Northeast Dubois County School Corporation Board Policy and Northeast Dubois Jr/Sr High School Handbook

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About Our School

Mission Statement

The mission of Northeast Dubois School Corporation is to ensure individual success by working together to provide powerful learning experiences.

School Song -- "Notre Dame Victory March"
Cheer, cheer for NDHS,
You make the basket, we'll do the rest.
As you dribble down the line,
A basket we hope for every time.
Although the odds be great or small,
NDHS will win over all.
As the blue and gray are marching
Onward to victory. (Repeat)

School Mascot -- Eugene the Jeep
In the fall of 1936, a group of 15 Dubois High School students kicked around the idea of adopting a mascot for the high school athletic teams. Someone mentioned "Eugene the Jeep," who appeared daily in the *Popeye* comic strip. All of the guys assembled knew that Eugene was an intelligent, mystical character that was always right and could predict the future; consequently, all the boys agreed that this creature should become the school mascot.

The next morning, this group of boys approached Mr. Dallas Ferguson, the principal and the coach of the team, with their idea. Mr. Ferguson agreed with the proposal and said he would try to secure a Jeep emblem for the varsity warm-ups. He was able to do this, and since that time, the athletic and academic teams have been known as Jeeps.

The original Jeep was black and gold, because at that time those were the school colors. However, in the fall of 1938, the school colors were changed to blue and gray, and so the Jeep changed colors as well.

There is a replica of the Jeep at the Indiana Basketball Hall of Fame in Newcastle, Indiana. The original Jeep mascot is in its permanent place: the trophy case of Northeast Dubois Jr/Sr High School.

Article I – Philosophy

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

development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators and community.

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

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

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

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

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

Basic Rules for Behavior/Student Conduct Code Policy

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

1. Conduct: The conduct of the students at Northeast Dubois is expected to be in keeping with generally accepted good student practices. Whether in school or engaged in school activities, every student is expected to conduct himself or herself as a gentleman or lady.

No teacher will expect more or less.

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

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

Northeast Dubois utilizes a "stepped" disciplinary system. This is a process by which students are disciplined and the severity of the punishment is increased with each incidence of improper behavior. The final step is suspension or expulsion from school.
Full details of the rules, regulations and due process procedure of the Northeast Dubois County School Corporation are available to any parent, guardian, or student in the office of the Superintendent, Northeast Dubois County School Corporation, Dubois, IN 47527.

Rules of Conduct

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

1. on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event;

3. traveling to or from school or a school activity, function, or event;
4. at any time, regardless of the purpose of the student's presence.

Statutory Rules

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

1. Using violence, force, noise coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
    a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
    b. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
    c. Setting fire to or substantially damaging any school building or property.
    d. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for an unlawful purpose.
    e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
    f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under his/her supervision.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
        a. Pocket Knife Policy
            i. 1st Offense - signed letter by student and Principal, parent must pick the item up in order for it to be returned.

ii. 2nd Offense - 3 day out of school suspension
iii. 3rd Offense - Up to 10 day out of school suspension, expulsion process begins.

7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, alcoholic beverage or intoxicant of any kind.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in an activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an education function.
11. Violating or repeatedly violating function and are validly adopted under sections 2 and 3 of I.C. 20-8.1-5.
12. In addition to the grounds for expulsion or suspension as set forth above, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
13. Any incidents of threats, intimidation, battery, or harassment against a school employee shall be immediately reported to the law enforcement agency.
(IC 20-33-9-10).

Board Rules

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

1. Possession or use of any tobacco or tobacco product by a student.
2. Whether by alarm, telephone, written communication or any other form of communication, falsely reporting a fire, bomb threat, or any other form of disaster.
3. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absence from school when there is an attempt to evade the School Attendance Law.
4. Violation of students driving and riding policy as established by the School Board of Education.
5. Engaging in any activity on a school bus that endangers the safety and well being of others.

6. Using obscene, profane, indecent or other inappropriate modes of expression.
7. Cheating on any test, quiz, homework assignment, or plagiarism on any project or research paper; or any other instance of dishonesty, as the same would apply to the student's academic pursuits; or assisting another to cheat or plagiarize.
8. Displaying affection for another person in an inappropriate manner.
9. Violation of a student dress code, which has been duly adopted by the principal of a school and published to the student body.
10. Repeated instances of being tardy to school or to any class or the failure to report to any class or any other place as scheduled or as directed by a teacher, aide or administrator.
11. Reported instances of belligerence and/or disrespectful behavior directed at any employee of this corporation, including contract bus drivers serving this corporation.
12. Repeated instances of failure to minimally take part in the education process. By way of example, and not by way in limitation:
    a. sleeping in class,
    b. failure to complete assignments, or
    c. failure to do homework.
13. Any act or communication which causes another person to engage in a fight, or which could reasonably cause another person to engage in a fight.
14. Knowingly or intentionally touching another person in a rude, insolent or angry manner.
15. Possession of Laser Light Pointers.

