



 HUNTINGTON NORTH
HIGH SCHOOL

2

Student Handbook

The PIT
Varsity Gymnastics
HNHS Career Fair
Huntington North Marching Vikings

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Vision Statement

A place where everyone learns.

Mission statement

Huntington North High School is dedicated to creating world-class learning results by focusing on: Literacy; a Safe Learning Environment; College, Career, and Life Readiness; Family Engagement; Student Centeredness.

Core Values

Lifelong Guidelines, LIFESKILLS and Secure Environment; High Expectations, High Achievement and Accountability; Focus on the Future; Continuous Improvement for All; Communication, Responsiveness; Evidence-based Decisions; Shared Leadership; Stakeholder Focus

LIFESKILLS

Caring, Common Sense, Cooperation, Courage, Creativity, Curiosity, Effort, Flexibility, Friendship, Initiative, Integrity, Organization, Patience, Perseverance, Pride, Problem Solving, Resourcefulness, Responsibility, Sense of Humor

Lifelong Guidelines

Active Listening, Citizenship, Personal Best, Respect, Trustworthiness, Truthfulness

We believe

1. All individuals can learn.
2. School personnel and the community perceive each student as a valued individual with unique gifts.
3. High expectations increase students' performance.
4. Students' self-esteem is enhanced by positive relationships.
5. Students can work collectively and individually to achieve goals.
6. Students can develop skills for life-long learning.
7. Students learn best when actively engaged in the learning process.
8. Students need a safe and trusting environment.
9. Students need to be challenged to reach their potential.
10. Faculty, parents, students and the entire community share the responsibility in education.

HNHS School Improvement Plan

Focus 1: *Literacy*

Focus 2: *Standards*

Focus 3: *Teaching*

Dear HNHS Parents and Students,

Welcome to Huntington North High School! A proud tradition of excellence exists here, and we are excited for you to define your experience as a Viking. It is my desire that you leave your time in high school as a well-rounded individual, ready to tackle your next steps in life's journey. Whether you plan to enroll in a college or university, enter the workforce, enlist in the military, or pursue other dreams, we aim to prepare you well.

There are diverse areas of study to learn from, extracurricular and co-curricular activities to participate in, and generally exciting experiences to be engaged with. Being involved in your high school instills a sense of pride and belonging, and I encourage you to be involved.

Please be bold and take full advantage of everything that is available to you during your time here. Explore, engage and experience the different aspects of high school and never be afraid to ask questions or seek help. We are a school that puts students first, and as a result, we are here to support you. We are excited to have you in the Viking Family and cannot wait to see what the coming year has in store.

Best of luck Vikings!

Russ Degitz
Principal
Huntington North High School

Principal

Dr. Russ Degitz

Assistant Principals

Mr. Jarod Hammel
Ms. Lynn Brown
Mr. Jason Draper
Mrs. Stephanie Rodgers

Director of Career and Technical Education

Ms. Tiffanney Drummond

Athletic Director

Mr. Jeremy Markham

Assistant Athletic Director

Mrs. Melissa Clore

Guidance Counselors

Mrs. Taylor Herendeen
Mr. William Palmer
Mr. Chris Campbell
Mr. Tom Gross
Mrs. Holly Thompson

Main Office Secretaries

Mrs. Renee Armstrong
Mrs. Anne Betterly

Attendance Office Secretaries

Mrs. Alicia Esslinger
Mrs. Connie Baumgardner

CTE Secretary

Mrs. Peggy Easley

Athletic Secretary

Mrs. Valarie Cannici

School Nurse

Mrs. Kris Johnson

Guidance Secretary

Mrs. Cyndy Patrick

Treasurer / Administrative Assistant

Mrs. Chrissie Linker

HNHS SCHEDULES

<u>DAILY SCHEDULE</u>		<u>COLLABORATION SCHEDULE</u>	
<u>PERIOD</u>	<u>TIME</u>	<u>PERIOD</u>	<u>TIME</u>
1	7:40AM - 8:26AM	1	8:10AM - 8:50AM
2	8:32AM - 9:18AM	2	8:56AM - 9:36AM
3	9:23AM - 10:10AM	3	9:40AM - 10:22AM
4	10:16AM - 11:29AM	HR	10:28AM - 10:55AM
5A LUNCH	11:29AM - 12:01PM	4	11:01AM - 11:41AM
5A CLASS	12:05PM - 1:11PM	5A LUNCH	11:41AM - 12:13PM
5B CLASS	11:35AM - 12:05PM	5A CLASS	12:17PM - 1:23PM
5B LUNCH	12:05PM - 12:35PM	5B CLASS	11:47AM - 12:17PM
5B CLASS	12:39PM - 1:11PM	5B LUNCH	12:17PM - 12:47PM
5C CLASS	11:35AM - 12:39PM	5B CLASS	12:51PM - 1:23PM
5C LUNCH	12:39PM - 1:11PM	5C CLASS	11:47AM - 12:51PM
6	1:17PM - 2:03PM	5C LUNCH	12:51PM - 1:23PM
7	2:09PM - 2:55PM	6	1:29PM - 2:09PM
		7	2:15PM - 2:55PM

<u>2-HOUR DELAY SCHEDULE</u>		<u>EARLY DISMISSAL SCHEDULE</u>	
1	9:40AM - 10:10AM	1	7:40AM - 8:23AM
2	10:16AM - 10:46AM	2	8:29AM - 9:12AM
3	10:52AM - 11:22AM	3	9:18AM - 10:01AM
4	11:28AM - 12:01PM	4	10:07AM - 10:50AM
5A LUNCH	12:01PM - 12:33PM	5A LUNCH	10:50AM - 11:22AM
5A CLASS	12:37PM - 1:43PM	5A CLASS	11:28AM - 12:32PM
5B CLASS	12:07PM - 12:37PM	5B CLASS	10:56AM - 11:26PM
5B LUNCH	12:37PM - 1:07PM	5B LUNCH	11:26PM - 11:56AM
5B CLASS	1:11PM - 1:43PM	5B CLASS	12:02PM - 12:32PM
5C CLASS	12:07PM - 1:11PM	5C CLASS	10:56AM - 12:00PM
5C LUNCH	1:11PM - 1:43PM	5C LUNCH	12:00PM - 12:32PM
6	1:49PM - 2:19PM	6	12:38PM - 1:21PM
7	2:25PM - 2:55PM	7	1:27PM - 2:10PM

Exterior doors open at the following times:

7:15 a.m. Monday, Tuesday, Thursday, Friday

7:45 a.m. Wednesday

9:15 a.m. Two Hour Delays

Huntington North High School – Pandemic Scenario

HNHS will be required to follow local health guidelines and any corresponding pandemic plans that may create the need for flexibility and adaptations as they arise. Any school board re-entry plans will serve as guidance for this scenario.

**Synchronous (Live) Plan
HCCS Secondary Level
Student and Parent Information**



HCCS Secondary Schedule

Synchronous (Live) Schedule				
Period	Time			Minutes
1	10:00	-	10:22	22
Passing	10:22	-	10:27	5
2	10:27	-	10:49	22
Passing	10:49	-	10:54	5
3	10:54	-	11:16	22
Passing	11:16	-	11:21	5
4	11:21	-	11:43	22
Passing	11:43	-	11:48	5
5	11:48	-	12:10	22
Lunch	12:10	-	1:10	60
6	1:10	-	1:32	22
Passing	1:32	-	1:37	5
7	1:37	-	2:00	23

ANNOUNCEMENTS – WEATHER AND MORE

Announcements concerning the closing or delay of school will be communicated via the following:

- **Parent Square**
- **Radio Channels:** WOWO-1190 AM AND 103 FM, WMRI- 107 FM, WMEE-97 FM, WLZK-101FM, WAJI-95 FM, WBCL-90 FM, WBTU-93 FM, WVSH-92 FM, and WNUY-100 FM
- **Television Channels:** 15, 21 and 33.
- Announcements will also be posted on the school website at <http://www.hnhs.hccsc.k12.in.us/> You may also follow the school (Huntington North High School) and the school district (Huntington County Community Schools) on Facebook.

NO ONE SHOULD CALL THE SCHOOL REGARDING SCHOOL WEATHER-RELATED ANNOUNCEMENTS, AS PHONE LINES MUST BE KEPT OPEN IN ORDER TO UPDATE RADIO STATIONS. RADIO STATIONS WILL BE NOTIFIED OF DELAYS OR CLOSINGS AS CLOSE TO 6:00 A.M. AS POSSIBLE.

BULLYING/HARASSMENT

Bullying is prohibited at Huntington North High School. Bullying is defined by the Act as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”

This rule will apply when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school. While literally, the latter phrase means that when a student is using an electronic device (i.e. computer, laptop, ipad, etc) issued by the school at his home and another student bullies the student using the device, it would violate the rule. Indiana Code 20-33-8-0.2, Indiana Code 20-33-8-13.5

Parents or students that believe a bullying situation is taking place should contact the Discipline Office and complete a Student/Parent Bullying Report Form. An investigation will then take place and consequences will be determined.

SEXUAL AND OTHER FORMS OF HARASSMENT

I. THE POLICY

Huntington County Community School Corporation is committed to maintaining a learning and working environment that is free from employment/education-related discrimination, including a prohibition against sexual harassment.

It shall be a violation of this policy for any employee or student of the Huntington County Community School Corporation to engage in sex discrimination and/or sexual harassment of another employee or student through conduct or communications described in Section II. EEOC Guidelines (29 CFR 1604.11(g) define sexual harassment. In the context of both the employment and education setting, unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's

- employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for education or employment decisions affecting that individual; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

EEOC Guideline (29 CFR 1604.11(g)) also provides that unlawful sex discrimination may exist where a qualified student is denied an educational opportunity or benefit or a qualified employee is denied an employment opportunity or benefit because another student or employee is granted such opportunities or benefits because of submission to sexual advances or requests for sexual favors.

Conduct of a sexual nature may include unwelcome verbal or physical advances and/or unwelcome communications regarding physical or personality characteristics of a sexual nature.

The U.S. Supreme Court has commented that such conduct is against the law when it is sufficiently severe or pervasive to alter the conditions of the victim's employment (or education) and create an abusive working (or learning) environment, and that such an environment may exist where the conduct is such that a reasonable person finds it objectionable and the victim subjectively finds it objectionable. As such, any person who may have initially welcomed such conduct must give specific notice to the alleged harasser that such conduct is no longer welcome. This notice by the employee or student may assist in case investigation and help prevent or eliminate prohibited conduct.

Examples of sexual harassment may include but are not limited to the following: Unsolicited and unwelcome verbal communications or jokes and physical gestures or actions of a sexual nature toward another employee or student (for example, touching, patting, pinching, indecent exposure, or profane jokes) or displaying sexually suggestive photographs or other materials.

42 U.S.C. 1983, Civil Rights Act

42 USC 2000d et seq

42 USC 2000e et seq

29 USC 621 et seq

29 USC 749

42 USC 12101 et seq

20 USC 1681 et seq

Reporting Requirements- Persons who believe they are victims of sexual harassment or other discriminatory conduct are encouraged and have a responsibility to seek help promptly, and reports by non-victims are also encouraged. School administrators and supervisors who receive complaints of sexual harassment or other discriminatory conduct have an affirmative obligation to report such complaints or awareness to the superintendent or superintendent's designee in a timely fashion. If a student reports an incident of sexual harassment to a teacher, counselor, media specialist, school nurse, or another employee that employee shall immediately report that incident to a proper authority.

COMPLAINT PROCEDURES

A. Informal Investigation

1. Any person who alleges sexual harassment or other discriminatory conduct by any employee or student may elect that the matter be treated under this section regarding informal investigation. The alleged sexual harassment shall be brought to the attention of any principal, assistant principal, superintendent, or the superintendent's designee (herein collectively and individually referred to as the proper authority or proper authorities). These proper authorities shall

investigate and attempt to resolve the matter in a confidential and informal manner. If the matter is resolved informally to the satisfaction of the complainant and/or victim, as the case may be, documentation regarding the complaint and resolution shall be kept in a separate file at the superintendent's office.

2. The informal adjustment procedure can only be elected on one occasion when the allegation involves the same victim and alleged perpetrator.

