracurricular Individual Eligibility**

Northeast Dubois Intermediate School has a balanced athletic program. In order to participate in any extracurricular activity, a student must follow the rules and regulations stated below.

1. All participants should be full-time students within the school district.
2. Must be a regular bonafide student in good standing in the school you represent.
3. Must carry a 2.0 GPA. Conduct: not more than 1 U or 2N's. Students declared ineligible for participation in scheduled events will be allowed to practice. At the end of 14 calendar days after receipt of grades, it is the athlete's responsibility to pick up his/her current grades from all of his/her teachers and present them to the principal. The athlete will again be eligible to participate if he/she presents to the principal passing grades in all subjects with a 2.0 GPA and acceptable conduct. If the athlete is declared ineligible a second time he/she will be dismissed from that sport for the remainder of that season.
4. Student progress will be checked at the end of each grading period. Rule (3) will govern eligibility.
5. If a student accumulates 3 demerits, he/she is suspended from participation in athletic events until he/she reduces his/her demerit count to 2 or fewer. Refer to (3) for eligibility.
6. The parent permission form must be on file in the office before the first practice.
7. Must, if absent 5 or more days due to illness or injury, present to your principal written verification from a licensed physician that you may participate again.
8. When students are participating in two different activities, one school sponsored and one not, the student will give priority to the school activity.

### **Insurance**

No student should participate in interscholastic athletics without insurance coverage. As parents, you need to make sure your accident and health insurance will adequately cover your child in the event that medical assistance is needed. Northeast Dubois does not carry medical insurance on athletes. There are alternative insurance programs available through the IHSAA and the state of Indiana. For more information, call 1-800-889-9949.

### **Attendance**

No athlete may practice or participate on a school day if he/she is absent for more than half of the school academic day. Prior approval may be obtained with approval from the Principal or Athletic Director.

### **Extra-curricular Consequences for Tobacco/Drugs/Alcohol**

#### **FIRST OFFENSE**

##### **Athletics/Cheerleading**

The student shall be suspended for a minimum of 20% of the next upcoming contests scheduled for that sport for that school year. (e.g., 20 basketball games x .20 = 4 games, 10 tennis matches x .20 = 2 matches). Fractional numbers will be rounded up and down (i.e. 1.4=1, 1.5 =2).

This includes the IHSAA tournament. If there are not enough scheduled contests, it will continue until the next sport season the student participates in. The penalty carry-over to the next sport in which the athlete participates will only apply towards the suspension if the athlete completes the whole season of the carry-over sport. Scrimmages will not be considered a contest for suspension purposes.

##### **Clubs/Activities**

The student will not be allowed to participate for 3 weeks.

#### **SECOND OFFENSE**

##### **Athletics/Cheerleading/Clubs/Activities**

The student shall lose eligibility to participate in all athletic activities for (1) year from the date of such confirmation.

The student shall agree to meet regularly with a substance abuse program at the student/parent expense for the purpose of becoming and staying free of illicit, mood altering chemicals. The parent/guardian must sign a release of confidential information. The Principal and Athletic Director will stay in contact with the substance abuse program to monitor the student's progress. Failure to do so will result in the suspension from athletic competition to last longer.

#### **THIRD OFFENSE**

##### **Athletics/Cheerleading/Clubs/Activities**

The student shall lose eligibility to participate in athletics and/or extracurricular activities.

### **FURTHER EXPLANATIONS OF CONSEQUENCES**

Should an administrator determine, or coach request, that a more substantial penalty be imposed, due to a severe violation, the Athletic Department and Administration will meet to consider the facts surrounding the violation and the effects on the school and the athletic program. Then, that group will make a determination as to whether the penalty to be imposed should be in excess of the penalties indicated above.

#### **Included Activities**

All Athletics, Academic Teams, Spell Bowl Teams, Student Council, Beta Club, Class Officers, any club/sport/activity defined as an extra-curricular activity.

This is only a summary of the rules. The individual coaches may distribute a list of the rules and regulations, which must be followed for each sport. If you have any question concerning these rules, it is your responsibility to contact the principal before participating in any athletics sponsored by the school. The intent of this policy is to assure students maintain proper grades. At no point will cumulative GPA be considered.

### **E. GRADING SYSTEM**

Grading periods end every nine weeks. Individual teachers will explain their grading scale to their students. In general, an "A" represents superior work; "B" – above average work, "C" – average work, "D" – below average. "F" represents work that is unsatisfactory. No credit will be given for this grade. "I" means the work is incomplete – if not completed in a reasonable length of time this grade becomes an "F". Students' grades can be modified to accommodate individual student's needs Conduct grades are represented by S – Satisfactory, N – Needs Improvement and U – Unsatisfactory. Mid-term reports will be sent home when students are not working up to their ability.