Corporation Drug/Alcohol Policy

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

1. The possession, delivery and/or sale, or being under the influence of any substance listed in paragraph 4 below.
2. The recent or detectable consumption or use of any substance listed in paragraph 4 below.
3. The possession, delivery or sale of any object listed in paragraph 7 below.
4. For purposes of paragraphs 1 and 2 of section V of this policy, the following substances are prohibited:

    a. Alcohol
    b. Marijuana

c. Any intoxicant
d. Any narcotic drug
e. Any depressant
f. Any hallucinogen
g. Any other controlled substance as defined by state statute.
h. Any other substance which would be dangerous to the life of health of a person if ingested.
i. Any substance, which is represented by another person to be or to contain any substance, enumerated in sub-paragraphs A through H of paragraph four of the article.

5. Prescription Medicines – If a student needs to take prescription medicine during school hours, State Law and the following procedure must be followed:
    a. State law allows students with an acute or chronic disease or medical condition to carry medication with them and self-administer it on school grounds and during any school-related function. This should assure that students with serious conditions receive quick treatment. The law will apply to students with asthma who may need to carry an inhaler with them. Students who react severely to bee stings, peanuts, or other allergens can carry an EpiPen and self-administer their own medication. Students must have a written release from a parent and a doctor that authorizes the activity. These written statements must be kept on file at the school and re-authorized annually.
    b. For PK-4 students, prescription medications that are not needed for acute or chronic conditions listed above should be handed by a parent/guardian/designee to a bus driver or school personnel. Medication for students in grades 5-12 should be delivered to office personnel and not kept in the student's possession.
    c. The student shall, while in school, only take the medication in the presence of the school nurse or the school principal or designee, if the nurse is not available. No student shall keep any prescription medicine on his/her person or in his/her locker while at school. All medication shall remain with the school nurse or office personnel with exception to those medications stated in (a) above.
    d. Students may possess and self-administer medication for acute medical conditions with the written permission of their physician and parent.
6. Non-Prescription Medicines – If a student needs to take a non-prescription medicine while at school, he/she shall follow the procedures as set forth in paragraph 5 above, except that the permission slip from the parent/guardian shall also instruct the school nurse as to dosage. No student shall keep any non-prescription medication on his/her person or in his/her locker while at school. All medication shall remain with the school nurse or office personnel.
7. For purposes of paragraph 3 of Section V of this policy, the following objects are prohibited: any object used or designed to be used primarily for the storage, processing,

delivery, consumption of alcohol, marijuana, a stimulant, an intoxicant, a narcotic drug, a depressant, a hallucinogen, or any other controlled substance.

8. Any student found to have violated the provisions of this article by delivering or selling a substance to another person shall be expelled from school for a period of one (1) year unless extreme extenuating circumstances are found. Any student engaged in the delivery, sale or possession of a prohibited substance shall be reported to law enforcement officials. A student expelled for this infraction will be notified of the trespass laws of the State of Indiana and informed that they will be prosecuted in the event they enter school grounds before, during, or after school hours for the full period of the expulsions. "School Grounds" is defined as property belonging to the school corporation. If extreme extenuating circumstances are shown then the student may request the drug abuse class set forth below.

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

Student Smoking/Vaping/Tobacco Policy

Use and/or possession of tobacco by students:

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

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

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

<u>Operational Definitions:</u>

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

POSSESSION: On the person, in lockers, or school bags, which belong to the person, and etc.
SCHOOL PROPERTY: School perimeter including entire school building, athletic facilities, and privately- and corporate-owned buses.

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

DRUG TESTS: Failed drug tests count as offenses.

CONSEQUENCES FOR VIOLATIONS:
1st offense: 3 day out-of-school suspension, notification to parents/guardians, and a referral to law enforcement.

2nd offense: Up to 10 days out-of-school suspension, referral to law enforcement, and a notification sent to the Bureau of Motor Vehicles.

3rd offense: Out-of-school suspension pending expulsion proceedings.

Search and Seizure Policy

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

1. School Property: The school owns student lockers, desks, and other such property. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials.
2. The Person: According to the decision of the Supreme Court of the United States "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property. The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction". If school officials conclude that a more intrusive search (i.e., a full strip search) is needed, they shall call the parents of the students involved and report their suspicions to the police who shall be responsible for any such search. School officials should not conduct such searches. The principal or his designee may request law enforcement assistance in the random search process; such assistance includes an agreement with law enforcement to use trained drug dogs.

Article VI – Handicapped Students

Any handicapped child enrolled in a special education program or class may be denied the right to attend school or to take part in any school function through suspension, expulsion, or exclusion

procedures as outlined in Indiana Code 20-8.1-5 and this policy. Although the procedure described under Indiana Code 20-8.1-5 does provide due process, expulsion of a handicapped student is also governed by federal regulations implementing P.L. 94-142 and by Rule S-1 of the Commission on General Education. Because of the nature of such expulsions, a case conference committee must be convened to make the change in placement. At the case conference the relationship between the misconduct and the handicap shall be determined. After making such a determination, appropriate procedures for expulsion of a handicapped student will be followed.

Bullying Policy IC 20-33-8-0.2

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

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

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

Bullying incidents will be reported to parents of both the targeted student and the alleged perpetrator in an expedited manner that is not later than five business days after the incident is reported.

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

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

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

Threats, Intimidation, Battery, Harassment

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

Article IX - Attendance Policy

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

Absences fall into two categories: excused and unexcused absences.

Absences are considered excused if the following conditions are met:

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

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

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

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

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

Tardy Policy
Tardy -- Reporting late to school or late to class.