B. Formal Investigation

1. Any person who alleges sexual harassment or other discriminatory conduct by any employee or student may file a complaint with any of the proper authorities. A meeting with the superintendent or a designated administrator may always be requested. Filing a complaint or otherwise reporting sexual harassment or discriminatory conduct will not reflect upon the complainant's status nor will it affect future employment, grades, or work or learning conditions, unless such complaint constitutes a false reporting as defined in this policy.

C. Complaints of sexual harassment shall be handled in the following manner:

1. All complaints of sexual harassment shall be investigated by a proper authority, excluding any proper authority who may be the subject of such investigation.
2. Except for informal investigations, complaints must be submitted to a proper authority in writing on forms which can be obtained from any proper authority.
3. The proper authority who receives a complaint shall promptly investigate the complaint and shall take timely and appropriate action consistent with due process, state law, and the collective bargaining agreement.
4. No person shall be subjected to any adverse treatment for having made a complaint of sexual harassment and all complaints will be treated in a confidential manner as is appropriate given the need to investigate properly.
5. All documents related to complaints of sexual harassment which are determined to be unsubstantiated shall be kept in the superintendent's office in a separate file, shall not be a part of the employee's personnel record, and shall not be open to public inspection.

D. Sanctions for Misconduct- A substantiated complaint against an employee shall subject such employee to disciplinary action including but not limited to warning, reassignment, suspension and/or discharge. The discipline shall comply with state law, due process, and the collective bargaining agreement. A substantiated complaint against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with P.L. 218.

E. False Reporting - Any person who knowingly or recklessly files false charges against an employee or a student with intent to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action including but not limited to warning, reassignment, suspension, expulsion and/or discharge. The discipline shall comply with school policy, P.L. 218, state law, due process, and the collective bargaining agreement. A complaint which is ultimately determined to be unsubstantiated, but is made with the good belief that the allegations are true, will not be the subject of disciplinary action.

F. Notification of this Policy- This policy will be placed on file in the administrative office of all schools and departments of the Huntington County Community School Corporation, and incorporated in each employee and student handbook or folder. Adopted by the Board of School Trustees, April 24, 1995

CIVIL RIGHTS COMPLIANCE

Huntington North High School will comply with the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971 Title 20), Title VI and VII (Civil Rights Act 1964), the Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 (Rehabilitation Act of 1973).

FERPA

NOTIFICATION OF PARENTS AND STUDENTS OF THE IMPLEMENTATION OF THE FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974 The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920*

BREAKFAST AND LUNCH PROGRAM

HCCS Food Services strives to serve nutritious, high-quality meals in a clean, caring, and friendly environment. Each school has a breakfast and lunch program for all students. All lunches brought from home are to be eaten in The Viking Café. No glass containers or soft drinks are allowed.

Food is not to be taken from the cafeteria or consumed at any time other than lunch, without explicit permission from a staff member on a specific occasion. Please see HCCS School Board Policy 8510 for more information on the district's wellness policy.

HOMEROOM/STUDY HALL

Study Hall is scheduled time when teachers and students have an opportunity to meet with each other. This time can be

used to make up a test, quiz, review material from class, ask questions, or receive enrichment in a particular class. The goal of Study Hall is to provide extra time for students to enhance their education so that they achieve academic success. Students should report to their appropriate class and only those students that have received a pass ahead of time, will be released to visit a teacher. Students should stay with that teacher for the remainder of the period.

Clubs and Organizations will meet during Homerooms periodically. Students who are participating in an activity will be excused to attend a club or organizational meeting until the end of Homeroom. Students who do not attend a club or organization meeting will remain in their Homeroom class and use this time to study. Any student found in the halls without a pass and not attending an activity can be assigned a detention or other disciplinary action and may risk restrictions to attend their club and organization meetings.

IDENTIFICATION BADGES

HNHS will provide each student with an Identification (I.D.) card. This card will be used for checking out books and materials from the media center and the cafeteria program. Students must be able to produce this card at any time upon request.

MEDIA RELEASE

By signing the "Receipt of Student Handbook" page of the HNHS student handbook, I (parent/guardian) authorize officials of the Huntington County Community School Corporation to release information about my child and to permit school officials to respond to media inquiries involving my child that promote the school corporation, and are of a non-disciplinary nature. I further permit news media representatives to release this information to the public. This may include pictures or information in articles or interviews.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

The United States flag shall be displayed in each classroom of every school in a corporation. The governing body of each school corporation shall provide a daily opportunity for students at HNHS to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate if the student chooses not to participate or the student's parent chooses to have the student not participate. The Pledge of Allegiance will be followed by a moment of silence.

Legal Reference: I.C. 20-30-5-0.5

P.L. 78-2005

POSTING MATERIALS

Any material that needs to be posted must be cleared by the assistant principal and sponsor before it can be displayed. Posted material is not to be placed on windows, lockers, or painted doors. After the event has taken place, it is the responsibility of the person who posted the material to take it down. Any non-school organization that wishes the school to disseminate information through the announcements or by posters must have the material approved by the office administration PRIOR to being announced or posted.

RESTRAINT AND SECLUSION

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion. More information can be found in HCCS School Board Policy 5630.01.

STUDENT COMPLAINTS

Student complaints or concerns, that arise out of actions, procedures, and policies of the Board or its employees or the lack of such policy or procedure, will be heard by the proper authority. (HNHS Principal, Assistant Principals, or Athletic Director) Such complaints will be heard only from students or parents/guardians of this corporation. Legal Reference: I.C. 20-8.1-5-14

TOBACCO-FREE POLICY

The School Board is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off Corporation premises. Accordingly, the Board prohibits the use of tobacco including, but not limited to, cigarettes, electronic smoking devices, cigars, snuff, and chewing tobacco on Corporation premises, in Corporation vehicles, within any facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all Corporation-sponsored events. 20 U.S.C. 7183

VIDEO CAMERAS

The Huntington Community School's Board of School Trustees has authorized the use of video cameras on its premises and on school district buses. The video cameras will help promote and maintain a safe environment for the students and employees by monitoring student behavior. Students and parents are hereby notified that the content of the video footage may be used in a student disciplinary proceeding. The content of the video footage constitutes a confidential student record and will be retained, filed, and maintained with other student records if necessary for use in a student disciplinary proceeding, or for use in other matters as determined necessary by the administration. Without the consent of the parents or guardians of all other students depicted in the video footage, the school district may not, under federal regulation, release video footage that is maintained by the school district. "Depicted" refers to the capture on the video of any personally identifiable information of a present or former student, or any information by which the identity of a student could be easily traceable (including, but not limited to, clothing, facial features, and voice). In those situations, the school district may comply with federal regulations and satisfy the parent/guardian request for viewing by reviewing the video footage and informing the requesting parent or guardian about the contents of the video.

VISITOR PASSES

Student visitors are not permitted in the building during school hours. The only exception to this rule is for groups of visiting students from other schools who have been invited to HNHS or who are trading places with HNHS students for a day. All visitors must register with the secretary at Door 1 upon entrance into the school. Individual teacher conferences should take place after school or by prior arrangement with the teacher during the day.

ATTENDANCE

RECORDING/REPORTING ATTENDANCE- An accurate daily record of attendance must be kept in each school. IC 20-8.1-3-25

PARENTS ARE RESPONSIBLE TO ACCOUNT FOR THEIR CHILDREN'S ABSENCES AND REASONS FOR SUCH ABSENCES. (IC 20-33-2-18) Parents must contact the office of the school from which their children are to be absent, within one (1) hour of the start of the school day. **HNHS Attendance HotLine # 356-6104 ext. 1003 or 1004.** The school will make a reasonable effort to contact those who have not reported their children absent. In cases where a

parent does not have a telephone, the school must receive a signed written excuse upon the child's return to school. If no communication is received within twenty-four (24) hours after a student's return to school, that child's absence will be considered unexcused and/or truant.

In order to receive a complete and well-rounded education, it is essential that students be present in school on a regular basis. Consequently, every child between the ages of seven (7) and sixteen (16) is required to attend school unless legally sufficient reasons exist for nonattendance pursuant to Indiana's Compulsory Attendance Statute (IC 20-33-2-3.2).

The School Board, as an agency of the State, is required to enforce regular attendance of K-12 students. The Board recognizes that being present in the classroom enables students to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean being physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day on which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of Federal or State law, during the days and hours that school is in session or during the sessions to which the student has been assigned.

Attendance need not always be within Corporation facilities, and a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

EXCEPTIONS TO COMPULSORY ATTENDANCE/EXCUSED ABSENCES

Exceptions to compulsory attendance that shall be recognized by the Corporation as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14);
- B. service on a precinct election board or helper to a political candidate or a political party on the date of an election (I.C. 20-33-2-15);
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16);
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-16);
- E. participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days (I.C. 20-33-2-17.2);
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household for not more than five (5) school days provided that the student is in good academic standing as determined by the Corporation, the student's parent has requested the absence in writing, and the school principal has provided written approval for the absence (I.C. 20-33-2-17.7);
- G. participating in an educationally related non-classroom activity that is consistent with and promotes the educational philosophy and goals of the Corporation and the State Board of Education, 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

writing by the school principal (I.C. 20-33-2-17.5).

For any of these exceptions a student shall not be recorded as absent from school.

Additionally, the Board shall allow a student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporation under Indiana law for not more than 120 minutes per week for the student to receive religious instruction if the student's parent makes a written request for such absence to the school principal, as provided in Board Policy 5223 - Released Time for Religious Instruction. A student who is receiving religious instruction as indicated herein shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult or emancipated student who has been absent for any reason, a verbal statement or written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each.

The Board considers the following as reasons for excused absences:

- A. illness verified by a phone call from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc., as applicable
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday verified by a note from the parent
- H. such other good cause as may be acceptable to the Superintendent or permitted by law

UNEXCUSED ABSENCES

Unexcused Absence shall mean any absence not covered under the definition of excused absence or an exception to compulsory attendance as stated above. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

TRUANCY & HABITUAL TRUANTS

Truancy shall mean an absence from school that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school.

Habitual Truant shall mean a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental notification that has been filed with the school.

A student who is a habitual truant student shall not be permitted to participate in extra-curricular and cocurricular activities.

TRUANCY PREVENTION

According to the laws of the State of Indiana (I.C. 20-18-2-26.5), that was updated effective July 1, 2024, once students have 10 unexcused absences (absences without a valid excuse), schools must file with the juvenile prosecutor's office. A

valid excuse is a notification from a parent/guardian, a note from the student's doctor, therapist, or other authorized professional requesting absences.

The Superintendent, Corporation attendance officer, a security police officer appointed under I.C. 36-8-3-7, or a Corporation police officer appointed under I.C. 20-26-16 shall report a child who is a habitual truant to the prosecuting attorney in the county in which the student resides by filing an affidavit as provided in I.C. 20-33-2-26. Each of the aforementioned individuals has an independent duty to file such an affidavit under State law. The Superintendent or Corporation attendance officer also shall report a student who is habitually absent from school in violation of the compulsory school attendance law to an intake officer of the juvenile court of the Indiana Department of Child Services (DCS).

EXTENDED AND CHRONICAL ILLNESS

Students who have a chronic illness may be absent at various times throughout the year, due to the nature of the illness. Students with a chronic illness must contact an administrator to obtain a **Certificate of Incapacity**, completed by a physician.

OPPORTUNITIES TO MAKE UP WORK

Students will be given the opportunity to make up work missed due to exempt and parent/guardian reported absences. When students return from an excused absence, make-up work will be provided upon the request of the students; be equivalent, but not necessarily identical to the assignment given to students in attendance; and include tests, quizzes, and labs required for class credit. Students shall be given one day to complete make-up work for each excused absence and/or each absence counted as present up to a maximum of seven days. Extended illness shall be handled on an individual basis. Students who receive an out-of-school suspension will receive full credit for their work if they make that work up within the same number of days as the suspension.

Pre-Arranged Absence/Family Vacations - Students must be in school to derive the maximum benefit from their educational experience. The school corporation strongly discourages students to miss instructional time in order to accompany parents or guardians on vacations. These days will be counted as part of the ten (10) days of parent/guardian reported absences.