### **F. Honor Roll**

There are two types of honor roll: Blue and White Honors lists students with a 3.5 to 4.0 GPA, and Honors list students with a 3.0 to 3.499 GPA. Students with "U's" in conduct cannot be listed.

### **G. MEDIA CENTER**

1. Students using the Media Center are responsible for returning materials in the proper manner.
  - a. Materials checked out are to be returned, not loaned to a second user.
  - b. Overdue materials will stop borrower's privileges in the Media Center.
  - c. Lost or destroyed materials will be replaced by the user at the current replacement cost.
2. Computer and Internet use will comply with the Acceptable Use Policy of Northeast Dubois County School Corporation. Students violating this policy will not be allowed to use the computers.
3. Student behavior in the Media Center will be according to school policy. Anyone creating a disturbance will lose Media Center privileges. Students are expected to attend to their work and not loiter when finished.
4. Hours of operation will be normal school hours or when the Media Center is staffed by an adult. Teachers may sign-up for Media Center time by scheduling a date with the librarian.

#### **H. Student Dress**

Students are urged to use good judgment in choosing their school clothing, which means they are expected to be well groomed and neat at all times. **The responsibility for student dress and grooming is that of the student and their parents/guardians.**

The following regulations shall be used for implementation for the Student Dress Code Policy:

1. Health and Safety – Students should not wear clothing or hairstyles that can be hazardous to them in their school activities.
2. Common Decency – Bare midriffs, halter tops, muscle shirts, low riding pants and tank tops, or any other garments which unduly or suggestively expose the upper torso and underclothing are prohibited. There shall be adequate coverage of the body for all activities of the day, including sitting, bending, or raising hands.
3. All shirts must have a 2-inch shoulder strap, and shorts, skirts, or pants for all students must be at or below fingertip length.
4. Apparel: The wearing of apparel that has on it any writing, printing, symbols or pictures that is judged by school staff to be immoral, lewd, vulgar, or is suggestive and/or implies sex, drugs, alcohol, violence, or other subjects, or in condition disruptive to the normal operation of the school, or which interfere with normal educational functions or school purposes, is prohibited. Pants or shorts with holes above the knee should not be worn if skin is visible.
5. Footwear – All students are required to wear footwear, such as boots, shoes, or sandals. Footwear which is unsafe, inhibits movement, creates a disturbance, or

which is disruptive either by appearance or by sounds, is prohibited. Flip-Flops are prohibited.

Disciplinary action to be taken:

1<sup>st</sup> offense: Student will be issued appropriate clothing or parent can bring in appropriate clothing

2<sup>nd</sup> offense: Detention will be given

3<sup>rd</sup> offense: Will be considered defiance, which is punishable by an In-School Detention.

### **I. Retention and Assignment**

A committee of 5 staff members will consider a student for retention in the same grade when

1. He/She receives 3 semester average F's in one semester or
2. He/She receives 4 total semester average F's in both semesters.

A student will be considered for assignment if he/she receives 2 or more semester F's. If a student is assigned to the next grade, that student is on probation for 1 year.

Probation means;

1. A student can be returned to the previous grade level if he/she receives 4 D's or lower in any of the first two grading periods.
2. A student can be retained in the current grade if he/she receives 4 D's or lower in any grading period during the second semester.

## **Section 2 - Procedures**

### **A. Cafeteria**

Northeast Dubois Intermediate School offers a well-balanced, nutritional meal daily. Full meal lunch trays are available to the students for \$2.15 per day. Parents who feel that they may qualify for governmental lunch payment assistance should request an application form from the office. Students may also purchase ala carte items from the lunch line: salad, cookie, milk or juice, ice-cream, etc.

The following rules will be enforced in the cafeteria:

1. Students who have not purchased food will not be allowed to eat off of other students' trays.
2. No food may be taken from the cafeteria.

3. Trays, utensils, and paper items must be disposed of properly with no mess left behind.
4. Student cafeteria accounts are accessible through the Family Access link on the school website.
5. Student accounts are monitored each week. If the account is negative, a report is sent home with the student to inform parents/guardians.
6. If a student account is negative by \$3.50 or more (two days of lunch) the student will receive peanut butter and jelly for lunch until the account is paid.
7. Students will not be allowed to be in possession of carbonated beverages during the school day.
8. Students should not break in line.
9. Students will not be allowed to go to their lockers during lunch hour.
10. Parents are allowed to bring in food for their children only – not for other students.

Parents who need help in meeting their financial obligations to Northeast Dubois Intermediate School should contact the office as soon as possible to arrange a payment plan. Phone 678-2181

### **B. Clinic**

A room is available for students who become ill during the school day. The following procedures pertain to the services of the clinic:

1. Beds in the clinic are for emergency use only. After one hour a student returns to class or makes arrangements to go home.
2. No medication can be given to students without parent's permission. Only minor first aid services are available at school.
3. Individual health or hygiene problems are reported to parents.