1. A student is considered tardy if he/she is not in their assigned room when the bell rings indicating that the period is to start. When a student is tardy, his/her lateness will be excused if they present a valid pass signed by an attendance officer, teacher, or principal, excusing the absence. In this situation, the time on the pass shall indicate that the student has gone directly to the class upon receiving the pass.

2. Each teacher will decide the form of punishment to be given for the first 2 tardies in a particular class. On the third tardy, the student will receive the following penalties per semester from the teacher in that period:

   3rd -- Lunch detention
   4th-5th -- One hour detention
   6th-7th -- Two hours detention
   8th -- Friday Afternoon School (3 hours)

Pre-arranged Absence
The student is responsible for obtaining a pre-arranged absence form from the office. The form must be returned, signed by the teachers and parent/guardian, to the attendance officer prior to the planned absence. To receive credit, the student must make arrangements for making up work with the teachers prior to said absence. Pre-arranged absences will be classified as a non-certified absence. If vacations are planned for the beginning of school, then arrangements must be made in advance. It is recommended that vacations be planned outside of the school calendar year or during scheduled school breaks.

Absence and Extracurricular
Any student absent more than 3 periods per day will not be permitted to attend or participate in any extracurricular activity that day, unless special permission is received in advance from the principal and sponsor. This permission must be arranged at least one day in advance.

Leaving School during the School Day
Permission to leave the building during the school day is required of all students. To obtain permission:

1. Students must bring in a signed note from a parent giving permission to leave school

2. Or permission must be given through a phone call by the parent. Students must report to the office and sign out before leaving school.
3. Leaving school without permission from a parent or without signing out in the office is considered truancy.

Article XI – Grounds for Exclusion

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

Closed Campus Policy

Northeast Dubois Jr/Sr High School has a closed campus policy. This means that students are not allowed to leave the school grounds or access vehicles during the school day unless they have both permission from the school personnel and permission from a parent. Leaving school without permission from a parent or without signing out in the office is considered truancy. Parents also may not bring in food for students during the school day.

Attendance Incentive Policy & Exam Exemption Program

In order to promote excellent attendance, NDJSHS offers an exam exemption program to incentivize excellent attendance among its students. Excellent attendance is a critical factor in student achievement, and exam exemption recognizes students for excellent attendance.

Exam exemption does not entirely excuse students from the experience of preparing for a comprehensive exam. Testing is an important part of academic life. Students take assessments as a regular part of their coursework, and those students who do qualify for exam exemptions will still be required to take specific exams such as AP or Dual Credit exams.

<u>CRITERIA:</u>

A. Students in Advanced Placement (AP) or dual credit classes will take final exams per course requirements.
B. The student completes an application form requesting the exemption. The form is signed by the student, parent or guardian, and teacher and is returned to the main office by the deadline.
C. The student has not missed more than 4 days or parts of days (96%) of the semester.
    a. A student must be in attendance the *entire school day* for it to be counted.
    b. School Field Trips/Activities do not count as an absence.
D. The student must have a C- or above in the class to exempt the final.

E. The student has no major discipline defined as the following: habitual tardiness, lunch detentions, or suspensions during the semester of the requested exemption at the time of application. Administration will let these students that do not qualify because of this know of his/her status.

ADDITIONAL INFORMATION:

- Students who are exempt but choose to take a final exam can only improve their grades. In this case, the final exam cannot negatively impact the semester grade.
- A student can request an exemption only from taking a semester exam, not from completing a culminating activity, such as a performance, group project, etc.
- It is the student's responsibility to have the teacher for each course verify the student's eligibility and sign off on the Final Exam Exemption Form, which will be made available to the student.
- Qualifications for exemptions are in effect until the exam is given. It is the student's responsibility to maintain excellent attendance and behavior prior to the exams.
- Exemptions include but are not limited to field trips, college visits, or other circumstances that are deemed exempt by Administration.

Dress Code

Students are urged to use good judgment in choosing their school clothing, which means they are expected to be well groomed and neat at all times. School attire should reflect personal pride and respect for others. Dress should also show pride in our school and respect for the learning environment. The responsibility for student dress and grooming is that of the student and their parents/ guardians.

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

1. Health and Safety -- Students should not wear clothing or hair styles that can be hazardous to them in their school activities such as Industrial Arts, Agriculture, etc.
2. Common Decency – Shirts and low-riding pants that expose the midriff area, halter tops, low cut tops, muscle shirts, and tank tops, or any other garments which unduly or suggestively expose the torso or underclothing are prohibited.
3. Educational Environment – Clothing that is distracting to the educational environment in any way is prohibited.
4. All shirts must have a 2 inch shoulder strap (no spaghetti straps or racerbacks). All shorts, skirts, and dresses must be fingertip length with arms resting to the side. Jeans or pants may not have holes in them above fingertip length with arms resting to the side. Trench coats, sunglasses, bandanas, and hats, and caps should not be worn in the school building during the school day (8:00 – 3:00).
5. The wearing of apparel that has on it any writing, printing, symbols or pictures that is judged to be immoral, lewd, vulgar, or is suggestive and/or implies and glorifies sex,

drugs, alcohol, violence, or other subjects disruptive to the normal operation of the school, or which interfere with normal educational functions or school purposes, is prohibited.

6. Footwear -- All students are required to wear footwear, such as boots, shoes, or sandals. Footwear which is unsafe or unclean, inhibits movement, creates a disturbance, or which is disruptive either by appearance or by sounds is prohibited.