- Final exams will not be allowed to be taken before the test date on pre-arranged absences. Finals will have to be made up when the student returns. *Students are responsible for scheduling make-up exams with the teacher.*

TARDINESS

When school personnel detain a student, preventing him/her from reporting to class without being late, they are to issue a pass or otherwise communicate such circumstances to appropriate staff to prohibit the student from being classified as tardy. A student will be considered tardy rather than absent if s/he is in his/her assigned location within fifteen (15) minutes after the official start of the school day. Students will be considered excessively tardy when they have been tardy four (4) or more times in a semester. Students who are excessively tardy may be assigned reasonable consequences as determined by the building administration. Tardies other than at the start of the school day or the student's arrival to school will be handled by the classroom teacher.

MORNING PROCEDURES

Students may eat breakfast in the commons or cafeteria and then head to first period. The first bell rings at 7:35 am (8:05 am on Wednesday) and the Tardy bell rings at 7:40 am (8:10 am on Wednesday) .

LUNCH REGULATIONS

During the lunch hour, students are permitted to congregate in The Viking Café . All locker sections are off limits during lunch periods. No student is allowed to leave the building without permission.

INDEPENDENT STATUS

Only married students, those who have been legally emancipated and those over 18 who no longer live at the same address as their parents are permitted to verify their own attendance. Students who meet one of these criteria must meet with a dean immediately to verify their independent status.

ATTENDANCE/PARTICIPATION

The school assumes that a student who is unable to attend school because of illness will also be unable to work or attend extracurricular functions later the same day. This also includes students who participate in our cooperative programs. All special requests should be directed to the principal or assistant principal. Failure to abide by this policy may result in an unexcused/truant absence. **Skip day: There is no authorized skip day for any class, group or individual.**

Note: All schools shall have an attendance review committee. This committee will review special cases and make recommendations to the principal. The principal is the official attendance officer of the school and his/her decision is final.

DISCIPLINE GUIDELINES

BUS POLICY: EXPECTED CONDUCT OF STUDENTS

To be sure that students are transported safely, certain behavior is expected of all students. Any behavior that interferes with a driver's ability to operate his/her bus safely, or behavior that jeopardizes the safety or property of one's self or peers, is considered inappropriate. All students are expected to:

- Report to their loading locations five (5) minutes prior to scheduled pick-up times.
- Stay off roadways while waiting for their buses and remain off roadways until buses come to a complete stop.
- Be seated and remain in their seats, facing forward, while riding.
- Use voices that are respectful and not disturbing
- Keep windows closed unless given permission to open them by their bus drivers
- Keep hands and feet to themselves
- Carry only permissible items on the bus that can be held in their laps
- Ride the buses to which they are assigned.
- Not throw objects of any kind, within the bus or from the bus.
- Put trash in waste baskets and not leave refuse on the bus.
- Move away from the roadway and directly onto a sidewalk or toward their houses after disembarking.
- Cross streets and roadways only in FRONT of buses, and do so at least ten (10) feet from the front.
- Not damage or deface any part of school buses or the property of others.
- Not use profane, indecent, or lewd language or gestures.

- Keep all parts of their bodies within their school buses.
- Not eat or drink, and keep all objects out of their mouths.
- Use electronic games and radios only with the permission of their drivers.*
- Act respectfully toward their drivers and obey their drivers' directives.
- Not to be in possession of drugs, alcohol, tobacco, or weapons of any kind.

*At times, it may help students' behavior if they stay engaged in a portable game or listening to music. When approved to do so, games are to be played with the sound off and portable stereos are to be used with headphones, so as not to disturb the driver or other passengers.

BUS POLICY: DISCIPLINARY ACTIONS FOR MISCONDUCT

School bus transportation is a privilege provided by the Huntington County Community School Corporation. Parents and students are advised of the expectations for behavior, consequences for misbehavior, and that school bus drivers are the sole authorities while students are under their charge.

The following consequences are customary. School administrators, working cooperatively with bus drivers, reserve the right to issue more serious consequences, if warranted by the nature of a student's misconduct.

- | | |
|------------------------|---|
| First Offense: | Misconduct Report sent to parents. |
| Second Offense: | One-day suspension of riding privileges. |
| Third Offense: | Three-day suspension of riding privileges. |
| Fourth Offense: | Five-day suspension of riding privileges. |
| Fifth Offense: | Suspension of riding privileges for one or two semesters, depending on the seriousness of the offenses. |

Suspension of riding privileges from one bus includes all other buses to which the student is assigned, and shall include extra-curricular activities. Determination as to whether the suspension will include study trips is to be made by the student's school administrator. If a child is allowed to participate in a study trip while suspended, the school must ensure that the child is closely supervised and adheres to all bus conduct expectations. Students are expected to attend school throughout the suspension period, with parents providing alternative transportation.

In addition to the above, parents are responsible for any damage done to school buses by their children and may be liable for corresponding reparations.

DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. **Detentions:** Teachers and administrators may assign students to serve detentions from 3:05 to 4:05 each Monday in the library.
2. **Removal from Class or Activity:** Teachers may remove students from a class or activity for a period of one school day if the student is assigned regular or additional work to be completed in another school setting. Administrators may remove students from a class with loss of credit for the semester (eighteen weeks).
3. **Thursday Schools:** Administrators (or designees) may assign students to serve Thursday Schools from 3:05 to 5:05 pm on Thursdays in the library.
4. **In-School Suspension (ISS):** Administrators (or designees) may assign students to in-school suspension.
5. **Out of School Suspension (OSS):** Administrators (or designees) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
6. **Expulsion:** In accordance with the due process procedures defined in this policy, a student may be expelled from

school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of Firearms and Weapons laws listed under the Grounds for Suspension and Expulsion in this policy.

DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES

Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be suspended or expelled for any violation(s) of such rules, in accordance with I.C. 20-8.1-5.1 and 511 IAC 7-15. Students will receive services, including discipline when necessary, in accordance with IDEA and Article 7.

THURSDAY SCHOOL GUIDELINES

In addition to the rules in the HNHS Attendance and Discipline Policies, students will be expected to observe the following:

- Thursday School will meet from 3:05 P.M. to 5:05 P.M. If a student is removed from Thursday School by the supervisor or leaves Thursday School early, it will be determined that the Thursday School was not served. If a Thursday School needs to be rescheduled, parents must call in before 3 pm the day of the assigned Thursday School. Thursday Schools are only allowed to be rescheduled one time during the school year.
- Ultimately, the student is responsible for his/her attendance at Thursday schools. Thursday Schools will be held in the HNHS library.
- Students are NOT allowed to go to their lockers or use the telephone once Thursday School begins.
- Students must report with the necessary supplies to study...school issued devices, paper, pencil, books, erasers, etc.
- Students will not be allowed to put their heads down and sleep.
- No food or beverage may be consumed during Thursday School except during the ten minute break. All food and beverages must be consumed in the commons and cafeteria. At the end of break, all trash is to be disposed of properly.
- No recreational articles will be allowed in the room. (Radios, cards, magazines, except those assigned by the teacher.)
- There will be a break at which time students may go to the restroom (only those located off the commons area are to be used), throw away papers, and sharpen pencils at that time. No student may go outside.
- Each student should bring assignments with them to keep them busy for two (2) hours.
- Students who fail to comply with Thursday School attendance will receive additional discipline. See Discipline Matrix.

IN-SCHOOL SUSPENSION RULES

- In-school suspension starts at 7:40 AM and ends at 2:55 PM. Tardiness will not be tolerated and will result in an additional day of in- school suspension assignment. In some cases students will be asked to report to the ISS room as soon as they enter the building.
- Each student will be assigned to a specific seat and will not leave that seat without the permission of the supervisor. There will be absolutely no marking on desks, walls, and/or dividers. Students will not place their feet on walls or other chairs.
- No talking will be allowed unless to answer a question from the ISS supervisor.
- Students will be required to turn in their cell phone to the Attendance and Discipline Office until the end of the school day.
- Students are to be awake and alert at all times. Sleeping or the appearance of sleeping is not acceptable and may result in out-of-school suspension.
- There is to be no eating of candy or food while in the ISS room.

- Each student will bring all his/her school work and/or appropriate study material with him/her. Each student will work only on school related materials. If a student does not have sufficient work, additional assignments will be requested and/or made.
- Students may be required to complete related in-school suspension packets, plans of action, substance abuse materials, and/or work with an assigned guidance counselor.
- All incoming school assignments will be monitored by the ISS supervisor. Completed assignments are to be given to the supervisor who will determine if they have been adequately completed. If work is completed it is kept and placed in the student's file folder.
- Any student who fails to follow ISS rules will be suspended out-of-school. Any student who does not adequately complete all assignments will be assigned additional ISS time. Insubordination will be referred directly to an assistant principal for action.

Students assigned to ISS will be given full credit for the work completed.

OUT-OF-SCHOOL SUSPENSION

- Students receiving out-of-school suspension (OSS) will be given credit for work that is made up during the suspension period.
- During the OSS period, students are not permitted on school property.
- Students may not participate in any extracurricular activities for the entire duration of the suspension period.

SUSPENSION PROCEDURES

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the administrator (or designee).

EXPULSION PROCEDURES

When an administrator (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent(s) are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights

administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the administrator (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. 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(s).

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent(s). The Board will then take any action deemed appropriate. LEGAL REFERENCE: 20 U.S.C. 8001, 20 U.S.C. 8002, I.C. 20-8.1-5.1-1 et seq. DATE ADOPTED: 6/24/96
Following an expulsion, the parent/guardian must contact the school (attendance office) to discuss the necessary procedures for the student's re-entry into school.

BOOKBAGS AND BACKPACKS

Book bags, backpacks, and purses are not to be taken from lockers and used during school hours unless a student is traveling to or from physical education class. These items are subject to search and inspection by any HNHS staff member who deems this action appropriate in accordance with HCCS Board Policy 5771.

CELL PHONES & WIRELESS COMMUNICATION DEVICES

Students may not possess cell phones on school property unless the student and parent have signed the Huntington North High School Receipt of Student Handbook Form through online registration. Students who bring cell phones on campus without signing this form are subject to disciplinary action described in the handbook. Students should not have their phones out during class time without permission from a staff member or administrator.

Students who choose to bring cell phones to school must acknowledge the following points:

- I acknowledge that having a cell phone on school property is a *privilege and not a right*.
- I agree that my cell phone or any cell phone I possess will not be used to view, transmit or store photographs, voice or text messages or other communications that constitute a violation of school rules. This includes, but is not necessarily limited to, lewd, vulgar, indecent or profane images, audio or text.
- I acknowledge that taking, sharing, or posting pictures, videos, or recordings utilizing my cell phone without the consent of the student or staff member or in a situation not related to a school purpose or educational function is forbidden and could lead to disciplinary action up to and including suspension or expulsion from school.
- I agree that any cell phone I bring on school property will not be used for the purposes of harassment or the facilitation or furtherance of any violation of rules established in the student handbook or state or federal law.
- I understand and give school officials consent to search my cell phone at any time when the cell phone has been used in contradiction to school policy on school property or at a school sponsored event.
- I understand that my cell phone may be seized by school officials in the event my cell phone is used to violate a criminal law or school rule or provides evidence of a criminal law or school rule violation.

- I understand that if I violate the terms of this agreement my cell phone can be retained by the school until such time as I complete my Thursday School as prescribed in my student handbook or until my parent(s) can conference with the school principal or his designee. Repeated violations of this agreement may result in the revocation of this privilege and disciplinary action up to and including expulsion from school.

In an effort to protect the instructional day and the safety and security of the learning environment, use of cell phones and other electronic devices during the school's instructional day (7:40 AM to 2:55 PM or from the beginning of the first instructional period until the end of the last instructional period) is only allowed with the permission of the classroom teacher or an administrator. Students should have at least one headphone/ear bud out when in the hallway. Any distraction or use of a wireless communication device may result in disciplinary action. The use of a wireless communication device to commit a criminal act may result in the imposition of disciplinary action and/or criminal penalties. Telephone calls deemed necessary during the school day may be made at the school office. Parents/guardians are advised that the best way to get in touch with their child during school hours is by calling the school office. **Schools will not be responsible for lost, damaged, or stolen wireless communication or electronic devices.** Repeated violations may result in the wireless device being confiscated and kept by the HNHS administration until the conclusion of the school year.