### **C. Illness or Injury at School**

If you should become ill during the school day, you are to report directly to the office. We will make contact with your parents or take the necessary precautions to insure your best interests.

Caution: Do not go to the restrooms or some other place to suffer in private. In case of severe illness or injury, have another student or teacher come to the office to get emergency help.

### **D. Lockers**

Each student will be assigned a locker or cubby and he/she should not exchange lockers with another student. All personal items should be kept in lockers. Gym bags

should be small enough to fit inside. Students will not be allowed to store large gym bags anywhere besides their lockers. Students are encouraged to leave large sums of money and valuable items at home. The school will not be held responsible for theft of personal property from lockers.

Lockers should be kept neat and clean. No food or drinks should be kept in lockers. No obscene photos or messages should be posted in lockers. Students are expected to clean out their lockers at the end of the school year. A charge will be added to the following year's book bill if a student's locker is left in a mess. **Lockers are the property of the school and may be inspected by school officials at any time.**

#### **E. Lost and Found**

Lost and Found items are to be turned in at the office. Please inquire immediately if you lose something since lost and found items will be held for only 5 DAYS before they are discarded.

#### **F. Medication in School**

If a student has a chronic illness of any kind, please inform the school officials immediately. Students who need to take medication at school must leave these medications in the school office. School personnel will supervise the administration of such medications. Medications are secured and under the jurisdiction of the school nurse or office personnel. School personnel may not provide or supply any medication for students.

#### **G. Parent/Teacher Conferences**

Parent/Teacher Conference days are held in the fall. If a parent needs to talk to his/her child's teacher at any other time, it is suggested that he/she call the school in advance to arrange a meeting time that is mutually convenient for both parties.

#### **H. Participation in P.E.**

All students are required to dress out and participate daily in physical education classes. If a student is to be excused from P.E., he/she must have a written note from home or from a physician. Unless special permission is granted, notes from home are honored for one (1) class period per quarter only.

#### **I. Safety Drills**

Fire Drills will be held monthly. When the alarm sounds, every student will leave the building in a quiet and orderly manner. Exits are determined by your position in the

building at the time of the signal. Instructions are located in each room. Students will re-enter the building as soon as the signal for their return has been given.

Severe Weather Drills are held regularly with safety areas posted in each classroom. When this signal sounds, the students will move in a quiet and orderly manner to the designated area. They should remain quiet and in this area until they are instructed to return to class.

School safety drills are held regularly. Directions for these drills are posted in each classroom. Instructions for the drill will be announced and teachers will give direction on what students need to do.

#### **J. Student Drop Off / Pick Up**

Northeast Dubois Intermediate School will open doors for student arrival at 7:35 A.M.

Students should be dropped off utilizing the pullover lane via Main Street on the south side of Northeast Dubois Intermediate School as not to interfere with school bus traffic in the parking lot. Student pick up parking is in the same spot as drop off on Main Street.

#### **K. Student Insurance**

Northeast Dubois County School Corporation does NOT carry insurance to cover student accidents or injuries and cannot pay damages, hospital bills, or medical bills regardless of the seriousness of the case.

#### **L. Telephones**

School phones are for school-related business ONLY. Students who misuse phone privileges will be forbidden to use the school phones. Students will not be excused from class to answer the phone, except in the case of an emergency. Students will not be allowed to call their parents during the school day to ask permission to go home with a friend after school – this should be taken care of before coming to school in the morning. Students need a note from home giving permission to go to another destination after school.

#### **M. Textbook Rental**

Payment for textbook rental and other student instructional materials should be made at registration unless arrangements for deferred payments have been made in advance. Parents who feel that they may qualify for governmental textbook rental assistance should request an application form. Textbooks will be issued the first week of school.

Students should remember that textbooks remain the property of the school. Students will be billed for lost or damaged textbooks.

#### **N. Visitors**

Visitors are welcome during school hours if they register in the Principal's office prior to visiting classes. If you want to bring a guest to school, you must obtain a visitor's pass from the principal at least one full day before day of visit. When you bring a guest, remember to introduce him or her to your teachers. No Visitor Passes will be issued during the last week of school or the day preceding vacations. Brothers and sisters or younger students from other schools may not come as guests. Visiting students must pay for their own lunches.

#### **Nondiscrimination and Access to equal educational opportunity**

Northeast Dubois Intermediate School does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment.

Further, it is the policy of Northeast Dubois Intermediate School to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry age, national origin, place of residence within the boundaries of the corporation, or social or economic background, to learn through the curriculum offered in Northeast Dubois Intermediate School.