Additional regulations may be added by school administrators if such regulations are deemed important to an orderly implementation of this policy.

A student whose dress and grooming does not conform to the above standards, or any subsequently approved standards, will be referred to the principal or his/her designee. Students will be informed by the principal, or his/her designee, as to what adjustments must be made in order to comply with approved standards.

Rules For Students Riding School Buses

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

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

Bus Drivers

#2	Tony Danhafer	812-630-1471	#11	Brad Danhafer	812-630-5453
#3	Tim Danhafer	812-639-9462	#12	Tony Quinn	812-631-1459
#4	Ed Freyberger	812-309-3407	#13	Nick Snider	812-870-2941
#5	Duane Thewes	812-630-7856	#14	Jeff Bieker	812-639-8358
#7	Sheila Bachman	812-309-4414	#15	Collin Kissell	812-827-3744
#9	John Fuhrman	812-639-0715	#16	Chris Reckelhoff	812-639-0098

Preschool Route #18	Jennifer Braunecker	812-630-0513
Preschool Route #17	Patty Chatman	812-631-4408
Preschool Route # 8	Scott Chatman	812-639-0246

Student Driving

Students use the front parking lot. Therefore the parking lot is closed to all students during the entire day. Students needing articles from their cars must get permission from school personnel. The back parking lot is reserved for faculty, staff and administration.

Students are permitted to drive their own cars to and from school. Student drivers are to observe the following regulations:

1. The student automobile registration form shall be completed and filed in the office, and a student parking pass shall be purchased each year.
2. Extreme caution is to be used in entering and leaving the school parking lot due to possible presence of many student pedestrians and due to several vehicles entering and leaving at the same time. Maximum speed of 15 mph should be observed at all times on school grounds.
3. All students will park in the front parking lot of the school.
4. The students shall not drive their vehicles during the school day without permission from the office. They are to park their vehicles in the morning and not move them until they leave at the close of the school day.
5. The student driver shall consider school buses as having the right of way at all times regardless of traffic circumstances.

Any student who refuses to observe the above stated regulations will not be allowed to drive to school.

Exceptional Children's Co-op Annual Written Notification

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

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

● Your child's name and Social Security Number;
● Your child's date of birth;
● Your child's IEP documentation including evaluations;
● The dates and times services are provided to your child at school;
● Reports of your child's progress, including therapist notes, progress notes and report cards.
Your child will continue to receive all required IEP services at no cost to you. Reimbursed services provided by the Northeast Dubois County School Corporation or Exceptional Children's Co-op does not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled. You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services at no cost. You may ask questions about this program or revoke your consent at any time by contacting the Director of Special Education at Exceptional Children's Co-op. Date Notification Provided to Parent and Method of Delivery: This information will be located in the Student Handbook and in the Online Registration Packet.

Cell Phones & Electronic Devices Policy

Senate Enrolled Act (SEA) 78 (2026) provides definitions, requirements, restrictions, and exceptions for wireless communication device use in Indiana public school corporations and charter schools.

Per statute, a "wireless communication device" includes any personal device capable of connecting to a cellular network or the Internet. This includes personal cellular phones, tablet computers, laptop computers, gaming devices, and smartwatches.

Pursuant to Indiana Code 20-30-2-2, "school day" means the entirety of the time a student is present on school property for a student instructional day. Accordingly, the requirements of SEA 78 apply throughout the entire school day, from bell to bell, including instructional time, passing periods, lunch periods, and all other periods during which students are under school supervision.

This guidance does not apply to afterschool and before school hours. Before and after school hours, students may possess personal communication devices (cell phones, smart watches, etc.) in school, on school property, during after-school activities (e.g. extracurricular activities), and at school-related functions.

Per statute, Northeast Dubois will incorporate a **Storage Policy**, meaning, students may bring devices to school, however, all devices must remain stored, powered off, and inaccessible to the student throughout the school day. Students may store devices in lockers (backpacks) or vehicles. Staff members will confiscate communication devices that are being used or are visible at any time during school hours and bring them to the office.

Per statute, students must be permitted to use a wireless communication device during

instructional time if the wireless communication device is:
1. Included in the student's Individualized Education Program (IEP);
2. Included in the student's 504 Plan;
3. Necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider;
4. Authorized by the superintendent or the principal at the appropriate time during an emergency;
5. Necessary for language translation to ensure access for multi-lingual learners, prioritizing school-managed wireless communication devices or applications where available.

Per statute, students who travel to an off-site location for work-based learning will be permitted to have their wireless communication device on their person and can be utilized as permitted by the work-based learning supervisor.

Pursuant to Indiana Code 20-26-5-40.7, students may not access during the school day personal devices during the school including cellular telephone, tablet computer, laptop computer, gaming device, or smartwatch that is connected to a cellular telephone, a cell tower, or internet.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto school property. The school assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

Northeast Dubois School Corporation uses **StudentSquare** to help students communicate with their parents during school hours, teachers, staff, coaches, club advisors, and other school-sponsored organizations. Students are not permitted to communicate with each other. All communication on StudentSquare is recorded and can be seen at any time.

Consequences of violations:
1st offense
- The student's device is sent to the office.
- The student picks the device up at the final bell of the day.
- Office inputs the information into Skyward.