IMPORTANT NOTICE REGARDING CELL PHONE CONTENT AND DISPLAY

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

COMPUTER DEVICE MISUSE

Huntington North students are expected to abide by all rules and guidelines concerning technology use. These guidelines can be found on pages 46-52. A violation of technology rules or guidelines could result in consequences ranging from a Thursday School through an Expulsion.

DRESS CODE

Students at HNHS are allowed to wear any clothing that does not disrupt the learning process and is in good taste. Throughout life, many social responsibilities dictate appropriate attire and appearance. In keeping with this concept, HNHS faculty expects students' appearance at school to reflect neatness, cleanliness, and appropriateness. In addition, students

should consider the temperature controlled environment of the building and the current weather conditions in choosing appropriate dress that will not only comply with dress code regulations but will also make provision for the students' health and comfort.

Violators of the dress code will be sent to the Attendance Office. Students will be asked to change clothes if they have appropriate clothing at school, or asked to wear clothing the school has available. If the student fails to change into the appropriate attire, the student will be in-school suspended for the remainder of the day. Repeated violations of the dress code will subject a student to further disciplinary action.

School attire should conform to the following general regulations which are not intended to be all inclusive:

A. Health and Safety

- Unsafe clothing should not be worn during the school day or at school activities.
- Outdoor jackets/coats/ponchos/blankets are not to be worn or carried during the school day.
- All students are expected to maintain an appropriate level of cleanliness.
- Students are not allowed to wear body piercing jewelry during Physical Education.

B. Appropriate Dress

1. Students will not be permitted to wear clothing or apparel that glorifies, advertises or promotes gang membership or violence; the use of alcohol, tobacco or illegal substances; or engagement in gang related activity or sexual activity.
2. Students will not be permitted to wear clothing or apparel depicting or expressing obscenities or profanities.
3. Skirts and shorts may be worn but must be long enough to reach the end of the students' fingers when his/her arms are down to the side in an erect standing position. Biking shorts or other types of tight fitting shorts are not allowed.
4. Clothing that has been cut, ripped, torn, manufactured with holes **above fingertip length**, or consists of see-through materials is not permitted.
5. Shirts, blouses, or dresses with open backs, low necklines, thin straps, strapless, open down the sides or of bare midriff design are not allowed. All shirts, blouses, or dresses must have a sleeve which covers the shoulders.
6. Students are not allowed to wear hats, hoods, sunglasses, visors, or bandanas in the building.
7. The possession or wearing of chains and spiked jewelry is forbidden at Huntington North High School. This is not in reference to traditional chains worn with pocket watches and traditional necklaces, bracelets and anklets worn as jewelry. Objectionable chains and spiked jewelry will be confiscated by the assistant principals. Parents may be requested to pick up these items.
8. Shoes must be worn. However, footwear or other items of clothing which may be hazardous to one's health or damage school property is in violation of the dress code. (For example shoes with rollers are prohibited.)

DANCE REGULATIONS

Attendance at school dances ends when you leave the area allocated for the dance. There are no pass outs. Once you leave you may not return. School policies and guidelines established for the regular school day are in effect.

- **Dance Dress Code:** Students must dress appropriately for the event and still maintain decorum for the dance. Dresses and skirts must be no shorter than mid-thigh and no bare midriffs are allowed. Dresses should at least have a partial back and strapless gowns must be chosen with care. Students are encouraged to see an administrator if they have questions concerning the attire they wish to wear.

Only HNHS students who are in good standing may attend school dances unless stipulated otherwise. HNHS students are required to complete Student Guest Forms for every dance throughout the school year. Completion of Student Guest Forms does not guarantee approval of a guest.

Any guest must fall into one of the following two categories:

1. High school graduate who has not yet reached his or her 21st birthday. A dance permission form must be signed by the parent(s) of the HNHS student.
2. A freshman, sophomore, junior, or senior in good standing from another high school. This student guest must get a dance permission form signed by the principal or designated administrator from that high school.

LOCKER POLICY

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of students subject to inspection, access for maintenance, and search pursuant to this policy.

Lockers are subject to search at any time. Random Locker inspections may be scheduled by the administration and conducted through the cooperation of students and teachers during the school year. Anything found in the course of a search which is evidence of a violation of student conduct standards or the law may be seized and:

- Admitted in evidence in a suspension or expulsion hearing.
- Turned over to a parent or guardian.
- Destroyed.
- Turned over to any law enforcement officer.

Students are expected to keep lockers in an orderly fashion and free of debris, stickers, etc.

1. **Students are to use only the locker assigned to them.** Students who share lockers are in violation of this policy and are subject to disciplinary action.
2. Locker damage will be assessed and appropriate fees will be assessed to students.
3. If a locker is not functioning properly, please notify the Assistant Principal's Office.
4. For your own protection, keep the door locked and DO NOT tell anyone your combination. Note: Students are discouraged from bringing valuables (watches, necklaces, rings, etc.) and large amounts of money to school. The school does not assume responsibility for lost or stolen articles.
5. Students are held responsible for the contents of their assigned lockers.
6. It is the student's responsibility to clean out his/her locker at the close of each school year. Lockers will be cleaned and inspected immediately upon the close of school each summer. All items left in the lockers will be discarded, and students will be assessed a fine for lockers that are in less than acceptable condition.

PARENTAL LIABILITY FOR DAMAGES CAUSED BY CHILD

A parent is liable for not more than five thousand dollars (\$5,000) in actual damages arising from harm to a person or damages to property knowingly, intentionally, or recklessly caused by the parent's child if:

- The parent has custody of the child; and
- The child is living with the parent

Legal Reference: I.C. 34-4-31-1

PARENT PARTICIPATION POLICY

A. A parent (including guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student discipline handbook for Huntington North High School, at the discretion of and

upon proper notice by a school official.

- B. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.
- C. When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:
- Telephone contact by a school official at least three (3) days in advance of the meeting, conference or hearing, followed by a letter of confirmation by regular or certified mail; or
 - Personal delivery of written notice of the required attendance at the meeting, conference or hearing by a school official at least three (3) days before hand.
- D. The superintendent, principal or other administrative official shall be authorized upon receipt of parental consent to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency if such testing, counseling or evaluation is reasonably necessary to help any student, to further school purposes or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with I.C. 31-34-1-7.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school in writing of any limitations in the rights of the non-custodial parent.

Legal Reference: I.C. 20-33-7-2; I.C. 20-33-8-26, I.C. 31-34-1-7

Dated Adopted: June 24, 1996

ACADEMIC DISHONESTY

Any act of intentional academic dishonesty, through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall include plagiarism, forgery, unauthorized copying or sharing of information, use of Artificial Intelligence (AI) Technology, and all other forms of academic dishonesty. It is against Huntington North policy to participate in or knowingly have access to testing materials in the form of answer keys, completed tests or assignments curated from previous students, or other forms of completed coursework. The act of knowing that academic dishonesty has taken place but not reporting it to a teacher or school administrator is punishable in the same manner as actually cheating on any test, quiz, or exam.

- Consequences will follow individual teacher classroom policy.
- Further offenses will result in a progressive form of discipline with administrative involvement.

PLAGIARISM

Plagiarism is defined as: Stealing someone's work or idea; the process of copying another person's idea or written work and claiming it as original. In academic courses, you are continually engaged with other people's ideas: you read them in texts, hear them in lecture, discuss them in class, and incorporate them into your own writing. As a result, it is very important that you give credit where it is due.

To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory
- any facts, statistics, graphs, drawings—any pieces of information—that are not
- common knowledge
- quotations of another person's actual spoken or written words

- a paraphrase of another person’s spoken or written words

Intentional Plagiarism – downloading an entire paper online, making up sources, cutting and pasting to make an entire essay, peer copying, substituting words in a sentence

Unintentional Plagiarism – including sources in a bibliography but failing to cite them in text, poor paraphrasing skills, copying from a classmate, cutting and pasting a sentence or two

Penalties for plagiarism will usually be determined by the teacher, and will vary based on the severity of the offense. Consequences can range from redoing the assignment, to loss of credit on the assignment, to loss of class credit in the case of severe violations on major course projects.

PHYSICAL ALTERCATIONS

Students involved in physical altercations may be subject to discipline consequences up to a ten (10) day suspension with a recommendation for expulsion for the remainder of the semester or school year. The student may be removed from HNHS attendance by a police officer and charges may be filed (i.e. Battery, Disorderly Conduct, etc.).

STUDENT PARKING AND DRIVING REGULATIONS

Students who drive to school agree to allow their cars to be searched as deemed necessary by school officials. All students who drive to school must submit a driving permission form and obtain HNHS parking permits from the attendance office and display them in their cars. **If parking permits are not displayed the car may be towed at the owner’s expense.** All students must park in the east lot. Students who fail to park within the painted spaces, or those who fail to drive responsibly, will lose their driving privileges. There is a 15 MPH limit on school property. Students who park in unauthorized areas are subject to disciplinary action and their vehicle may be removed at the student’s expense. The student driver assumes complete responsibility for being in class on time. Tardiness to school because of car or traffic problems is not excused. (This also applies to riders.) Consistent issues with student discipline, tardiness, and/or truancy may result in driving and parking spot privileges to be suspended and/or revoked by a member of school administration.

Students that attend class at the Learning Center or Heartland are expected to ride the school bus to and from Huntington North unless permission is granted by an administrator.

Following is a summary of the law allowing suspension of a student’s driving privileges due to suspension, expulsion, withdrawal from school or habitual truancy.

1. In accordance with I.C. 20-8.1-3-17.2 (a) each governing body shall establish and include as part of the written copy of its rules and standards “a definition of a student who is designated as a habitual truant.”
2. The term suspension as used in this memorandum is an out of school suspension as defined in I.C. 20-8.1-1-11.
3. A driver’s license or a learner’s permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
 - a) Is a habitual truant under I.C. 20-8.1-3-(5 or more truanancies per school year);
 - b) Is under at least a second suspension from school for the school year under I.C. 20-8.1-5.1-8 or I.C. 20-8.1-5.1-9;
 - c) Is under an expulsion from school due to misconduct under I.C. 20-8.1-5.1-8, I.C. 20-8.1-5.1-9, or I.C. 20-8.1-5.1-10;
 - d) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under I.C. 20-8.1-3-24 (a) before graduating.

4. If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school, the bureau shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:
 - a) The person becomes eighteen (18) years of age.
 - b) One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.
 - c) The suspension or expulsion is reversed after the person has had a hearing under I.C. 20-8.1-5.1.

SELF-REFERRAL

A self-referral may be initiated only by a student who believes s/he has the potential to abuse or is abusing drugs, alcohol, or tobacco. That student must make the initial referral contact with a Huntington North High School certified employee who will involve a HNHS administrator. A third party may accompany the student at the time of the referral. A school administrator will determine the disciplinary consequences of the self-referral. A self-referral which will not subject the student to otherwise applicable disciplinary consequences of this Student Assistance Policy is one which that administrator determines was (1) motivated by the student's strong desire to avoid future use of drugs, alcohol, and/or tobacco and (2) not shortly after an event, or the student becoming aware of an investigation, which makes the imminent exposure of the student's potential for abuse (or actual abuse) likely.

STUDENT ASSISTANCE POLICY

The Board of School Trustees supports the concept that students will function at school with greater effectiveness if they are not under the influence or in illegal possession of tobacco products, alcohol, controlled substances or if they are not involved in the abuse or inappropriate use of prescription or over-the-counter drugs. The use of tobacco products is unhealthy and is prohibited on school grounds. The possession and/or use of alcohol and/or illicit drugs is illegal and unhealthy. The Board believes that a penalty consisting of suspension or expulsion is appropriate for those who choose to possess or use tobacco, alcohol or other illicit substances in such a manner that is likely to alter one's mood or lead to intoxication or chemical dependency at school or school-related functions. It is expressly prohibited that any person or persons carry, be in possession of, use, purvey, or place anywhere on school corporation -owned premises (or within legal limits) and/or at and during school-sponsored activities any substances or paraphernalia associated with substance abuse. The Board believes that substance abuse may lead to chemical dependency, a disease of major proportions in our society. The Board recognizes that chemical dependency is chronic and progressive, but also treatable. **POLICY STATEMENT:**

The unlawful possession, use or distribution of tobacco products, drugs or alcohol on school property or as a part of the school activities is strictly prohibited. Any student who unlawfully possesses, uses, provides, or distributes to another person or is under the influence of any substance which is, looks like, or which is or was represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, substance containing tobacco, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant or intoxicant of any kind on school property or as part of any of the school activities is subject to disciplinary sanctions including out-of-school suspension, expulsion from school for one semester (18 weeks) or one full year and referral to local law enforcement authorities.