2nd offense
- The student's device is sent to the office.
- The parent picks the device up at the final bell of the day after a parent phone call.
- The student is assigned an after school detention (2 hours).

3rd offense
- The student's device is sent to the office.
- The device is picked up by a parent/guardian.
- The student is assigned an in-school suspension all day.
- The student's device will be brought to the office for 5 consecutive school days to be

stored in a safe location at the start of the school day. Additional discipline may be issued if the student fails to bring the device to the office.
- Parent/guardian meeting will be held.

4th offense:
- The student's device is sent to the office.
- The device is picked up by a parent/guardian.
- A 2 day OSS will be assigned to the student.
- The student's device will be brought to the office for 15 consecutive school days to be stored in a safe location at the start of the school day. Additional discipline may be issued if the student fails to bring the device to the office.
- Parent/guardian meeting will be held.

5th offense:
- The student device is sent to the office.
- The device is picked up by a parent/guardian.
- A 5 day OSS will be assigned to the student.
- All phone privileges for the student will be lost at school. The student will bring the device to the office at the start of the school day.

This rule is not violated when the student has:
1. Been given permission from a teacher or administrator to use a wireless device
2. Manage the student's healthcare
3. Using a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

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

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

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

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

The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular

telephones or brought onto its property. If any infraction of this policy is serious enough to violate the Board of Education policy and procedures governing the use of communication devices, more serious consequences could result.

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

Detentions

Lunch Detention
Lunch detention is served in the office during a student's lunch period. Reasons for possible assignment are:

1. Tardiness to class
2. Disrespect
3. Insubordination - not following requests of teachers
4. Foul language
5. Improper behavior
6. Other just reasons

After School Detention
After school detention meets every day (Monday-Thursday) from 3:00-4:00. Reasons for possible assignment are:

1. Tardy to class three or more times
2. Disrespect
3. Insubordination
4. Improper behavior
5. Other just reasons

Friday After School Detention
Friday Afternoon School is three hours in length from 2:30 pm to 5:30 pm. Students will be notified in advance of their assignment to Friday Afternoon School. If they are assigned the week of Friday Afternoon School, they may be given the option of serving that week or waiting until the next Friday Afternoon School date.
Reasons for possible assignment are:

1. Excessive after school detention
2. Truancy/Skipping School
3. Repeated absence from after school detention
4. Repeated behavior Problems
5. Other just reasons

Field Trips

Students must be passing 5 classes to be eligible to participate in field trips.

Removal from Class Policy

A student may be removed from class for any behavior that distracts from the educational process.

Steps involved in removal from class:

1. First Removal: Teacher informs principal (disciplinary notice) and parents of the situation. Parents are informed by phone of incidents leading up to removal from class and of policy. Three times removed per semester and the student is withdrawn from that particular class with a failing grade. Principal meets with the student and informs him/her of the policy.
2. Second Removal: Teacher informs principal of second situation (disciplinary notice). Principal calls and sends a letter to the parent in regards to the situation and meets with the student. Principal recommends a conference with the parent/guardian, student, teacher and principal.
3. Third Removal: Teacher informs principal (disciplinary notice). Principal informs parents of the student's removal from class.
4. If a student is removed from any three classes during any one semester, the result will be expulsion. The steps involved in this policy are pursuant to the Indiana Student Due Process Code.

Extracurricular Activities

Activities are a vital part of a successful total school program. They provide an opportunity for exploration in areas of interest outside the classroom. In an atmosphere of voluntary interest, students learn to express themselves, to have respect for others, to work toward a common goal, to associate with each other, to provide service to others.

At Northeast Dubois these activities have been broad and varied. We hope this can be increased to the point that each student can participate in at least one activity and lend his/ her support to all of them.

The following activities are offered: Art Club, Beta Club, Student Council, Future Farmers Association (FFA), Spanish, Business and Professionals of America (BPA), Fellowship of Christian Athletes (FCA), French Club, Spanish Club, Library Club, Robotics Club, Spirit Club, Intramurals, Academic Bowl, Spell Bowl, Natural Helpers, Peers Educating Peers, Girl Talk, Marching Band, Winter Percussion, Community Leaders, Student Publications.These clubs continue as long as members warrant teacher sponsors. New clubs are organized as the needs and wants of the students arise.

Eligibility

Eligibility for all school activities work in accordance with the individual activity/program. Eligibility may be revoked for failure to meet requirements of the group or at the discretion of the sponsor and/or principal.

Athletics

Northeast Dubois has a balanced athletic program including baseball, basketball, cross-country, softball, golf, soccer, swimming, tennis, track, and volleyball.

Statement of Code

The Northeast Dubois Jr/Sr High School athletic code rules are in accordance with the Indiana High School Athletic Association Constitution and By-laws, and the Blue Chip Athletic Conference. The conduct of participants in athletics at Northeast Dubois is expected to be of the highest quality and in accordance with the student handbook in or out of school and 365 days per year.

Eligibility

In order to participate in any sport, which has regularly scheduled games with other schools, a student must have had passing grades the previous grading period in five full credit subjects. You must also be eligible according to the rules and regulations of the IHSAA.