The Board believes that, in addition to a penalty or disposition, assistance should be offered to those students found to be in violation of the above stated policy. The Board mandates that students in violation shall be brought to the attention of the designated assistant principal. The administrator will refer the students to professional, chemical treatment agencies for assessments and treatment recommendations; and the administrator will facilitate the student's completion of the requirements set out in the assessment recommendations. The administration shall inform parents and students that compliance with this policy is mandatory and part of the disciplinary sanctions to be imposed for violation of this policy. **Legal Authority: Drug Free Schools Communities Act Amendments of 1989.**

In order to enact this procedure, a person shall be regarded as being in illicit possession of a controlled substance in

violation of Board policy where the circumstances surrounding the person's possession evidences a use or intent to use such substances in a manner other than its normal intended legal use and reasonable likelihood that such chemical substance will be ingested, inhaled, or consumed with the purpose or intent of altering one's present mood. DEFINITION: The term semester means one (1) eighteen (18) week grading period or half of the school year.

Adopted: July 22, 1996

HUNTINGTON NORTH HIGH SCHOOL DISPOSITION PROCEDURES FOR TOBACCO PRODUCTS

I. Possession/Consumption/Dealing/Distributing of Tobacco Product or Paraphernalia

A. First Violation

1. The product will be confiscated and not returned.
2. The designated assistant principal may recommend that the student be out-of-school suspended for up to five (5) days. If the request for suspension takes place during the end of a school term, the suspension, if imposed, shall remain in effect for the next term.
3. Proper legal authorities will be notified. A tobacco ticket will be issued by law enforcement.
4. The administration will notify pertinent extracurricular/co-curricular sponsors and athletic coaches.
5. Materials or information may be offered on tobacco cessation programs to the offender for voluntary action.

Any cost associated with such services would not be covered by the school corporation.

B. Second Violation

1. The product will be confiscated and not returned.
2. The designated assistant principal may recommend that the student be out-of-school suspended for up to ten (10) days pending possible expulsion. If the request for suspension takes place during the end of a school term, the suspension, if imposed, shall remain in effect for the next term.
3. Proper legal authorities will be notified. A tobacco ticket will be issued by law enforcement.
4. The administration will notify pertinent extracurricular/co-curricular sponsors and athletic coaches.
5. Materials or information may be offered on tobacco cessation programs to the offender for voluntary action.

Any cost associated with such services would not be covered by the school corporation.

C. Further Violations may result in the recommendation for expulsion.

HUNTINGTON NORTH HIGH SCHOOL DISPOSITION PROCEDURES FOR DRUGS AND ALCOHOL

I. Possession of Substance and/or Paraphernalia/Consumption/Dealing/Distribution

A. First Violation

1. The product will be confiscated and not returned.
2. The designated principal may recommend that the student be expelled from school for up to two semesters. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for summer school and for the first semester of the following school year.

3. Proper legal authorities will be notified.
4. The administration will notify pertinent extracurricular/co-curricular sponsors and athletic coaches.
5. Materials or information may be suggested; possible support includes professional substance abuse evaluation, counseling, support groups, self-help, outpatient treatment, etc. Any cost associated with such services would not be covered by the school corporation.

Dealing is defined as knowingly or intentionally distributing any controlled substance, including alcoholic beverages, intoxicants, and marijuana, and shall include any other substance represented as a controlled substance (look-alike) or any contraband or substance that may be purchased legally (or illegally) and used to produce an effect similar to a drug or controlled substance (e.g. K2, Spice, CBD/THC products), even if not actually a controlled substance, with the intent of receiving something in exchange for distribution.

Distribution of any controlled substance, including alcoholic beverages, intoxicants, and marijuana, and shall include any other substance represented as a controlled substance (look-alike) or any contraband or substance that may be purchased legally (or illegally) and used to produce an effect similar to a drug or controlled substance (e.g. K2 or Spice), e even if not actually a controlled substance may result in disciplinary action.

GROUNDS FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
 - f. Threats (whether specific or general in nature) of damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
 - g. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 - h. 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.
 - i. Engaging in violence and/or threat of 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.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Disorderly conduct by a student(s) which interferes materially or substantially with the operations of the high school by defacing or destroying school property by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines. Disorderly conduct shall mean any unlawful student assemblage; or group act of violence, disruption, vandalism, or any building seizure; or interference with the functioning of school personnel or any student or group of students.
5. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
6. Threatening or intimidating any student or staff member for any purpose, including obtaining money or anything of value from the student or staff member.
7. Engaging in any hazing type of conduct which is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
8. Bringing a deadly weapon to school or on school property or possessing a deadly weapon on school property. Deadly weapon is fully defined in IC 35-41-1-8 and generally is a weapon, device, 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. Deadly weapon as used in this rule does not include a firearm because firearms are controlled by Rule 18 herein. A knife, BB gun, and pellet gun are among the items which may be considered as deadly weapons. Violation of this Rule 8 may result in suspension and expulsion for a period of one (1) calendar year. The Superintendent or the Superintendent's designee shall notify the appropriate law enforcement agency having jurisdiction over the property where the school is located when a student is expelled under this rule. (IC 20-33-8-16)
9. Possession, handling, or transmitting any item that can reasonably be considered to be a weapon, other than a deadly weapon as defined in rule 8 herein.
10. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, CBD/THC products, anabolic steroid or any other controlled substance, including contraband or substance that may be purchased legally (or illegally) and used to produce an effect similar to a drug or controlled substance (e.g. K2 and Spice) as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined below.
"School district location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activity; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.
11. Engaging in the unlawful selling of a controlled substance or any contraband or substance that may be purchased legally (or illegally) and used to produce an effect similar to a drug or controlled substance (e.g. K2, Spice, CBD/THC products), or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function. (See Student Assistance Policy)
12. 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.
13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

14. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
- a. sexual harassment of students or staff or engaging in sexual behavior on school property;
 - b. Disobedience of administrative authority; which includes failure to identify yourself when requested to do so by authorized school personnel;
 - c. Willful absence or tardiness of students;
 - d. engaging in speech or conduct which is a profanity or is lewd, vulgar, indecent, or illegal;
 - e. Leaving school property in a vehicle during school hours without an administrator's permission: the driver and his/her passengers will receive two (2) days in-school-suspension for the first offense and two (2) days out-of-school suspension for subsequent violations and possible loss of driving privileges.
 - f. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, or that can be used to produce an effect similar to a drug or controlled substance (e.g. K2, Spice, CBD/THC products), hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind (see Student Assistance Policy);
 - g. Possessing, using, transmitting, or being under the influence of caffeine-based substance, substance containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription (see Student Assistance Policy);
 - h. possession or use of tobacco products of any kind or in any form; including but not limited to lighters, matches, electronic-smoking device cartridges/liquid, etc. (see Student Assistance Policy);
 - i. possession or use of any non-tobacco or electronic smoking device, including but not limited to vapor pens, e-cigs, hookah pens, JUULs (IC 35-46-1-10.5);
 - j. possessing a raw material, an instrument, a device, or other object that the person intends to use for introducing a controlled substance into the person's body (IC 35-48-4-8.3);
 - k. Throwing objects on school grounds, at or from a school bus, or in buildings, in such a way as to be threatening to the general safety of students, others and school personnel;
 - l. Engaging in any kind of sexual activity on school property will result in suspension or expulsion; public displays of affection that go beyond hand holding will not be tolerated.
 - m. setting off false fire alarms;
 - n. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, use of Artificial Intelligence (AI) Technology, and wrongfully obtaining test copies or scores.
 - o. Writing unauthorized passes, possessing blank or forged passes or distributing blank or forged passes to other students who could use the pass(es) in an unauthorized manner
 - p. possession or the distribution of any medicine (prescription, non-prescription, CBD/THC products) in violation of school board policy governing administration of medication at school.
 - q. possession or use of a laser pointer while on school property or while attending a school-sponsored activity on or off school property unless under the supervision of a staff member and in the context of instruction.
 - r. Possession or use of skateboards, roller blades or skate shoes.
 - s. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 - t. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
 - u. Cyberbullying. See definition of Bullying on page 11.

15. Using an electronic device in a situation not related to a school purpose or educational function. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device. Students may possess cell phones on school property but may not have those cell phones out during instructional time unless given permission by the classroom teacher or an administrator.
16. Aiding, assisting, or conspiring with another person(s) to violate these student conduct rules or state/federal laws.
17. Possession or distribution of ammunition.
18. POSSESSION OF A FIREARM OR A BOMB

- a. No student shall possess, handle or transmit any firearm, destructive device or bomb on school property.
- b. The following devices are considered to be a firearm as defined under this rule:
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - an antique firearm
 - a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
- c. The penalty for possession of a firearm or a bomb is up to ten (10) days suspension and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one-period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located when a student is expelled under this rule.

(Legal Reference: I.C. 20-33-8-16)

19. CRIMINAL ACTIVITY

Engaging in any type of criminal organization activity including but not limited to:

- a. Promoting Criminal Organization Activity
- Any act or pattern of acts in which an individual promotes criminal activity, including any act or acts which identify an individual as a member of a criminal organization.
- b. Engaging in any act in furtherance of the interests of any criminal organization or criminal organization activity such as:
- 1) soliciting membership
 - 2) soliciting any person to pay for protection
 - 3) vandalism, including the inscribing of criminal organization related graffiti, messages, symbols or signs on school property

- 4) soliciting any person to engage in physical violence against any other person.

Please see HCCS School Board Policy 5840 for more information about the district’s policy for criminal organizations.

20. Violation of the Internet Policy, a copy of which is available in the office.
21. Engaging in *bullying*. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; 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 other student (Legal Reference I.C.20-33-8-13.5)
22. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student’s removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer periods when a student may not be attending classes or other school functions.

The grounds for suspension or expulsion listed above apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group.
 - b. Off school grounds at a school activity, function or event;
 - c. Traveling to or from school or a school activity, function or event.
 - d. Using property or equipment provided by the school.
23. I.C. 20-33-8-8 (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of the school corporation and the students of the school corporation.

DISCIPLINE INFRACTION MATRIX

These infractions and penalties are general guidelines. They are not meant to be all inclusive and the administration reserves the right to deviate based on the unique circumstances of an incident. Any violation of state statute will result in filing appropriate forms with the proper authorities.

INFRACTION	1 ST PENALTY	2 ND PENALTY	3 RD PENALTY
Possession of Cell Phone, Laser Pointers, or other Electronic Device during school hours	<ul style="list-style-type: none"> • Taken to the office and returned at the end of the day. • Possible expulsion based on use 	<ul style="list-style-type: none"> • Thursday School OR Parent pick up • Possible expulsion based on use 	<ul style="list-style-type: none"> • Thursday School AND Parent pick up • Possible possession until the end of the school year • Possible expulsion based on use
Internet Misuse	<ul style="list-style-type: none"> • Loss of log-in and Internet privileges • Possible detention/Thursday school at discretion of Administration 	<ul style="list-style-type: none"> • Loss of log-in and Internet privileges • Possible detention/Thursday school at discretion of Administration 	<ul style="list-style-type: none"> • Loss of log-in and Internet privileges • Possible detention/Thursday school at discretion of Administration
Physical Altercation/ Battery/ Disorderly Conduct	<ul style="list-style-type: none"> • Up to 10 days OSS • Possible Expulsion 		

Tobacco and/or Electronic Smoking Device	<ul style="list-style-type: none"> Up to 5 days OSS Notify SRO to issue Tobacco Ticket Notify Athletic Director and pertinent extracurricular/co-curricular sponsors 	<ul style="list-style-type: none"> Up to 10 days OSS pending possible expulsion Notify SRO to issue Tobacco Ticket Notify Athletic Director and pertinent extracurricular/co-curricular sponsors 	<ul style="list-style-type: none"> Possible expulsion for up to 2 semesters (If Applicable) Meet with parents, principal, athletic director, and/or SRO
Drug/Alcohol/CBD Possession/Use and/or Distribution	<ul style="list-style-type: none"> Up to 10 days OSS pending Expulsion AD and Resource Officer notified 	<ul style="list-style-type: none"> Expulsion 	<ul style="list-style-type: none"> Expulsion
Violation of Dress Code	<ul style="list-style-type: none"> Change clothes/remove piercing Warning issued 	<ul style="list-style-type: none"> Change clothes/remove piercing Thursday School 	<ul style="list-style-type: none"> Change clothes/remove piercing 1-3 days ISS
Truancy	<ul style="list-style-type: none"> 1st Offense = Thursday School 2nd Offense = 1 day ISS 3rd Offense = 2 days ISS 	<ul style="list-style-type: none"> 4th Offense = 3 days ISS 5th Offense = Teen Court Referral 6th Offense = Inform Teen Court 	<ul style="list-style-type: none"> 7th Offense = Inform Teen Court 8th Offense = Possible Expulsion
Unsuccessful in Serving Detention	<ul style="list-style-type: none"> Thursday School 	<ul style="list-style-type: none"> Thursday School 	<ul style="list-style-type: none"> Thursday School
After 8 th Detention	<ul style="list-style-type: none"> 1-3 days ISS 	<ul style="list-style-type: none"> 3-5 days OSS 	<ul style="list-style-type: none"> Possible Expulsion
Unsuccessful in serving Thursday School	<ul style="list-style-type: none"> 1st Offense = 1 day ISS 2nd Offense = 2 days ISS 3rd Offense = 3 days ISS 	<ul style="list-style-type: none"> 4th Offense = 1 day OSS 5th Offense = 2 days OSS 6th Offense = 3 days OSS and possible Form 16A 	<ul style="list-style-type: none"> 7th Offense = Possible Expulsion
Obscenity/Profanity	<ul style="list-style-type: none"> Thursday School 3 days OSS if directed to faculty member 	<ul style="list-style-type: none"> Thursday School 5 days OSS up to expulsion if directed to faculty member 	<ul style="list-style-type: none"> Thursday School Expulsion if directed to faculty member
Possession of a Deadly Weapon	<ul style="list-style-type: none"> Up to 10 days OSS Expulsion 	<ul style="list-style-type: none"> Expulsion 	<ul style="list-style-type: none"> Expulsion
Bullying/ Harassment	<ul style="list-style-type: none"> No Contact Order Issued Bullying/ Harassment Letter Issued Discretionary use of Thursday school, ISS, OSS depending on the proof at hand and severity of the incident. 	<ul style="list-style-type: none"> 1-3 days ISS Expulsion may be considered if severe 	<ul style="list-style-type: none"> 3 days OSS Issued a Provocation/Harassment Ticket from Law Enforcement Expulsion may be considered if severe

Theft/Vandalism	<ul style="list-style-type: none"> • Restitution • 2 days OSS Discretionary use of additional OSS days dependent on severity 	<ul style="list-style-type: none"> • Restitution • 5 days OSS 	<ul style="list-style-type: none"> • Restitution • Possible Expulsion
Tardies to School	<ul style="list-style-type: none"> • 4th Tardy = Thursday School 	<ul style="list-style-type: none"> • Each additional tardy will result in a Thursday School. 	
Tardies to Class (per class)	<ul style="list-style-type: none"> • 1st Tardy = Warning • 2nd Tardy = Warning • 3rd Tardy = Warning 	<ul style="list-style-type: none"> • 4th Tardy = Detention • 5th Tardy = Detention • 6th Tardy = Detention 	<ul style="list-style-type: none"> • 7th Tardy = Thursday School • 8th Tardy = Thursday School • 9th Tardy = Thursday School • 10th Tardy + = Administration discretion
Cell Phone in ISS	1st Offense = 2 Days OSS	2nd Offense = 5 Days OSS	

STUDENT SERVICES

ENROLLMENT PROCEDURES

Enrollment forms are available online at:

<http://www.hccsc.k12.in.us/HuntingtonNorth/huntingtonnorth.htm>

- Students will not be enrolled without an appointment. Please call or visit the HNHS Guidance Office to schedule an appointment.
- In order to be enrolled at HNHS, students under the age of eighteen (18) must be accompanied by a parent or a legal guardian.
- The following documents must be presented at the time of enrollment:
 - ✓ An official transcript of all previous school work.
 - ✓ Current grades at the time of withdrawal if other than the beginning of a new semester.
 - ✓ The parent/guardian must possess legal papers proving custody or guardianship (not a notarized letter).
 - ✓ A health record displaying current immunization records.
 - ✓ Birth Certificate
 - ✓ Proof of Indiana Residency

The documents listed above may be presented at the time of enrollment, or they can be mailed or faxed to HNHS prior to the enrollment appointment.

Mailing Address:

Huntington North High School
 Attn: Cyndy Patrick
 450 MacGahan Street
 Huntington, IN 46750

Telephone Number:

(260) 356-6104 ext. 1005

Fax Number:

(260) 358-2210

- Any student who has not been in regular attendance at another school and wishes to enroll at HNHS must complete the enrollment requirements. Placement will be at the Administrators discretion. Teachers are not obligated to provide the student with make-up work.
- Students must be enrolled in and passing at least five of seven courses in order to be eligible for extra-curricular activities.
- Students who have quit school and wish to re- enroll or those who are over sixteen (16) years old and have been expelled from any school for a second time, may be required to earn two (2) high school credits from an alternative educational source before they may be enrolled or readmitted into HNHS. Credits from the following alternative sources will be accepted: accredited high school evening and summer courses, correspondence courses from accredited institutions, and courses taken from accredited post-secondary schools.
- **WITHDRAWAL:** Any student wishing to withdraw from school, regardless of age, must schedule a meeting with the principal prior to withdrawing. Parents/Guardians must also attend this meeting. **WITHDRAWAL FROM SCHOOL IS ALLOWED WHEN A STUDENT GRADUATES, TURNS EIGHTEEN, OR TURNS SIXTEEN AND HAS THE CONSENT OF A PARENT OR GUARDIAN AND MEETS THE REQUIREMENTS OF I.C. 20-33-2-9.)**

Students under eighteen withdrawing from school must attend an exit interview with their parents or legal guardians. This meeting will be scheduled and conducted by a designated school official. According to Indiana Law (I.C. 20-33-2-9) this exit interview must be held and the required forms must be signed before a student can be considered legally withdrawn from attendance. Failure to comply will result in a referral to the proper legal authorities.

Students withdrawing in order to attend other school districts must complete the proper withdrawal procedures. Contact should be made through the guidance or assistant principals' office. Students under the age of 18 who wish to withdraw will have their driver's licenses and work permit pulled until they turn 18 years old, successfully complete the HSE process or re-enroll.

MINIMUM CLASS ENROLLMENT

Extracurricular & Co-curricular Participation

In order to be eligible for extracurricular or co-curricular participation, a student must be enrolled in a minimum of three (3) in-person classes during the semester when eligibility is determined. Consistent with HCCS Board Policy 9951, the minimum in-person courses should be in core academic areas (math, science, social studies, English). Virtual courses taken through online platforms such as Apex and Edmentum do not count toward this minimum course requirement.

Supplemental Academic Accolades

Supplemental academic recognitions include top 25 for the class cohort, salutatorian, and valedictorian.

In order to be eligible for recognition in areas of supplemental academic achievement, a student must earn 75% of his/her credits through coursework completed in-person at Huntington North High School, the Learning Center, or Heartland Career Center. Exceptions for this in-person requirement include dual credit courses, advanced courses not offered at HNHS, or classes taken through a college/university. These exceptions will count the same as in-person courses, due to their unique and rigorous nature. Other off-campus credit earning coursework will require prior administrative approval to count toward the minimum percentage. Virtual courses taken through online platforms such as Apex and Edmentum do not count toward the minimum percentage requirement.

GENERAL EDUCATION INTERVENTION

State law requires that every school district in the State of Indiana develop a general education intervention plan. The purpose of general education intervention is to provide students who are not achieving academically with some educational alternatives, strategies and supports that will lead to success in their classes. Students who are at risk of failing one class or many classes may be referred by parent(s)/guardian(s), guidance counselors, teachers, or administrators. General Education Intervention referrals may be made through the student's guidance counselor or assistant principal.

GRADUATION REQUIREMENTS AND AWARDS

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies. The Board shall award a regular high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State.

- There shall be only one (1) diploma awarded by this Corporation and no distinctions shall be made between various programs of instruction. Exceptions shall be made for students who meet the State requirements for an Academic Honors diploma, a Technical Honors diploma, or a Core 40 diploma. Beginning with the Class of 2029, exceptions shall be made for students who meet State requirements for an Honors Seal or Honors Plus Seal.
- Special education students who complete and are ready to exit their programs may participate in graduation activities and shall be awarded, as appropriate, a diploma, a certificate of course completion, or a certificate of completion.
- The Board shall award a certificate of completion to a student who is on a non-diploma track as determined by that student's Individualized Educational Program.
- The Board shall award a certificate of course completion to a student who completes the minimum courses required for high school graduation but does not meet the Graduation Qualifying Examination requirements.
- The Board shall award a high school equivalency certificate to any individual who meets the criteria established by State law.
- Commencement exercises will include only those students who are eligible for diploma, certificate of completion, or certificate of course completion as certified by the principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Note: Denying participation in commencement exercises to special education students who have completed their program violates 511-IAC 7-27-9(b).I.C. 20-1-6-17, 20-10.1-12.1, 20-10.1-16-13, 511 IAC 5-1-1 to 6, 511 IAC 5-3-1 to 3, IAC 6-7-1 to 15, 511 IAC 7-13-3

Revised 11/27/00

- All students up through the graduating Class of 2028, must earn a minimum of 42 credits for graduation eligibility except those pursuing an Academic Honors Diploma or a Technical Honors Diploma. Those students must meet all requirements including obtaining 47 credits.

Graduation requirements will include the ~~new~~ Graduation Pathways as determined by the IDOE. Refer to the Program of Studies found at www.hccsc.k12.in.us under the HNHS Guidance Department tab.

****Graduation/Commencement Requirements will adjust for the Class of 2029 and Beyond as determined by the IDOE. Information for these requirements can be found at <https://www.in.gov/doe/diplomas/>***

Supplemental Academic Accolades

Supplemental academic recognitions include top 25 for the class cohort, salutatorian, and valedictorian.

In order to be eligible for recognition in areas of supplemental academic achievement, a student must earn 75% of his/her credits through coursework completed in-person at Huntington North High School, the Learning Center, or Heartland Career Center. Exceptions for this in-person requirement include dual credit courses, advanced courses not offered at HNHS, or classes taken through a college/university. These exceptions will count the same as in-person courses, due to their unique and rigorous nature. Other off-campus credit earning coursework will require prior administrative approval to count toward the minimum percentage. Virtual courses taken through online platforms such as Apex and Edmentum do not count toward the minimum percentage requirement.

COMMENCEMENT

The Policy Committee has established the following criteria concerning graduation:

1. The entire senior class should be seated alphabetically.
2. The valedictorian, salutatorian, and class officers should deliver speeches at commencement.
3. The following honors should be listed in the commencement program:
 - a. Valedictorian and salutatorian
 - b. Academic & Technical honors diploma (HNHS and Indiana) *Through the Class of 2028

c.

Class of 2025 and beyond:
Highest Distinction G.P.A. of 3.636 or above
Distinction G.P.A. of 3.363-3.635
Honors G.P.A. of 3.090-3.362

d. Honor Society

e. Only students who have completed all graduation requirements of HNHS and the State of Indiana will be allowed to participate in commencement exercises.

****Graduation/Commencement Requirements will adjust for the Class of 2029 and Beyond as determined by the IDOE.***

VALEDICTORIAN AND SALUTATORIAN

Selection of the valedictorian, salutatorian, and class rank will be based upon eight semesters of academic work.

Attendance Requirements for Graduation

- To be a graduate from high school, a student shall attend full time at least seven (7) semesters in Grades 9-12. Students enrolling in an eighth semester must attend full time. Senior students enrolled in career & technical education and cooperative programs and those participating in Winter and Spring sports are not eligible for early graduation.
- Students wishing to apply for early graduation must apply through the guidance department. Application must be made by the established application deadline during the student's junior year.