Insurance

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

Attendance

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

CODE OF CONDUCT FOR NORTHEAST DUBOIS Jr/Sr HIGH SCHOOL STUDENT ATHLETES RULES FOR STUDENT ATHLETES

The Rules of the Indiana High School Athletic Association contain the following provision applicable to all Indiana High School Athletes:

> **Rule C-8-1: "Contestants' conduct, in and out of school, shall be such as:**
> **a. Not to reflect discredit upon their school or the Association.**
> **b. Not to create a disruptive influence on the discipline, good order, moral or educational environment of the School."**

Participation in any athletic program at Northeast Dubois Jr/Sr High School is not a right but is a privilege to be earned and maintained. Any student may, for proper cause, be excluded by the school administration from participating in school athletic events.

Each student who elects to participate as an athlete in any Northeast Dubois Jr/Sr High School athletic program agrees to and shall abide by the above IHSAA Rule C-8-1, which forms the foundation of the Code of Conduct for Northeast Dubois Jr/Sr High School student athletes, and

by the following rules and other rules which may be from time to time established by their individual coach(es):

1. The school athletic career begins for all student athletes on the first day of school of their freshman year (or upon enrollment for transfer students), the first day of IHSAA sanctioned practice their freshman year, or on the day of the Northeast Dubois Jr/Sr High School sponsored physicals, whichever comes first, and continues for the entire four (4) years or as long as a student athlete is a member of an athletic team.

2. Northeast Dubois Jr/Sr High School exists to educate the students of the Northeast Dubois County School Corporation. For this purpose, certain academic standards and rules of conduct, as outlined in the Northeast Dubois Jr/Sr High School Student Handbook, have been established and are applicable to all students. These would include, but not be limited to grades, class attendance, behavior at school and school functions, and overall compliance with such standards and rules. Violation of such student academic standards and rules, if an offense results in an out-of-school suspension, will be a violation of this Athletic Code of Conduct.

3. Any conduct by a student athlete, which violates or is in conflict with IHSAA Rule C-8-1a, as set forth above, including social media usage, shall be a violation of this Code of Conduct.

4. Each coach may establish team rules, which are applicable only to his or her team. Violation of team rules, based upon the severity or frequency of such violation by an athlete, may constitute a violation of this Code of Conduct, or may be treated as an intra-team violation with penalties not exceeding those set forth below. To implement the next level of the Offense structure, notice must be given to the Athletic Director.

Violation of the above Code of Conduct shall result in the imposition of a penalty. While normally such penalty will be based upon a progressive schedule, cumulating the number of prior violations (Offenses) during the student's enrollment, it should be noted that the progressive schedule represents the minimum penalty to be administered. In the event of more extreme or severe violations, the progressive schedule may be ignored and a more severe penalty may be imposed, up to a total ban from participation for a single severe violation.

Athletic IHSAA Team Recognition

Class Semi State Champions or Non-Class Regional Channpions - picture in the main gym
Class Regional Champions or Non-Class Sectional Champions - 20x30 picture in the hallway
Class Sectional Champions - 16/x20 picture in the hallaway

Consequences for Tobacco/Drugs/Alcohol/Failed Drug Tests

FIRST OFFENSE

Athletics/Cheerleading/Clubs/Activities

The student shall be suspended for a minimum of 20% of the next upcoming contests scheduled for that sport for that school year. (e.g., 20 basketball games x .20 = 4 games, 10 tennis matches x .20 = 2 matches). Fractional numbers will be rounded up and down (i.e. 1.4=1, 1.5 =2). This includes the IHSAA tournament. If there are not enough scheduled contests, it will continue

until the next sport season the student participates in. The penalty carry-over to the next sport in which the athlete participates will only apply towards the suspension if the athlete completes the whole season of the carry-over sport. Scrimmages will not be considered a contest for suspension purposes.

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

Driving/Parking on School Property
The student will not be allowed to park/drive on school property for 3 weeks.

SECOND OFFENSE
Athletics/Cheerleading/Clubs/Activities
The student shall lose eligibility to participate in all athletic activities for (1) year from the date of such confirmation.

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

Driving/Parking on School Property
The student will not be allowed to park and/or drive on school property for one year from the date of the occurrence.

THIRD OFFENSE
Athletics/Cheerleading/Clubs/Activities
The student shall lose eligibility to participate in athletics, extracurricular activities, and parking/driving on school property for the remainder of his/her tenure.

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

Included Activities
Parking/driving on school property, all Athletics, Academic Teams, Spell Bowl Teams, Student Council, Beta Club, Class Officers, Natural Helpers, HOSA, French Club, Spanish Club, Prom Court, Homecoming Court, Art Club, Pep Club, National Honor Society, Intramural Sports, any club/sport/activity defined as an extra-curricular activity.

Guidance Office Program and Services

The Guidance Office is open from 8:00 A.M. to 3:30 P.M. each school day. A student wanting to see the guidance counselor should request permission during their study period.

NO STUDENT should be released from regular class unless requested in writing by the counselor. Evening or weekend office hours are by appointment only. The Guidance Office helps each student plan and develop their high school program; assists students in solving classroom problems; works with students having personal problems; helps each student in understanding their strengths and weaknesses in planning for schooling, special training, or employment after high school; and provides students with education, vocational and testing information.

The philosophy of guidance at Northeast Dubois is twofold. The main objectives of the program are to help the individual student to:

1. make the best possible adjustments to their problems and situations and,
2. realize the highest possible achievements within their aptitudes.