- Students who fail to apply by the specified time will not be eligible for early graduation except in emergency situations approved by the Principal. Applications will not be binding for students who wish to remain in attendance for the eighth semester of the senior year. Criteria for early graduation will be established through administrative guidelines. The names of early graduation students will be documented with the governing body prior to the close of each term (nine-week periods).

State law indicates that to be a graduate from a high school, a pupil shall attend at least six (6) semesters in Grades 9-12. The following exception is allowed by state law:

A school corporation may, under procedures adopted by the governing body, waive the six (6) semester requirement if:

- 1) failure to waive the requirement would effectively prevent the student from graduating from high school; or
- 2) the student likely would have qualified for a gifted and talented education program waiver had it been available; and
 - a) the waiver is for the purpose of enrolling in an accredited postsecondary educational institution, and the student has been accepted for enrollment; or
 - b) the waiver is for the purpose of furthering the student's education through military enlistment and the student has an enlistment contract that contains an educational component.

Students may request a sixth semester waiver from a high school administrator. A decision of a high school to deny a request for waiver may be appealed to the superintendent, and a decision of a superintendent to deny a request for a waiver may be appealed to the governing body of the school corporation. Local decisions on requests for waivers shall be documented with the governing body prior to the close of each term (nine-week periods). IC 20-33-2-3.0; IC 20-33-2-4 et seq. 511 IAC 1-3-1; 511 IAC 6-2-1 (c) (12)

EARLY GRADUATION

Deadlines: A student must apply before the established application deadline of the student's junior year. Emergency exceptions for these deadlines may be determined by a building administrator. Early graduation is defined as attending full time for only seven semesters. In order to be eligible, the following criteria must be met:

- ✓ Before applying for early graduation, students must meet with their guidance counselors to plan coursework that will enable them to earn all required credits in seven semesters. Students must be on track with graduation pathways.
- ✓ By the end of the seventh semester, students must meet with each of their teachers to verify that all course work is completed, all courses have been passed and all textbooks have been returned.
- ✓ Before Christmas break of the seventh semester, students must meet with a specified secretary to verify that all accounts have been paid. The school issued device and charger must also be inspected upon return.
- ✓ Before Christmas break of the seventh semester, students must meet with the media specialists to verify that all materials have been returned and overdue fines have been paid.
- ✓ By the end of the first two weeks of the seventh semester, students must meet with the appropriate assistant principal to discuss behavior and attendance expectations for their final semester at HNHS. A list of expectations will be signed by the student, parent, and appropriate assistant principal. This signed document will then be placed in the students file.
- ✓ Before closing on the last day of the seventh semester, students must return the completed form to their guidance counselors. Failure to meet the deadlines and criteria specified above may result in required full-time attendance for the eighth semester. Exceptions to the above criteria must appeal to administration.

Notes:

Students who graduate after their seventh semester may not participate in any school activities except Achievement Night,

Prom, and Graduation exercises. Students on Early Graduation may attend school functions and activities that occur outside the normal school hours. During school hours, students on Early Graduation will be considered visitors if they are on school property, and they must adhere to all rules for visitors.

Sixth Semester Graduation Criteria:

- ✓ Before applying for early graduation, students must meet with their guidance counselors to plan coursework that will enable them to earn all required credits in six semesters.
- ✓ Both the student and his/her parents may be invited to meet with the Principal and School Counselor before the end of the student's sophomore year for a meeting. Discussion will include the stress involved in being a 6 semester graduate, the courses needed to complete the diploma and other school expectations.
- ✓ A student must earn no less than a Core 40 diploma. A student must have completed a Graduation Pathway. A waiver cannot be given to a 6 semester graduate. (*Rule for students up through the Class of 2028*)
- ✓ By the end of the sixth semester, students must meet with each of their teachers to verify that all course work is completed, all courses have been passed and all textbooks have been returned.
- ✓ Before graduation at the end of the sixth semester, students must meet with the media specialists to verify that all materials have been returned and overdue fines have been paid.
- ✓ If failing grades occur during the sixth semester, approval of graduation will likely be revoked.
- ✓ All credits must be earned by the date of the graduation of the sixth semester, and must not carry credits into the summer. If credits are not earned prior to graduation, the student will return to HNHS for a full course load the seventh semester and will then become a seven semester graduate.
- ✓ Upon approval, students will be placed in a senior homeroom so they will be considered a senior and will be informed of all senior activities.
- ✓ Students will be allowed to attend all senior activities, such as prom.
By the end of the first two weeks of the sixth semester, students must meet with the appropriate assistant principal to discuss behavior and attendance expectations for their final semester at HNHS. A list of expectations will be signed by the student, parent, and appropriate assistant principal. This signed document will then be placed in the students file.
- ✓ Before closing of the last day of the sixth semester, students must return the completed form to their guidance counselors. Failure to meet the deadlines and criteria specified above will result in required full-time attendance for the seventh semester. Exceptions to the above criteria must appeal to administration.
- ✓ Students must meet with a specified secretary to verify that all accounts have been paid. The school issued device and charger must also be inspected upon return.

GUIDANCE DEPARTMENT

Students will be assigned a counselor at the beginning of their freshman year. Counselors will be available to help students in making decisions about classes, plans for the future, personal problems and relations with other students.

Another resource is the Youth Services Bureau Crisis Line which can be reached at (260) 530-7676.

HEALTH SERVICES

Medication- Information concerning health issues, first aid and emergency treatment are provided by the school nurse. Any student needing medication during the school day is required to have a written consent form on file in the health center. Parents or guardians must provide the medication in its original container, clearly labeled with the name of the medication. The consent form must also include verification from the parent giving permission for the student to receive the medication upon discontinuation of the medication or at the end of the school year. **Written consent forms are required each school year.** All medication, except where written by a physician, must be kept in the nurses' office. The physician statement **must be filed annually** and must state in writing that:

- the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;

- the student has been instructed in how to self-administer the medication; and
- the nature of the disease or medical condition requires emergency administration of the medication.

Illness/Injury- If a student becomes ill or receives an injury, he/she should report to the nurses' office with a pass from his/her classroom teacher. A nursing assessment will be made with instructions for care or the parent will be contacted. If at any time during the school year a student develops a medical condition such as diabetes, seizure disorder, asthma, severe allergies, etc., his/her condition should be reported to the nurses' office and any necessary forms completed. Additional information may be needed from the physician for students with chronic illnesses that might require the student to be absent for extended periods of time or if special accommodations are required for the normal school day. In addition, please report any change to an existing condition.

Immunizations- All students are required by law to be immunized against certain childhood diseases (IC 20-34-4-2). A copy of the immunization record must be on file with the school within 20 days of enrollment in school. The **minimum** immunization requirements for children enrolling in or currently enrolled are:

- **Five (5)** doses of diphtheria-tetanus-pertussis, or tetanus-diphtheria vaccine (DTaP/DTP/DT/Td). Four doses are acceptable if the fourth dose was administered on or after the child's fourth birthday.
- **One (1)** dose of Tdap. Tetanus diphtheria booster containing pertussis.
- **Four (4)** doses of polio vaccine, three doses are acceptable if third dose administered on or after child's fourth birthday and the three doses are all IPV or all OPV.
- **Two (2)** doses MMR (Measles, Mumps, Rubella) vaccine. The initial vaccine is to be given on or after the first birthday.
- **Three (3)** doses of Hepatitis B vaccine.
- **Two (2)** doses of Hepatitis A vaccine.
- **Two (2)** doses of Varicella (chicken pox) vaccine or written documentation of varicella disease. The initial vaccine is to be given on or after the first birthday.
- **One (1)** dose of meningococcal meningitis vaccine. **Students grade 9-11.** Seniors must have a second dose of meningococcal vaccine.
- **Two (2)** doses of meningococcal meningitis vaccine for **students in grade 12.**

The recommended but not required immunizations for students in grades 9-12 include:

- **Two (2) or three (3)** doses of HPV vaccine depending on how old a student was when they first received the vaccine.
- **Two (2)** doses of meningococcal meningitis B vaccine. The current required vaccine only covers meningitis strains ACWY. The CDC recommends getting the additional meningitis B vaccine especially for students planning on attending college or university.

The Indiana State Department of Health Immunization Division has specific requirements in place as to the timing of the administration of live virus vaccines. Examples of live virus vaccines are MMR, Varicella, and some Polio vaccines. Live virus vaccines not given on the same date must be administered a minimum of 28 days apart.

Please feel free to contact the school nurse with questions about student immunization records.

Emergency Contact Information- It is extremely important that the school be able to contact the parent/legal guardian in case of illness or injury. Please provide the school with information concerning the necessary emergency phone numbers, changes in emergency phone numbers or address changes so that we can make contact with you as soon as possible if needed. Students will not be released from the health center unless the parent or an individual that the parent has

designated to give consent for release can be contacted. Updates to home, work and cell numbers may be given to Health Center staff, the Main Office, Guidance Office, or Attendance Office for changes in the computer system.

Universal Precautions/Building Safety- Any student who has a medical condition which requires the use of supplies which may be contaminated with potentially infectious materials is required to dispose of these supplies in properly identified containers located in the health center.

Screenings- Students in grade 10 are screened for hearing loss. Any parent may choose to sign a waiver objecting to these screens. The waiver must be filed with the school and will be maintained with the student’s health records. Vision screens may be completed at the request of a parent or teacher but are not routinely done at the high school level.

Wellness – Please see HCCS School Board Policy 8510 for more information on the district’s wellness policy

CLUBS AND ORGANIZATIONS

Activities Leadership Proposal- The following proposal for activities leadership positions for students of Huntington North High School was made by the sponsors of the classes, clubs and organizations of the extracurricular activities, April 11, 1991:

- Officers of student council cannot be class officers, club officers, or class council members.
- Members of student council cannot be class officers or class council members.
- Each class, club and organization has the right to establish its own rules concerning the students’ qualifications to hold office, the requirements of attendance of officers and members, and any other matters deemed necessary to the efficient running of that class, club, or organization. These rules must be on file with the Huntington North High School Policy Committee.

CLUB/ORGANIZATION	ENROLLMENT
Academic Super Bowl	Open to All
Anti-Bully Club	Open to All
Archery Club	Open to All
Art Club	Open to All
Auditorium Crew	Application Process
Board Games/RPG Club	Open to All
Bowling Club	Open to all
Class Council	Application Process
Dance Team	Tryouts
DECA	Application Process
DEKA	Open to All
Diversity Club	Open to All

eSports	Open to All
FEA (Future Educators of America)	Open to All
FFA (Future Farmers of America)	Open to All
Freshman Mentoring	Application Process
German Club	Open to All
HYL (Huntington Youth Leadership Academy)	Application Process
JAG Career Association	Enrolled in JAG
Junior Rotarians	Invitation Only
K.B.F (Kiwanis Builds Forever)	Invitation Only
Masque and Gavel	Open to All
National Honor Society	Invitation Only
Rodeo Club	Open to All
Service Club	Open to All
Spanish Club	Open to All
Sports Medicine	Invitation Only
Student Council	Application Process
SAB (Student Athletic Board)	Invitation Only
Trap Club	Open to All
Walk Away	Open to All
Wheels	Open to All
Writing Club	Open to All
Yearbook Club	Open to All
HNHS Green Team (Environmental)	Open to All

HCCS TECHNOLOGY GUIDELINES

MISSION: TO INSPIRE OUR STUDENTS THROUGH MEANINGFUL LEARNING OPPORTUNITIES THAT FOSTER CREATIVITY, COLLABORATION, COMMUNICATION, AND CRITICAL THINKING.

INTERNET USE AGREEMENT

HCCS believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner which supports the district vision and mission. Internet access and other technologies available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. As part of 21st Century Learning, teachers and students will be using web tools which may include, but not be limited to: blogs, wikis, podcasts, and video casts through appropriate supervision. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills.

Make sure you understand your responsibilities:

I Will:

1. Protect my passwords (e-mail, I-Tunes, etc.) and my identity. Keep private information private; do not share them with anyone.
2. Treat others with respect, both online and offline.
3. Strive to be a responsible digital citizen and encourage others to be good digital citizens.
4. Bring my instructional device to every class, every day.
 - The instructional device must be transported in the school-issued bags.
5. Take my instructional device home at the end of the day and fully charge it for the next school day.
6. Make sure I know what each teacher expects in his/her classroom.
7. Use my instructional device for school-related purposes during school hours.
8. Credit my sources when I am using other people's information, images, or other materials.
9. Respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
10. Remember the school's policy on the transmission of inappropriate materials including pictures, videos, or text messages.
11. Ask permission before I print while at school.
12. Keep my instructional device in the school issued protective bag when moving from class to class or transporting my instructional device home or back to school.
13. Keep instructional devices free of writing, marks, stickers, or other attachments.
14. Keep the school's attached label on my instructional device at all times.
15. Keep my instructional device with me or in a secure location (locked locker) at all times.
 - Do not leave my instructional device in a car, with a friend, or unattended.
16. Keep my instructional device free of apps, photos, videos, or music that are not school appropriate.
 - Inappropriate media (music, Apps, games, photos, video, websites, etc.) includes but is not limited to the presence of guns, weapons, violence, pornographic materials, inappropriate language, alcohol, drugs, tobacco, and gang-related symbols or pictures and will result in disciplinary actions.
17. Only visit school appropriate and/or approved websites.
 - Do not attempt to or intentionally "go around" the school's web filtering system.
 - Do not use any "hacking software" or attempt to gain access without permission.
18. Notify an adult immediately if by accident I encounter content which violates the rules of responsible use.
19. Leave "push notifications" turned off unless otherwise directed by your teacher.

I Will Not:

1. Read another student's private communications and schoolwork without permission.
2. Use improper language or pictures.
3. Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
4. Pretend to be someone else online.
5. Give out my full name, password, address, phone numbers, or any other personal information to someone I don't know.
6. Give out full names, addresses, or phone numbers of others.
7. Look for, read, view, or copy inappropriate pictures or information.
8. Load my own software on the district network to use at school, unless I have received permission.
9. Damage, change, or tamper with the hardware, software, settings, or the network in any way.
10. Decorate the physical computer with stickers, writing, or other markings.

I Understand:

1. My instructional device is like my locker: it can be inspected at any time by a school administrator or designee.
2. I am responsible for any damage to my instructional device. Immediately report a damaged or lost/stolen instructional device to the front office.
3. All student handbook rules also apply to digital communication.
4. I should be careful to back up important work so that it is not lost.
5. Some things I read on the internet may not be true.
6. The computers and network belong to the district and that using them is a privilege, not a right.
7. The computers, network, and printers may not work every day.
8. It is my responsibility to make sure that any devices I use on the district network are approved.
9. The things I do using a school computer or network are not private and that my teachers and district staff may review my work and activities at any time.
10. If I break any of my promises, I might not be able to use technology or may experience other appropriate consequences.
11. It is my responsibility to read and abide by the terms and conditions of and all revisions of this policy.

Potential consequences for violating the expectations listed above:

- Losing your instructional device for a class period.
- Losing access to the App Store and Apps, music, etc. purchased by the individual
- Facing other discipline such as detention, in-school suspension, or out of school suspension/expulsion.

SOFTWARE ACQUISITION POLICY FOR HCCS

In order to have some form of continuity in such a broad school system, HCCS has incorporated a Software Acquisition guideline. It is imperative that we follow the attached guidelines when making vital software decisions. Software decisions should be made by one of the following groups or individuals:

- Superintendent, Director of Curriculum, or the Director of Technology

SOFTWARE/COPYRIGHT POLICY FOR HCCS

The Copyright Act was amended on December 12, 1989, to define computer programs and provide for the reproduction of another copy of a computer program by the owner. Section 117 of the Copyright Act reads as follows: “Notwithstanding the provisions of Section 106, it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adoption of that computer program provided:

- That such new copy or adoption is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner.
- That such new copy or adoption is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

“Any exact copies prepared in accordance with the provisions of this section may be leased, sold, or otherwise transferred, along with the copy from which such copies were prepared, only as part of the lease, sale, or other transfer of all rights in the program. Adaptations so prepared may be transferred only with the authorization of the copyright owner.”

OBTAINING PERMISSION FOR COPYING

HCCS will abide by all state and federal copyright policies in regard to computers and other material. Where investigation confirms any copyright violations, prompt corrective action shall be taken.

USE OF CORPORATION COMPUTERS POLICY FOR HCCS

Corporation personnel authorized to operate a computer on either a building level or district-wide computer network and related terminals shall be assigned a username/password by the district Director of Technology or Network Administrator. Each user’s password shall be changed periodically by the user for security reasons. (Each building in HCCS will have a building representative with password rights or a corporation technician.)

- No person (employee, student, or visitor) is to use any computer and/or related equipment without proper authorization.
- In order to become authorized to use the Corporation’s building level or district-wide computer network, a person must qualify in at least one (1) of the following categories:
 - o be an employee of the Corporation with an assigned username/password;
 - o be a student in the Corporation with an assigned username/password;
 - o be an employee or student in the Corporation with an assigned username/password from another school Corporation or nonprofit organization for which the Corporation processes data;
 - o be a maintenance person from the computer manufacturer providing the corporation with a maintenance contract;
 - o be a temporary user approved by the Superintendent or his designee.

LENDING OF CORPORATION-OWNED EQUIPMENT

The HCCS School Board believes that Corporation-owned equipment is a valuable resource which may be loaned for community use under certain conditions, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the Corporation.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent or his designee. Approval will be based in the following provisions:

- Corporation-owned equipment may be removed from the Corporation property by students or staff only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Superintendent or his designee is required for such removal.
- Employees or students using Corporation-owned equipment shall be liable for any damage or loss to the equipment.

- Removal of Corporation-owned equipment by employees or students from school property for personal use is prohibited.

HCCS NETWORK POLICY

- (HCCS Bylaw 9700)

WEB PAGES

The HCCS School Board authorizes the creation of web sites by employees and students of the School Corporation to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of the Corporation, its employees, and students. The content of all pages must be consistent with the School Corporation's Mission Statement. The purpose of the web site is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

A. Educate

Content provided in the web site should be usable by students and teachers to support the curriculum and School Corporation Objectives.

B. Inform

Content may inform the community about school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may provide an avenue to communicate with the community. The information contained on the web site should reflect and support the Corporation's Mission Statement, Educational Philosophy, and the Academic Improvement process.

When the content includes a photograph or information relating to a student the Corporation will abide by the provisions of Policy 8330 - Student Records.

All links included on the pages must also meet the above criteria.

Under no circumstances is a web site to be used for commercial purposes or to provide financial gains for any individual.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.



Secondary Student Instructional Device Responsible Use Agreement

HCCS believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner which supports the district vision and mission. Internet access and other technologies available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. As part of 21st Century Learning, teachers and students will be using web tools which may include, but not be limited to: blogs, wikis, podcasts, and video casts through appropriate supervision. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills.

Responsible uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology.

Make sure you understand your responsibilities:

I Will:

1. Protect my passwords (e-mail, I-Tunes, etc.) and my identity. Keep private information private; do not share them with anyone.
2. Treat others with respect, both online and offline.
3. Strive to be a responsible digital citizen and encourage others to be good digital citizens.
4. Bring my instructional device to every class, every day.
 - The instructional device must be transported in the school-issued bag.
5. Take my instructional device home at the end of the day and fully charge it for the next school day.
6. Make sure I know what each teacher expects in his/her classroom.
7. Use my instructional device for school-related purposes during school hours.
8. Credit my sources when I am using other people's information, images, or other materials.
9. Respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
10. Remember the school's policy on the transmission of inappropriate materials including pictures, videos, or text messages.
11. Ask permission before I print while at school.
12. Keep my instructional device in the school issued protective bag when moving from class to class or transporting my instructional device home or back to school.
13. Keep instructional devices free of writing, marks, stickers, or other attachments.
14. Keep the school's attached label on my instructional device at all times.
15. Keep my instructional device with me or in a secure location (locked locker) at all times.
 - Do not leave my instructional device in a car, with a friend, or unattended.
16. Keep my instructional device free of apps, photos, videos, or music that are not school appropriate.
 - Inappropriate media (music, Apps, games, photos, video, websites, etc.) includes but is not limited to the presence of guns, weapons, violence, pornographic materials, inappropriate language, alcohol, drugs, tobacco, and gang-related symbols or pictures and will result in disciplinary actions.
17. Only visit school appropriate and/or approved websites.
 - Do not attempt to or intentionally "go around" the school's web filtering system.
 - Do not use any "hacking software" or attempt to gain access without permission.
18. Notify an adult immediately if by accident I encounter content which violates the rules of responsible use.
19. Leave "push notifications" turned off unless otherwise directed by your teacher.

I Will Not:

Read another student's private communications and schoolwork without permission.

20. Use improper language or pictures.
21. Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
22. Pretend to be someone else online.

23. Give out my full name, password, address, phone numbers, or any other personal information to someone I don't know.
24. Give out full names, addresses, or phone numbers of others.
25. Look for, read, view, or copy inappropriate pictures or information.
26. Load my own software on the district network to use at school, unless I have received permission.
27. Damage, change, or tamper with the hardware, software, settings, or the network in any way.
28. Decorate the physical computer with stickers, writing, or other markings.

I Understand:

29. My instructional device is like my locker: it can be inspected at any time by a school administrator or designee.
30. I am responsible for any damage to my instructional device. Immediately report a damaged or lost/stolen instructional device to the front office.
31. All student handbook rules also apply to digital communication.
32. I should be careful to back up important work so that it is not lost.
33. Some things I read on the internet may not be true.
34. The computers and network belong to the district and that using them is a privilege, not a right.
35. The computers, network, and printers may not work every day.
36. It is my responsibility to make sure that any devices I use on the district network are approved.
37. The things I do using a school computer or network are not private and that my teachers and district staff may review my work and activities at any time.
38. If I break any of my promises, I might not be able to use technology or may experience other appropriate consequences.
39. It is my responsibility to read and abide by the terms and conditions of and all revisions of this policy.

Potential consequences for violating the expectations listed above:

- Losing your instructional device for a class period.
- Losing access to the App Store and Apps, music, etc. purchased by the individual
- Not being able to take your instructional device home.
- Not being able to have an individual instructional device.
- Facing other discipline such as detention, in-school suspension, or out of school suspension/expulsion.

Student Name (printed) _____ **Date** _____

Student ID Number _____ **Grade Level** _____

Student Signature _____

Parent Signature _____



Secondary Instructional Device Extended Warranty & Replacement

Please see the following policies on Instructional Extended Warranty and Replacement for student Devices. Due to safety and security concerns, family-owned devices will not be allowed to be used by students.

I have read and understand the HCCS's extended warranty & replacement plan for coverage of theft, loss, or damage of my student's school owned instructional device as outlined below.

HCCS will be implementing a new extended warranty program and will be charging for minor/major repairs. See the table below outlining replacement costs and qualifications for a minor repair and a major repair. *If a third major repair is needed, the total cost of the replacement part will be charged. (Not to exceed the total replacement cost of the device.)*

Replacement Costs	Minor Repair \$20.00 Charge Any Occurrence	Major Repair \$35.00 Charge for 1 st & 2 nd Repair
Charger - \$30.00	Battery	Full Upper/Lower Casing
Case Cover - \$30.00	LCD Bezel	Keyboard Assembly
Stylus - \$35.00	Top Case	Screen Hinge
	Keyboard	Touch Screen
	Trackpad	Motherboard
	Charger Port	Palm Rest
	USB Port	

- **Failure to return school issued instructional device:** If the school issued instructional device is not returned at the end of the school year or upon withdrawal from this school district or upon moving to another school district or within 30 days of the time of graduation, the failure to return the school issued instructional device will be considered theft or conversion of the device and this action will be turned over to local law enforcement for prosecution purposes.
- **Lost/stolen Instructional Devices:** HCCS will make every attempt to locate lost and stolen instructional devices. Any reported theft of an instructional device will be fully investigated and reported to authorities. The student will not be charged to replace an instructional device that is confirmed to be stolen.
- **Intentional Damage:** Students/Parents are responsible for full payment of intentional damages to the instructional device. This would also include intentional damage to another student's instructional device.
- **Students will be issued a loaner device while the instructional device is being repaired.**