More specifically, these goals may be stated under four specific points:

1. To help the pupil understand and accept himself or herself.
2. To help the pupil understand the world in which the pupil lives.
3. To help the pupil get the most out of school.
4. To help the pupil explore their own interests /abilities and learn about the world of work.

The following services should be provided to pupils by an effective guidance program: counseling, testing and data gathering; providing education, occupational and personal social information; maintenance of records; educational and vocational placement; follow-up, evaluation and research; and consultative services to parents and teachers.

Core 40 Graduation Requirements (diploma requirements for grades 10, 11, and 12)
In order to graduate from Northeast Dubois High School, students are required to earn 41 credits. A credit of work would consist of taking a course for an entire semester or two credits for a course taken for the entire year.

Visit this website http://www.doe.in.gov/sites/default/files/ccr/core-40-and-honors-rule-summary-12-7-12.pdf to see the requirements for Indiana Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors Diplomas and information regarding Graduation Pathways.

1. Students must be in attendance for a minimum of seven semesters.
2. In order to receive a high school diploma, students must meet the state's graduation requirements.
3. Students are encouraged to take more academic courses than the state requires.
4. Students are required to graduate with the Core 40 Diploma (which requires 6 credits in math, science, and social science). Parents may request a conference to discuss the Opt-Out Process which exempts a student from following the Core 40 curriculum.
5. Core 40, Academic Honors, Technical Honors, and General diploma requirements are outlined in the Academic & Career Planning Guide that students receive each year during the scheduling process.

New Indiana Diploma requirements (diploma requirements for grade 9)
Link to requirements:
https://drive.google.com/file/d/12iAYztfVcpJOmM-eJCaJdXHqB8VXJQrP/view

Students must be in attendance for a minimum of 7 semesters.

Weighted Grading Scale

Beginning with the Class of 2023, a weighted grading scale will be utilized. A weighted GPA is calculated by awarding additional points to classes that are considered more challenging than the basic curriculum. Along with this move toward a weighted grading system, Northeast Dubois Jr/Sr High School is also planning to move toward a *Laude* system of recognition, which will eliminate the current class ranking system, thus eliminating the recognition of Valedictorian and Salutatorian.

Weighted Grades:

A. Weighted grades will apply for GPA and all other purposes beginning with the class of 2023.
B. Additional course weighting will be:
    a. AP Chemistry - 2 points (2-semester course)
    b. AP Physics 1: Algebra-Based - 2 points (2-semester course)
    c. AP Physics 2: Algebra-Based - 2 points (2-semester course)
    d. AP Calculus AB/dual credit - 2 points (2-semester course)
    e. AP Biology/dual credit - 2 points (2-semester course)
    f. AP World History - 2 points (2-semester course)
    g. AP 2-D Art & Design - 2 points (2-semester course)
    h. Dual Credit Advanced Speech and Communications - 1 point (1-semester course)
    i. Dual Credit English 12-Composition II (Grade 12) - 1 point (1-semester course)
    j. Dual Credit Advanced English-Literature (Grade 12) -1 point (1-semester course)
    k. Dual Credit English 11-Composition I (Grade 11) - 1 point (1-semester course)
    l. Dual Credit Pre-Calculus: Algebra - 1 point (1-semester course)
    m. Dual Credit Pre-Calculus: Trigonometry - 1 point (1-semester course)
    n. Dual Credit Psychology - 2 points (2-semester course)
    o. Dual Credit Art History - 2 points (2-semester course)
    p. Dual Credit Exercise Science - 2 points (2-semester course)
C. The number of weighted semesters that a student can be credited for is capped at 16. Students may still take additional classes that fall under the weighted category, but once passing the 16 weighted semesters, these courses will receive no additional weight.
D. Grade of "C-" or above is required to receive a weighted grade.

E. Once a student completes a weighted class receiving a grade of "C-" or above, they will receive an additional .0625 points added directly to their cumulative GPA.
   Sample: GPA: 4.0 (all A's) + 16 weighted credits X .0625 = 5.0 (weighted GPA).
F. The GPA of a student is only calculated at the end of the semester.
G. Online Advanced Placement Courses, Online Dual Credit Courses, and Independent Study Courses will not receive a weighted grade.
H. If a student moves between a weighted and a non-weighted course during the semester, his/her grade will reflect course placement at the end of the semester.
I. Students who transfer to Northeast Dubois Jr/Sr High School will be able to have their course weighted if they were weighted at their previous school and if Northeast Dubois offers a similar weighted course. Move-in transcripts will be evaluated on a case-by-case basis.

Transition to *Laude* Latin Distinction Model:

A. Beginning with the class of 2023, Northeast Dubois Jr/Sr High School will add the distinction of *Summa Cum Laude* (with highest distinction), *Magna Cum Laude* (with great distinction), and *Cum Laude* (with distinction). This addition of the *Laude* distinction eliminates class rank and also eliminates the recognition of a Valedictorian and Salutatorian.
B. *Laude* distinction will be determined after the 8th semester and will be recognized at graduation.

Distinction	GPA
Summa Cum Laude	4.760 - 5.000
Magna Cum Laude	4.376 - 4.759
Cum Laude	4.000 - 4.375

Family Access for Grades & Information

Parents can access their student's academic progress and lunch account balance by going to the Northeast Dubois website via the Skyward icon link. To set up this account please follow the 2 page online tutorial at the following link: http://www.nedubois.k12.in.us/content/digitaldocuments. Then click on the Online Student Information System tutorial.

Lunch account information, daily grades, academic progress reports and quarterly report cards will be available online. Grades will be posted in Skyward Family Access as soon as possible

following the term (9 weeks) and each semester. These posts show a report of attendance, as well as grades for that term and previous grading periods.

Other School Information

Announcements
Announcements will be emailed to students and teachers every morning. Emergency announcements will be made at the end of the day.

Bell Schedules

Regular Schedule

8:00 - 8:25	Period 0
8:29 - 9:17	Period 1
9:21 - 10:09	Period 2
10:13 - 11:00/02	Period 3
11:02 - 11:32	A Lunch
11:36 - 12:24	Period 4A
11:06 - 11:52/54	Period 4B
11:54 - 12:24	B Lunch
12:28 - 1:16	Period 5
1:20 - 2:08	Period 6
2:12 - 3:00	Period 7

Friday Schedule

8:00 - 8:25	Period 0
8:29 - 9:13	Period 1
9:17 - 10:01	Period 2
10:05 - 10:47/49	Period 3
10:49 - 11:19	A Lunch
11:23 - 12:07	Period 4A
10:53 - 11:35/37	Period 4B
11:37 - 12:07	B Lunch
12:11 - 12:55	Period 5
12:59 - 1:43	Period 6
1:47 - 2:30	Period 7

Two Hour Delay Schedule

10:00 - 10:35	Period 1
10:39 - 11:14	Period 2
11:18 - 11:52/54	Period 3
11:54 - 12:24	A Lunch

12:28 - 1:03	Period 4A
11:58 - 12:31/33	Period 4B
12:33 - 1:03	B Lunch
1:07 - 1:42	Period 5
1:46 - 2:21	Period 6
2:25 - 3:00	Period 7

Bulletin Boards
The bulletin boards are designed for school notices and educational displays. The use of any display area in the school must have the approval of the principal.

School Property
Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials.

Telephones
If a student needs to use the phone, the phone in the office is available for use. Students will not be called to the phone during school hours except for emergencies.

Flag Etiquette & The Pledge of Allegiance
In saluting the flag, stand at attention, with your right hand over your heart. If a boy/girl or man/woman is wearing a hat, he/she removes it with the right hand and holds it at the left shoulder with his/her right hand over his/her heart. When the colors advance, as in a parade, you are to stand at attention until the colors have passed. You are to stand when the Pledge of Allegiance is recited. You are to stand when the "Star Spangled Banner" is played and encouraged to sing if you so desire.

Fire Alarm/Drills
Periodic drills are necessary as mandated by state law. When the fire alarm sounds, every student will leave the building in a quiet and orderly manner. Exits are determined by your position in the building at the time of the warning signal. Specific instructions are located in each room. Students shall reenter the building as soon as the signal for their return is sounded.

Severe weather drills are also held regularly with safety areas posted in each classroom. The main thing to remember with any drill is that student cooperation is necessary.

School Closing Emergency
In the event of an emergency, school closing due to the weather, etc., the local radio stations should be consulted, specifically WITZ (104.7 FM) and WBDC (100.9 FM). If these stations are not notified there will be school; do not call the school to confirm. Parents and students may also sign up for the corporation Remind notification system, which will send alerts through text or email.

Transportation
Bus transportation is provided for each student living in the Northeast Dubois County School Corporation. Students are urged to use this method. Students driving to school do so by joint consent of their parents/guardians and the school administration.

Use of Building
The school building is the center of community activities, but arrangements for use of the building for other activities must be cleared by the Superintendent and School Board. It is generally understood that any school activity must be given preference; therefore, the use of the building must be cleared through the office of the principal. A rental fee is charged in some cases for use of the facilities.

Visitors
Parents/Guardians are always welcome. They are encouraged to visit their children's classes, the teachers, and the principals. Parent/Guardian-teacher or parent/guardian-principal conferences should be made after school hours and by appointment. All visitors are expected to get a Visitor's Pass from the office. Students should not bring younger brothers or sisters, friends, or relatives of school age to school with them at any time. Visitors will not be allowed at Northeast Dubois during the noon hour or activity period.

Library
The Northeast Dubois Jr/Sr High School Library has approximately 11,000 items in its Destiny d atabase. The library is equipped with 12 computers for student use. In addition to INSPIRE, the library subscribes to eLibrary and SIRS research databases.

Sick Room
A room is available for students who become ill during the day. The following procedures pertain to the use of the sick room:

1. Before reporting to the sick room, students should check in with their teacher. The student must be identified as being sick by a teacher or office personnel. After one class period in the sick room, the student returns to class or makes arrangements to go home.
2. No medication can be given to students without parental approval. Only minor first aid services are available at the pool school.
3. Communicable diseases are reported to the Department of Health.
4. Individual health or hygiene problems are reported to parents/ guardians.
5. Students must sign in and out of the sick room on each visit.

Study Hall
Study halls are scheduled to support and complement classroom activities. Study hall is just what the name implies -- a quiet atmosphere where students can gainfully employ their time in preparation for class assignments. All students are required to bring books or materials for work to study hall. Unexcused absence and tardiness to study hall is counted the same as for class.

Nondiscrimination and Access to equal educational opportunity

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

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